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Caerdydd a'r Fro
Cardiff and Vale
University Health Board

Annual Report of the Charitable Funds Committee 2020/21

1.0 Introduction

In accordance with best practice and good governance, the Charitable Funds Committee produces an Annual Report to the Board setting out how the Committee has met its Terms of Reference during the financial year.

2.0 Membership

The Committee membership is six Members comprising an Independent Member Chair, Independent Member Vice Chair a further Independent Member and three Executive Directors who are the Executive Nurse Director (Lead Executive), Executive Director of Workforce and OD and the Executive Director of Therapies and Health Science. . In addition to the Membership, the meetings are also attended by the Director of Corporate Governance, the Director of Communications, Arts & Health Charity and the Deputy Finance Director. The Chair of the Board is not a Member of the Committee but attends at least once annually after agreement with the Committee Chair. Other Executive Directors are required to attend on an ad hoc basis.

3.0 Meetings & Attendance

The Committee met six times during the period 1 April 2020 to 31 March 2021, three of which were Special Meetings. This is in line with its Terms of Reference.

The Charitable Funds Committee achieved an attendance rate of **55%** (80% is considered to be an acceptable attendance rate) during the period 1st April 2020 to 31st March 2021 as set out below:

	23/06/2020	08/07/2020	01/09/2020	07/10/2020	03/11/2020	16/03/2021	Attendance
Akmal Hanuk (Chair)	✓	X	✓	✓	✓	✓	83%
John Union (Vice Chair)	X	X	✓	✓	X	✓	50%
Sara Moseley	X	✓	✓	X	X	X	33%
Total	33%	33%	100%	67%	33%	67%	55%

4.0 Terms of Reference

The Terms of Reference were approved by the Committee on the 16th March 2021 and were approved by the Board on 25th March 2021.

5.0 Work Undertaken

During the financial year 2020/21, the Charitable Funds Committee reviewed the following key items at its meetings:

23rd June 2020 – Special Meeting

- **Presentation on Charity activity during the COVID 19 period**

On the 23rd March 2020 the Health Charity stopped all routine business in relation to running events and fundraising.

Over £950,000.00 in donations had been received from the public in total since 23rd March 2020, the public had given generously to official NHS charities and NHS Charities together, where £143,500.00 had been received.

Three staff havens had been set up and the Health Charity had spent 60 days covering the havens distributing various wellbeing items.

The Health Charity received an increased presence on Social Media from the #spreadthelove campaign and had featured on 5 television news items.

- **Health Charity Donations / Gifts Received**

The Health Charity received a wide range of donations which totalled £952,657.06 and this sum included, but was not limited to:

- Website donations;
- JustGiving donations;
- NHS Charities Together;
- £500,000.00 from Gareth & Emma Bale;
- £20,000.00 from Aaron Ramsay;
- £20,000.00 from Stanley Thomas;
- £14,514.00 from local funeral directors.

The Health Charity expenditure up to June 2020 totalled £33,063.00, this included funding for iPads and tablets to help enable virtual visiting and family contact, scooters for staff at Ysbyty Calon Y Ddriag / Dragons Heart Hospital and staff wellbeing resources at the three staff havens.

8th July 2020 – Special Meeting

- **COVID-19 Income and Expenditure and Options and Process for Spend of Just Giving Fund, NHS Charities Together Fund and Gareth Bale Donation**

It was agreed that the Health Charity and Communications team would advertise on social media platforms to encourage people to submit an expression of interest for bids, however no bids would be approved or agreed until after the Board of Trustee meeting. The Deputy Finance Director (DFD) advised that due to the current financial position of the Health Charity, the Board of Trustee needed to be aware, prior to any further commitments being made against the Make it Better Fund.

1st September 2020

- **Down To Earth Proposal**

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.

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.

The costs were confirmed as:

15 hours per week including travel time and expenses = £1,375 +VAT

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

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 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.

- **Health Charity Financial Position update**

A snapshot of the value of the Charity was provided following the first four months of the year.

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.

The Committee was advised that a lot more general donations had been received and that there could be an additional £655k coming from the NHS Charities Association.

A gradual increase in investment performance had been seen with a market gain of £352k since the beginning of the year.

£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.

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.

- **Benefits and Outcomes from Covid funds & Action Taken**

Donations from NHS Charities Together were outlined and it was advised that they should be spent on, “enhancing the well-being of NHS Staff, volunteers and patients impacted by COVID-19”. A number of suggestions were made on how the money could be spent within the stringent criteria to be applied.

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 and none exceeding £25k.

Bids approved included: Engagement with the BAME community and traveller community; Black Lives Matter art project, Orchard at UHL and for equipment to distribute via specialist asylum seeker midwives.

It was confirmed that the Make It Better Panel was the same membership as the Staff Lottery Panel and had previously been approved.

The Make It Better Panel report to this Committee and the Board of Trustee.

- **Charitable Funds Strategy: Implementation Plan & Proposal outcomes**

The Committee was advised that the Strategy was approved by the Trustee. 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 had to shift focus in response to COVID.

The Committee was advised 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 provided 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.

- **Self-Assessment of Committee Effectiveness**

The Committee noted the results of the Committee Effectiveness Review for 2020 and agreed that the action plan for improvement would be completed by March 2021.

7th October 2020 – Special Meeting.

- **Gareth Bale Fund – Setting Criteria for Proposals**

Cardiff and Vale Health Charity received a personal donation of £500,000 from Gareth and Emma Bale in April 2020. Mr and Mrs Bale expressed their wish for this donation to be spent specifically on the University Hospital of Wales and Covid -19 and requested feedback on how the funds will be utilised. The Committee met to discuss the criteria.

3rd November 2020

- **Gareth Bale Fund – Proposals**

The Health Charity reviewed 11 bids put forward and **shortlisted** or **rejected** the bid in relation to the Gareth Bale Fund. Some rejected bids were considered to be utilised with other funds if deemed appropriate.

Bid 1 - £31,473 - Safer and Improved Ward Environments for Patients and Staff – UHW – **Rejected**

Bid 2 - £28,332 - Safer and Improved Ward Environments for Patients and Staff – UHL – **Rejected**

Bid 3 - £80,000 – COVID Memorial Garden Spaces at UHL, UHW, CRI, St David's and Barry Hospital - **Rejected**

Bid 4 - £298,453.08 - Conscious Inclusion - **Rejected**

Bid 5 - £300,000 – Proactive Wellbeing support for Staff and Managers - **Shortlisted**

Bid 6 - £43,595.02 - St David's Children Centre Environmental Improvements post Covid - **Rejected**

Bid 7 - £25,000 – Covid-19 Patient Experience Support Project - **Rejected**

Bid 8 - £45,000 – SSSU Changing Room Refurbishment - **Rejected**

Bid 9 – £31,237 - Recovery and Wellbeing College Senior Peer Trainer - **Rejected**

Bid 10 – £590,410 - Keeping Me Well and Recovery from COVID – **Shortlisted with revised bid of £164,000**

Bid 11 £100,000 – Provide a Staff Haven at University Hospital Wales - **Shortlisted**

Summary of Bids

2 out of the 11 bids (Bids 3 and 7) were supported by the Committee but the Bale Family funding would not be used and the bids would be looked at another time.

3 bids were approved for the Bale Family shortlist (Bids 5, 10 and 11). All 3 of those went forward to the Board of Trustee meeting.

It was highlighted to the Committee that in relation to the 3 shortlisted bids, the total cost would be approximately £564,000 and it would be good to see if the figure could be brought down to £500,000 so that the Bale Family could fully fund the 3 bids.

The Committee was advised that the bids would go to the Trustee meeting.

- **Art Programme Fund – Proposals**

Match funding of £59,494 had been agreed which was needed to secure funding from the Arts Council in Wales.

The Arts Fund had Ring Fenced Monies at £70k per annum. £70k was agreed for one year and the Committee were asked to reconsider at a later date for years 2 and 3 – depending on the availability of funds.

The Committee was advised that there was flexibility in the “Make it Better” charitable fund to help support the Arts Programme and provisions could be made from that and dormant funds. It was advised that match funding was important in relation to the budget to develop the arts.

The Committee agreed that funding options should be explored in order for the Arts Programme to continue to benefit the wellbeing of patients, their families and staff.

- **Surgical Clinical Board Application for Endowment Fund Spend**

The Committee approved the spend of £35,646.00 from the Surgical CB Endowment Fund - CURE 9537 to purchase ultrasound equipment.

- **Health Charity Financial Position Update – period ended 30th September 2020**

A report was provided outlining the Health Charity Financial Position was brought and the Committee were advised by the Deputy Director of Finance that the position was strong and was ahead of the previous 2 years at the same point.

- **Benefits and Outcomes from COVID-19 Funds & Action Taken**

The Committee was advised that all money had been allocated except for £40,000 in the over £25,000 allocation.

The Committee was advised that they were eligible to bid for money from ‘NHS charities together’ but the criteria stated that transparency on spend would be required.

The online bid application process was stopped temporarily until new funds were secured.

- **Update of the Health Charity Partnership with the Change Account**

The Committee was advised that the Change Account had ceased operation and there was an ongoing investigation by the Financial Conduct Authority of a company used by Change Account.

The Committee was advised that the priority was to safeguard staff and information around Change Account had been removed from the UHB website.

It was agreed that a further review in six months would be undertaken of the position of the Change Account’s partnership agreement with the Health Charity.

16th March 2021

- **Health Charity Financial Position Update**

The Committee was advised of the financial position for the 10 month period to the end of January 2021 and were advised 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 investment gains, which would be made with our investments.

The Committee was advised that there was now sufficient resources to meet the commitments previously made which was very encouraging and a good position for the charity.

It was advised that the Net Incoming/Outgoing Resources was £320K and investment gains was £851K which meant there was a positive movement in funds at the beginning of the year of £1.178m.

The Deputy Director of Finance was asked if the £1.178m included dormant funds that had been closed.

He responded that they would have been in the balances that were brought forward.

The Committee was advised that there was 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 an assessment of commitments which was £1.023m and in addition to that, £50K agreed for the Arts.

It was noted that prior to the £50K Arts funding, it gave CVUHB a surplus of £387K and 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.

- **Art Programmes Funding Review**

The Committee was advised that the Health Charity had done incredibly well with the Arts Council for Wales in being able to get funding and advised the Committee that they had requested £70,000 pounds and it was noted that the CFC Committee supported the £50,000 pounds but had asked the Director of Communications (DC) to go away and look for areas of additional funding to be found for the extra that the Health Charity were asking for.

The Committee was advised that the Arts and Well-being programme was established the 2018 and noted that Cardiff and Vale University Health Board (CVUHB) were a pioneer in the programme and the CVUHB were known as a flagship across Wales.

The Committee was advised that 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 Committee was advised that the 'Forget Me Not' chorus had been very well received by everybody at St. Davids Hospital.

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.

- **COVID monies income/expenditure**

The Committee was advised of 3 COVID funds:

- 1) NHS Charities Together
- 2) Make it Better fund
- 3) Bale Family Donation

The Committee was advised 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 Committee was advised that the Health Charity would separate the Make it Better fund so that the COVID monies were separate from the actual Make it Better fund monies that were already in there to ensure that monies for COVID was being spent on COVID.

The Committee was advised of the COVID spend so far (£1,034,286) and it was noted that it was due to the bids that were coming in, the speed with which the Health Charity could approve the vast majority of those bids that were relevant and met the criteria, as agreed by the charitable funds committee and also thanks to all of the contributions from everybody that had made that possible.

The Committee was advised that to date £48,000 had 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 Committee was advised that the Duke and Duchess of Cambridge had contacted CVUHB and they had asked to speak to a member of the Health Charity team to request a phone call with the Duke of Cambridge as he wanted to know what the money had been spent on.

It was noted 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 that Health Charity had managed to get it to the front line in all of those areas.

- **Health Charity Website bilingual costs**

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) to pay for the Health Charity Website bilingual costs.

- **Over £25K bids for approval**

The Committee approved the proposal of the allocation of £33,000 to GVS for the provision of Third Sector funding.

- **Legacies Update & next steps**

The Committee approved a budget of £5,000 to 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.

- **Staff Benefits Group Update**

On three occasions the Committee were provided with a report which outlined the work undertaken by the Staff Benefits Group

Nathaniel Car Dealership - The Committee was advised that meetings between SBG representatives and Nathaniel's had resumed post-Covid cancellations and would be held monthly going forward.

Nathaniel's had supported CVUHB during Covid-19 with the loan of 12 vehicles for use by out of hour's services and covid test transportation across hospital sites. It was extended and was phased out gradually by December 2020.

A Memorandum of Understanding between Nathaniel's and the Health Charity was produced by Governance for consideration and agreement at the September meeting of the SBG. A secondary agreement was agreed by Nathaniel's and CVUHB in re: the temporary provision of vehicles and drivers to support CVUHB staff, in the event of adverse weather.

- **Staff Lottery Bid Panel Report**

On three occasions the Committee were provided a report from the Staff Lottery Bid Panel. The Committee were encouraged to note the significant increase in bids which resulted in positive staff morale. The Committee were also pleased to note that Cardiff & Vale University Health Board (UHB) were leading in this area with other Health Boards approaching the UHB to find out what makes the Cardiff & Vale Staff Lottery so successful.

- **Horatio's Garden**

The Committee were provided with a detailed report outlining a timeframe on Horatio's Garden and the total costs to date.

- **Committee Annual Report 2020/21**

The Committee reviewed and recommended the Committee Annual Report to the Board for approval.

- **Committee Terms of Reference 2020/21**

The Committee reviewed and recommended the Committee Terms of Reference to the Board for approval.

- **Committee Work Plan 2020/21**

The Committee reviewed, approved and recommended the Committee Work Plan to the Board for approval.

6.0 Reporting Responsibilities

The Committee has reported to the Board after each of the Charitable Funds Committee meetings by presenting a summary report of the key discussion items at the Charitable Funds Committee. The report is presented by the Chair of the Charitable Funds Committee.

7.0 Opinion

The Committee is of the opinion that the draft Charitable Funds Committee Report 2020/21 is consistent with its role as set out within the Terms of Reference and that there are no matters that the Committee is aware of at this time that have not been disclosed appropriately.

Akmal Hanuk

Committee Chair