

**CONFIRMED MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING  
HELD AT 09.00AM TUESDAY 20 MARCH 2018  
CORPORATE MEETING ROOM – HQ  
9.00AM – 12NOON**

**Members:**

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

**Attendees:**

Alun Williams	Head of Financial Services
Katie Mallam	Fundraising and Communications Manager
Peter Welsh	Director of Corporate Governance
Simone Joslyn	Engagement Lead
Rebecca Aylward	Deputy Director of Nursing
Judyth Jenkins	Nutrition and Dietetics
Nathalie Krekis	Cazenove
Alex Wicks	National Finance Trainee
Angela Hughes	Assistant Director of Patient Experience

**Secretariat:**

Leanne Miles

**CFC 18/001 WELCOME AND INTRODUCTIONS**

- The Chair welcomed all present to the meeting

**CFC 18/002 APOLOGIES FOR ABSENCE**

- Apologies for absence were received from Mike Jones

**CFC 18/003 DECLARATIONS OF INTEREST**

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

- Angela Hughes declared an interest in item eight of the agenda, Screen Bid.

**CFC 18/004 UNCONFIRMED MINUTES OF THE MEETING HELD ON 19 DECEMBER 2017**

- The Committee **RECEIVED** and **APPROVED** the minutes of the meeting held on 19 December 2017 with the following amendments
- **CFC 16/143 Horatio's Garden** – Paragraph two – “A survey of staff was also undertaken but was ignored with only the patient's views taken into account”. Reworded to “A survey of staff and patients was also undertaken and the patient's views prevailed”.

- “Early indications of cost are circa £500k and is also a guestimate”. Reworded to “Early indications of cost are estimated at £500k”.

## **CFC 18/005                    ACTION LOG - MEETING OF 19 DECEMBER 2017**

- The Committee **RECEIVED** the Action Log from the meeting of 19 December 2017 and **NOTED** the following:
- *CFC 16/143 Horatio’s Garden* – **COMPLETE**

## **CFC 18/006                    REVIEW OF THE TERMS OF REFERENCE OF THE COMMITTEE**

Peter Welsh presented a review of the Terms of Reference of the Committee. Each year the terms of reference are brought to the Committee to be received and reviewed if any changes or suggestions anyone would like to suggest.

Any changes to be given to Peter Welsh by end of April 2018. This is standard governance across all the Committees and is undertaken each year.

It was stated that we need an additional Independent Member as the Committee is required to have three. Peter Welsh stated that Dawn Ward, new Independent Member (Trade Union) is interested on joining the Committee. Also the issue of Vice Chair was raised. Peter Welsh stated that he would check.

**ACTION:** Any proposed changes/suggestions to the Terms of Reference of the Charity to Peter Welsh by end of April 2018 - **ALL**

## **CFC 18/007                    BIDS PANEL REPORT**

Peter Welsh presented the Bids Panel Report on behalf of Mike Jones Chair of the Bids Panel. It provides details of approved bids since 11 October 2017. Peter Welsh outlined the number of bids that were approved. The report showed there were a total of 14 applications; 13 were approved to the value of £61,698. Comments from the Committee stated that the new ‘fast track’ system for small bids process is a good way to get to help to people quickly but the paperwork is still the same as the larger bid process and that it needs to be streamlined. It was also stated that sight of the bids within the report gives awareness to the Committee of what is being agreed/not agreed.

The Committee:

- **APPROVED** the bids supported by the October 2017 meeting of the Charitable Funds Bids Panel

## **CFC 18/008                    SCREEN BID**

Angela Hughes, Assistant Director of Patient Experience presented the Screen Bid on behalf of Jane Rowlands-Mellor – Patient Experience who was unable to be present.

The aim of the project is to install information screens in the three information and support centres of the Health Board and to utilize screens to share information and messages. Maria

Battle stated that there was as great need for screens in Barry and was pleased to see that it had been included.

Angela Hughes stated that they could be customized to include the Charity and promote the work that the Charity does. This Committee supported this suggestion.

The Committee:

- **APPROVED** the screen bid presented

## **CFC 18/009 CHARITY MODEL WARD APPLICATION v3**

Rebecca Aylward, Deputy Director of Nursing and Judyth Jenkins, Nutrition and Dietetics presented an in-depth paper on the Charity Model Ward Application v3 and asked the Charity to approve the expenditure outlined in the application to fund the model ward for nutrition and hydration for a further 12 month trial period.

The Health Board's Nutrition and Catering Steering Group developed the Health Boards Patient Nutrition, Hydration and Catering Experience Management Action plan 2016-2017 and agreed a pathfinder project be set up to examine how best to deliver comprehensive and coordinated nutritional care practices.

From May to July 2017 two acute medical wards ran an initial proof of concept pathfinder project. Food, fluids and nutritional care are crucial for the physical and mental health and well-being of patients and enhance the patient experience. The nominated wards were provided with a hostess service to increase drinks rounds and food choices through pre-ordering using an electronic ordering system. A band three dietetic support worker was added to each ward to support the nursing staff coordination of feeding at mealtimes, participate in feeding, perform nutritional risk screening assessments, co-ordinate and support patient weighing and undertake a high calorie milkshake and fresh fruit round.

Data found that after the trial there was a reduction in the use of nutritional supplements and a reduction in laxatives and enemas. There was an increase in fluid intake and a decrease in the use of IV fluids and associated risk infection. Both wards also saw an improvement in strength of patients. There was also a reduction in food waste and meal times services improved with meals arriving promptly.

Food and drink surveys were undertaken before and during the pilot and there was an overwhelming positive trend with more patients answering very good and good to questions about food quality, appearance and taste and patients benefitted from the social dining experience.

Several points were raised by the Committee and included:

- Peter Welsh raised that the Bid would need to be presented to the Trustees meeting due to the value
- The importance of evaluation and evidence being provided from the project and presented to the Committee and Trustees
- No further funding from the Charity could be provided when the project was complete
- Preferred option to be agreed and presented to the Committee
- Paper to be reviewed and presented to the Trustees
- Finance and governance and need to be given further consideration.
- Maria Battle stated that the 12 month trial should go ahead and on evaluation be brought back to the meeting

The Committee:

- **AGREED** that the paper would be taken to the Trustees meeting after the Board meeting in March 2018 for approval

#### **CFC 18/010            EXPENDITURE GREATER THAN £25K/ILD CHARITABLE FUNDS BID**

Chris Lewis, Deputy Director of Finance presented Expenditure Greater than 25k/ILD Charitable Funds Bid – Respiratory Research. The application is for the use of delegated lung research funds to support studies in psychological processes associated with cough. The application is for the use of delegated lung research funds to support the studies. The funds have a combined balance of £270k and there are no anticipated revenue consequences associated with this project.

The Committee:

- **APPROVED** the expenditure outlined in the application

#### **CFC 18/011            CHARITABLE FUNDS COMMITTEE AWAY DAY ACTION NOTES DECEMBER 2017**

Peter Welsh presented the Charitable Funds Committee Away Day Action Notes for December 2017 which outlined what the Charity is doing well and suggestions for further enhancing the work of the Charity.

The Committee:

- **NOTED** the action notes

#### **CFC 18/012            REVIEW OF THE FUNDRAISING POLICY**

Katie Mallam, Fundraising Manager presented a Review of the Fundraising Policy which is currently being re-written. Copies are to be circulated outside of the meeting to the Committee members and responses received by end of April 2018 to be forwarded to Sian Rowlands. Katie Mallam stated that there are no significant differences and would be brought back to the next meeting.

The Committee:

- **NOTED** the verbal update presented

#### **CFC 18/013            NHS 70<sup>TH</sup> BIRTHDAY CELEBRATIONS UPDATE**

Simone Joslyn, Engagement Lead gave a verbal update on the NHS 70<sup>th</sup> Birthday Celebrations that were currently underway. At the All Wales meeting it was stated that on the 1 July 2018 at Tredegar, a celebration will be held with Jeremy Corbyn and Vaughan Gething in attendance. Simone Joslyn reiterated the work that was being undertaken by Cardiff and Vale university Health Board and the Charity with regards to the celebrations such as the charity run, bed push,

Gallery at Llandough, community making a quilt and coverage by radio stations. Maria Battle stated that there needs to be more communication of the events being carried out marking the celebrations and visibility needed to be increased. Joanne Brandon stated she will circulate on the CAV web what is unique to Cardiff and Vale University Health Board to increase visibility and an update to the Board to keep them informed of what events will be up and coming.

The Committee:

- **NOTED** the verbal update presented and the continuous work being undertaken to mark the celebrations

#### **CFC 18/014            FEEDBACK FROM THE NHS CONFEDERATION.**

Peter Welsh and Simone Joslyn gave verbal feedback from the NHS Confederation with regards to Arts and Health in Wales and Funding. Peter Welsh and Simone Joslyn stated that re-establishing our Arts group was being progressed to consider further developments.

The Committee:

- **NOTED** the verbal presentation

#### **CFC 18/015            CZENOVE**

Nathalie Krekis of Cazenove, gave a verbal update on the Charitable Funds portfolio. It was stated that the portfolio was in a good position with an income currently at £6.6m to end of February 2018. A summary of our investments showed that we diversified into property, alternatives, cash, UK equities, overseas equities, bonds, with the biggest investment being in UK equities.

The Committee:

- **NOTED** the verbal presentation and the portfolio presented and a further update would be provided in six months.

#### **CFC 18/016            UPDATE ON STAFF BENEFITS**

Peter Welsh gave a verbal update on Staff Benefits. Peter Welsh reiterated the car deals at Griffin Mill, the incentives that the Vectis Card offers, the Enterprise Car Scheme and Charge Card.

The Committee:

- **NOTED** the verbal update

#### **CFC 18/017            OFFA'S DYKE WALK – UPDATE**

Joanne Brandon, Director of Communications, gave a verbal update on the Offa's Dyke Walk. Joanne Brandon stated that Len Richards, Chief Executive has set a personal challenge of walking Offa's Dyke in ten days and for it to coincide with the NHS 70 celebrations. Monies

raised are to be split between the Charity and Uganda Improving Chances. There has been a lot of promotion with Len Richards having his own website, Lenschallenge.org and for anyone interested in joining any leg of the walk, to register via the website.

The Committee:

- **NOTED** the verbal presentation

#### **CFC18/018                    FINANCE MONITORING REPORT AT 31 JANUARY 2018/FINANCE OUTLOOK 2018/19**

Chris Lewis presented the Finance Monitoring Report at 31 January 2018 and Finance Outlook 2018/19. Chris Lewis outlined the statement of financial activities for the period ended 31 January 2018 and stated the Charity generated £1.099m of income, spent £1.273m and had a net expenditure of £0.174m. Financial outlook of the charity is in a very healthy position. Market value gains have also once again been generated in 2017/18. In addition internal audit provided the Charity with a substantial assurance audit rating from the latest audit investigation.

The Committee:

- **NOTED** the content of the reports

#### **CFC 18/018                    FUNDRAISING REPORT**

Katie Mallam presented the Fundraising Report. It outlined the current financial situation of the Charity at January 2018 from legacies, donations, appeals and lottery totaling £950k but excludes investment income of £149k for the period. Katie outlined the situation with regards to the staff lottery with the total amount of numbers being entered into the monthly draw totaling 4,756 and the next milestone to hit being 5000. "Likes" on Facebook currently stand at 2,934 and Twitter with 1,285 followers. Katie also referenced the staff recognition awards which were a great success with the Health Charity's Make It Better Fund sponsoring four categories. Katie also mentioned that the Fundraising Team was delighted to welcome Barbara John on secondment for two days per week for the next six months.

The Committee:

- **APPROVED** the report presented and the progress and activities outlined.

#### **CFC 18/019                    ITEMS TO BRING TO THE ATTENTION OF THE BOARD/OTHER COMMITTEES**

- **NONE** to be brought to the attention of the Board/other Committees

#### **CFC 18/020                    DATE AND TIME OF NEXT MEETING**

- **19 June 2018 – 9.00am - Corporate meeting Room, HQ**