



**Confirmed Minutes of the Charitable Funds Committee
Held at Coed Y Bwl, Ground Floor, Woodlands House
11th June 2019 at 9am**

Present:

Akmal Hanuk	AH	Committee Chair and Independent Member - Community
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Members:

Dr Fiona Jenkins	FJ	Executive Director of Therapies and Health Science
John Union	JU	Committee Vice Chair and Independent Member - Finance

In Attendance:

Maria Battle	MB	UHB Chair
Alex Baily	AB	Portfolio Director, Cazenove Capital (<i>for part of the meeting</i>)
Joanne Brandon	JB	Director of Communications and Engagement (<i>joined the meeting at 9.35am</i>)
Martin Driscoll	MD	Executive Director of Workforce and OD (<i>for part of the meeting</i>)
Nicola Foreman	NF	Director of Corporate Governance
Angela Hughes	AH	Assistant Director of Patient Services
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
Alun Williams	AW	Head of Financial Services
Beverly Withers	BW	Dental Nurse Manager (<i>for part of the meeting</i>)

Secretariat:

Laura Tolley	LT	Corporate Governance Officer
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Apologies:

Barbara John	BJ	Operational Business Manager, UHB Health Charity
Ruth Walker	RW	Executive Director of Nursing
Peter Welsh	PW	Senior Hospital General Manager, University Hospital Llandough

CFC19/06/001	Welcome and Introductions The Chair welcomed everyone to the meeting and introduced Laura Tolley, the new Secretary to the Committee. It was noted that the meeting was not quorate so any decision made would be ratified by the Charity Trustee.	Action AH
CFC19/06/002	Apologies for Absence Apologies for absence were noted.	
CFC19/06/003	Declarations of Interests No interests were declared.	
CFC19/06/004	Minutes of the Committee Meeting held on 19th March 2019 The Committee reviewed the minutes of the meeting held on 19 March 2019, and noted that the following amendment should be made: <ul style="list-style-type: none"> • <u>Minute CFC19/03/009</u>: the Deputy Executive Finance Director confirmed that the minute should refer to £700,000 being taken out of the account not £750,000. <i>Actions Arising</i> <ul style="list-style-type: none"> • <u>CFC19/03/012</u>: The Head of Arts and Health Charity confirmed that the action for this item was with the Head of Corporate Governance not herself. The Committee Resolved that: <ul style="list-style-type: none"> a) subject to the amendment noted above being made, the minutes of the meeting held on 19 March 2019 should be approved as being a true and accurate record. b) the action arising in relation to CFC19/03/012 be noted. 	
CFC19/06/005	Committee Action Log The Committee reviewed the Action Log and noted that a number of actions would be addressed in readiness for the Committee meeting scheduled for September 2019. The Committee Resolved that <ul style="list-style-type: none"> a) the Action Log be noted. 	
CFC19/06/006	Financial Position Report for the period ending 31 March 2019 The Deputy Executive Finance Director introduced the Financial Position Report and confirmed that it covered the financial performance for the 12 month period ended 31 March 2019. It was noted that:	

	<ul style="list-style-type: none"> • during the period income and expenditure had broadly matched. • there had been market value gains of £0.337m on investment which was a good performance. • there had been a net increase in fund balances of almost £400,000 for the year. • during the year the Charity sold £700,000 of investment assets which had provided a very strong cash balance. <p>The Committee Resolved that:</p> <p>a) The financial position of the Charity be noted.</p>	
CFC19/06/007	<p>Fundraising Activity Report</p> <p>The Head of Arts and Health Charity introduced the report which covered the progress and activities of the Health Charity for the period 1 March to 31 May 2019. It was confirmed that:</p> <ul style="list-style-type: none"> • the Staff Lottery was going well and work on the Superdraw, to be held in September, was ongoing. • following a nomination made by the Charity, Ellie, one of the Charities fundraisers who was 10 years old, had won the Nation Radio Young Fundraiser of the Year Award. It was noted that Ellie had raised around £4000 for the Health Charity • fundraising for the Breast Centre continues to do well, with Irene Hicks having raised over £107,000. • NHS Big Tea Party campaign would run from Monday 24 June to Sunday 7 July. • the annual Cardiff Bed Push had gone well, and plans for the 2020 event had already started. • preparations for the second Blue Tie Ball and the Breast Centre Ball were going well. • the Charity had sponsored a 100 places for the Cardiff Half Marathon and 50 of these had already been taken up. • the Wellbeing at Work Events had been going very well and had been embraced by the Clinical Boards. • a Fundraising Support Officer had been appointed to focus on the Orchard Project and was working to increase volunteer activity. In addition, Melanie Wooten had taken up post as the Arts and Health Project Manager and an administration post had been filled. • the Charity was working with procurement colleagues to get the procurement arrangements for the Health Charity Pod for the Concourse at UHW in place. <p>The UHB Chair commented that information related to the 'Wales for Africa' walk was still displayed in the UHW Concourse and that it is no longer relevant. It was requested that it be taken down and the space use by the</p>	

	<p>Health Charity.</p> <p>The Chair of Staff Lottery Bids Panel confirmed that a number of external charities used the UHW Concourse for promotion therefore correct Governance arrangements would be required for this. In response, the Director of Corporate Governance advised that the governance around external charities using the UHW Concourse should be kept on the Committee's agenda.</p> <p>The Head of Arts and Health Charity advised that she was drafting a Health Charity Strategy for the next 4-5 years and confirmed that this would be brought to the Committee for consideration before being taken to the Trustees for approval.</p> <p>The Committee Resolved that:</p> <ul style="list-style-type: none"> a) the progress and activities of the Health Charity be noted. b) the Health Charity Strategy be considered at the meeting scheduled for September 2019 prior to approval by the Charity Trustee. c) the 'Wales for Africa' walk information be removed from the UHW Concourse d) the governance around external charities using the UHW Concourse be kept on the Committee's agenda 	<p>SJ</p> <p>NF</p> <p>SJ</p> <p>SJ</p> <p>NF</p>
CFC19/06/008	<p>BSL Training and Awareness Update Report</p> <p>The Assistant Director of Patient Services introduced the report and confirmed that:</p> <ul style="list-style-type: none"> • the UHB planned to train up to 500 staff over the next year through BSL Equality Training and Taster sessions. The Committee was advised that feedback from staff had been positive. • on 19 June 2019 the UHB would become the first health board in Wales to sign the BSL Charter. It was noted that elements of the Charter would need to be delivered by different individuals across the organisation and the action plan being worked on with the British Deaf Association was very clear in relation to which actions sat with who. • Raising Deaf Awareness training had been completed. • the Health Charity had funded the <i>Centre of Sign, Sight and Sound</i> for a year until October 2018. It was noted that a report on the impact that this had made would will be brought to the next Committee Meeting <p>The Committee Resolved that:</p> <ul style="list-style-type: none"> a) the update report be noted and that a further report be brought to the Committee once the evaluation work on the Centre of Sign, Sight and Sound had been completed. 	<p>SJ</p>

<p>CFC19/06/009</p>	<p><i>The Portfolio Director, Cazenove Capital joined the meeting at 10am</i></p> <p>Investment Report</p> <p>The Portfolio Director provided the Committee with a presentation on the Investment Report and confirmed that:</p> <ul style="list-style-type: none"> • the value of the portfolio had increased by 3.2% • the approach of having patience with investments when going through a poorer period had worked well • the Health Charity had outperformed the composite benchmark • the portfolio was viewed as an overall investment rather than a single trade book • the impact of Brexit remained the same as predicted previously. It was noted that the Portfolio generally benefited from sterling going down in value. <p>The Committee Resolved that:</p> <p>a) the presentation on the Investment Report be noted.</p> <p><i>The Portfolio Director left the meeting at 11am</i></p>	
<p>CFC19/06/010</p>	<p>Staff Benefits Group Update</p> <p>The Head of Arts and Charity introduced the report which provided the Committee with information in relation to staff benefits discussed and agreed by the Group during the six month period November 2018 - April 2019. It was confirmed that:</p> <ul style="list-style-type: none"> • a meeting to discuss future arrangements with Griffin Mill was planned. It was noted that other car companies had expressed an interest in supporting the Health Charity as Griffin Mill had expressed a wish to withdraw their support. • the Health Charity continued to await marketing material from the Change Account and was therefore unable to progress this proposal further • at the last Staff Benefits meeting the installation of interactive digital totems, at UHL and Barry Hospital was discussed. It was confirmed that the plan was to use the totems to share information on the Health Charity. The Committee Chair asked for clarity in relation to who had led discussions with suppliers. The Head of Arts and Health Charity confirmed it would be herself and the Hospital General Manager, Llandough. <p>The Executive Director of Therapies and Health Science asked what feedback had been received on Vectus from staff and enquired whether it was still seen as a benefit. In response, the Head of Arts and Health Charity confirmed that her understanding was that Vectus was not being used as much as originally thought and noted that the Health Charity was</p>	

	<p>not looking to further invest in Vectus.</p> <p>The Committee Chair asked whether a holistic review of staff benefits was needed. The Head of Arts and Health Charity confirmed that the Health Charity was looking to update the Staff Benefits Page and take steps to raise awareness once capacity issues in the Charity team had been addressed.</p> <p>The Committee that:</p> <ul style="list-style-type: none"> a) the report of the Staff Benefits Group be noted. b) the purchase of the totems be approved and agreed that the contract would be reviewed and signed by the Committee Chair. c) a position paper on Staff Benefits be scheduled for the September meeting of the Committee. 	<p>SJ</p> <p>NF</p>
CFC19/06/011	<p>Staff Benefits Group Terms of Reference</p> <p>The Head of Arts and Health Charity introduced the revised Terms of Reference for the Staff Benefits Group. The Director of Corporate Governance confirmed that they needed to go to the Charity Trustee for approval.</p> <p>The Director of Corporate Governance confirmed that she would review the Terms of Reference before they went to the Charity Trustee</p> <p>The Deputy Executive Director of Finance asked for confirmation of the reporting arrangements for the Staff Benefits Group as reports were being submitted to the Local Partnership Forum and the Charitable Funds Committee. The Director of Corporate Governance confirmed that reports went to the Local Partnership Forum for noting only, and advised that the Group reported to the Charitable Funds Committee</p> <p>The Committee Resolved that:</p> <ul style="list-style-type: none"> a) the Terms of Reference of the Staff Benefits Group be referred to the Charity Trustee for consideration. 	<p>NF</p> <p>NF</p>
CFC19/06/012	<p>Self-Assessment of Committee Effectiveness</p> <p>The Director of Corporate Governance outlined the results of the Committee Effectiveness review undertaken by Committee Members and the Executive Director Lead for the Committee. The draft Action Plan developed in response to the findings of the review was discussed.</p> <p>The Director of Corporate Governance confirmed that a consistent theme arising from all effectiveness assessments undertaken by committees of the Board was the need to improve the timeliness of papers and minutes. It was confirmed that the Corporate Governance team had been given new timescales for the turnaround of minutes and papers so improvement should be seen over the coming weeks.</p>	

	<p>The Committee Resolved that:</p> <ul style="list-style-type: none"> a) the results of the Committee Effectiveness Review for 2019 be noted b) the action plan for improvement be approved and completed by March 2020 in preparation for the next Effectiveness Review. 	NF
CFC19/06/013	<p>Charitable Funds Scheme of Delegation</p> <p>The Deputy Executive Finance Director introduced the report and confirmed that the scheme of delegation for charitable funds was different to exchequer funds, and was not included the UHB's scheme of delegation. An overview of the scheme of delegation for:</p> <ul style="list-style-type: none"> • Non Delegated Funds • Delegated Funds • Staff Lottery <p>was provided.</p> <p>Members agreed that the Committee should be working within a set delegated limit, and that this should be aligned with the UHB's revenue scheme of delegation set for an Executive Director. It also agreed that the Charitable Funds Scheme of Delegation should be included within the UHB's overall scheme of delegation.</p> <p>The Committee Resolved that:</p> <ul style="list-style-type: none"> a) Scheme of delegation be approved by the Charity Trustee 	NF
CFC19/06/014	<p>UHB Transport Timeframes</p> <p>The Deputy Executive Finance Director confirmed that:</p> <ul style="list-style-type: none"> • the frequency of the Park and Ride from Pentwyn to UHW had been increased. • the mini bus service would go live over the coming weeks • there were difficulties getting the Park and Ride operating from other sites up to UHW. It was noted that this was due to go live on 22 July 2019, however Cardiff Council had requested an additional £50,000 funding to enable the use of some of their premises <p>The Committee Resolved that:</p> <ul style="list-style-type: none"> (a) the UHB Transport Timeframes update be noted. (b) the Independent Member - Local Authority should be advised of the request from Cardiff Council for additional funding. 	

CFC19/06/015	<p>Staff Lottery Bids Panel Report</p> <p>The Chair of the Staff Lottery Bids Panel introduced the paper confirming that it provided details of the bids approved at the Panel Meeting held on 8 May 2019.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> • The Bids Panel process was working well. • Small bids were becoming less frequent <p>The Committee Resolved that:</p> <p>(a) the bids supported by the Staff Lottery Bids Panel when it met on 8 May 2019 be noted.</p>	
CFC19/06/016	<p><i>The Executive Director of Workforce and OD joined the meeting at 12.03pm</i></p> <p>Charitable Funds Application: Employee Wellbeing</p> <p>The Executive Director of Workforce and OD introduced the paper and confirmed that the Committee was being asked to consider funding the Employee Wellbeing Service for a period of two years. The background to the request was outlined, including the outcomes of the recent Staff Survey, and the four funding options set out in the paper.</p> <p>The UHB Chair advised that given the level of funding being requested the matter would need to be referred to the Charity Trustee for consideration.</p> <p>The Committee Resolved that:</p> <p>(a) the application to fund the Employee Wellbeing Service be referred to the Charity Trustee.</p>	NF
CFC19/06/017	<p>Charitable Funds Application: Reminiscence Interactive Therapy and Activities (RITA)</p> <p>In the absence of the paper's author the Committee discussed the request for the Charity to support the purchase of four Reminiscence Interactive Therapy & Activities (RITA) packages from "My Improvement Network", Altrincham, Cheshire.</p> <p>It was agreed that as the RITA system would benefit patients and staff the request for funding should be approved.</p> <p>The Committee Resolved that:</p> <p>(a) the purchase of four RITA units: three for the five Older People's Mental Health Assessment wards in UHL; one for the Functional Mental Health ward in Llanfair Unit; and one for the Young Onset Dementia ward in Barry Hospital be approved</p>	NF

	(b) on submission of a bid for charitable funds, the bid lead should be reminded of the need to attend the Committee to present their bid.	LT
CFC19/06/018	<p>Charitable Funds Application: Patient Information Screens for the University Dental Hospital</p> <p>The Dental Nurse Manager introduced the paper outlining that:</p> <ul style="list-style-type: none"> the Dental hospital was a stand-alone building the Dental Clinical Board had been recently merged into the Surgical Clinical board the Chief Operating Officer and an Independent Member had visited the Dental Hospital and noted that there was only one waiting room area with a communication devices for patients. Over 100,000 patients attended the dental hospital every year and the screens would help reduce DNA's and late attendances as they would help patients identify whether they were in the correct department and advise patients of the Park and Ride arrangements. Further, Information Screens would help disseminate information to Students within the Dental Hospital <p>The Committee Chair confirmed that the bid was for four Patient Information Screens. In response to a question from the Deputy Executive Finance Director it was confirmed that all screens would be compatible with those already in place across the UHB.</p> <p>The Executive Director of Therapies and Health Science advised that the bid should be supported as the Patient Information Screens would enhance the patient experience which was an outcome that was in line with the Charities Charitable Aims.</p> <p>The Assistant Director of Patient Services supported the bid but highlighted the need for clear governance arrangements to ensure only suitable material was displayed on the screens. In relation to this the Dental Nurse Manager confirmed that all information displayed would be aligned to the UHB's core messages and stated that she was confident that the team would ensure that only appropriate content was displayed.</p> <p>The Deputy Executive Finance Director asked if the screens would be used to help promote the Charity. In response, the Dental Nurse Manager confirmed that the Dental Hospital would be keen to promote the Health Charity as it was grateful for all the support received from the Health Charity</p> <p>The Committee Chair asked if there was a measure that could be used to demonstrate the impact of the messages displayed on the screens. The Director of Communications and Engagement confirmed that this would be possible.</p> <p>The Committee Resolved that:</p> <p>(a) the bid, for four patient information screens be supported.</p>	NF

CFC19/06/019	<p>Cardiff and Vale Health Charity Website Proposal</p> <p>The Head of Arts and Health Charity introduced the paper and confirmed Health Charity had its own website which was managed by Big Pixel Creative. It was noted that the contract with Big Pixel Creative expired on the 31 May 2019.</p> <p>The Committee considered the information provided in relation to the future development of the Charities Website and the quotes received from the three development companies. The Head of Arts and Health Charity confirmed that Celf Creative was the preferred website provider and asked that the Committee approve their appointment.</p> <p>The Committee Resolved that:</p> <ul style="list-style-type: none"> (a) the proposal for the engagement of a new website provider for Health Charity be approved (b) Celf Creative be appointed as the new website provider. 	
CFC19/06/020	<p>Arts Programme Report</p> <p>The Head of Arts and Health Charity introduced the Arts Programme Report, noting that it provided an overview of the activities and progress made by the Arts Programme during the six month period from December 2018.</p> <p>The Committee Resolved that:</p> <ul style="list-style-type: none"> (a) the Arts Programme Report be noted. 	
CFC19/06/021	<p>Barry Hospital Update</p> <p>The Head of Arts and Health Charity introduced the paper and advised that it had been prepared in line with the Committee's request for a six monthly update on how the charitable funds approved by the Committee for the Barry Hospital First Impressions Programme were being spent.</p> <p>The Committee Resolved that:</p> <ul style="list-style-type: none"> (a) that the Barry Hospital update be noted. 	
CFC19/06/022	<p>Items to bring to the attention of the Board / Committee</p> <p>The Committee Resolved that:</p> <ul style="list-style-type: none"> (a) It be recommended to the Charity Trustee that the Charitable Funds Scheme of Delegation be amended to reflect the fact that any sum over £125,000 needed to be referred to the Charity Trustee for approval. (b) the application to fund the Employee Wellbeing Service be referred to the Charity Trustee for approval. 	<p>NF</p> <p>NF</p>

	(c) the disposal of Rookwood be referred to the Charity Trustee for approval.	
CFC19/06/023	Review of the Meeting The Committee Chair facilitated a review of the meeting and Members noted that it had run over time considerably. The Committee Resolved that: (a) steps would be taken by the Chair and Members to improve time management during meetings.	
CFC19/06/024	Date and Time of Next Meeting Tuesday 10th September at 9am - Venue to be confirmed	