

**Confirmed Minutes of the Board of Trustee Meeting
Tuesday 22nd September – 09:00am – 10:00pm
Via Skype**

Present		
Charles Janczewski	CJ	Trustee & UHB Chair
Chris Lewis	CL	Interim Executive Director of Finance
Akmal Hanuk	AH	Trustee & Independent Member - Community
Martin Driscoll	MD	Trustee & Executive Director of Workforce & Organisational Development
Susan Elsmore	SE	Trustee & Independent Member – Local Authority
Abigail Harris	AH	Trustee & Executive Director of Strategic Planning
Michael Imperato	MI	Trustee, UHB Interim Vice Chair & Independent Member – Legal
Fiona Jenkins	FJ	Trustee & Executive Director of Therapies & Health Sciences
Stuart Walker	SW	Trustee & Executive Medical Director
Sara Moseley	SM	Trustee & Independent Member – Third Sector
Ruth Walker	RW	Trustee & Executive Nurse Director
Dr Rhian Thomas	RT	Trustee & Independent Member – Capital and Estates
Gary Baxter	GB	Trustee & Independent Member - University
Eileen Brandreth	EB	Trustee & Independent Member – ICT
In Attendance:		
Joanne Brandon	JB	Director of Communications
Nicola Foreman	NF	Director of Corporate Governance
Secretariat:		
Raj Khan	RK	Corporate Governance Officer
Apologies:		
Steve Curry	SC	Trustee & Chief Operating Officer
Fiona Kinghorn	FK	Trustee & Executive Director of Public Health
John Union	JU	Trustee & Independent Member - Finance

BT 20/09/001	Welcome & Introductions The Interim Vice Chair (VC) welcomed everyone to the meeting.	Action
BT 20/09/002	Quorum It was confirmed that the meeting was quorate.	
BT 20/09/003	Apologies for Absence Apologies for absence were noted.	
BT 20/09/004	Declarations of Interest The Executive Director of Therapies and Health Sciences (EDTHS) declared she was a signatory to a paper on the agenda in regards to the Gareth Bale monies.	
BT 20/09/005	Minutes of the Trustee Meeting held on 23rd July 2020	

	<p>The Director of Corporate Governance (DCG) took the Trustee through the minutes.</p> <p>The Interim Executive Director of Finance (EDF) advised that minute reference 20/07/09 should be amended to state £1M in income was expected not general reserves.</p> <p>Resolved that:</p> <p>(a) Subject to the above amendment, the Trustee approved the minutes of the meeting held on 23rd July 2020 as a true and accurate record.</p>	RK
<p>BT 20/09/006</p>	<p>Action Log following the Meeting held on 23rd July 2020</p> <p>The Executive Nurse Director (END) took the Trustee through the action log:</p> <ul style="list-style-type: none"> • The first two items were complete • The two following items were on the agenda <p>Resolved that:</p> <p>(a) The Trustee noted the action log update.</p>	
<p>BT 20/09/007</p>	<p>Health Charity Current Financial Position</p> <p>The EDF advised that the report provided information on the year to date financial position for the first 5 months of the year and also forecasts for the financial position of the Charity against the commitments already made from general reserves.</p> <p>The following was summarised:</p> <ul style="list-style-type: none"> • Income resources of £1.2M • Spend of 508,400 leaving net income resources of £619,000 • Gains on investment of £431,000 • Positive movement on Charity worth of £1.05M for the first 5 months of the year. <p>The Trustee was referred to Table 2 in the report which showed the schedule of income and how it remained strong although it had slowed a little. There was a good possibility of additional income from NHS Charities association of £655,000 being received and bids would be made to secure this additional income.</p> <p>In terms of the investment portfolio, this had hit a low point in March, dropping its value under £5.5M however at the end of August it had increased in value to £5.930M showing gains of £431,000.</p> <p>Commitments against General reserves totalled £1.249M against reserves of £980,000, made up of a reserves balance of £549,000 and investment gains of £431,000. It was explained that the reserves value was dependent on how well the investment portfolio was performing and a potential second wave of Covid could impact again on the value of the portfolio. The over commitment had been reduced to £269,000 partly due to the growth in the investment portfolio since last reporting.</p>	

	<p>The Independent Member – ICT (IM-ICT) queried how the Gareth Bale donation tied into the general reserves. The EDF stated that it was not included within the general reserves figure as it was a separate fund set aside to be spent on UHW. He added for clarity that NHS Charities together funding was also not included.</p> <p>The EDF summarised that the financial performance of the Charity so far was strong however there was still an over commitment against the general reserves therefore it was not in a position to make further expenditure from the general reserves.</p> <p>The UHB Chair joined the meeting and queried whether the term “general reserve” meant money available for the Charity to disperse subject to application, the EDF confirmed this to be the case. The UHB Chair further queried whether the rest of the money was either restricted fund or in a pot being managed by a funds manager, the EDF confirmed that the rest of the money was delegated.</p> <p>The UHB Chair asked how the commitments against the Charity were monitored. The EDF stated that a finance report was provided at each Charitable Funds Committee (CFC) and on a regular basis to the Board of Trustee meeting. The UHB Chair queried how, if that was the case, these over commitments had occurred as our forward commitments should be known so that we did not allow ourselves to become over committed.</p> <p>The END highlighted that the issue of over commitment had been present for some time but was reducing and as Trustees we needed to focus on this area to ensure it continues to decrease and over commitment does not recur.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (a) The Trustee noted the financial position of the Charity; (b) Noted the latest income position; (c) Noted the commitments against general reserves and actions being taken to mitigate these financial risks. 	
<p>BT 20/09/008</p>	<p>Update on Dormant Funds</p> <p>The EDF referred to the policy agreed at the July meeting where any unrestricted funds that had been dormant for two years were to be taken into general reserves.</p> <p>In the first instance an implementation plan was agreed where expenditure plans demonstrating that these were not dormant funds and expenditure plans for those restricted funds that had become dormant were requested. Progress against the implementation plan was highlighted including the updating of the financial control procedure and communications being sent to all fund holders informing them of the change of policy. The expenditure plans for the end of October 2020 were awaited and at that point the EDF would be able to give the Trustee an assessment of the financial impact and effect on supporting general reserves.</p>	<p>CL</p>

	<p>The EDF advised that the expenditure plans would be sense checked to assess if they were credible; those funds that did not return an expenditure plan would be withdrawn from the fund holders and placed back into general reserves in accordance with the policy.</p> <p>Resolved that:</p> <p>(a) The Trustee noted the progress being made in implementing the agreed policy on dormant funds.</p>	
<p>BT 20/09/009</p>	<p>Rookwood Legacy Update – verbal update</p> <p>The Executive Director of Strategic Planning (EDSP) referred to the previous meeting where the Trustee had agreed to the sale of Rookwood on the open market and that before the final sale, the bids would come back to review.</p> <p>The Trustee was advised that the individual managing this was currently occupied with the surge hospital so no further progress had been made.</p> <p>The UHB Chair asked whether we were in a position to name an SRO for Rookwood. The EDTHS confirmed that the CEO had asked her to pick up the role of SRO which it was thought included its decommissioning but a 1:1 session would be set to finalise the role and provide clarity.</p> <p>Resolved that:</p> <p>(a) The Trustee noted the verbal update.</p>	
<p>BT 20/09/010</p>	<p>Horatio’s Garden Update</p> <p>The EDTHS advised that regular meetings were taking place with Capital Estates and Specialist Services Clinical Board to look specifically at the link between Horatio’s Garden and development of the Rookwood site. There was good patient involvement and there was also regular contact with Olivia Chapple.</p> <p>The following actions were outstanding and with the Estates Team:</p> <ol style="list-style-type: none"> 1. Lease of Horatio’s Garden – to sign off the lease before the UHB could tender for certain elements 2. Request for Horatio’s Garden to relook at the lower ground – issues with the lower area needed review in order to have good fire service egress. <p>The intention to tender the project this month with no slippage in completion was expected.</p> <p>Independent Member – Local Authority (IM-LA) queried the levels of the maintenance cost. The EDTHS replied that Horatio’s Garden were happy with the maintenance costs submitted being an appropriate sum of money</p>	

	<p>for it and that there was also a commitment to support maintenance from an array of other ways. IM-LA referenced the experiences from Hafn-Y-Coed gardens and commented how the need to build in maintenance costs was important. The UHB Chair concurred.</p> <p>Independent Member – Capital and Estates (IM-CE) commented how there had been a lack of clarity on funding expectations for Horatio’s Garden. The EDTHS confirmed that part of her role as SRO was to provide complete clarity to Horatio’s Garden on this. Following the last meeting this was clearly set out in correspondence to Olivia Chapple who was pleased to receive the letter and confirmed her understanding of it.</p> <p>Resolved that:</p> <p>(a) The Trustee noted the contents of the report and assurances provided.</p>	
<p>BT 20/09/011</p>	<p>Update on Income Generating Activities including:</p> <p>a) Progress made with Gareth Bale Monies and b) The Raising of Additional Monies into General Reserves</p> <p>The DC confirmed that the purpose of the paper was to provide and update on the £500,000 received in April which was discussed in the special CFC meeting and subsequent Trustee meeting on 23/07/2020.</p> <p>The Trustee had agreed that the money should be spent on UHW as per the Bale family request and in response to Covid-19 focusing on:</p> <ol style="list-style-type: none"> 1. Staff Wellbeing 2. Bereavement 3. Link with the Arts Programme <p>3 bids had now been received, 2 of which were previously brought to the Trustee and the third bid the EDTHS would present.</p> <p>The EDTHS presented her submission for the Gareth Bale Money which related to Covid rehabilitation for patients. An increase in demand for rehabilitation was being seen which was unplanned for and without the ability to provide this care, longer term disability for patients could result.</p> <p>Having a virtual platform would support people with their self-management but recognising the cohorts of patients that need 1:1 or group treatments, the submission was made up of two elements:</p> <ol style="list-style-type: none"> 1. Development of the website to provide good quality content, pertinent to our residents and guidance for those who had contracted the disease post covid, even those affected by Covid but had not had the disease for example those shielding. The bid included a multidisciplinary group with the expertise to develop the site and web designer. Resource to reach out to those digitally 	

excluded was also important. There were currently over 200 patients waiting who had a need for this service in addition to the GP requests for a system to be put in place now.

2. The second element related to the strategic objectives of the Health Charity and supports the health and wellbeing of the population, enhancing innovation in health care, sustainable health care, also aiding the green agenda by signposting virtually.

It was proposed that the group would be called the Gareth Bale Covid Rehabilitation Group but endorsement would have to be sought from the family. It was also highlighted that there would be additional funding required as the costs were more than the Bale donation.

The UHB Chair welcomed the approach of contacting the Bale family to confirm that they were happy for the money to be spent in this way. He queried whether this had been reviewed by the Chair of the Charitable Funds Committee and whether it was in a position to recommend support of this bid. The Independent Member – Community (IM-C) and Chair of CFC stated that this had not been reviewed by himself or the Committee and proposed that it be reviewed in the next meeting. The UHB Chair understood that the bid had been brought to the Trustee due to timing issues but preferred that the Trustee had the benefit of the Committee's input and would like it to provide recommendations to the Trustee regarding bids.

The Independent Member – Third Sector commented that this was a great concept to meet the long term needs of people who were unwell. She stated that this would be an issue across the UK and queried what other web based resources or hubs were available and whether we were recreating something that existed elsewhere or something unique and how that benefit would be shared and used across a larger population. She also queried that if it was a bespoke system to the UHB, what the linkage would be to services as some of the services for those with long term rehabilitation needs would be NHS and social care services so would signposting to and from these services avoid charitable funds paying for what should be funded elsewhere. Her final query related to human contact and whether the service would be entirely online.

The EDTHS suggested that the members refer to the website www.keepingmewell.com which was in development but freely available to everyone. This was being developed for the UHB to benefit a wider population than just Cardiff and Vale. Other Health Boards were looking to see what they could do in the context of Covid rehabilitation but this was not part of the business plans that had been developed. Signposting would be put in place to provide information and the multi-disciplinary groups would provide the opportunity for 1:1 treatment and face to face

	<p>where needed as well as group sessions with face to face where needed. She highlighted that the website would be used as a point of intervention and guidance not just to provide treatment at home.</p> <p>The IM-LA sought assurance that local authorities had been approached particularly in relation to social care to ensure we were making the absolute most of the resource available. The EDTHS confirmed that the local authorities were aware where signposting had been put in place.</p> <p>The Executive Nurse Director highlighted that there were other bids to be considered so it would be helpful if all bids came to the CFC together to allow scrutiny before bringing to the Trustee.</p> <p>Resolved that:</p> <p>(a) This and other bids would be presented to the CFC and then recommendations brought to the Board of Trustee.</p>	JB
BT 20/09/012	Any Other Business	
	There were no items of other business.	
BT 20/09/013	Items to bring to the attention of the Board	
	There were no items.	
BT 20/09/014	Date and time of next Meeting	
	Tuesday 26 th January 2021 10.00am – 11.00am	