

Confirmed Minutes of the Charitable Funds Committee
1st September 2020 9:30am – 12:30pm
Via Skype

Present:

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

Sara Moseley	SM	Independent Member
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
Chris Lewis	CL	Deputy Executive Finance Director
Ruth Walker	RW	Executive Nurse Director
Dr Fiona Jenkins	FJ	Executive Director of Therapies and Health Science

Secretariat:

Sian Rowlands	SR	Head of Corporate Governance
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Apologies:

Susan Elsmore	SE	Independent Member – Local Government
Mike Jones	MJ	Chair of Staff Lottery Bids Panel

CFC20/09/001	Welcome & Introductions The Committee Chair (CC) welcomed everyone to the meeting.	Action
CFC20/09/002	Apologies for Absence Apologies for absence were noted.	
CFC20/09/003	Declarations of Interests There were no declarations of interest.	
CFC20/09/004	Minutes of the Committee Meetings held on 17th March 2020, 23rd June 2020 and 8th July 2020 The Committee reviewed the minutes of the meetings held on 17 th March, 23 rd June and 8 th July 2020.	

	<p>The Independent Member (IM) advised that she was present at the meeting held on 23rd June 2020.</p> <p>Resolved that:</p> <p>Subject to the above amendment;</p> <p>The Committee</p> <p>(a) Approved the minutes of the meetings held on 17th March, 23rd June and 8th July 2020 as a true and accurate record.</p>	SR
CFC20/09/005	<p>Committee Action Log</p> <p>The Committee reviewed the Action Log and noted the following updates:</p> <p>CFC 19/09/007: Food Sense Wales To be marked as complete as on today's agenda, item 4.6(a).</p> <p>CFC 20/06/006: "How the Arts and Health Charity have #spreadthelove during COVID-19" It was confirmed that this was on the HSMB agenda for 3rd September.</p> <p>CFC 20/06/007: Reflection / Remembrance area This item to be brought to the November meeting.</p> <p>The CC noted that all other actions were now complete and would be removed from the Action Log for the next meeting.</p> <p>Resolved that:</p> <p>(a) the Committee noted the Action Log.</p>	SR
CFC20/09/006	<p>Down To Earth Proposal</p> <p>The Director of Communications (DC) advised the Committee that this proposal had come out of the Orchard Committee which was chaired by the UHB Chair.</p> <p>The Orchard Fund was set up following CFC approval in September 2016 and was officially launched in October 2017. The fund does not receive a great deal of financial contribution and to date work had been carried out at minimal cost. The Orchard Committee had identified that more specialist support was now required. The Orchard fulfils objectives 1 and 3 of the Health Charity Strategy and contributes to health and wellbeing.</p> <p>It was proposed that Down to Earth, a third sector organisation, be requested to provide resources for 15 hours per week, plus travel to progress the project.</p> <p>The costs as set out in the paper were confirmed as:</p> <p>15 hours per week including travel time and expenses = £1,375 +VAT</p>	

6 months = £1,375 x 26 weeks = **£35,750 +VAT**

The DC confirmed that Down to Earth had a wealth of knowledge, credibility across Wales, their ethos complimented the UHB's values and they had expertise in education.

It was confirmed that advice had been sought from Procurement and that a Single Tender Action would be appropriate due to the amount and due to the organisation's work with Health Boards over the years and level of expertise. The DC reported that Down to Earth was an award winning organisation and had strong political support, the report described the partnerships the organisation had been involved in.

The Committee were advised that the cost would come out of the Orchard Fund and then the team would look at how money could be raised to further support.

The Committee Vice Chair and Independent Member – Finance (CVC) queried whether at the time of approval there was any detail of likely cost and how much was currently in the fund.

The Deputy Executive Finance Director (DEFD) confirmed that the Orchard fund was set up via legacy and managed as a delegated budget and within the resources available. There was no draw on general reserves and the item was coming to Committee for approval due to the amount. The DEFD confirmed that normal procurement processes would be followed and that he supported approval of the proposal.

The CC noted the suggested 15 hours per week over 6 months and asked whether there was any more detail available in terms of the overall area of work, specification and completion time being asked of Down to Earth.

DC confirmed that the programme of work would go before the Orchard Committee and that she would obtain that paper to share with the Committee. It was confirmed that broadly the 15 hours per week would develop the Orchard to benefit the patients using it, keeping in mind the rehabilitation focus of these locations. The programme of work was detailed and involved design, structure, working with patients and responding to their needs and complimenting Horatio's Garden.

The CC commented that proper oversight was needed.

The DEFD added that the delegated fund balance at the end of May was £45k and so approving the proposal would use most of that so caution was necessary to ensure that there were no hidden costs that would take us over the limit.

The Executive Nurse Director (END) suggested approving the proposal as long as the delegated budget was not exceeded. She added that she was comfortable for this to be managed under the tender process and to receive confirmation from the Orchard Committee that it would not go outside the delegated budget.

	<p>Resolved that:</p> <p>The Committee</p> <ul style="list-style-type: none"> (a) Approved the spend from the Orchard fund to commission Down to Earth to manage the project in partnership with the Health Board for six months initially; (b) Noted that a single tender action would be pursued with Procurement. 	
CFC20/09/007	<p>Health Charity Financial Position Update</p> <p>The DEFD advised that Table 1 on page 2 of the report provided a good snapshot of the value of the Charity after the first four months of the year.</p> <p>A net income of £0.563m and market value gains on its investments of £0.352m for the period compared to the March 2020 valuation was reported.</p> <p>Table 2 showed the value of donations received. The Committee was advised that a lot more general donations had been received and that there could be an additional £655k coming in from the NHS Charities Association.</p> <p>Table 4 showed the trend of investment performance; a low point was reached in March then a gradual increase had been seen with a market gain of £352k since the beginning of the year.</p> <p>The DEFD provided the forecast position in relation to general reserves; at the end of July, there was £926k and against these general reserves the Charity had committed £1.274m which included the neurological garden. £264k had been committed to the Employee Wellbeing Service and there was a question of whether the Committee felt this could be funded by COVID donations to relieve the strain on general reserves.</p> <p>The Committee were advised that the general reserves included gains on investments and that a second COVID peak could adversely impact on markets which could in turn negatively impact on the general reserves.</p> <p>The IM commented that it would be helpful if papers requesting funding would set out the amount available in delegated fund. The DC confirmed that she would add this to future papers and inform the Orchard Committee of the balance.</p> <p>The DEFD clarified that delegated fund holders are provided with a position statement every month.</p> <p>Resolved that:</p> <p>The Committee</p> <ul style="list-style-type: none"> (a) Noted the financial position of the Charity; 	JB

	<p>(b) Noted the latest income position;</p> <p>(c) Noted the commitments against general reserves and actions being taken to mitigate these financial risks.</p>	
CFC20/09/008	<p>Benefits and Outcomes from COVID Funds & Action Taken</p> <p>The DC outlined that donations from NHS Charities Together should be spent on, “enhancing the well-being of NHS Staff, volunteers and patients impacted by COVID-19”. A number of suggestions had been made on how this money could be spent within the stringent criteria to be applied.</p> <p>The table on pages 1 and 2 of the report set out how the £143,500 had been allocated following receipt of bids. It was reported that outcomes and benefits from these bids would be obtained for future meetings.</p> <p>The Committee were advised that a campaign had been launched to encourage bids and in response, around 40 bids had been received with the vast majority being between £500-£25k but none exceeding £25k.</p> <p>Bids approved included: Engagement with BAME community and traveller community; Black Lives Matter art project, Orchard at UHL and for equipment to distribute via specialist asylum seeker midwives.</p> <p>The process at Appendix 1 of the report had previously come to the Committee.</p> <p>The DEFD advised that the Trustee had broadly approved the governance process.</p> <p>The CC queried the membership of the Make It Better Panel for consideration of those bids between £500-£25k. It was confirmed that this membership was the same as the Staff Lottery Panel and had previously been approved.</p> <p>The END clarified that the Make It Better Panel reported to this Committee and the Committee the Trustee. The need to align with our strategy was also mentioned and the insertion of headings on future papers to link with the strategy.</p> <p>The DC advised that the only governance gap was with items over £25k and that the proposal was that monthly meetings of the Committee be arranged and used as needed for the discussion and approval of any bids over £25k.</p> <p>The membership details and terms of reference of the Make It Better Panel would be circulated to Committee members.</p> <p>Resolved that:</p> <p>The Committee</p>	JB

	(a) Noted the report and approved the governance arrangements and process for the management and administration of COVID-19 funding.	
CFC20/09/009	<p>Charitable Funds Strategy: Implementation Plan & Proposal Outcomes</p> <p>The Committee was advised that the Strategy was approved by the Trustee last month. The strategic focus continued to be, “Going above and beyond NHS services for the benefit of patients, staff and communities.” It was acknowledged that the Charity has had to shift focus in response to COVID.</p> <p>The DC confirmed that the aim was to, through the quarterly fundraising report, assess achievement against objectives in relation to bids received and outcomes of benefit. In addition, the Business Unit would provide updates in April and December so that the Committee could decide whether the Charity was focusing on the right things, see its performance and identify any gaps.</p> <p>The CC commented that this was very helpful.</p> <p>The IM queried where evaluation of impact to benefit could be found within the Strategy. The DC confirmed that this would be fed into the bids evaluation where those seeking bids would have a responsibility to impact assess. It was suggested bringing this back to Committee 6 monthly. The IM added that it would be helpful if the impact measurement could be explicit at the start of the paper.</p> <p>The Executive Director of Therapies and Health Science (EDTHS) fully supported the paper.</p> <p>Resolved that:</p> <p>The Committee</p> <p>(a) Support the planned approach to implementing and delivering the Health Charity Strategy 2020 - 2025.</p>	JB
CFC20/09/010	<p>Self-Assessment of Committee Effectiveness</p> <p>The Director of Corporate Governance (DCG) confirmed that the report provided the outputs of this year’s self-assessment, which was carried out for all Committees of the Board, and alongside that was an action plan to address areas where performance was not as strong.</p> <p>The DCG advised Committee that overall, the position had improved from last year and the proposed action plan would further progress improvement.</p> <p>The END commented that the results were pleasing and showed movement in the right direction; alignment with the strategy could be seen, governance was much clearer and timeliness of papers and report quality had improved.</p>	

	<p>Resolved that:</p> <p>The Committee</p> <ul style="list-style-type: none"> (a) Noted the results of the Committee's self-assessment Effectiveness Review for 2019-20; (b) Approved the action plan for improvement to be completed by March 2021 in preparation for the next annual self-assessment which will feed into the 2020-21 Annual Governance Statement. 	
CFC20/09/011	<p>Staff Benefits Group Report</p> <p>The report was received by the Committee for information.</p> <p>Resolved that:</p> <p>The Committee</p> <ul style="list-style-type: none"> (a) Approved the Staff Benefits Group report. 	
CFC20/09/012	<p>Staff Lottery Bids Panel</p> <p>The report was received by the Committee for information.</p> <p>Resolved that:</p> <p>The Committee</p> <ul style="list-style-type: none"> (a) Noted the bids supported by the Staff Lottery Bids Panel in March and July 2020. 	
CFC20/09/013	<p>Horatio's Garden Update</p> <p>The EDTHS confirmed that she had held discussions with Olivia Chapple (OC) and the Chair. The Trustee minute had been useful in responding regarding the funding position. OC was very grateful for the funds and that the Charity were able to fund the additional elements.</p> <p>The paper provided set out the current position. It was confirmed that a discussion was to be had with Estates to ensure alignment between that department and OC's vision for Horatio's Garden.</p> <p>The IM commented that it was great to see progress but that it would be good to see the plan for sustainability and maintenance given such a significant investment as there would be great reputational and financial risk around this.</p> <p>The EDTHS confirmed that there was a good discussion at Board of Trustee about this and it would form part of her discussions with the Estates Department.</p>	

	<p>It was confirmed that the schedule was tight to meet the completion target of spring 2021 but was on track and there was no reason to think it would not be achieved.</p> <p>The EDTHS to bring back progress updates to the Committee.</p> <p>Resolved that:</p> <p>The Committee</p> <p>(a) Noted the update provided.</p>	
CFC20/09/014	<p>Health Charity Fundraising Report</p> <p>The DC presented the quarterly fundraising report which detailed activity and appeals; COVID donations were excluded and would be included in next quarter's report.</p> <p>The Committee were advised that the Cardiff Half Marathon would be run on 2 occasions this year due to COVID, the cost of £2,220 would come from the Make It Better Fund and should be recovered but if the event was cancelled due to COVID then this investment would be lost.</p> <p>The digital output had increased and the gifts and wills campaign was ready to launch.</p> <p>Resolved that:</p> <p>The Committee</p> <p>(a) Approved the progress and activities of the Health Charity as advised.</p>	
CFC20/09/015	<p>Reporting Feedback on Successful CFC Bids</p> <p>The report provided the Committee with assurance on bids accepted.</p> <p>The Committee was advised that feedback was outstanding in relation to Sustainable Travel and that this would be brought back to the next Committee.</p> <p>The CVC queried whether the sustainable travel service had been suspended due to COVID and whether perhaps the money was not being spent. The DC confirmed the contract continued and the service was still being used although not to the previous capacity.</p> <p>The CC commented that it was helpful to see the evaluation and impact but that he would like to see a little more clarity in terms of difference being made and that visuals and percentages would help.</p> <p>The DEDF added that this was the first time that this type of report had come to Committee which was a huge step forward and just some fine tuning was required.</p>	JB

	<p>Resolved that:</p> <p>The Committee</p> <p>(a) Noted the update on projects the CFC / Trustees have supported with charitable monies.</p>	
CFC20/09/016	<p>Health Charity Update Reports</p> <p>The Committee received the update reports on Food Sense Wales and Better Life Appeal.</p> <p>Resolved that:</p> <p>The Committee</p> <p>(a) Noted the Food Sense Wales update; (b) Noted the Better Life Appeal update.</p>	
CFC20/09/017	<p>Breast Centre Annual Report</p> <p>The Committee received the annual fundraising report on the Breast Centre Appeal.</p> <p>Resolved that:</p> <p>The Committee</p> <p>(a) Noted the continued success of the Breast Centre Appeal and associated fundraising events/activities undertaken during 2019/20; (b) Noted the suspension of fundraising activities due to COVID-19.</p>	
CFC20/09/018	<p>Any Other Business</p> <p>There were 2 items brought before the Committee.</p> <p>Monthly Skype Meeting of Committee – the DC requested that this be agreed to bring bids over £25k to this Committee. The DCG agreed to put it in the calendar monthly to ensure quoracy and the DC could flag whether it was needed.</p> <p>Maternity Unit Bids – the DC confirmed that 2 bids had been received from the Maternity Unit which equated to £26k. She advised that these could go through the normal process but that they were specifically for UHW so could conceivably be put one side to be considered under the Gareth Bale fund.</p> <p>The END advised that the Trustee were concerned that a number of small bids would detract from the intent for the money.</p> <p>The DC commented that this stood out as being specifically for UHW but added that a meeting was being arranged to look at how a health and</p>	NF / JB

	<p>wellbeing physical space could perhaps be developed for support related to COVID-19.</p> <p>The END confirmed that she would go back to the Executive Team for further clarity and advised that a framework was needed for Clinical Boards. It would be a decision for the Committee and Trustee; the END agreed to provide a report around this to the next Trustee meeting.</p>	RW
CFC20/09/019	<p>Items to bring to the attention of the Board / Trustee</p> <p>There were no items to bring to the attention of the Board / Trustee.</p>	
CFC20/09/020	<p>Date and Time of Next Meeting</p> <p>Tuesday 3rd November 2020, 09:30am - 12:30pm Via Skype</p>	