



**Confirmed Minutes of the Charitable Funds Committee  
Held at Nant Fawr 1 & 2, Woodlands House  
10<sup>th</sup> September 2019 at 9am**

**Present:**

Akmal Hanuk AH Committee Chair and Independent Member  
-Community

**Members:**

John Union JU Committee Vice Chair and Independent Member  
- Finance

**In Attendance:**

Nicola Foreman NF Director of Corporate Governance

Joanne Brandon JB Director of Communications and Engagement

Charles Janczewski CJ UHB Interim Chair  
Dr Fiona Jenkins FJ Executive Director of Therapies and Health  
Science

Mike Jones MJ Chair of Staff Lottery Bids Panel  
Simone Joslyn SJ Head of Arts and Health Charity  
Chris Lewis CL Deputy Executive Finance Director  
Ruth Walker RW Executive Director of Nursing  
Peter Welsh PW Senior Hospital General Manager, University  
Hospital Llandough

Alun Williams AW Head of Financial Services

**Secretariat:**

Laura Tolley LT Corporate Governance Officer

**Apologies:**

Martin Driscoll MD Executive Director of Workforce and  
Organisational Development

Angela Hughes AH Assistant Director of Patient Services  
Mike Jones MJ Chair of Staff Lottery Bids Panel  
Sara Moseley SM Independent Member

CFC19/09/001	Welcome & Introductions	Action
	<p>The Committee Chair (CC) welcomed everyone to the meeting and advised all attendees of an agenda change as per the decision made not to consider or approve any Charitable Funds Bids until a finance re-structure had occurred. The CC advised that members of the Committee would meet urgently to complete this and bid authors would be advised when bids could be re-submitted.</p>	<p align="center"><b>LT</b></p>

	The CC welcomed Ruth Walker, Executive Nurse Director (END) as the new Executive Lead for the Committee, to the meeting.	
<b>CFC19/09/002</b>	<b>Apologies for Absence</b>  Apologies for absence were noted.	
<b>CFC19/09/003</b>	<b>Declarations of Interests</b>  No interests were declared.	
<b>CFC19/09/004</b>	<b>Minutes of the Committee Meeting held on 11<sup>th</sup> June 2019</b>  The Committee reviewed the minutes of the meeting held on 11 <sup>th</sup> June 2019.  <b>Resolved that:</b>  (a) The Committee approved the minutes of the meeting held on 11 <sup>th</sup> June 2019 as a true and accurate record	
<b>CFC19/09/005</b>	<b>Committee Action Log</b>  The Committee reviewed the Action Log and noted that in relation to the Investment Fund Managers Contract a brief summary of tenders be provided to the CC for consideration.  <b>Resolved that:</b>  (a) The Committee noted the action log (b) A summary of Investment Fund Managers be sent to the Committee Chair for consideration	<b>CL</b>
<b>CFC19/09/006</b>	<b>Wales for Africa Steering Group</b>  The Head of Arts & Health Charity (HAHC) advised the Committee that the Wales for Africa Steering Group required structure and requested the group report into the Committee going forward.  The Director of Corporate Governance (DCG) suggested this be tested until the end of the financial year and then be reviewed.  <b>Resolved that:</b>  (a) The Committee considered the Wales for Africa Steering Group (b) The Committee approved the direction of the Wales for Africa Steering Group (c) The Wales for Africa Steering Group minutes be brought to future Committee meetings for information	<b>SJ</b>
<b>CFC19/09/007</b>	<b>Food Sense Wales – Report on Project Success</b>	

	<p>The Executive Director of Therapies &amp; Health Science (EDTHS) introduced the report and confirmed it outlined a number of different elements featured in the Annual Report. The EDTHS advised the Committee that Cardiff &amp; Vale UHB (CVUHB) had received a commendation from Vaughn Gethin, Minister for Health &amp; Social Wellbeing, for the work undertaken in the School Enrichment Programme.</p> <p>The CC asked how the School Holiday Enrichment Programme could link with Children Wellbeing. In response, the EDTHS explained that CVUHB would be sharing this with All Wales and that it was linked with CVUHB overall Shaping our Future Wellbeing Strategy.</p> <p>The EDTHS requested that an update on the Food Sense Wales Project was brought to the Committee annually. In response, the UHB Interim Chair (IC) advised six monthly reporting would be needed from an assurance perspective.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>(a) The Committee noted the progress made by Food Sense Wales</li> <li>(b) The Committee supported Food Sense Wales by hosting Food Sense Wales within the Cardiff &amp; Vale Charity</li> <li>(c) A six monthly update report be brought to the Committee for information</li> </ul>	FJ
CFC19/09/008	<p><b>Sign, Sight &amp; Sound Report</b></p> <p>The Assistant Director of Patient Services was unable to attend the meeting to present the paper, therefore the CC confirmed the report be brought to the next Committee meeting.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>(a) The Sign, Sight &amp; Sound Report be brought to a future meeting</li> </ul>	AH
CFC19/09/009	<p><b>Governance regarding Charitable Funds Committee Project Funding</b></p> <p>The DCG introduced the paper and confirmed the paper outlined governance improvements around Health Charity Bids, ensuring supported bids are delivered as per the Committee agreements.</p> <p>The DCG advised that Executive Leads on bids was an area which needed revising.</p> <p>After Committee discussion, it was agreed a revised Charitable Funds Bid template would be developed to include the following criteria:</p> <ul style="list-style-type: none"> <li>• Responsible Officer</li> <li>• Who the funds would benefit – Staff, Patients or both</li> <li>• How impact of funds would be measured</li> <li>• How outcome of funds would be measured</li> <li>• Agreed timescales for update reports to be brought back to the</li> </ul>	

	<p>Committee</p> <ul style="list-style-type: none"> <li>• How the bids align to the Health Charity and the UHB values and objectives</li> </ul> <p><b>Resolved that:</b></p> <p>(a) The Committee acknowledged the Governance process that would be instigated</p> <p>(b) A new Charitable Funds Bid Application be developed and brought to the Committee for consideration at the next Committee Meeting.</p>	LT
CFC19/09/010	<p><b>Endowment Order</b></p> <p>The Head of Financial Services (HFS) introduced the paper and asked the Committee to approve the purchase of the Care Cube System for a one off cost of £33,000 which would be using money held on Fund 9494 Biggs Legacy Cardiac Research.</p> <p>The EDTHS advised the Committee she felt it would be a good use of Endowment Funds.</p> <p>The IC queried what the rest of the funds would be used for. In response the HFS confirmed a report outlining the expenditure plan over 12 months would be brought to the Committee for information at a future meeting.</p> <p><b>Resolved that:</b></p> <p>(a) The Committee approved the purchase of the Care Cube System for the one-off cost of £33,000, using money currently held on Fund 9494 Biggs Legacy Cardiac Research.</p>	AW
CFC19/09/011	<p><b>Fundraising Report 2018/19</b></p> <p>The HAHC introduced report and advised the Committee a number of funds had increased due to the hard work of the Fundraising Support Officers within the Health Charity. The HAHC explained the team were planning a number of events for 2019/20 which would balance both physical and not so physical activities to reach a wider audience. The HAHC informed the Committee that The Health Charity hoped to support the Cardiff and Barry 10k events in March and August 2020 to help gain more awareness and support across the Vale of Glamorgan.</p> <p>The HAHC asked the Committee to consider funding in principle for 2019/20 to enable the Health Charity to build relationships with Run4Wales. In response, the IC explained that the request for funding was not made clear in the report and would require a separate paper for the Committee to consider the request formally.</p> <p>The DCG asked the HAHC how much funding would be requested from the Committee. The HAHC confirmed funding would be £12,500 for 6 months or £25,000 for 12 months.</p>	

	<p>After further Committee discussion, the CC confirmed that the Charitable Funds finance re-structure needed to be confirmed before funding could be considered therefore it was agreed that the HAHC would circulate a separate paper outlining funding options to the CC and Committee Members for consideration and Chairs Action following the meeting.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>(a) The Committee noted the progress and activities of the Health Charity</li> <li>(b) A further report requesting funding to support Barry &amp; Cardiff 10k events be circulated to the CC and Committee Members for consideration and Chairs Action</li> </ul>	<p><b>SJ</b></p> <p><b>SJ</b></p>
<p><b>CFC19/09/012</b></p>	<p><b>Annual Report 2018/19</b></p> <p>The DC introduced the report and explained that once the Committee approved the Annual Report it would be shared across the UHB and social media platforms.</p> <p>The Deputy Executive Finance Director (DEFD) advised some caution if the report was shared widely as accounts would be audited during September 2019 and therefore financial statement sign off would be required.</p> <p>The DCG also advised the DC that the Annual Report would need to go to the Charity Trustee for approval before circulation.</p> <p>The END thanked the Health Charity and Communication teams for the report and confirmed the report contained good variety and the understanding of benefits for staff and patients came through in the report.</p> <p>The HAHC requested any further comments be forwarded to her within two weeks before final amendments are made to the report.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>(a) The Committee considered the progress of the Health Charity Fundraising Team plus the statement of financial accounts for Charitable Funds, as advised in the draft Annual Report 2018/19</li> <li>(b) The Committee would forward comments to the HAHC before the draft final version be submitted to the Charity Trustee</li> <li>(c) The draft Annual Report 2018-19 be revised and submitted to the Charity Trustee for approval before circulation</li> </ul>	<p><b>JB</b></p> <p><b>JB</b></p> <p><b>ALL</b></p> <p><b>ALL</b></p> <p><b>SJ / JB</b></p> <p><b>NF</b></p>
<p><b>CFC19/09/013</b></p>	<p><b>Health Charity Strategy 2019-2024</b></p> <p>The DC introduced the strategy and advised the Committee that the first time the Health Charity had produced a 5 year plan. The DC explained the strategy set out the Health Charity objectives, comments and views would</p>	

	<p>be welcomed and Committee approval was desired.</p> <p>The EDTHS commented the strategy was set out well, however recommended the timeframe be aligned to the UHB strategy 2025.</p> <p>The CVC asked who the strategy was aimed at. In response, the DC confirmed it was for the Committee and Trustees to gain assurance as the Health Charity was growing the objectives were in line with what was expected.</p> <p>The END asked who worked on the strategy. In response, the DC confirmed that appeal members, fundraisers, staff and third sector workers had contributed to the strategy. The IC queried if feedback from patients could be written into the strategy. In response, the DC confirmed that staff members engaged with patients and feedback on their behalf.</p> <p>The DCG welcomed the strategy and suggested prioritisation of the objectives. The DCG reminded the DC the strategy required Charity Trustee approval before publication.</p> <p>The IC commented that the strategy and discussion that followed provided assurance that the Charitable Funds Committee was leading in the right way.</p> <p><b>Resolved that:</b></p> <p>(a) The Committee considered the Health Charity Strategy 2019-24  (b) The Health Charity Strategy 2019-2025 be submitted to the Charity Trustee for approval before publication</p>	<p><b>JB</b></p> <p><b>NF</b></p>
<p><b>CFC19/09/014</b></p>	<p><b>Health Charity Branding Guidelines</b></p> <p>The HAHC introduced the paper and confirmed the branding guidelines ensured the Health Charity logo was used in the correct way in addition to the Health Charity image becoming professionalised.</p> <p>The CC commented branding guidelines were very important to ensure the Health Charity logo was not used without consent.</p> <p><b>Resolved that:</b></p> <p>(a) The Committee noted the contents of the updated Health Charity Branding Guidelines</p>	

<p><b>CFC19/09/015</b></p>	<p><b>Sustainable Staffing Paper</b></p> <p>The DC introduced the paper and explained the increase in Health Charity Staff since June 2018 had a significant impact to the Charities awareness, visibility, professionalism and support. The DC advised the Committee to ensure the Charity achievements and growth the team required further capacity and the report set out three different staffing options for Committee consideration and approval.</p> <p>The IC explained that the options would be difficult to support as no financial figures were included in the report.</p> <p>The DCG advised the Committee that the paper needed to be aligned with the Fundraising Strategy and also required Charity Trustee approval.</p> <p>The HAHC advised the Committee that three positions in the paper were for staff members on secondment, therefore, assurance of job security was desired for the individuals. In response, the CC explained that a report with outlined figures needed to be circulated to the Committee and the finance re-structure completed before consideration.</p> <p>After further discussion, the DCG informed the Committee that a three month extension to the posts would be accepted whilst the financial information was gathered and submitted for final consideration.</p> <p>The IC advised that a clear message needed to be delivered to the staff members on secondment, advising that the Committee intended to keep their positions, however the decision required Charity Trustee consideration and approval.</p> <p>The DC commented a further report that contained the staffing options figures would be circulated and a positive message would be delivered to the individuals on secondment.</p> <p><b>Resolved that:</b></p> <p>(a) The Committee noted the sustainable staffing paper  (b) A report that included financial figures be circulated to the Committee</p>	<p>JB</p> <p>JB</p>
<p><b>CFC19/09/016</b></p>	<p><b>Horatio's Garden</b></p> <p>The HAHC confirmed the report provided the Committee with a timeframe on Horatio's Garden and the total costs incurred to date.</p> <p>The END thanked the HAHC for the report and questioned if long term maintenance of Horatio's Garden was included in the funding. The HAHC confirmed that long term maintenance was included within the funding.</p> <p>The CVC asked when Horatio's Garden would be opened. In response, the HAHC confirmed June 2021 and a number of events were planned to see progress which all Committee members were invited to attend. The HAHC</p>	

	<p>also advised Horatio's website provided visuals which members were invited to view.</p> <p>The DC explained that patient feedback and patient benefit from Salisbury General Hospital had been the driver for Horatio's Garden and a visit to the hospital for the Committee could be arranged if requested. The DC reminded the Committee that the Health Charity would be the leader across Wales for Horatio's Garden.</p> <p>The END encouraged the DC to communicate with the Patient Experience Team to measure patient experience within Horatio's Garden.</p> <p>The CC queried wording in the legal letter as it stated a 'Board Staff Member' raised concerns with Horatio's Garden, however, the individual was not a Board Member. After further discussion, the DCG confirmed the wording did not impact the legal advice given therefore no action was required.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>(a) The Committee noted the update provided</li> <li>(b) The Committee agreed that a future update report be brought to the Committee in 6 months' time.</li> </ul>	<p><b>JB</b></p> <p><b>SJ</b></p>
<b>CFC19/09/017</b>	<p><b>Staff Lottery Bid Panel Report</b></p> <p>The Senior Hospital General Manager (SHGM) informed the Committee that a structure and evaluation meeting was held to ensure bids considered by the Staff Lottery Bid panel measured benefits and outcomes to patients and staff.</p> <p>The HAHC advised the Committee that when funds were approved, if funds were not spent in a timely manner they would be withdrawn and a request for the bid to be re-submitted would be communicated.</p> <p>The HAHC explained funds awarded from the Staff Lottery Bids Panel made a significant difference, therefore work was being undertaken with Clinical Boards to demonstrate the impact of funding to staff and patients.</p> <p>The END confirmed full support of the paper and requested that should funding not be supported by the Staff Lottery Bids Panel, a reasonable explanation be provided, before the bid be submitted to the Committee.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>(a) The Committee noted the Staff Lottery Bid Panel Report.</li> </ul>	
<b>CFC19/09/018</b>	<p><b>Finance Monitoring Report</b></p> <p>The Deputy Executive Finance Director (DEFD) presented the report and confirmed the following:</p> <p>The Charity generated £0.331m of income and spent £0.762m. This had</p>	

	<p>resulted in net expenditure of £0.431m. In addition, the charity also had market value gains on its investments of £0.286m for the period compared to the March 2019 valuation. The combined effect of these results is a net decrease in fund balances for the period to July 2019 of £0.145m.</p> <p>The DEFD explained the Health Charity had current commitments totalling £1.5m this year, therefore, £300,000.00 was available. It was further explained that the Charity was still worth a significant amount of money, however, delegated funds required centralisation and further financial commitments needed to be postponed until further release of funds into the Health Charity.</p> <p>The IC commented that the financial situation was unknown to Committee members prior to the meeting, therefore, requested a report that outlined the Health Charity's financial position be brought to each Committee meeting.</p> <p>The DEFD suggested a 'deep dive' into the financial position. In response, the CVC advised he would be keen to get involved with a 'deep dive'.</p> <p>The DCG asked the DEFD to give an indication when bids could be considered. In response, DEFD confirmed a meeting was required with Committee members to discuss and evaluate the financial position. After discussion, the Committee confirmed members would meet as a matter of urgency.</p> <p>The DC proposed a letter be sent out to bid authors from the CC which explained the position to ensure a positive message came from the Committee meeting.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>(a) The Committee noted the Finance Monitoring Report</li> <li>(b) A meeting to discuss and evaluate the Health Charity finances be held as soon as possible</li> </ul>	<p>CL</p> <p>CL</p> <p>LT</p> <p>NF</p>
<p><b>CFC19/09/019</b></p>	<p><b>Staff Benefits Group – Car Dealership</b></p> <p>The SHGM advised the Committee the Health Charity entered into a 3 year agreement with Griffin Mill in June 2018, where Griffin Mill agreed to provide staff discounts plus the provision of a Health Charity vehicle at a discounted rate.</p> <p>The SHGM explained that in recent times, Griffin Mill appeared to be increasingly reluctant/unable to proactively engage with the agreement, which subsequently impacted on the delivery of the agreed benefits to UHB employees, therefore the Staff Benefits Group proposed an early withdrawal from the agreement with a view to contacting local car dealerships and inviting expressions of interest in partnering with the Health Charity to re-provide staff benefits.</p> <p>The SHGM further explained that a tender process commenced in July 2019 and Shared Services advised the Staff Benefits Group that a single proposal was received from Nathaniel Car Sakes. The proposal was</p>	

	<p>reviewed by Staff Benefits Group and Health Charity members and considered the proposal satisfied the requirements of the Health Charity and offered an excellent opportunity for UHB Staff Members.</p> <p><b>Resolved that:</b></p> <p>(a) The Committee approved the proposal from the Staff Benefits Group Review Panel to accept the Affinity Partnership Scheme with Nathaniel Car Dealership.</p>	
<b>CFC19/09/020</b>	<p><b>Staff Benefits Meeting Minutes</b></p> <p>The Committee reviewed the Staff Benefits Meeting Minutes.</p> <p><b>Resolved that:</b></p> <p>(a) The Committee noted the Staff Benefits Meeting Minutes.</p>	
<b>CFC19/09/022</b>	<p><b>Items to bring to the attention of the Board / Committee</b></p> <p><b>The Committee Resolved that:</b></p> <p>(a) The draft Annual Report 2018-19 be revised and submitted to the Charity Trustee for approval  (b) The Health Charity Strategy 2019-2025 be submitted to the Charity Trustee for approval  (c) The Sustainable Staffing Paper be submitted to the Charity Trustee for consideration and approval</p>	
<b>CFC19/09/023</b>	<p><b>Review of the Meeting</b></p> <p><b>Resolved that:</b></p> <p>(a) The Committee members agreed the meeting was productive with a number of actions agreed.</p>	
<b>CFC19/09/024</b>	<p><b>Date and Time of Next Meeting</b></p> <p>Tuesday, 10 December 2019, Life Science Hub, Cardiff Bay – Away Day</p>	

