

**CONFIRMED MINUTES OF THE
CHARITABLE FUNDS COMMITTEE MEETING
HELD AT 09.00AM TUESDAY 19 DECEMBER 2017
CARDIFF CITY STADIUM**

Members:

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| Akmal Hanuk | Chair |
| Maria Battle | Independent Member |
| Stuart Egan | Independent Member |
| Christopher Lewis | Deputy Director of Finance |

Attendees:

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| 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 |
| Simone Joslyn | Engagement Lead |

Secretariat: Leanne Miles

CFC 16/138 WELCOME AND INTRODUCTIONS

- The new Chair, Akmal Hanuk welcomed all present to the meeting and thanked Martyn Waygood for all his hard work as former Chair of the Committee.

CFC 16/138 APOLOGIES FOR ABSENCE

- Apologies for absence were noted off Angela Hughes -

CFC 16/139 DECLARATIONS OF INTEREST

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

- None were given.

**CFC 16/140 UNCONFIRMED MINUTES OF THE MEETING HELD ON 19
SEPTEMBER 2017**

- The Committee **RECEIVED** and **APPROVED** the minutes of the meeting held on 19 September 2017

CFC 16/141**ACTION LOG - MEETING OF 19 SEPTEMBER 2017**

- The Committee **RECEIVED** the Action Log from the meeting of 19 SEPTEMBER 2017 and **NOTED** the following:

CFC 16/121 – Benefits of colour – Enhancing the patient’s mealtime experience. Evaluation at the Charitable Funds Committee in September 2018.

Peter Welsh on behalf of Joanne Jefford, Dietician, stated that their team were delighted that funds were made available for this activity and that there will be a positive evaluation at the meeting in September 2018, and to pass on their thanks and appreciation.

CFC 16/142**PROPOSAL – GVS THIRD SECTOR SMALL GRANTS SCHEME UHB 2017**

Peter Welsh presented a paper on the above.

It was outlined that this is a proposal to invest a further £25,000 on a yearly basis into the health and wellbeing of the population of Cardiff and the Vale of Glamorgan by via the third sector.

Previous allocation from the Charity of £25,000 for third sector projects made a massive difference to community healthcare projects in the region.

Recommendations to the Charitable Funds are to:

- **CONSIDER** the proposal of further donations yearly of £25,000
- **AGREE** to allocate the agreed amount of funding into a community grants programme for administration by GVS.

The Charitable Funds Committee:

- **AGREED** to the recommendations listed above.

CFC 16/143**HORATIO’S GARDEN**

Peter Welsh presented a paper on Horatio’s Garden. It was outlined that services were due to transfer from Rookwood Hospital to Llandough in 2018. An integral part of this service is the recovery and rehabilitation of patients after severe head and spinal injuries. The Committee was advised that Horatio’s Garden is a charity that creates and professionally maintains gardens in NHS spinal centres. The UHB was contacted to see if it would be interested in working in partnership with Horatio’s Garden to provide a purpose built garden at Llandough for the new unit which would be the first of its type in Wales. Peter Welsh stated that as there are external limitations at Llandough to patients due to the topography of the area. It was stated that there is potential to develop a purpose designed garden, an area of raised ground adjacent to the new unit but would involve extensive civil

engineering works to level the area and make a “walled” embankment. Early indications of cost are estimated at £500k. Peter Welsh also reiterated the covenant on the Rookwood site which requires income raised through the sale of Rookwood site be used for rehabilitation services at the hospital.

Peter Welsh stated that this could be borrowed and reimbursed back into the Charity’s pot and this would allow Horatio’s garden to progress. Maria Battle had been in touch with the Chair of the Trustees who are keen to progress purely in terms of what this would give to patients. Maria Battle stated that she, Katie Mallam and Simone Joslyn went to see patients at a spinal unit that had a Horatio’s Garden, in Salisbury and that it came from a survey of patients that stated they wanted the ability to access a garden outside. A survey of staff and patients was also undertaken and the patient’s views prevailed. Maria Battle stated that the garden was used frequently, events were undertaken there and it was also very therapeutic plus had a tea room. For patients that couldn’t leave the wards there were cameras available of the garden and cameras were also watching the birds nesting. The garden also benefited from a world class gardener. Maria Battle stated that she would meet the next contractor to see if they will partly fund the build at Llandough as they will be on site with the machinery. Maria Battle also reiterated the money will be available once Rookwood is sold, and fully supports the proposal and stated that it’s a very intelligent way of making the project happen. Simone Joslyn stated that the Added Value was integral. Because of the design of the garden in Salisbury, patients in beds and wheelchairs were able to be taken into the garden by trained volunteers. Simone Joslyn stated that this type of access should be an integral part of the design at Llandough.

Chris Lewis stated the strength of the Charity’s portfolio. It has allowed us to realize some of the gains and allowed us to withdraw £700k. However Chris Lewis did state the need to be mindful of the value of the charity and how the market is performing over the next two years until the asset is realized so we don’t over stretch ourselves and live within our reserves policy.

ACTION: Maria Battle/Peter Welsh to work on a paper for the Trustees meeting in January 2018 which will include more information about the gardens and address any concerns

The Committee:

- **ENDORSED:** The application to fund Horatio’s garden
- **RECOMMEND:** To the full Trustees meeting in January 2018 to approve the above.

CFC 16/144 MAMMOGRAPHY SYSTEM UPGRADE (BID OVER 25K) BREAST CENTRE UHL

The Committee is asked to

- **APPROVE** the purchase of mammography equipment.

Peter Welsh presented a paper on the Breast Centre at UHL and a Procurement Report outlining a request to purchase mammography equipment. The Breast Centre is now looking for funding for additional mammography equipment that will provide 3D pictures. The application has been approved and supported by the Clinical Board and Clinical Board Director responsible. It is a major piece of equipment providing leading edge technology and service and will enhance patient experience.

Peter Welsh stated that there is over £250k in the Breast Centre Fund and the purchase will be funded through this fund.

The Committee **APPROVED** the purchase of the Mammography equipment.

CFC 16/145 NHS 70TH BIRTHDAY CELEBRATIONS

Simone Joslyn gave an oral presentation on the current state of where we are with the NHS 70th birthday celebrations. Preparations are well underway and is continuing to attend the All Wales Group and that Cardiff and Vale Health University Health Board is doing more than any other Health Board in Wales with regards to promoting birthday celebrations. Some of the projects we are getting involved in, need more exposure as they are supported mostly by the Health Charity. We are working closely with the University of Manchester who have been in Llandough collating patient stories. We have met with the commissioned artists for the celebrations and have also bagged a piece of coffee art to use and also to work with the National Theatre of Wales on some of their projects. Dietetics have become really engaged in the celebrations and will do a party on each elderly ward on the day which will encourage nutrition and the intake of fluids. A piece of work has been commissioned by a local group to the UHW site who are creating a quilt and will create 70 pieces to make it. The celebrations tie in nicely with the 100 year celebrations for Rookwood with connections to the RAF, veterans, artists and musicians. We have also been approached by the BBC and media teams around the celebrations and will liaise with the communications department to see where we are with this. With the run up to the 70th birthday celebrations, different events will be held monthly at different locations in Cardiff and Vale.

Simone Joslyn also stated that for part of the ceremony a miner's lamp will travel from Tredegar to Llandough and then make its way to Westminster and will be carried by Aneurin Bevan's granddaughter and the Tredegar town band.

Maria Battle stated that it would be worth Joanne Brandon contacting the local radio stations surrounding the celebrations, which the majority of people in this locality listen to.

ACTION: Joanne Brandon

The Committee

- **NOTED** the oral presentation and the continued work in the celebrations.

CFC 16/146

ROOKWOOD

Chris Lewis gave a brief oral update on the situation with Rookwood. An updated paper was presented at the Trustees meeting 28 September 2017, to note that the formal application was recommended to go in nine months before the expected completion date and the move likely to be 2019/2020.

To note, there will be nothing to report for the next 12 months. Information will be brought to a Committee in the future when it becomes available.

Maria Battle asked the question regarding the closure of Rookwood, are staff being kept informed? Simone Joslyn stated that she was advised by Estates that until there was more concrete information to be given out not to send out updates regarding the closure due to the amount of messages previously given and confusion caused by these, but information that has been given out is that we do care about Rookwood and that celebrations are underway for the 100 years. This would help build relationships with the staff and start to prepare them for the closure.

The Committee:

- **NOTED** the oral presentation and that no further information regarding Rookwood will be brought to the Committee for 12 months, unless any information becomes available.

CFC 16/147

UPDATE ON POTENTIAL COMMERCIAL PARTNERSHIP DEALS

Peter Welsh gave a brief oral update on potential commercial partnership deals. The Vectis card has been distributed to employees of Cardiff and Vale University Health Board and feedback has been very positive and that a further meeting will take place when more information will become available.

A further meeting has taken place with Griffin Mill who are very positive to have this relationship in place. There will also be a further meeting with Senior Managers of Griffin Mill in the New Year to discuss further deals. Peter Welsh also outlined "Change Card", a Charity that offers an online banking service. They provide a banking service especially to homeless people. They will provide any member of staff and their family with a bank card and bank account but stated that you cannot go overdrawn and don't give out loans and there are also no fees associated with it. There are also perks to the card such as money back deals. Also a donation will be made to the charity on accounts that are opened and purchases made on the card. A further meeting will be undertaken with "Change Card" and a formal proposal brought to the next Charitable Funds Committee to sign it off and to outline the benefits to the Charity in more detail. Peter Welsh stated that it has also been presented to the Local Partnership Forum and governance has been checked.

Peter Welsh also outlined that Enterprise Car Rental are also keen to work with us with a range of benefits including major discounts to rental. An introductory meeting has taken place but a further meeting is in the pipeline to discuss further benefits to NHS staff and families and are also keen to work with the Charity.

The Committee:

- **NOTED** the oral presentation

CFC 16/148 FINANCE MONITORING REPORT

Chris Lewis presented the Finance Monitoring Report of the Charity. The report showed the period to date and spending of £475k more than income generated during the period. Some legacies were received in after this period and after the report was prepared. The value of the charity decreased by £300k during this period, however it is expected to pick up in the second part of the year.

Chris Lewis referenced the investment portfolio which showed the fall in investment value to March 2017 due to the realization of £700k from the portfolio in February 2017.

To summarize the value of the Charity in the current year is £10.335m.

It was also noted that the investment broker for the Charity will be present at the next meeting in March 2018 and will give a classification of the Charity's portfolio.

The Committee:

- **NOTED** the report and the financial position of the charity.

CFC 16/149 FUNDRAISING REPORT

Katie Mallam presented the Fundraising Report of the Charity. Katie Mallam stated the current situation for the year with the income; Legacies had received an additional £150,000, donations are at £224,000, appeals at £128,000 and the lottery £109,000 for the year.

The Committee:

- **NOTED** the oral report.

CFC 16/150 ITEMS TO BRING TO THE ATTENTION OF THE BOARD/OTHER COMMITTEES

- Paper to be prepared on Horatio's Garden and taken to Trustees Meeting in January 2018

CFC 16/151 DATE AND TIME OF NEXT MEETING

- **Tuesday 20 March 2018 - Corporate Meeting Room, UHW
9.00am – 12.00noon**