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| Health Charity colour Logos  **Approved Minutes of the Charitable Funds Committee**  **16th March 2021 9:00am – 12:00pm**  **Via Microsoft Teams** |
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| **CFC21/03/001** | **Welcome & Introductions**  The Independent Member – Finance (IMF) welcomed everyone to the meeting in the absence of the Committee Chair (CC) who joined the meeting at 9.30am. | **Action** |
| **CFC21/03/002** | **Apologies for Absence**  An apology for absence was noted from the Director of Corporate Governance. |  |
| **CFC21/03/003** | **Declarations of Interests**  There were no declarations of interest. |  |
| **CFC21/03/004** | **Minutes of the Committee Meeting held on 3rd November 2020**  The Committee reviewed the minutes of the meeting held on 3rd November 2020  **Resolved that:**   1. The Committee approved the minutes of the meeting held on 3rd November 2020 as a true and accurate record. |  |
| **CFC21/03/005** | **Committee Action Log**  The Committee reviewedthe Action Log and noted that all items were completed, included on the agenda or superseded.  **Resolved that:**   1. The Committee noted the Action Log. |  |
| **CFC21/03/006** | **Chairs Action**  The Director of Communications (DC) advised the Committee that the amended bid of £39K for St. Davids Hospital had been approved at the Charitable Funds Committee (CFC) agenda setting meeting.  She advised the Committee that the money had been allocated to the Make It Better Fund and would be released to the bid author.  She confirmed for the purpose of this meeting, that it should be noted that the bid was approved and completed at the aforementioned agenda setting meeting.  **Resolved that:**   1. The Committee noted the Chairs Action. |  |
| **CFC21/03/007** | **Health Charity Financial Position Update**  The Deputy Director of Finance (DDF) advised the Committee of the financial position report for the 10 month period to the end of January 2021 and advised the Committee of 2 points:   1. There had been a strong performance with regards to donations the Health Charity had received for the year to date. 2. There had been significant gains on investments made.   The DDF advised the Committee that there was sufficient resource to meet the commitments previously made which was very encouraging and a good position for the charity.  He advised the Committee that the Net Incoming/Outgoing Resources was £320K and investment gains of £851K which meant there was a positive movement in funds at the beginning of the year of £1.178m.  The DDF advised the Committee that there had been significant gains on the value of old investments from the end of the previous year to the period to date.  He added that a full review of dormant funds had been undertaken and he provided the Committee with a summary of those unrestricted and restricted funds. He added that the finance team had written to the fund holders to tell them that accounts would be closed and that funds would be moved into general reserves.  He advised that Committee that as predicted, there had been come kickback from some fund holders to confirm that they had missed the original email and the team were managing that noise and being sensible about the re-allocation of funds when issues were raised.    The Executive Nurse Director (END) asked the DDF if the £1.178m included the dormant funds that had been closed.  The DDF responded that those figures would have been in the balances that were brought forward.  The END advised the Committee that there would have to be clarity on what was available to spend.  The DDF advised the Committee that there were general reserves of £1.140m which was made up of the general reserve fund balance, the investment gains made and the transfer of dormant funds against which he had set out his assessment of commitments which was £1.023m and in addition to that, the £50K discussed at the meeting for the Arts Programme.  He added that before the Arts funding, it gave CVUHB a surplus of £387K and he noted that a key driver for that had been the continued significant increase in the Charities investment portfolio. The stock market had rallied with gains of £0.851m to the end of January following positive vaccine news and a Brexit agreement.  He added that the stock market remained volatile and at the time of the meeting caution was advised on further significant commitments.  The IMF advised the Committee that he followed the stock market and investments and agreed that there had been a lot of stock market gain, particularly the non-UK stock market since the end of January. He noted that if that maintained, there could be a continued increase in investment gains.  **Resolved that:**   1. The Committee noted the financial position of the charity. 2. The Committee noted the progress made on dormant funds. 3. The Committee noted the commitments against general reserves. |  |
| **CFC21/03/008** | **Art Programmes Funding Review**  The DC advised the Committee that at the last CFC meeting she was asked to provide an update on the Art Programmes Funding Review.  She noted that the Health Charity had done incredibly well obtaining funding from the Arts Council for Wales and advised the Committee that they had requested £70,000 pounds. She added that the CFC Committee had previously supported £50,000 pounds requested but had asked the  Team to go away and look for areas of additional funding to be found for the extra that the Health Charity were asking for.  The DC advised the Committee that the Arts and Well-being programme was established the 2018 and Cardiff and Vale University Health Board (CVUHB) was a pioneer in the programme held out as a flagship programme across Wales.  She added that the Arts Council for Wales had been incredibly supportive in terms of funding but also in relation to the relationship that CVUHB had built between health and the arts.  During COVID lots of individuals had requested arts projects and programmes which had increased the areas of work for the Health Charity and the DC advised that the creative projects would start to be seen around the CVUHB estate which included:   1. The Gallery at University Hospital Llandough (UHL) 2. Wall spaces throughout hospital sites   The DC added that Cardiff Local Authority were keen to work with the team and wanted to look at spaces within the community that they could also share with the creative team.  The DC advised the Committee that improvements had been made in Patient experience and her team had worked really well with the Assistant Director of Patient Experience who was working with the Welsh National Opera and Hijinx Theatre on a series of training videos to educate staff on how to communicate with people with learning difficulties.  She added that the ‘Forget Me Not’ chorus had been very well received by all at St. Davids Hospital.  The DC advised the Committee that the Arts annual report had been held up as a flagship document across Wales, with what was being done in CVUHB to improve physical well-being as well as mental well-being through the connectivity between Health and the Arts.  The DC advised the Committee that she was asked to provide assurance that in addition to the £50,000 agreed at the last CFC meeting, the Arts Programme had secured additional external funding for the following:   1. Addressing and reshaping Cystic Fibrosis Services’, based in UHL and community - £35,000.00 2. ‘Weaving lives together through song’ with the ‘Forget Me Not Chorus’ to be focused at St David’s Hospital - £21,500.   The DC advised the Committee that the additional £56,000 would hopefully enable CVUHB to continue with the Arts programme and also help to develop it further.  The Executive Nurse Director (END) commented that the work being undertaken was fantastic and she encouraged members to view the YouTube video in the papers that highlighted the work undertaken. The END recommended that the video be shown at the next Board of Trustee meeting.  The DDF advised the Committee that in the last meeting’s minutes it did not note that the £50,000 had been agreed for the arts, it stated that the DC would go and look for additional funding options and noted that agreeing to the £50,000 for the arts meant that it would need to be formally approved at the meeting.    The DC responded that the DDF was correct and noted that it was raised at the CFC agenda setting meeting due to the minute not being clear.  She added that the £50,000 had been agreed but it was asked that she go and find additional sources of funding for the extra that had been asked for and that by bringing the discussion to the meeting clarity would be given to the position.  The DDF advised Committee that he would add the £50K to the Charity’s revenue commitments.  **Resolved that:**   1. The Committee noted the activity and achievements of the Arts Programme in its draft annual report and in securing external funds to support the continuation of some arts activities. 2. The Committee acknowledged the update and the continued funding (as discussed in the CFC meeting held in November 2020) of £50,000 from reserve charitable funds for the ‘Arts for Health and Wellbeing programme’ for the period of 12 months to the end of 2021, to be utilised alongside monies already secured from external organisations. | **NS** |
| **CFC21/03/009** | **COVID monies income/expenditure**  The DC advised the Committee that there were 3 funds:   1. NHS Charities Together 2. Make it Better fund 3. Bale Family Donation   She noted that up until the 31st of January 2021 the COVID income that had been received had totalled just over £1m.  The DC advised the Committee that the Health Charity had seen an incredible amount of generosity from members of the public and had managed to capitalise on that for Cardiff and Vale.  The DC advised the Committee that the Health Charity would separate the Make it Better fund so that the COVID monies were separate from Make it Better fund monies that had previously been received to ensure that funds received for COVID would be spent on COVID projects.  The DC advised the Committee that the COVID spend to date amounted to £1,034,286 and commended her team and colleagues for their prompt responses to covid bids which had been agreed in line with the bid criteria agreed by the charitable funds committee.  The DC advised the Committee that the Health Charity had worked in partnership with GVS to support the third sector by providing financial assistance to small organisations to support the Covid response within their local communities in Cardiff and the Vale of Glamorgan.  She added that to date £48,000had been allocated to Third Sector partnerships and that one of the key points that had come from a number of the Committee members was that it needed to go to the places where it was most needed, and, and also into the seldom heard groups and some of the hard to reach communities.  The DC advised the Committee that the GVS charged a very small amount to administer all of their services and what they provided was the ability to reach out into the harder to reach communities.  The DC advised the Committee of the way forward and noted that the team had been heavily involved the arts projects, and that they were proactively fundraising and had worked a lot with NHS Charities Together.  She added that when the Fundraising report was created it would show how GVC’s work had benefited the Health Board’s communities.  The DC advised the Committee that the Duke and Duchess of Cambridge had contacted CVUHB and had asked to speak to a member of the Health Charity team as the Duke of Cambridge wanted to understand how the Health Charity’s work had benefitted the Health Board and community.  She added that NHS Charities Together had nominated The Health Charity Team to have that phone call, on the basis of the range and the breadth of the bids that the Health Charity had put in, the proactive nature of the bids, the diversity of the bids and the speed in which the Health Charity had managed to get projects to the front line.  The DC advised the Committee that it should be formally documented that that the Duke and Duchess of Cambridge wanted to thank the CFC Committee and the Health Charity team for the work that they had undertaken to ensure that covid donations got to where they were most needed.  The END advised the Committee that it was very rare that Royalty thanked us and extended her thanks to the Health Charity Team and highlighted the work undertaken with the Patient Experience Team which had made a positive difference to patients.  The DC responded that the relationship with the Assistant Director of Patient Experience and her team was second to none and the work reported could not have been done without their help.  The CC thanked the team and the Committee and noted that the spend on the BAME community was £48K which he felt was a minimal reflection of the demographics provided in the report. He suggested that consideration be given to increase investment in those areas moving forward.  The DC responded that the Health Charity had spoken to GVS to increase interactions with BAME communities.  **Resolved that:**   1. The Committee receivedthe report as assurance of the appropriate management and administration of covid income and expenditure by the Health Charity. |  |
| **CFC21/03/010** | **Daring to Dream**  The DC advised the Committee that Daring to Dream (D2D) was a charitable fund originally set up within Cardiff & Vale Health Charity and was led by an external fundraiser.  She added that the current D2D fund balance was £4,973 and that D2D had requested the Health Charity transferred this amount from its charitable funds into D2D’s own bank account.  **Resolved that:**   1. The Committee approved the transfer of £4,973 form Charitable Funds to Daring To Dream, Charitable Incorporated Organisation. |  |
| **CFC21/03/011** | **Over £25K bids for approval**  The DC advised the Committee that the St. David’s Children’s Centre bid had already been agreed and approved.  The DC advised the Committee that Third Sector Grants Scheme 2021/22 was an additional bid where the Health Charity would want to double the amount for the BAME community and the third sector bids.  The DDF advised the Committee that the £33K detailed would be an additional commitment against reserves.  The END advised the Committee that she fully supported the proposed bids and noted that the £300K pot was disappearing quite rapidly but noted that the work undertaken was important.  **Resolved that:**   1. The Committee approved the proposal of the allocation of £33,000 to GVS for the provision of Third Sector funding. |  |
| **CFC21/03/012** | **Terms of Reference**  The Head of Risk and Regulation (HRR) advised the Committee that he had sent each member a copy of the Terms of Reference with tracked changes via email prior to the meeting so that members had sight of the changes made to the Terms of Reference.  The HRR explained that the Terms of Reference were reviewed on an annual basis and invited comments on the proposed changes. No comments were made and the paper was taken as read.  **Resolved that:**   1. The Charitable Funds Committee approvedthe changes to the Terms of Reference for the Charitable Funds Committee and recommended the changes to the Charity Trustee for approval. |  |
| **CFC21/03/013** | **Work Plan**  The DC advised the Committee that the Health Charity Team worked with the Director of Corporate Governance’s team and plot out what work was required for the year ahead.  The END advised the Committee that it was a really important work plan that allows members to prepare papers in the correct order.  The DDF advised the Committee that the work plan suggested that accounts would be reviewed in March but should be brought in December 2021.  The HRR confirmed that the change would be made and reported to Board for approval.  **Resolved that:**   1. The Committee reviewed the Work Plan 2021/22. 2. The Committee approvedthe Work Plan 2021/22 3. The Committee recommendedapproval to the Charity Trustee subject to the amended discussed being made. |  |
| **CFC21/03/014** | **Committee Annual Report**  The HRR advised the Committee that the Committee Annual Report was a summary of the work that the Committee had undertaken over the previous year and provided assurance that the committee had complied with its Terms of Reference and undertaken the work detailed in the Committee Work Plan. He added that the CC had agreed the document prior to the meeting and invited comments on the same.  The END noted that the details of the days meeting would need to be confirmed on the report.  **Resolved that:**   1. The Committee reviewedthe draft Annual Report 2020/21 of the Charitable Funds Committee and recommendedthe Annual Report to the Board for approval. |  |
| **CFC21/03/015** | **Health Charity Annual Report**  The DC advised the Committee that the report had been brought back to approve final amendments to the foreword.  **Resolved that:**   1. The Committee received, for information the final version of the Cardiff & Vale Health Charity Annual Report 2019 - 2020 and approved the document for publication. |  |
| **CFC21/03/016** | **Fundraising Report**  The DC advised the Committee that Health Charity communication was increasing and the profile of the Health Charity was being raised all the time.  The DC advised the Committee that the Staff Haven had been very well received and as CVUHB moved into a 2nd year of COVID, the Health Charity would look to increase the support provided to the hard working staff of CVUHB.  The Independent Member – Trade Union (IM-TU)) confirmed that the Staff Haven had been well received and noted that it had raised staff morale.  **Resolved that:**   1. The Committee notedthe progress and activities of the Health Charity as advised. |  |
| **CFC21/03/017** | **Reporting Feedback on Successful CFC bids**  The DC advised the Committee that paper provided information ON the Staff Haven and noted that the services of Grosvenor Interiors, Poppi Furniture, Nathan Wyburn (artist) and the National Museum of Wales were procured to assist in the provision of a calm, relaxing space for staff.  She added that staff had been engaged to decide the theme for the Staff Haven and they chose ‘Nature’.  The DC advised the Committee that the paper provided assurance that funds were being spent effectively.  **Resolved that:**   1. The Committee accepted the interim report with assurance of a full evaluation report at the June 2021 meeting. |  |
| **CFC21/03/018** | **Health Charity Website bilingual costs**  The DC advised the Committee that in order to meet CVUHB’s statutory obligation under the Welsh Language Act it was required to publish all of its content bilingually to ensure that its Welsh Speaking population were not treated less favourably than those who choose to communicate in English.  She added that the Health Charity were looking for £20K to pay for that translation work to be undertaken and also for delegated authority within the DC’s budgetary limits for the DC to continue authorising ongoing maintenance work to ensure that the Health Board continued to meet its statutory requirements without having to return to committee for further authorisation.  The END advised the Committee that the website and assets had to be bilingual but noted that she would want further commitments to funding to be brought back for review in one years’ time to see if the £20K could be reduced over the years.  The DC responded that the £20K was to translate all of the website and following that initial piece of work the remaining costs would be much lower as it would involve ongoing maintenance rather than one large piece of work. She added that she had also discussed the approval of 2 Welsh language translators for the organisation so that when those translators had capacity, they could help to undertake this work.  The CC advised the Committee that the Welsh Language Board had funds available which helped organisations to become bilingual. He suggested that this may have been an avenue to explore.  **Resolved that:**   1. The Committee approved funding of £20k from Trust Fundraising Costs – Fund 9682, which was currently utilised by the Health Charity for operational requirements (including the current website). 2. The Committee recommended that the DC managed the allocated Fund in line with her authorised budget within the Health Charity’s existing delegated scheme of financial approvals, in order to deliver the operational requirement within a swift and efficient timescale. | **NF** |
| **CFC21/03/019** | **Staff Lottery Bids Panel Report**  The IM-TU advised the Committee that he had stood down as Chair of the bids panel to undertake a position and an Independent Member.  The END advised the Committee that the papers could be taken as read.  The DC advised the Committee that it needed to endorse the proposed £5K and £21K lottery megadraws for 2021.  **Resolved that:**   1. The Committee acknowledged the content of the report and endorsed the proposed £5,000 and £21,000 lottery megadraws for 2021. |  |
|  | **Health Charity Update Reports**  **Food Sense Wales Update**  The END advised the Committee that the papers could be taken as read.  **Resolved that:**   1. The Committee accepted the paper as a report on activity for the past 6 months. 2. The committee considered 12 month annual reports (March) 3. The Committee noted the forecast for a healthy end of year financial position.   **Legacies Update & next steps**  The END advised the Committee that the papers could be taken as read.  **Resolved that:**   1. The Committee noted the report on legacy income received and the Legacy Fundraising campaign plan. 2. The Committee approveda budget of £5,000to improve the legacy portfolio of Cardiff & Vale Health Charity with a commitment to evaluate the engagement with ‘Farewill’ in one years’ time and review the position for long term legacy management and investment. |  |
| **CFC21/03/020** | **Items to bring to the attention of the Board / Trustee**  The HRR advised Committee that the Terms of Reference would be shared with the board with the agreed amendment. |  |
| **CFC21/03/021** | **Any Other Business**  The DC advised the Committee that this was the last meeting for the IMTU and thanked him for all of the work he had done over the years and noted that he had been a really great fundraiser for the Health Charity.  The IMTU thanked the Committee and the DC for the support provided.  The DC advised the Committee that on the 23rd March 2021 it would have been one year since the first lockdown started in Wales and the Health Charity had devised a programme of 7 days that would look at the good work undertaken for celebration and would also reflect on the year. She noted that a combination of videos, stories and articles would be shared on the website.  She asked that the Committee support the programme.  **Resolved that:**   1. The Committee noted the other business. |  |
| **CFC21/03/022** | **Review of the Meeting**  The CC invited comments about the meeting.  The HRR advised the Committee that work would be undertaken to improve communication regarding start times and dates of the meetings.  The END recommended that the next CFC meeting be scheduled at one hour and 30 minutes. |  |
| **CFC21/03/023** | **Date and Time of Next Meeting**  Tuesday 29th June 2021, 9:00am – 12:00pm |  |