



**CONFIRMED MINUTES OF A MEETING OF THE CARDIFF AND VALE UNIVERSITY HEALTH  
BOARD TRUSTEE HELD ON 28 NOVEMBER 2019  
MEMO ARTS CENTRE, GLADSTONE ROAD, BARRY, CF**

**Present:**

Charles Janczewski	CJ	Trustee and Interim UHB Chair
Len Richards	LR	Trustee and Chief Executive Officer
Eileen Brandreth	EB	Trustee and Independent Member - ICT
Robert Chadwick	RC	Trustee and Executive Director of Finance
Steve Curry	SC	Trustee and Chief Operating Officer
Martin Driscoll	MD	Trustee and Executive Director of Workforce and OD
Akmal Hanuk	AH	Trustee and Independent Member – Community
Abigail Harris	AH	Trustee and Executive Director of Strategic Planning
Michael Imperato	MI	Trustee and Independent Member - Legal
Dr Fiona Jenkins	FJ	Trustee and Executive Director of Therapies and Health Sciences
Fiona Kinghorn	FK	Trustee and Executive Director of Public Health
Sara Moseley	SM	Trustee and Independent Member – Third Sector
John Union	JU	Trustee and Independent Member – Finance
Ruth Walker	RW	Trustee and Executive Nurse Director
Stuart Walker	SW	Trustee and Medical Director
<b>In attendance:</b>		
Nicola Foreman	NF	Director of Corporate Governance
<b>Secretariat:</b>		
Glynis Mulford	GM	Corporate Governance Officer
<b>Apologies:</b>		
Professor Gary Baxter	GB	Trustee and Independent Member - University
Susan Elsmore	SE	Trustee and Independent Member – Local Authority
Dawn Ward	DW	Trustee and Independent Member – Trade Unions
Richard Thomas	RT	Chair – Stake Holder Reference Group

UHBT  
19/11/001

## **APOLOGIES FOR ABSENCE**

Apologies for absence were noted.

UHBT  
19/11/002

## **DECLARATIONS OF INTEREST**

The Interim UHB Chair (the Chair) invited Board Members to declare any interests in relation to the items on the meeting agenda. None were declared.

UHBT  
19/11/003

## **MINUTES OF THE TRUSTEE MEETING HELD ON 27 JUNE AND 25 JULY 2019**

The Board reviewed the Minutes of the meeting held on 27 June 2019 and 25 July 2019.

### **The Board Resolved that:**

- a) the minutes of the meeting be approved as a true and accurate record.

### **ACTION LOG**

**CT: 19/03/007 – Charitable Funds Bid – Sustainable Travel for Patients and Staff:** Chief Operating Officer to liaise with the Director of Capital Estates regarding having a manned telephone line in the Private Eye office.

SC

**CT: 19/07/004 – Appointment of a New Independent Advisor for the Charity Trustee:** No need to follow up at this stage as the candidate declined the position - **COMPLETE**.

**CT: 19/03/007 – WIFI Project: Charitable Funds bid – sustainable travel for patients and staff of CAV UHB:** It was agreed that the Charity should no longer provide monies for the WIFI project and that this should be revenue funded. **COMPLETE**

### **The Board Resolved that:**

- (a) the action log and updates upon it be received and noted.

UHBT  
19/11/004

## **REVIEW OF CHARITABLE DELEGATED FUNDS FOR TRUSTEE**

The Executive Nurse Director informed Members that a number of bids for Charitable Funds could not be allocated due to there being insufficient available funds. The Deputy Director of Finance had reviewed the Charity's delegated funds and prepared a paper that detailed the designated restricted, unrestricted and endowment funds held. The following key points were raised:

- There were a number of dormant delegated and undelegated funds which could potentially be considered for transfer to the

general reserve for key pieces of work.

- The Charities financial commitments had been assessed at £1.5m leaving an available balance of circa £360k in the general reserves. Therefore a number of projects were at risk as further expenditure could not be approved due to the level of available funds in general reserves. There were also implications for some employees as they were funded via this route.
- It was indicated that a number of charitable funds lay dormant which had named individuals attached to them. The Executive Nurse Director queried whether, in light of the fact that these pots remain dormant, we could consider pulling those funds into the general reserve to support further ongoing work this year to align with our strategic agenda.
- It was agreed that there was a need to ensure that a strategic direction was in place for charitable expenditure, to be clear what should be delivered and what needed to be prioritised as a Trustee. The Charitable Funds Committee December meeting would focus on this area.
- The Chair highlighted that the Trustees were not aware how the monies held in restricted or designated funds were intended to be spent when donated and queried whether the Trustee needed to discuss this with the Charity Commission before transferring funds to the general reserve. It was confirmed that the ability to transfer funds was within the gift of the Charity and the Charity Commission had previously highlighted that monies should not sit dormant in various pots for years. These dormant funds were out of line with Charity Commission Policy and the funds should have a spending plan in place.

The Executive Nurse Director acknowledged that this was an important decision to make but confirmed that the Trustee needed a direction of travel to proceed.

There was wider discussion regarding the need for fund holders to be informed that funds would be transferred as monies may have been donated for a specific purpose. It was suggested that fund holders would be concerned if funds were taken away without their knowledge.

The Chair stated there would need to be some notification to the fund holders and that this would be done through discussion and an engagement process. There was a need for fund activity to be reviewed on a regular basis and he confirmed that the Board was not in a position to go ahead with recommendations as they stood for all funds.

The Chair recognised the urgency of the request and advised that action could be undertaken electronically.

**The Board Resolved that:**

CJ / RW

	<ul style="list-style-type: none"> <li>a) the recommendations could not be supported until the fund holders were contacted as they may not be aware that funds could be lost if they did not have a spending plan;</li> <li>b) moving forward fund activity is to be reviewed on a regular basis; and</li> <li>c) For any urgent actions, decisions can be undertaken electronically.</li> </ul>	<p>CFC</p> <p>CFC</p> <p>CJ / RW</p>
<p><b>UHBT</b> <b>19/11/005</b></p>	<p><b>ANY OTHER URGENT BUSINESS</b></p> <p>No other business items were raised.</p>	
<p><b>UHBT</b> <b>19/11/006</b></p>	<p><b>DATE OF THE NEXT MEETING OF THE TRUSTEE:</b></p> <p>Thursday 30 January 2020, 1.00pm Venue: TBC</p>	