

**CONFIRMED MINUTES OF THE  
CHARITABLE FUNDS COMMITTEE MEETING  
HELD AT 09.00AM TUESDAY 19 SEPTEMBER 2017  
CORPORATE MEETING ROOM, UNIVERSITY HOSPITAL OF WALES**

**Members:**

Martyn Waygood	Chair
Margaret McLaughlin	Independent Member – Third Sector
Stuart Egan	Independent Member – Trade Union
Christopher Lewis	Deputy Director of Finance
Fiona Jenkins	Executive Director of Therapies

**In Attendance:**

Akmal Hanuk	Independent Member - Community
Alun Williams	Head of Financial Services
Katie Mallam	Fundraising and Communications Manager
Mike Jones	Chair, Charitable Funds Bids Panel
Peter Welsh	Director of Corporate Governance
Angela Hughes	Acting Assistant Director of Patient Experience
Alex Baily	Schroders
Simone Jocelyn	Engagement Lead
Georgina Burke	Fundraising Officer
Joanne Jefford	Senior Dietician

**Secretariat:**

Leanne Miles

**CFC 16/116            WELCOME AND INTRODUCTIONS**

- The Chair welcomed all present to the meeting.

**CFC 16/117            APOLOGIES FOR ABSENCE**

- Apologies for absence were noted.

## **CFC 16/118            DECLARATIONS OF INTEREST**

The Chair invited Members to declare any interests in the proceedings.

- Fiona Jenkins declared an interest in item 6 – Benefits of colour – enhancing the patient’s mealtime experience (phase 3).
- Margaret McLaughlin declared an interest in agenda item 9 – Third Sector Framework.

## **CFC 16/119            UNCONFIRMED MINUTES OF THE MEETING HELD ON 13 JUNE 2017**

The Committee **RECEIVED** and **APPROVED** the minutes of the meeting held on 13 June 2017.

## **CFC 16/120            ACTION LOG - MEETING OF 13 JUNE 2017**

The Committee **RECEIVED** the Action Log from the meeting of 13 June 2017 and **NOTED** the following:

*CFC 16/108 – Benchmarking Exercise.* Interest of utilizing empty space for the Charity at Llandough registered with Geoff Walsh – Update at next meeting.

**ACTION - PETER WELSH**

*CFC 16/109 – Bids Panel Paper.* Information from where bids originate. Update at next meeting.

**ACTION - KATIE MALLAM/MIKE JONES**

## **CFC 16/121            BENEFITS OF COLOUR – ENHANCING THE PATIENT’S MEAL TIME EXPERIENCE**

Fiona Jenkins presented a paper on enhancing the patient mealtime experience. Phase 3 of the project is to introduce the use of blue melamine crockery across the remaining locations of the Health Board following a successful introduction of Phase 1 across UHL and Phase 2 having received funds to purchase the crockery for the Children’s Hospital of Wales at UHW. Financial impact would be £28,000. Fiona Jenkins stated that they were extremely grateful for the charitable funding for the project.

Joanne Jefford gave a short presentation on the value of blue crockery and how it enhanced the patient experience by improved nutrition, presentation of food, sensory perception and gave dignity and independence to the patient. There had been great feedback off patients and staff alike stating that the crockery had non-slip bases, the food looked more appetizing and that there had been a marked

reduction in food wastage. It was also stated by Joanne Jefford that the crockery was virtually unbreakable and had a long shelf life but was not microwaveable.

Joanne Jefford stated she would also look at the possible option of a family/patient being able to purchase the crockery on discharge from hospital and would feedback any information to a future meeting.

**ACTION:** Joanne Jefford

Katie Mallam mentioned that Lee Wyatt from Estates predicted that £5000/year would be potentially saved from replacing broken crockery and suggested there could be a possibility of a fund being set up with this saving to replace cutlery. Peter Welsh also reiterated the benefit to patient care and patient experience and also fits the objectives of the charity of enhancement and that we should maximize publicity.

Simone Jocelyn stated that it would be a good idea to ensure the Local Authority were engaged in this activity with regards to Nursing and Care homes.

The Committee was unanimous in their comments on the value the crockery is having, and would have, on patient experience and supported the bid.

The Committee:

- **NOTED** the presentation.
- **APPROVED** the expenditure outlined in the application from Cardiff and Vale UHB Charity Funds of £28,000 from unrestricted funds.

## **CFC 16/122          ROOKWOOD**

Chris Lewis, presented a paper on Rookwood Hospital and stated that the paper would also be presented to the Trustees. The current situation is that the UHB had been successful in securing additional capital resource to fund a new unit at UHL allowing services to be transferred from Rookwood to a modern build. Chris Lewis stated that the Charity Commission may ask for plans and processes for the use of the funds upon completion of the sale. Chris Lewis stated that we need to come up with plans on how we will use this grant and how we will apply it. Chris Lewis also stated that the sale of Rookwood would be set up as a stand-alone investment portfolio separate from the one used for the rest of the Charity's investments and would support clarity around governance and accountability of funds.

**ACTION:** Chris Lewis

The Committee:

- **NOTED** the progress being made and further work being undertaken on the sale and application of the Rookwood Hospital element of the Charity.

Chris Lewis presented a paper on NHS Charities & LHB/NHS Trust Statutory Accounts. Chris Lewis stated that NHS charities in Wales are classified as public bodies linked to the NHS and stated that to date have not been designated for consolidation within the Welsh Government accounts. There is no consultation in the pipeline at the moment. Chris Lewis stated that there are two key issues:

- Have NHS Wales organisation got any concerns regarding the potential alignment of NHS Charities with the Welsh Government boundary
- Is there any emerging appetite within NHS Wales to consider independent status as has been seen in England

Chris Lewis stated the main concerns relate to the formal requirement to consolidate and report our accounts but there are options to avoid this. He also stated that there currently does not appear to be an appetite across Wales to set up NHS Charities as independent organizations as there does not appear to be any significant benefits in doing so. Dependent upon how developments progress, a full and formal consultation will be undertaken by Welsh Government.

The Committee:

- **NOTED** the contents of the report
- **CONSIDERED AND AGREED** to feedback that there is not much appetite within this committee to go down the independence route.

Margaret McLaughlin gave an oral report on Third Sector Small Bids. Margaret McLaughlin recapped that the Committee agreed to the allocation of £20,000 of funds to third sector organizations that we work with primarily looking at Shaping our Future Wellbeing outcomes that matter to people. “Canterbury” was referenced and stated how important it is to work with communities. Margaret McLaughlin also stated that the Small Bids Panel agreed to oversee the allocation on a regular basis.

Katie Mallam stated that evaluation has been penciled in as an item on the agenda for the Make it Better Staff Lottery Panel Away Day. Katie Mallam reiterated that £20,000 was agreed by the Panel as an application was submitted. Simone Jocelyn Engagement Lead, stated that if we are going to invest more money into wellbeing and prevention if evaluations come back positively we need to work more collaboratively and that money needs to increase year on year and not plateau.

Peter Welsh requested if acceptable to Mike Jones, to debate evaluation at the October 2017 timeout and bring a proposal back to the December 2017 meeting with a recommendation to continue or increase funding.

**ACTION:** Peter Welsh

The Committee:

- **NOTED** the oral presentation
- **AGREED** to a proposal being brought to the December 2017 meeting with regards to an increase/decrease funding

## **CFC 16/125                  SMALL BIDS PROCESS**

Peter Welsh gave an oral presentation on the Small Bids Process. Peter stated that the Small Bids Process has developed from Patient Safety Walk rounds. He stated that some small bids that come in are around £100 and as the Small Bids Panel only meets quarterly, have to wait a long period of time to see if successful. The recommendation is to fast track small bids up to £250 that would be signed by Mike Jones, Peter Welsh and Chris Lewis and logged by the fundraising department. This would then allow a quick turnaround. A fast track bids log would then be presented to the Small Bids Panel for governance. Peter suggested that the figure of £250 be evaluated in six months to see what impact has been made.

The Committee:

- **NOTED** the oral presentation
- **AGREED** the recommendation to fast track small bids of £250 and re-evaluated in six months

## **CFC 16/126                  CFC AWAY DAY 2017-2018**

Peter Welsh stated that previous away days have been successful and to get the views off Committee members if one should be held this year. Peter Welsh's proposal is that the next Charitable Funds Committee meeting is 19<sup>th</sup> December 2017 and the first part of the day be a business meeting and the rest be held for the Committee meeting.

The Committee:

- **NOTED** the oral presentation
- **AGREED** the proposal

## **CFC 16/127                  PROPOSED AFFINITY DEAL WITH GRIFFIN MILL**

Peter Welsh gave an oral presentation on the Proposed Affinity Deal with Griffin Mill. A meeting with Senior Management at Griffin Mill was very successful and they are keen to carry on the Affinity deal that was previously in place with Lookers.

The Affinity deal would continue with Peugeot and five other dealers allowing a wider range of car be available to staff and their family members. The £25 donation for each car sold or leased will still be in place and a car for Rookwood would also be available as well as them supplying a vehicle for the Charity. It has

been formerly through the Staff Benefits Group to be endorsed and reported to the Local Partnership Forum.

The Committee:

- **NOTED** the oral presentation.

## **CFC 16/128            SCHRODERS UPDATE**

Alex Baily from Schrodgers gave an oral update and presented a booklet on the Charitable Funds Portfolio. He stated that the value of the portfolio currently stood at £6.8m at 13 September 2017 and stated that £700,000 had been withdrawn since the start of the year to protect the return on investments.

Alex Baily stated that income looked good at approximately £180,000.

Alex Baily summarized that they are pretty happy at the moment and would move the fund around if opportunities arose. He stated that markets should get more volatile.

Alex Baily also stated that we will not know much regarding Brexit until 2019.

Martyn Waygood thanked Alex for his comprehensive and interesting presentation.

The Committee:

- **NOTED** the oral report.

## **CFC 16/129            MARKETING STRATEGY UPDATE**

Simone Joycelyn gave an oral update on Marketing Strategy. Simone stated that the website has now been launched. Simone Jocelyn stated that the Annual Report was excellent and promotes the charity and is accessible to everyone and suggested that a copy be sent to all contributors. Simone stated that the Communications team and the Fundraising Team are now working more closely with each other

The Committee:

- **NOTED** the oral update.

## **CFC 16/130            FINANCE MONITORING REPORT**

Chris Lewis presented a paper for noting on the Finance Monitoring Report. The Report shows that the Charity generated £0.289m of income and also spend £0.460m and therefore had net expenditure of £0.171m. Assurance is provided by the financial strength of the Charity and good financial performance during the period.

The Committee:

- **NOTED** the financial position of the Charity.

## **CFC 16/131 FUNDRAISING REPORT**

Katie Mallam presented the Fundraising Report. Katie referenced the last mega draw of £10,000 and the increase in membership to the staff lottery it generated and stated that instead of reverting back to the previous value of £5,000, proposed that it remain at £10,000.

The Committee:

- **APPROVED** the progress and activities outlined in the report
- **AGREED** the proposal of the mega draw remaining at £10,000

Katie Mallam also tabled a paper on NHS 70<sup>th</sup> birthday celebrations. Katie outlined that the NHS will mark its 70<sup>th</sup> anniversary on 5 July 2018 and plans were underway with a series of events to mark the occasion. Katie Mallam recommended that the Committee agree the ongoing work around the celebrations and a further update with a budget proposal be presented at the December 2017 meeting.

**ACTION:** Katie Mallam

The Committee:

- **NOTED** the activities outlined in the report
- **APPROVED** the recommendations outlined by Katie Mallam

## **CFC 16/132 BRANDING GUIDELINES**

Katie Mallam presented the Branding Guidelines document to the Committee which provides the basic brand and design guidelines for the use of the Cardiff and Vale Health Charity's logo. Katie Mallam re-iterated that anyone wanting to use the logo would need to present marketing information beforehand and if suitable would then be provided with a high quality link and wording.

The Committee:

- **NOTED** the oral report.

## **CFC 16/133 ANNUAL REPORT AND ACCOUNTS 2016/2017**

Alun Williams presented the draft Annual Report and Accounts 2016/2017. Alun Williams stated that the funds held on Trust Annual Report and Final Accounts are due to be audited by the Wales Audit Office and could therefore still be subject to change. Upon completion of the Wales Audit Office audit, the funds held on trust, annual report and audit report would be presented to the Charitable Funds Committee on 19<sup>th</sup> December 2017. Alun Williams also stated that formal approval would then be sought from the Trustees in January 2018.

The Committee:

- **CONSIDERED** the Draft Annual Report and accounts subject to any adjustments required by the Wales Audit Office review.

#### **CFC 16/134                    INTERNAL AUDIT REPORT AND FINAL INTERNAL AUDIT REPORT**

Alun Williams presented the Internal Audit Report and Final Internal Audit Report. The reports outline a review of the Charitable Funds within Cardiff and Vale University Health Board. Alun Williams stated that few matters required attention and are compliant or advisory. The report gave substantial assurance on the management of the charitable funds. Martyn Waygood congratulated all those involved.

The Committee:

- **NOTED** the contents of the report and the management actions assigned to the recommendations within the reports.

#### **CFC 16/135                    CARDIFF AND VALE HEALTH CHARITY ANNUAL REPORT**

Martyn Waygood presented the annual report. He stated that it was absolutely tremendous and that the report gets better and better each year and was light years away from where the charity started. This was reiterated by the whole Committee who said the report was excellent and a great advert of the Charity.

The Committee:

- **NOTED** the report and the content and good work that the charity had done over the past year and the contributors to the report.

#### **CFC 16/136                    ITEMS TO BRING TO THE ATTENTION OF THE BOARD/OTHER COMMITTEES**

- Investment in Crockery
- Update from Schroders
- New fast tracking of bids

#### **CFC 16/137                    DATE OF NEXT MEETING**

The next Charitable Funds Committee meeting is scheduled to take place on **Tuesday, 19 December 2017 9.30am**, Corporate Meeting Room, Headquarters, UHW.

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