

Board of Trustee Meeting

Tue 12 October 2021, 12:00 - 13:30

MS Teams

Agenda

1. Welcome & Introductions

Charles Janczewski

1.1. Apologies for Absence

Charles Janczewski

1.2. Declarations of Interest

Charles Janczewski

1.3. Minutes of the Trustee Meeting held on 15 July 2021

Charles Janczewski

 1.3 BoT Minutes 15.07.21.pdf (9 pages)

1.4. Action Log following meeting held on 15 July 2021

Charles Janczewski

 1.4 Action Log.pdf (2 pages)

1.5. Chair's Action taken since last meeting


Charles Janczewski

i) £39k St David's Hospital Bid

2. Items for Review and Assurance

2.1. Health Charity Current Financial Position

Christopher Lewis

 2.1 Financial Position Report Trustee August 2021.pdf (6 pages)

2.2. Update on Dormant Funds

Christopher Lewis

 2.2 Dormant Funds Update Trustee 2021.pdf (3 pages)

2.3. Rookwood Hospital Disposal Update

Fiona Jenkins

 2.3 Disposal of Rookwood Hospital.pdf (3 pages)

2.4. Horatio's Garden Project – Summary

Christopher Lewis

Saunders Nathan
10/11/2021 17:39:53

3. Items for Approval/Ratification

4. Items for Noting and Information

4.1. New Developments – Charity

Joanne Brandon

i) ARTS year in review - 2019

<https://www.youtube.com/watch?v=JxVHDS66QoM>

Add a sub item


 4.1 - New Developments - Health Charity.pdf (2 pages)

 4.1a - New Developments - Health Charity Update.pdf (3 pages)

4.2. Bale Fund Update

Joanne Brandon

 4.2 - Bale Fund Update.pdf (2 pages)

 4.2a - Bale Fund Update.pdf (1 pages)

4.3. Our Health Meadow

Charles Janczewski

 Item 4.3 - Our Health Meadow.pdf (15 pages)

4.4. Chair's Reports:

Akmal Hanuk

i) Charitable Funds Committee - 21.09.21

 4.4 CFC Chairs Report.pdf (6 pages)

5. Any Other Business

Charles Janczewski

a) 2021 Audit Plan: Cardiff and Vale University Local Health Board Charity

 5 CAV Health Charity Audit Plan.pdf (14 pages)

6. Review of the Meeting

Charles Janczewski

7. Date and time of next meeting

Thursday 20 January 2022 10am

Unconfirmed Minutes of the Board of Trustee Meeting
Thursday 15 July 2021
Via MS Teams

Present		
Charles Janczewski	CJ	UHB Chair
Gary Baxter	GB	Independent Member - University
Joanne Brandon	JB	Director of Communications
Nicola Foreman	NF	Director of Corporate Governance
Akmal Hanuk	AH	Independent Member - Community
Michael Imperato	MI	Independent Member – Legal
Fiona Jenkins	FJ	Executive Director of Therapies & Health Sciences
Fiona Kinghorn	FK	Executive Director of Public Health
Christopher Lewis	CL	Interim Executive Director of Finance
Ceri Phillips	CP	Vice UHB Chair
Dr Rhian Thomas	RT	Independent Member – Capital and Estates
John Union	JU	Independent Member - Finance
Secretariat:		
Nathan Saunders	NS	Corporate Governance Officer
Apologies:		
Steve Curry	SC	Chief Operating Officer
Susan Elsmore	SE	Independent Member – Local Authority
Abigail Harris	AH	Executive Director Strategic Planning
Len Richards	LR	Chief Executive Officer
Ruth Walker	RW	Executive Nurse Director
Stuart Walker	SW	Executive Medical Director

BT 21/07/001	Welcome & Introductions The UHB Chair welcomed everyone to the meeting in English and Welsh.	Action
BT 21/07/002	Apologies for Absence Apologies for absence were noted	
BT 21/07/003	Declarations of Interest The Executive Director of Therapies & Health Sciences (EDTHS) declared an interest as a Board member of Cwm Taf Morgannwg University Health Board (CTMUHB).	
BT 21/07/004	Minutes of the Committee Meeting held on 26 January 2021 The minutes of the Committee Meeting held on 26 January were received. Resolved that: a) The Trustee approved the minutes as an accurate and true record of the meeting held on 26 January 2021	

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BT 21/07/005	<p>Action Log following the Meeting held on 26 January 2021</p> <p>The Action Log was received.</p> <p>The UHB Chair advised the Board of Trustee that there was only one outstanding action:</p> <ul style="list-style-type: none"> • Horatio's Garden Project – Summary <p>It was noted that this would be provided at the September meeting.</p> <p>The Independent Member – Capital and Estates (IMCE) advised the Board of Trustee around the context of the requested action and noted that there had been a lot of ambiguity as to what had been committed and agreed to provide to Horatio's Garden and recommended that the summary provided be 1 or 2 pages which is also shared with the team behind Horatio's Garden.</p> <p>The EDTHS advised the Board of Trustee that the paper being presented at this meeting had the associated costs set out and noted that Horatio's Garden had also seen those figures.</p> <p>The Executive Director of Finance (EDF) advised the Board of Trustee that a summary of the fund sources and applications could be compiled also.</p> <p>It was noted that a summary would be provided in September as agreed.</p>	
BT 21/07/006	<p>Chair's Action taken since last meeting</p> <p>No Chair's Action had been taken since the last meeting.</p>	
BT 21/07/007	<p>Horatio's Garden Update</p> <p>The Horatio's Garden Update was received.</p> <p>The EDTHS advised the Board of Trustee that she was in communication with Dr Olivia Chapple, the Chair of Horatio's Garden and the Director of Capital and Estates around costs.</p> <p>It was noted that there had been concerns raised that a garden would be built but not maintained so an agreement was reached between Cardiff and Vale University Health Board (CVUHB) and Horatio's Garden that a sum of money, £9418.00 would be put aside annually for that.</p> <p>It was noted that there had been delays in agreeing the schedule of works and design between Horatio's Garden and the Capital Estates team which had required ongoing dialogue and support given by the capital estates team to enable the garden project to get underway prior to patients moving into the unit due to the noise pollution and general disruption.</p>	

Saunders Nathan
10/11/2021 17:28:53

	<p>It was noted that since the last Board of Trustee meeting, work had now started on Horatio's Garden but an official "open date" could not yet be provided however it was progressing well and was on schedule.</p> <p>The UHB Chair thanked the EDTHS for taking on the work as Senior Responsible Officer.</p> <p>The Independent Member – Finance (IMF) confirmed that a summary of total spend would need to be clarified and what the total commitment was.</p> <p>The UHB Chair asked if Horatio's Garden had provided sufficient assurance that they would be able to raise the funds they would need to raise to complete the garden.</p> <p>The EDTHS responded that the charity had a "Friends of Horatio's Garden" element which raised money to continue the work required and to ensure that there was an enthusiasm for wider projects.</p> <p>The Board of Trustee resolved:</p> <p>a) It was noted that the Horatio garden project was progressing and the Board of Trustee would be notified of an official opening date once confirmed.</p>	
<p>BT 21/07/008</p> <p>Saunders,Nathan 10/11/2021 17:28:53</p>	<p>Terms of Reference - CFC</p> <p>The Terms of Reference was received.</p> <p>The DCG advised the Board of Trustee that the Terms of Reference had been seen and approved by the Board at the end of March 2021 and noted that they were here for ratification from the Board of Trustee.</p> <p>The IMCE asked how it could be ensured that people were acting in accordance to the various legislations outlined in the terms of reference.</p> <p>The DCG responded that training sessions had been run previously and that it was probably around the right time for another session especially as new Independent Members had joined various committees.</p> <p>The Director of Communications (DC) advised the Board of Trustee that legal advice had been provided by Geldards LLP law firm and noted that every year (although not 2020 due to COVID-19) they provided a training session to ensure that CVUHB were compliant with the Charities Act.</p> <p>The Board of Trustee resolved:</p> <p>a) The changes to the Terms of Reference for the Charitable Funds Committee were noted and assurance was taken that the changes were approved by the Board.</p>	

BT 21/07/009	<p>Work Plan – CFC</p> <p>The Work Plan – CFC was received.</p> <p>The DCG advised the Board of Trustee that the Work Plan had been seen and approved by the Board at the end of March 2021 and noted it was here for ratification from the Board of Trustee.</p> <p>It was noted that it pulled through all of the items that come from the DC and their team.</p> <p>The DCG highlighted that all work plans needed to remain fluid as some items can come onto the agenda that are not foreseen at the beginning of the year.</p> <p>The Board of Trustee resolved:</p> <p>a) The Work Plan 2021/22 was reviewed and approved.</p>	
BT 21/07/010	<p>Health Charity Current Financial Position</p> <p>The Health Charity Current Final Position report was received.</p> <p>The Deputy Director of Finance (DDF) advised the Board of Trustee that they had an overall responsibility in overseeing the financial management and stewardship of its charitable funds.</p> <p>It was noted that the financial update report had:</p> <ul style="list-style-type: none"> • Provided information on the year to date financial performance of the Charity to the period 31st May 2021. • Assessed the forecast financial position of the Charity against commitments already made. <p>The year to date financial position of the charity was summarised and it was noted that the Charity had generated £0.152m of income and spent £0.208m for the first two months of the financial year.</p> <p>It was noted that in addition, the charity had done very well in the investment portfolio and had market value gains on its investments of £0.221m for the period compared to the March 2021 valuation. The combined effect of those results was a net increase in fund balances for the period to May 2021 of £0.165m to £9.312m.</p> <p>The DDF advised the Board of Trustee that a reduction in the donations received had been seen in comparison to the previous year, which had included some significant acts of generosity from individuals and contribution from NHS Charities.</p>	

Saunders Nathan
10/11/2021 17:28:53

It was noted that whilst lockdown was now easing, some social distancing rules still existed and therefore those were still likely to adversely impact upon normal fundraising activities for the foreseeable future.

The Board of Trustee was advised that the investment portfolio had started the financial year with a market value of £6.368m and that the value had increased to £6.589m by the end of May 2021, therefore resulting in a market value gain for the period of £0.221m.

It was noted that following a procurement re-tendering exercise, the contract for the provision of investment management services on behalf of the Charity was awarded to Rathbones Plc. The contract commenced on the 1st June 2021 and would run for a period of three years, with an option to extend for a further two years.

The DDF advised the Board of Trustee that whilst the charity had a net worth of £9.312m, it was structured around undelegated and delegated funds where financial responsibility had been delegated to named fund holders and Heads of Service.

It was noted that within those funds were general reserves with a value of £0.871m made up of:

- Consolidated general reserve fund balance of £0.650m
- Year to date investment gains of £0.221m.

It was noted that against those general reserves the Charity had approved a number of bids which had resulted in significant financial commitments.

The DDF advised the Board of Trustee that it had been agreed that the fundraising team would aim to cover their costs of circa £0.360m which were charged to general reserves. It was noted that this could be done by recharging staff time against fund raising appeals or generating legacies income.

It was noted that in 2020/21 £0.083m of staff recharges were applied with residual costs against general reserves of circa £0.277m.

The IMF advised the Board of Trustee that in the past, when benefiting from good gains in the investment portfolio, the Board of Trustee had taken the opportunity to release cash and asked if this had been done.

The DDF responded that releasing funds had not happened for a while and advised that advice would be sought from the new investment portfolio managers.

The UHB Chair endorsed the comment raised by the IMF and noted that it was not the Board of Trustee's job to hold onto money.

Saunders Nathan
10/11/2021 17:28:53

	<p>The Independent Member – Community (IMC) reminded the Board of Trustee that there was minimum reserve from a legal point of view given by The Charity Commission and noted that it was approximately £1m.</p> <p>The UHB Chair responded that the £1m was not a set figure and noted that the amount was guided by an average of income over a period of years.</p> <p>The DDF responded that it was based upon a percentage of the investment portfolio and then a further £500K on top of that which had been agreed by the Board of Trustee.</p> <p>The UHB Chair asked the DDF if the year to date investment gains of £221K were realised or unrealised and noted that they should be marked as that in future papers.</p> <p>The DDF responded that they were unrealised and that they were assumed as part of the general reserves which meant that they were there to be applied.</p> <p>The UHB Chair advised the Board of Trustee that the mid-year review results of the dormant funds should be brought to a future meeting with further detail provided.</p> <p>The DDF responded that he would incorporate the results into the overall Health Charity Current Financial Position.</p> <p>The Board of Trustee resolved:</p> <ul style="list-style-type: none"> a) The financial position of the charity was noted. b) The latest income position was noted. c) The commitments against general reserves was noted. 	
<p>BT 21/07/011</p> <p style="transform: rotate(-45deg); transform-origin: left bottom;">Saunders, Nathan 10/11/2021 17:28:53</p>	<p>Chair's Reports:</p> <p>i. Charitable Funds Committee – 16.03.21</p> <p>The IMC advised the Board of Trustee that he would take the report as read and asked if there were any questions.</p> <p>The UHB Chair asked for clarity around the Charitable Funds Committee Chair Action which had approved an amended bid of £39K at and agenda setting meeting.</p> <p>The IMC responded that all relevant governance arrangements had been followed.</p> <p>The DCG responded that she would check that everything was correct.</p>	NF

	<p>The DC provided the Board of Trustee with some context around the Chairs Action and noted that the bid had been approved at the Charitable Funds Committee but it was noted that the bid author needed to revise the bid downwards to align with the strategic aims of the charity.</p> <p>ii. Charitable Funds Committee – 29.06.21</p> <p>The IMC advised the Board of Trustee that he would take the report as read and asked if there were any questions.</p> <p>The UHB Chair advised the IMC that there was no amount attached to the over £25k bids for approval - Clinical Psychologist for Covid-19 High Care Wards: Patient and Staff Support Project.</p> <p>It was noted that the Corporate Governance Officer (CGO) would amend that and add the correct amount.</p>	NS
BT 21/07/012	<p>Rookwood Update</p> <p>The Rookwood Update was received.</p> <p>The EDTHS advised the Board of Trustee that it was her role to ensure that the income from the disposal of Rookwood would be maximised from the charity perspective.</p> <p>It was noted that the existing objects of the charity stated that the land, of which the disposal site formed part of, must be used as a “hospital or home for sick and disabled persons”.</p> <p>Advice was provided by Geldards LLP around the proposed sale of the site and it was noted that if sold on the open market or otherwise it would not be consistent with the existing objects of the Charity and as such it could not be the case that the disposal of the land was made in furtherance of the charitable objects.</p> <p>The EDTHS advised the Board of Trustee that the advice given by Geldards LLP would need to be adhered to because if not, the charity could be in breach of the Charity Commission.</p> <p>It was noted that following a review of the advice received the Charitable funds Committee had recommended the following:</p> <ul style="list-style-type: none"> • The Board of Trustees would need to obtain specialist advice from a Surveyor in relation to advertising the sale of Rookwood Hospital on the open market and for what period • A Public Notice of the proposed sale would need to be issued inviting representations to be made within a time specified in the notice (not less than one month from the date of the notice). It was noted that that requirement may be set aside if the Board of Trustees could satisfy the Charity Commission that it would be in the best interests of the charity to do so. • An application would need to be made to the Charity Commission for a Cy Pres Scheme to modernise the charitable objects attached 	

Saunders, Nathan
10/11/2021 17:28:53

<p style="transform: rotate(-45deg); transform-origin: left bottom;">Saunders, Nathan 10/11/2021 17:28:53</p>	<p>to Rookwood Hospital to enable the proceeds to be used for their intended purpose(s).</p> <p>The IMCE asked if there would be a date of validity issue when speaking to the Charity Commission as the guidance was issued 2 years ago and so the land value could be out of date as well as other significant items.</p> <p>The EDTHS responded that in her view, legal advice was legal advice and nothing had changed in regards to that.</p> <p>It was noted that the Executive Nurse Director (END) had raised the question at the Charitable Funds Committee around speaking with the Charity Commission sooner rather than later which was deemed to be suitable.</p> <p>The IMCE suggested that a conversation should be had with Savills again around the land valuation and the DCG agreed.</p> <p>The Independent Member – Legal (IML) advised the Board of Trustee that to legally and properly dispose of Rookwood Hospital, based on everything he had heard and read from the supporting papers, the cy pres scheme would be required.</p> <p>He asked what would happen if the Charity Commission did not support that and suggest that the conversations with the Charity Commission should had as soon as possible.</p> <p>The EDTHS responded that it had been discussed at the Charitable Funds Committee and noted that although we did not have to go to them now, it would be a good idea to do so and engage with them.</p> <p>The Executive Director of Public Health (EDPH) asked if there was any understanding from the Charity Commission about how they would respond because it had been highlighted that the requirement was to almost remove the conditions of sale.</p> <p>The EDTHS responded that it was very complicated and noted that if the Rookwood Hospital land was not advertised on the open market we would also need to speak with the Charity Commission because we would not be maximising the use of the asset.</p> <p>It was noted that if the Charity Commission was not consulted, the original terms of sale would have to be adhered to which would mean another Hospital would need to be built which was not an option.</p> <p>The EDPH advised the Board of Trustee that conversations had been had previously with Cardiff Council around housing strategy and asked if that would be an option.</p> <p>The EDTHS responded that it had been a problem and noted that CVUHB would not be able to sell it to Cardiff Council at less than the market value, however noted that if Cardiff Council were to bid at market value, then it would be welcomed.</p>	
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	<p>The DCG advised the Board of Trustee that the role of the Trustees was to do the best for the Charity which was the purpose of the meetings.</p> <p>The IMC provided assurance that an in depth conversation had been had at the Charitable Funds Committee and reiterated that it had been agreed to discuss the options with the Charity Commission and to note that all legislation and compliance was being followed.</p> <p>The DCG advised the Board of Trustee that Welsh Government may need to approve the disposal of Rookwood Hospital as the cost was over £1m.</p> <p>The Board of Trustee resolved</p> <ul style="list-style-type: none"> a) The recommendations of the Charitable Funds Committee were approved b) The proposals detailed at points 1 to 3 in the supporting papers was authorised. 	
BT 21/01/013	<p>Any Other Business</p> <p>No other business was raised.</p>	
BT 21/07/014	<p>Review of the Meeting</p> <p>The Chair highlighted that the meeting had run well and a lot of important and significant amounts of money had been discussed.</p>	
BT 21/07/015	<p>Date & Time of Next Meeting</p> <p>Thursday 23 September – <i>Rescheduled to 12 October</i> Time 10am MS Teams</p>	

Saunders,Nathan
10/11/2021 17:28:53

Action Log
Following Board of Trustee Meeting held on
15th July 2021
(Update for October Meeting)

MINUTE REF	SUBJECT	AGREED ACTION	LEAD	DATE	STATUS/COMMENT
Actions Completed					
Actions In Progress					
BT 21/07/010	Detailed review of dormant funds	To bring a more detailed review of dormant funds to the Board of Trustees.	Chris Lewis	23.09.21	To be provided on the general Health Charity Current Financial Position standing item. On September CFC agenda and will bring to January Board of Trustee.
BT 21/07/008	Training Update	To provide a training update on policies/legislation to Independent Members.	Nicola Foreman	24.02.22	To be provided at February Board Development Meeting
BT 21/01/009	Horatio's Garden Project – Summary	The IMCE noted that the Horatio's Garden project appeared very complicated and asked if a summary could be produced	Fiona Jenkins	23.09.21	On agenda for September Board of Trustee Agenda item 2.2
BT 21/07/011	Chairs Action – Clarity	Check that the Chairs Action which had approved an amended bid of £39K at agenda setting meeting for St.Davids Hospital was appropriate in governance.	Nicola Foreman	23.09.21	a minute of the Chairs action taken in the agenda setting meeting was produced and ratified by the CFC meeting in March September Agenda item 1.5
Actions referred to Committees of the Board/Board Development					

MINUTE REF	SUBJECT	AGREED ACTION	LEAD	DATE	STATUS/COMMENT

Saunders, Nathan
10/11/2021 17:28:53

Report Title:	Charitable Funds Financial Position Report for the Period Ended 31st August 2021						
Meeting:	Board of Trustee Meeting				Meeting Date:	12th October 2021	
Status:	For Discussion		For Assurance	x	For Approval	x	For Information
Lead Executive:	Executive Director of Finance						
Report Author (Title):	Deputy Director of Finance						

Background and current situation:

The Board of Trustee has overall responsibility in overseeing the financial management and stewardship of the charitable funds. The financial update report aims to:

- Provide information on the year to date financial performance of the Charity to the period 31st August 2021;
- Assess the forecast financial position of the Charity against commitments already made.

Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:

There are three key issues to bring to the attention of the Board of Trustee. These are:

- The year to date income performance has decreased from the levels reported in 2020/21, as previously the Charity had received significant generous donations to support it during the height of the pandemic. Due to decreased levels of income being received by the Charity, this has put pressure on the Charity's cash position. This is being monitored, however it is recommended that the Charity request £0.250m from the investment portfolio to support the Charity's cash position. This will then be reviewed in the new year. This request was supported by the Charitable Funds Committee at it's September 2021 meeting.
- The stock market has continued its rally into this financial year with gains of £0.457m to the end of August 2021. The stock market does however remain volatile and at this time caution is advised against further significant commitments.
- The recent dormant fund exercise has resulted in circa £0.062m being identified for transfer to general reserve.

Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)

Financial Performance for the 5 months ended 31st August 2021

The year to date financial position of the charity is summarized in the following table.

Table 1: Financial position of the Charity for the period to 31st August 2021

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds £'000
Fund Balances brought forward April 2021	4,958	1,711	2,478	9,147
Total Income Resources	331	135		466
Total Resources Expended	-607	-102		-709
Net Incoming/(Outgoing) Resources	-276	33		-243
Gains / (Losses) on Investment Assets	457			457
Net Movement in Funds	181	33	0	214
Fund Balances carried forward August 2021	5,139	1,744	2,478	9,361

The above table shows the Charity generated £0.466m of income and spent £0.709m for the first five months of the financial year. This has resulted in net expenditure of £0.243m. In addition, the charity also had market value gains on its investments of £0.457m for the period compared to the March 2021 valuation. The combined effect of these results is a net increase in fund balances for the period to August 2021 of £0.214m to £9.361m.

An analysis of the income received by the charity for the first five months of the year, is contained in the following table. This also shows the comparison of income received for the same period over the previous 2 years.

Table 2: Schedule of Income for the 5 month period April to August 2021

Income	Unrestricted £000	Restricted £000	Total £000	20/21 £000	19/20 £000
Legacies	13		13	1	22
Donations	288	29	317	1,064	154
Staff Lottery		92	92	83	80
Appeals		6	6	23	97
Dividend Income	30	8	38	32	55
Total Income	331	135	466	1,203	408

This table shows a reduction in the donations received in comparison to the previous year, which included some significant acts of generosity from individuals and contribution from NHS Charities. Whilst lockdown is easing, some restrictions still exist and therefore these are still likely to adversely impact upon normal fund-raising activities for the foreseeable future.

The closing balance sheet for the period to date is shown in Table 3.

Saunders Nathan
10/11/2021 17:28:53

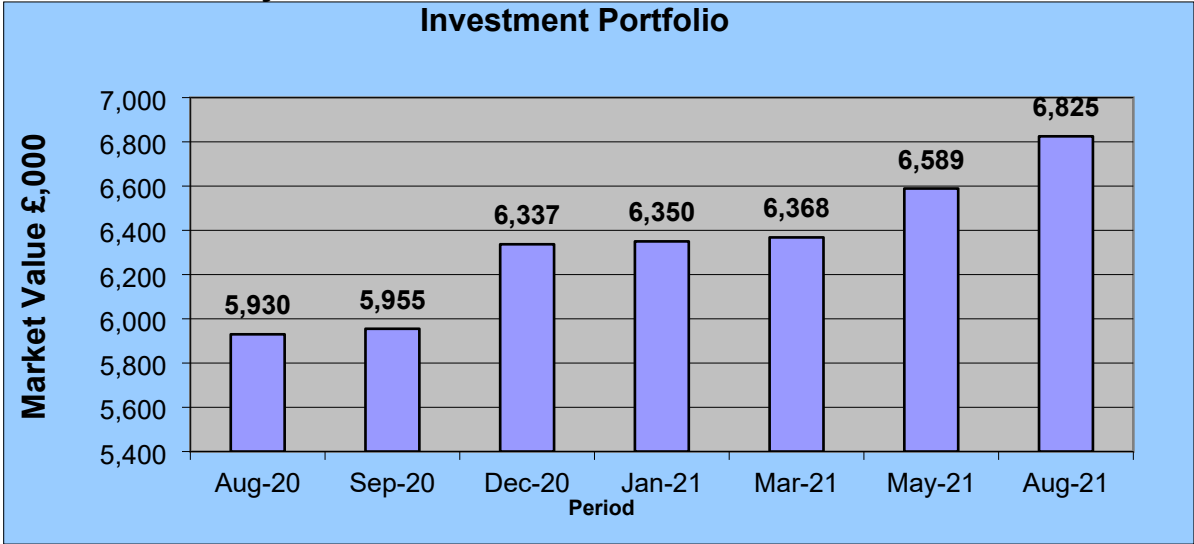
Table 3: Summary Balance Sheet as at 31st August 2021

	Opening Balance £000 01.04.21	Closing Balance £000 31.08.21
Fixed Assets	8,804	9,261
Net Current Assets /Liabilities	343	100
Total Net Assets	9,147	9,361
Unrestricted Funds	4,958	5,139
Restricted Funds	1,711	1,744
Endowment Funds	2,478	2,478
Total Funds	9,147	9,361

The fund balances have increased by £0.214m in the period to £9.361m. Of the closing fixed asset balance, £2.436m relates to Rookwood Hospital with the balance of £6.825m relating to the investment portfolio. Of the net current assets closing balance of £0.100m, some £0.190m is supported with cash with the balance being net current liabilities of £0.090m. Notwithstanding the fact that future income streams are not known, this cash balance is not considered sufficient to cover future expenditure levels. It is recommended that £0.250m is withdrawn from the investment portfolio to bolster the cash position. It has been confirmed with our investment managers that this amount is realisable without the need for significant trading.

The following graph shows the investment portfolio’s performance from August 2020 to August 2021.

Table 4: Summary of Investment Portfolio Performance



The investment portfolio started the financial year with a market value of £6.368m. The value has increased to £6.825m at the end of August 2021 resulting in a market value gain for the period of £0.457m.

In summary the value of the Charitable Funds has increased by £0.214m in the current year to £9.361m. This increase represents net expenditure of £0.243m and market value gains of £0.457m.

Dormant Funds

Following the dormant fund exercise for 2020/21 it is anticipated that circa £0.062m further funding will now be available to transfer to the general-purpose funds. Additional detail is outlined in the dormant fund paper that forms part of the agenda for the Board of Trustee meeting.

Forecast Financial Position of the Charity’s General Reserves

Whilst the charity has a net worth of £9.361m, it is structured around undelegated and delegated funds.

Within these funds are general reserves with a value of £0.938m made up of the following:

- Consolidated general reserve fund balance of £0.419m;
- Year to date investment gains of £0.457m;
- Transfer of dormant funds estimated to be £0.062m

Against these general reserves the Charity has approved a number of bids which has resulted in significant financial commitments. These are assessed at being circa **£0.730m** and are summarized below.

Table 5: Outstanding commitments against General Reserves

Commitments	£'000	Comment
UHB Transport Solutions	68	
Staff Recognition Awards	20	£5k per year - 4 years outstanding
Employee Wellbeing	114	Includes option 3 approval for two years
Fundraising Costs	224	£136k in year included in I/E and £224k further commitment
Translation of HC Website	7	
Our Meadow	80	
Neurological Gardens	192	
Clinical Psychology Support	25	New Commitment
Total	730	

This means that general reserves are under committed by circa £0.208m. A key driver for this is the continued good performance of the investment portfolio, which has achieved gains of £0.457m for the first five months of this year.

Further financial opportunities include:

Utilisation of Dormant Funds:

The finance charity team will continue to monitor dormant funds and will transfer to general reserve where appropriate in line with the financial control procedure.

Fundraising Costs: The Trustee's agreed that the fundraising team would aim to cover their costs of circa £0.360m which are charged to general reserves. This can be achieved by:

- Recharging staff time against fund raising appeals;
- Legacies income;
- Contribution from the make it better fund.

The key financial risk is the performance of the investment portfolio which is underpinning the year to date financial position and general reserves balance.

Recommendation:

The Board of Trustee is asked to:

- **NOTE** the financial position of the charity;
- **NOTE** the latest income position;
- **NOTE** the commitments against general reserves;
- **APPROVE** the cash withdrawal of £0.250m from the Investment Portfolio.

Saunders Nathan
10/11/2021 17:28:53

<p align="center">Shaping our Future Wellbeing Strategic Objectives</p> <p align="center"><i>This report should relate to at least one of the UHB's objectives, so please tick the box of the relevant objective(s) for this report</i></p>									
1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance							
2. Deliver outcomes that matter to people		7. Be a great place to work and learn							
3. All take responsibility for improving our health and wellbeing		8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology							
4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us	x						
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives							
<p align="center">Five Ways of Working (Sustainable Development Principles) considered</p> <p align="center"><i>Please tick as relevant, click here for more information</i></p>									
Prevention		Long term	x	Integration		Collaboration		Involvement	
Equality and Health Impact Assessment Completed:	Yes / No / Not Applicable <i>If "yes" please provide copy of the assessment. This will be linked to the report when published.</i>								

Report Title:	Dormant Funds Update					
Meeting:	Board of Trustee Meeting				Meeting Date:	12th October 2021
Status:	For Discussion		For Assurance	x	For Approval	For Information
Lead Executive:	Executive Director of Finance					
Report Author (Title):	Deputy Director of Finance					

Background and current situation:

The Board of Trustee has overall responsibility in overseeing the financial management and governance of the Cardiff and Vale charitable funds. The update report aims to:

- Provide information on the dormant fund assessment for year ending March 2021, including the proposed value of funds earmarked for transfer to general reserve.

Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:

The issues to bring to the attention of the Board of Trustee are:

- There is circa £0.062m being proposed to transfer to general reserve resulting from the dormant fund exercise for 2020/21.

Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)

The Trustees agreed at their meeting of the 23rd July 2020 to change the policy on unrestricted dormant funds. It was agreed that any unrestricted funds that had been dormant for two full financial years and do not have expenditure plans are transferred to general reserves. The first exercise was undertaken for financial year ending March 2020, with circa £150k transferred to general reserve.

The review for 2020/21 has now been undertaken with the charity team requesting from delegated fundholders:

- Confirmation that expenditure plans are still valid from the previous exercise (financial year-ending 2019/20), where there has been no movement on the fund balance.
- Expenditure plans for those dormant funds that form part of the 2020/21 dormant fund exercise. The deadline for submission of expenditure plans was set for 31st August 2021.

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10/11/2021 17:28:53

The responses to date are summarised in the following table.

2019/20 Follow-up

Funds Classification	Dormant Funds		Responses / Movement		No Responses	
	No	£000	No	£000	No	£000
Unrestricted	30	205	25	167	5	38

2020/21

Funds Classification	Dormant Funds		Responses / Movement		No Responses	
	No	£000	No	£000	No	£000
Unrestricted	17	73	11	49	6	24

Total	47	278	36	216	11	62
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The intention is now to:

- Transfer the balances from those unrestricted dormant funds that do not have valid expenditure plans to general reserve.

Recommendation:

The Board of Trustee is asked to:

- **NOTE** the progress made on reviewing Dormant Funds.

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Shaping our Future Wellbeing Strategic Objectives <i>This report should relate to at least one of the UHB's objectives, so please tick the box of the relevant objective(s) for this report</i>									
1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance							
2. Deliver outcomes that matter to people		7. Be a great place to work and learn							
3. All take responsibility for improving our health and wellbeing		8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology							
4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us	x						
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives							
Five Ways of Working (Sustainable Development Principles) considered <i>Please tick as relevant, click here for more information</i>									
Prevention		Long term	x	Integration		Collaboration		Involvement	
Equality and Health Impact Assessment Completed:		Yes / No / Not Applicable <i>If "yes" please provide copy of the assessment. This will be linked to the report when published.</i>							

Report Title:	Disposal of Rookwood Hospital						
Meeting:	Board of Trustees				Meeting Date:	12 th October 2021	
Status:	For Discussion		For Assurance	x	For Approval	x	For Information
Lead Executive:	Executive Director of Therapies and Health Science						
Report Author (Title):	Executive Director of Therapies and Health Science						

Background and current situation:

At the June 2021 Charitable Trust Committee the disposal of Rookwood Hospital was further discussed, as there is need now to progress the disposal following the re-provision of neuro and spinal rehabilitation services at University Hospital Llandough. Most of the current Rookwood Hospital site is now surplus to requirements. It has therefore been proposed that the Health Charity dispose of part of the Rookwood Hospital site.

The disposal of charitable assets, particularly land and property, are subject to stringent legal processes. To guide the Charity Board of Trustee on this process legal advice on the proposed disposal has been obtained from Geldards LLP. For reference purposes, further details of the proposed disposal and background advice, can be found in the Charitable Trust paper 4.2.1 29th June 2021.

Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:

The key points to note from the legal advice are:

- The existing objects of the charity state that the land, of which the disposal site forms part, must be used as a “hospital or home...for sick and disabled persons...”. The proposed sale of the site, on the open market or otherwise, will not be consistent with the existing objects of the Charity and as such it cannot be the case that the disposal of the land is made in furtherance of the charitable objects. The Board of Trustees is required to advertise the proposed sale in accordance with the surveyor’s advice (section 119(1)(b) ChA 2011) unless permission is otherwise given by the Charity Commission. The UHB cannot proceed with a disposal without prior advertisement until it has obtained a Charity Commission Order pursuant to section 105 ChA 2011.
- The land is designated land (i.e. land that must be used for a particular purpose, in this case as a “hospital or home...for sick and disabled persons...”). As such, under section 121 of ChA 2011 (additional restrictions applying to land held for stipulated purposes) public notice of the proposed sale must be given (section 121(2)).
- If the Board of Trustee considers that the existing charitable objects are too restrictive and that these objects (which will attach to the proceeds of sale and continue to apply to the two sites that will remain with the Charity) should be widened/modernised, then an application must be made to the Charity Commission for a cy pres scheme pursuant to section 61 ChA 2011.

The Charitable Funds Committee supported the recommendation that following actions should be taken:

- I. Obtain specialist advice from a Surveyor in relation to advertising the sale on the open market and for what period;
- II. If the sale proceeds are to be used for a purpose other than the acquisition of replacement land, as the case will be here, then a Public Notice will need to be issued inviting representations to be made within a time specified in the notice (not less than one month from the date of the notice) (s.121 ChA 2011). This requirement may be set aside if the Board of Trustees can satisfy the Charity Commission that it would be in the best interests of the charity to do so;
- III. Assuming that the charitable objects are too restrictive for the intended use of the sale proceeds, to make an application to the Charity Commission for a Cy Pres Scheme to or modernise the charitable objects to enable the proceeds to be used for their intended purpose(s).

The disposal options previously submitted to the Board of Trustee agreed:

- To pursue a sale on the open market which would be a two staged process: Firstly to invite expressions of interest for the property from a wide market audience and to for this to be lotted for various parts of the site. This would establish the full level of interest in the property and structure a sale which maximised net sale receipts. The second stage would entail a competitive informal tender process inviting those selected from stage 1 to submit detailed proposals.
- The Head of Capital Estates has a disposal team which includes Savills as the managing agent, and is awaiting the decision of the Board of Trustees to instruct to progress the disposal.
- A Cy Pres Scheme application to change the objectives of the charity will be made once the UHB has the receipt from the disposal.
- The Assistant Director of Finance has confirmed with Welsh Government that the UHB does not need their authorisation to progress the disposal and sale.

Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)

Failure to follow the advice of Geldards LLP and more generally charity law duties, will expose the Health Charity to a risk of being found to have mismanaged the charity and its assets.

Given the location of the site, the likely interest in the site from private companies and the interest that the sale will draw from the public, there is a real risk that the sale will be brought to the attention of the Charity Commission if due process is not followed.

This could lead to enforcement action being taken by the Charity Commission pursuant to its statutory powers detailed in the Charities Act 2011. These powers include, Enforcement Orders (s.335 ChA 2011) to make good defaults, the imposition of an Order of the High Court (s. 336 ChA 2011) to remedy failures to comply with orders, or a direction that a formal public Inquiry be carried out.

Recommendation:

The Board of Trustees is asked to:

- **APPROVE** the recommendation from the Trustees to progress with the disposal of Rookwood Hospital supporting the recommendations from the June 2021 Charitable Trust Committee that the courses of action detailed in points I to III above are followed.
- **SUPPORT** the recommendation to make a Cy Pres Scheme application to change the objectives of the charity once the UHB has the receipt from the disposal.
- **INSTRUCT** the Head of Capital Estates to Progress the Disposal of the now redundant parts of the Rookwood site.

Shaping our Future Wellbeing Strategic Objectives

This report should relate to at least one of the UHB's objectives, so please tick the box of the relevant objective(s) for this report

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	x	7. Be a great place to work and learn	
3. All take responsibility for improving our health and wellbeing		8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	
4. Offer services that deliver the population health our citizens are entitled to expect	x	9. Reduce harm, waste and variation sustainably making best use of the resources available to us	
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant, click [here](#) for more information

Prevention		Long term	x	Integration		Collaboration	x	Involvement	x
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Equality and Health Impact Assessment Completed:

Not Applicable

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Report Title:	Horatio's Garden Project Financial Summary				
Meeting:	Board of Trustee Meeting			Meeting Date:	12th October 2021
Status:	For Discussion		For Assurance	x	For Approval
					For Information
Lead Executive:	Executive Director of Finance				
Report Author (Title):	Deputy Director of Finance				

Background and current situation:

At the last Board of Trustee meeting that there was a request for an analysis of the total cost for Horatio's garden / Neurological garden. This analysis was sent to Board of Trustee members on 17th August 2021 with an offer to address any outstanding queries.

This paper recaps this summary financial analysis.

Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:

The issues to bring to the attention of the Board of Trustee are:

- Total build costs are estimated to be £1.727m (of which the Cardiff and Vale Health Charity commitment is £0.692m)
- Maintenance costs for the maximum of 10 years are assessed to be £0.530m (of which the Cardiff and Vale Health Charity commitment is £0.094m)

Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)

The assessed costs of Horatio's garden/neurological garden are set out in the following Table. It should be noted the Horatio's Garden Charity Costs are best estimates based upon the information available.

Estimated costs of Horatio's Garden / Neurological Garden

	C&V Health Charity £'000	C&V UHB £'000	Hotatios Garden Charity £'000	Total £'000
Retaining wall	500	0	0	500
Preliminary costs e.g. site management	0	96	0	96
Main build costs	192	0	939	1131
Total Building costs	692	96	939	1727
10 years maintenance costs	94	0	436	530
Total Commitment over 10 years	786	96	1375	2257

Saunders Nathan
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Recommendation:

The Board of Trustee is asked to:

- **NOTE** the estimated costs of Horatio's Garden / Neurological Garden.

Shaping our Future Wellbeing Strategic Objectives

This report should relate to at least one of the UHB's objectives, so please tick the box of the relevant objective(s) for this report

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	x	7. Be a great place to work and learn	
3. All take responsibility for improving our health and wellbeing	x	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	x
4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us	x
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant, click [here](#) for more information

Prevention		Long term	x	Integration		Collaboration		Involvement	
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Equality and Health Impact Assessment Completed:

Yes / No / Not Applicable

If "yes" please provide copy of the assessment. This will be linked to the report when published.



Report Title:	New Developments – Health Charity				Agenda Item no.	4.1
Meeting:	Board of Trustee Meeting				Meeting Date:	12.10.21
Status:	For Discussion		For Assurance		For Approval	For Information ✓
Lead Executive:	Ruth Walker, Executive Nurse Director					
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement					

Background and current situation:

Overview of current funds and appeals, their progress to date and future development.

Executive Director Opinion/Key Issues to bring to the attention of the Board/Committee:

The Executive Nurse Director would like to request that the Board of Trustees note and support the new developments and current status of the funds and appeals of the Health Charity.

Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc.):

There are no risk implications. However, the ongoing situation with COVID-19 may affect the status of appeals and fundraising ability due to social distancing measures and national guidance.

Recommendation:

To NOTE the update provided in the document attached to the covering report in relation to New Developments – Health Charity.





Shaping our Future Wellbeing Strategic Objectives

This report should relate to at least one of the UHB's objectives, so please tick the box of the relevant objective(s) for this report

1. Reduce health inequalities	✓	6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	✓	7. Be a great place to work and learn	✓
3. All take responsibility for improving our health and wellbeing	✓	8. Work better together with partners to deliver care and support across care	✓



									sectors, making best use of our people and technology	
4.	Offer services that deliver the population health our citizens are entitled to expect	√	9.	Reduce harm, waste and variation sustainably making best use of the resources available to us						
5.	Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10.	Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives						
Five Ways of Working (Sustainable Development Principles) considered Please tick as relevant, click here for more information										
Prevention	√	Long term	√	Integration	√	Collaboration	√	Involvement	√	
Equality and Health Impact Assessment Completed:		Yes / No / Not Applicable If “yes” please provide copy of the assessment. This will be linked to the report when published.								

Health Charity Update – October 2021

	<p>Staff Lottery Expenditure Report</p> <ul style="list-style-type: none"> • Over £1million in winnings has been given back to staff lottery members since the relaunch of the scheme in 2005. • Currently there are 5329 lottery numbers allocated, the highest level since the start of the scheme
	<p>A payroll giving scheme, raising money by literally donating pennies from your salary every month.</p> <p>Staff sign ups to the In for a Penny Scheme have increased by 35% over the last 12 months.</p> <p>https://healthcharity.wales/hospital-staff/in-for-a-penny/</p>
	<p>Secured a grant to the value of £145,982.00 from the National Lottery Heritage Fund.</p> <p>The National Lottery Heritage Fund is a blend of money from the Welsh Government and also the National Lottery Heritage Fund. This money is to be used specifically for the preservation of the woodland area surrounding the Health Meadow site and enabling work such as creating pathways, hedgerows, planting more trees within the woodland area. Training volunteers to use specific equipment to help preserve the trees is also included in this grant.</p> <p>Secured £80,000 from Health Charity general reserves via CFC meeting to support cost advisor, setting up welfare area and Stage 4 professional services fees.</p> <p>Currently preparing large applications for financial grants to the Moon dance foundation and the Hodge Foundation.</p>
	<p>Splash of Pink! The wonderful team at Splash Central are hosting a 'Splash of Pink' weekend on the 23rd and 24th of October.</p> <p>A weekend programme of events which will be raising funds and awareness during Breast Cancer Awareness Month</p> <p>Walk 10 Miles to Celebrate 10 Years of the Breast Centre Appeal – event took place at the beginning of September. Monies still coming in, but total raised will be nearly £3,000.</p>

Saunders, Nathan
 10/11/2021 17:28:53

	<p>Irene Hicks continuously supporting the appeal, averaging a £2000 donation every month. Her fundraising total has now reached £180,000.</p>
	<p>The Better Life Appeal has come to an end and will now remain an endowment fund within the Health Charity. The Health Charity will still offer support as and when needed.</p> <ul style="list-style-type: none"> Rhys Goodfellow who is a patient at the Adult Cystic Fibrosis Centre for Wales took part in the Carten bike ride from Cardiff to Tenby raised £4,006 for the Better Life Appeal.
	<p>The installation of the water refill station at the Neuro and Spinal Rehabilitation Unit at Llandough Hospital has proved very popular with staff and patients, and was funded via donations to the Prop Appeal. Refill stations will give us all the opportunity to help make this type of litter a thing of the past at the same time as saving money.</p> <ul style="list-style-type: none"> Adam Harcombe his family, friends and his local rugby community have decided to complete a timeline of events in 2021, starting with a 26-mile walking challenge. So far the group have collectively raised £18,000 for the Prop Appeal.
<p><u>Legacy/ Gifts in Will</u></p> 	<ul style="list-style-type: none"> Ongoing Gift in Will awareness raising campaign. Partnered with Farewill to provide free wills for staff and public Developing Arts Programme Gift In Will fundraising Staff education and development in specialist fundraising area
	<ul style="list-style-type: none"> Received 25K funding for Capacity Building 3rd year of 3 from Arts Council of Wales Secured £28,600 from Barings / ACW to support Arts and Mental Health, focusing on developing recovery college content Secured £54,000 from ACW to support CRI: people, place, future project.
<p><u>Christmas Campaign</u></p> 	<p><u>Shine Bright Appeal</u></p> <p>Help us shine bright with your very own star, creating light and joy for patients, visitors and staff at the University Hospital of Wales this Christmas.</p> <p>This year we are launching a brand new Christmas campaign... The Shine Bright Appeal. We're offering local companies, schools and individuals a unique opportunity to sponsor a personalised LED light</p>

	<p>up star which will be placed around the lake at UHW throughout Christmas.</p> <p>Find out more here:</p> <p>https://healthcharity.wales/events/shinebrightappeal/</p>
<p>Shaping our future Sustainable healthcare</p>  <p>Shaping Our Future Sustainable Healthcare</p>	<ul style="list-style-type: none"> • 7 water stations now installed across our hospital sites including Barry, St David's, CRI, Breast Centre and The Llandough Centre for Specialist Spinal and Neuro Rehabilitation at UHL and Lakeside Wing at UHW. • A series of Bike Health Checks again across our hospital sites, encouraging staff to get their bikes running to enable them to cycle to work. This project is helping the UHB meet its commitments under the Healthy Travel Charter – further information can be found here: www.healthytravel.wales/charters.
<p>Staff Wellbeing</p> 	<p>Supporting Staff Wellbeing Report 2020-21</p> <ul style="list-style-type: none"> • Proactive Wellbeing support for Staff and Managers - two-year project which aims to embed wellbeing throughout the career pathway of CVUHB staff. The intention is to support staff and managers to rebuild their psychological resilience and develop ways to support wellbeing in the workplace not only in the current covid19 environment but also during the rest of their NHS career. • Provision of a Staff Haven at University Hospital Wales - It is vitally important that both during this current COVID pandemic and in other times of challenges that our staff have access to a room within their estate to take time to retreat to and decompress at ANY time during their shift as required. This should be created now in the Response phase, and available through the Resilience and Restoration phases and become a permanent facility. • Clinical Psychologist for Covid-19 High Care Wards - Patient and Staff Support Project over the value of £25,000, up to a maximum of £125,000. This is to employ a Senior Clinical Psychologist to establish a visible psychological care model to high care COVID wards.

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Report Title:	Bale Fund Update				Agenda Item no.	4.2
Meeting:	Board of Trustee Meeting				Meeting Date:	12.10.21
Status:	For Discussion		For Assurance		For Approval	For Information ✓
Lead Executive:	Ruth Walker, Executive Nurse Director					
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement					

Background and current situation:

Attached is the update regarding the allocation of monies from the Bale Fund.

To date, the Charitable Funds Committee has received benefit realisation and evaluation for the money supporting employee health and wellbeing services, which has been provided with funds totaling £336,000.

There will be a further update report to be submitted to the Charitable Funds Committee in March 2022.

The COVID Rehabilitation; Keeping Me Well and Recovery from the COVID three year programme will report and update on the benefits realisation to the Charitable Funds Committee also in March 2022.

Executive Director Opinion/Key Issues to bring to the attention of the Board/Committee:

All of the Bale Funds have been allocated as agreed by the Board of Trustees and they are asked to note the update and to support the provision of these funds.

Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc.):

There are no identified risks with the allocation of these funds.

Recommendation:

To NOTE the update provided in the document attached to the covering report in relation to the Bale Fund.

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Shaping our Future Wellbeing Strategic Objectives

This report should relate to at least one of the UHB's objectives, so please tick the box of the relevant objective(s) for this report

1. Reduce health inequalities	✓	6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	✓	7. Be a great place to work and learn	✓
3. All take responsibility for improving our health and wellbeing	✓	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	
4. Offer services that deliver the population health our citizens are entitled to expect	✓	9. Reduce harm, waste and variation sustainably making best use of the resources available to us	
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant, click [here](#) for more information

Prevention		Long term		Integration		Collaboration		Involvement	
Equality and Health Impact Assessment Completed:		<p>Yes / No / Not Applicable</p> <p><i>If "yes" please provide copy of the assessment. This will be linked to the report when published.</i></p>							

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Kind and caring
Caredig a gofudgar

Respectful
Dangos parch

Trust and integrity
Ymddiriedaeth ac uniondeb

Personal responsibility
Cyfrifoldeb personol

Item 4.2

Board of Trustees approved bids – BALE FUND - £500k

Dept/Service	Project Lead	Project Proposal	Amount	Status update
Employee Health & Wellbeing Services	Nicky Bevan, Head of Employee Health & Wellbeing Services	Proactive Wellbeing support for Staff and Managers - two year project which aims to embed wellbeing throughout the career pathway of CVUHB staff, using the Society of Occupational Medicine's model to facilitate the development, implementation and review of a number of wellbeing resources and initiatives which will support a preventive and proactive approach to wellbeing across the whole UHB. The intention is to support staff and managers to rebuild their psychological resilience and develop ways to support wellbeing in the workplace not only in the current covid19 environment but also during the rest of their NHS career. The programme evidences that as an employer CVUHB proactively invests in staff wellbeing and value our staff as our most important asset.	£282,000	Ongoing – final report to CFC due Mar '22
Employee Health & Wellbeing Services	Nicky Bevan, Head of Employee Health & Wellbeing Services	Provision of a Staff Haven at University Hospital Wales - It is vitally important that both during this current COVID pandemic and in other times of challenges that our staff have access to a room within their estate to take time to retreat to and decompress at ANY time during their shift as required. This should be created now in the Response phase, and available through the Resilience and Restoration phases and become a permanent facility. The area need to be flexible to meet the changing needs of staff The monies would be used to buy appropriate furniture, fittings, lockers, drink facility, essential decoration and to ensure resources are available for all staff.	£54,000	Ongoing – final report to CFC due Mar '22
Corporate Services	Emma Cooke, Head of Physiotherapy Services/ Luke Fox, Digital Communications Manager	COVID Rehabilitation: Keeping Me Well and Recovery from COVID (up to 3 years for website and 18 months for Bale COVID rehabilitation multidisciplinary programme. 1. Support the development of the 'Keeping me Well' interactive digital resource to benefit CAVUHB staff and patients. 2. Establish the Bale COVID rehabilitation team, based at IHW to deliver early rehabilitation and coordinate a community based rehabilitation to support patients with COVID via virtual, face to face and support them to self-manage their recovery post COVID.	£164,000	Three year project – update report to CFC due Mar '22
			£500,000	

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Registered Charity No. 1056544

Our Health Meadow University Hospital Llandough

Simone Joslyn & Stuart Egan





Utilising the Wellbeing of Future Generation agenda, Cardiff & Vale Health Board agreed to develop a unique outdoor space to enhance the health and wellbeing of patients, staff and the local community.

It was launched at **University Hospital Llandough (UHL)** as part of World Health Day 2015.

The vision of Our Health Meadow is to create a unique space which will become a legacy for generations to come. This long term project will be established in phases and will include a semi-natural planted area which has been set aside for the protection of plants and wildlife, wildflower meadows and a bee sanctuary.





Why Develop Our Health Meadow ?



Our Health Meadow will enhance the benefits of health and wellbeing while supporting our patients on their journey of recovery and rehabilitation. It will allow patients to be taken out of the traditional clinical environment and enjoy fresh air and natural light which can assist with recovery.

The health benefits of environmental factors and the impact of nature and wildlife upon physical and mental wellbeing has long been recognised and this project will enhance this vision.

Our Health Meadow Vision



Long term

This long term project will be established in phases, the initial phase will commence with the planting of the trees and a shelter belt which will be completed in around two years. It is a long term project that will provide a natural environment, which will flourish, and offer havens to humans and wildlife alike. The importance of the green infrastructure is being recognised, quality green spaces can reduce pollution, linked to asthma and heart disease, reduce symptoms of depression and mental illness, alleviate flood risk, provide wildlife habitats and increase biodiversity, productivity and innovation.



Prevention

Ensuring everyone on the UHL site and the local community have access to space that will enhance the benefits of health and wellbeing while supporting our patients on their journey of recovery and rehabilitation. It will allow patients, staff and visitors to be taken out of the traditional clinical environment and enjoy fresh air and natural light which can assist with recovery. The quality of our environment cannot be separated from other aspects of our daily life and is intrinsically linked to our sense of place and sense of wellbeing.



Integration

Our Health Meadow fits with the Public Health Wales Making a Difference: Investing in Sustainable Health and Well-being for the People of Wales report as part of its mission to protect, improve and promote the health and well-being of the people in Wales and reduce health inequalities.



Collaboration

Collaborating with patients, staff, visitors, artists and a number of organisations to develop a meaningful community garden and orchard that will meet the prevention and recovery agenda of the UHL site. This is a partnership between Cardiff and Vale UHB and Cardiff and Vale Health Charity, Cardiff University, National Botanic Garden of Wales, New Link Wales, RSPB, Down to Earth and a number of other interested organisations and groups including mental health organisations.



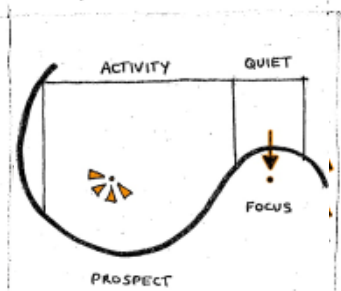
Involvement

Our Health Meadow project has been shaped by the people who use and provide services at the UHL site alongside experts in the field to provide space for community cohesion.

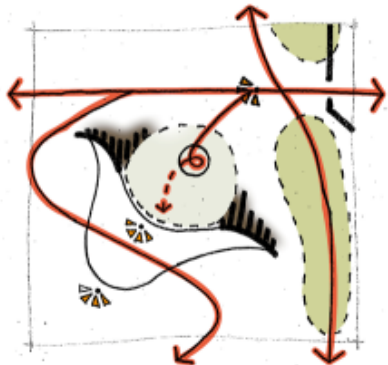


24 month overview – September 2021 to September 2023

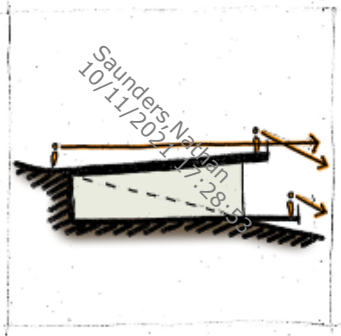
		2021				2022												2023											
		S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S			
Planning Application			Probable Approval	Condition discharge																									
Design work			Stage 4 Design			Detailed costing and tendering																							
Practical work		Landscape management: woodlands, fencing, paths, scrub, hedgerows							Major works – main building, access, services, whole landscape design implementation SUBJECT TO CAPITAL GRANT APPROVAL														Potential extension subject to new funding						
Funding	ENRAW	ENRAW – to June 2023																											
	AIF	AIF – to June 2022																											
	HF	HF – Sept 2022																											
	Major capital	Shortlisting funders		Submitting applications			Possible approval		More likely approval		Will require project extension beyond ENRAW																		



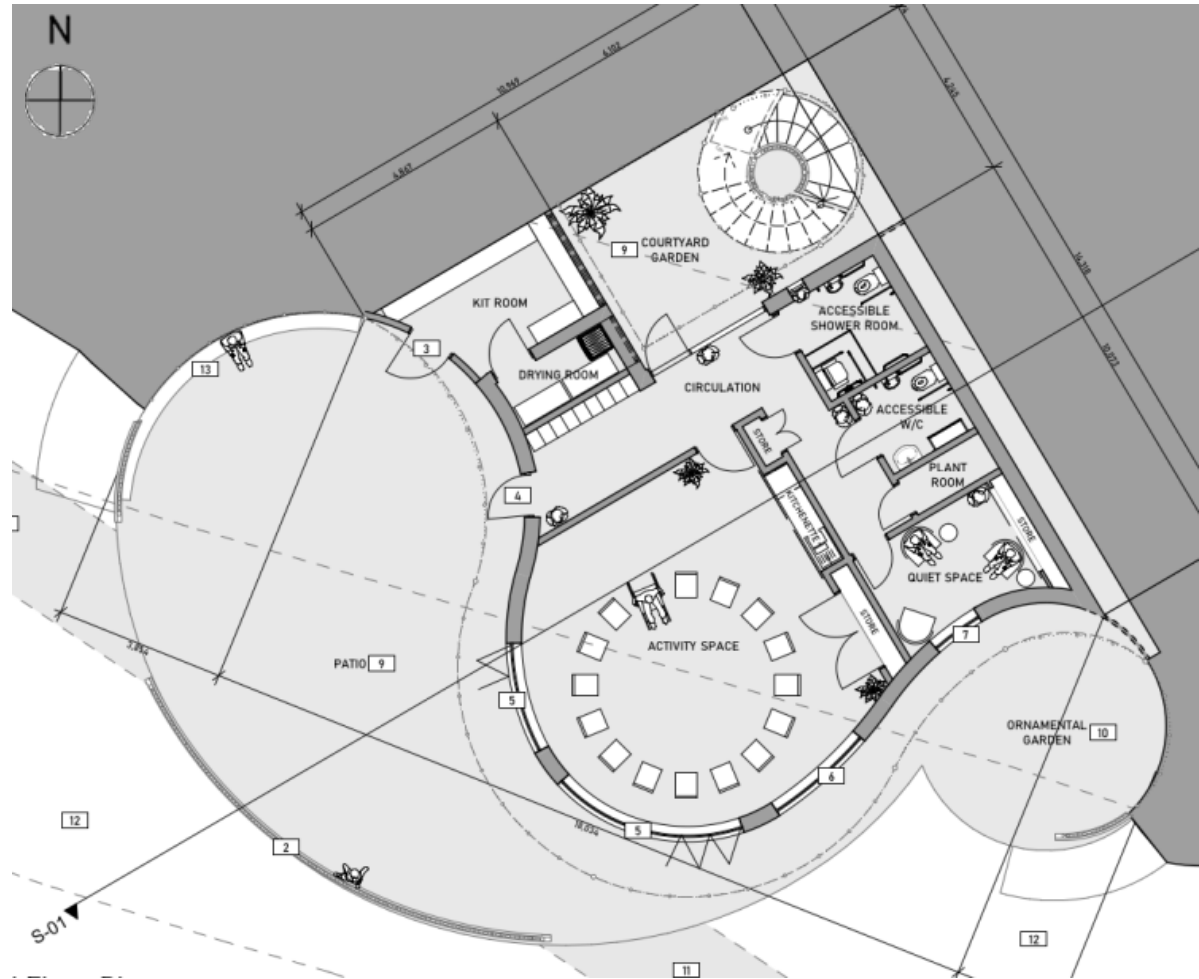
concept: spatial qualities



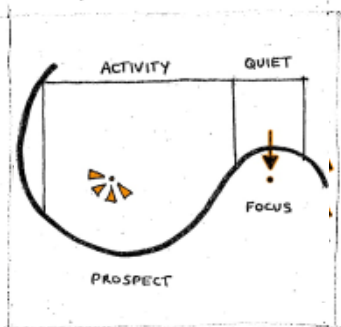
concept: routes + views



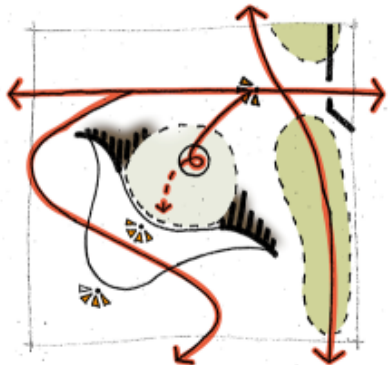
concept: subterranean



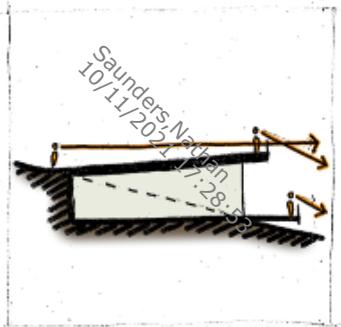
THERAPY BUILDING PLAN



concept: spatial qualities



concept: routes + views



concept: subterranean



SOUTH ELEVATION



WEST ELEVATION

GET INVOLVED

There are lots of opportunities to be involved in Our Health Meadow during site creation and once it's complete:



construction



food growing/land management



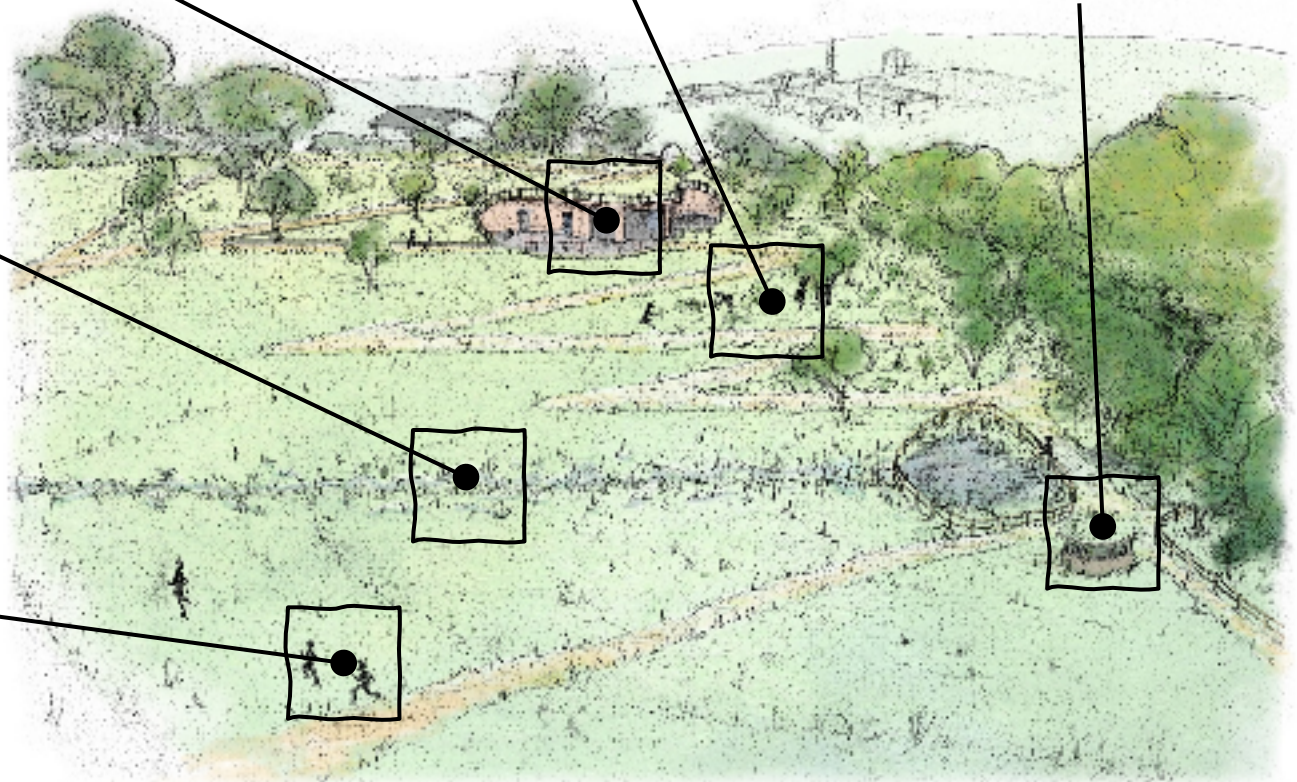
design of site features



biodiversity study



enjoyment of the site



WHAT YOU SAID

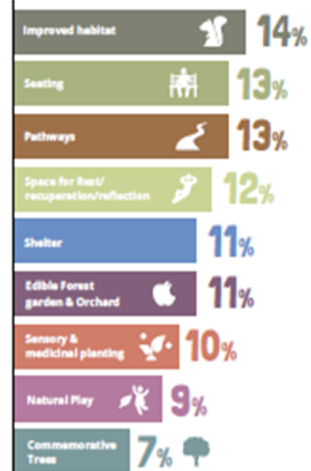
Digital Consultation on outdoor space at University Hospital Llandough.

We spent 2 weeks in October 2020 doing a digital consultation on the meadow site at University Hospital Llandough. This is what you said:

What is your connection to the space?



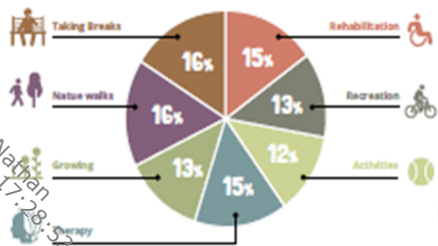
What features would people like to see in the future?



Currently mostly used for walking and relaxing



What could the space be used for in the future?



Seating

Sheltered areas constructed using natural materials with accessible seating and tables.



A sheltered cob seating area constructed from natural materials was the most popular choice

Paths



"Mixture would be great - ensure accessibility for those with mobility issues but also encourage fun play for all on rougher terrain"

NHS staff member

Fencing



What people don't want

- Steel fencing
- Structures and features using cement and tarmac
- Paths and seating that will become waterlogged
- Dark and closed off buildings and structures

Buildings and the landscape

Buildings to be created with natural materials, enhancing nature and blending in.



light open spaces created using natural materials



use natural materials and sustainable building practices

I love natural, organic materials, wood, stone, earth, which just seem to fit better in a natural environment. I'd love it to be an oasis within the hospital setting for our patients, their families & friends.

NHS staff member

WHAT'S NEXT?

We will take your ideas and develop a concept design for the space. The engagement process is ongoing and we are still open to ideas and feedback. We hope to start creating the site in the summer of 2021 with patients and the community. Thank you for your time.



To find out more contact Down to Earth - 01792 232439 | info@downtoearthproject.org.uk

Benefits to staff at Our Health Meadow



**NHS Staff wellbeing day
Summer 2021**

Staff wellbeing events and volunteering opportunities to build up green skills

A beautiful place to have walking meetings, a place for staff to unwind and reflect.

Proposal for wellbeing activities to take place in new outdoor centre, upon completion

Also the availability to have trees, benches (that can be sponsored) to enhance the space even more.

Fit for the Future
'Our Health Meadow—Ein Dôl Iechyd'

Come and enjoy a taster day to explore how you can help us enhance this beautiful meadow next to University Hospital Llandough

Who is this for?

- All staff and volunteers from Cardiff and Vale University Health Board

What are the benefits from attending?

- Improve your health & well-being
- Enjoyable outdoor practical activities
- Chance to find out more about the Our Health Meadow project and if you are in a clinical role, discuss the possibility of patient involvement

Find out more: www.fitforthefuture.uk
barney@downtoearthproject.org.uk
01792 232439

When?
26th August
10:00 — 14:30 hrs

Where?
Programmes on land next to University Hospital Llandough, Penarth. CF64 2XX

How to get involved?
Sign up through the email or call

This project is being delivered in partnership with the following organisations:





July 2018: Partnering with
Wales Community
Rehabilitation Company



November 2020: HMPPS
Celebration of Wildlife
and People Award



July 2021: WFGA Case
Study



November 2021: Our
Health Meadow – Ein Dôl
lechyd Re-Launch event

2017: Our Orchard Project
Launch

Cwmni Adsefydlu Cymunedol
**Cymru
Wales**
Community Rehabilitation Company



July 2020: Partnering
with Down To Earth



HM Prison &
Probation Service

April 2021: Consultation
for Public feedback on
new design



September 2021: Work to
begin on site



Saunders Nathan
10/11/2021 17:28:53

Swansea University to evaluate benefits of outdoor healthcare and greener hospitals

Researchers from the School of Psychology at Swansea University have been awarded funding to examine the potential health benefits of creating sustainable eco-friendly hospitals and providing healthcare outdoors. Professor Jason Davies and Dr Kim Dienes will join forces with Down to Earth and Swansea University to examine the impact of the scheme.

The Swansea team have been awarded £50,000 for the evaluation work.

The aim is to improve the well-being of patients, promote biodiversity and showcase low carbon, natural approaches to construction.

“Our Health Meadow”, adjacent to University Hospital Llandough will be transformed into an outdoor healthcare and rehabilitation facility.

The site will be co-designed and constructed in collaboration with patients, hospital staff and the local community.

Previous research by the Swansea team has shown that engaging vulnerable and hard to reach groups in sustainable construction methods can increase skills and motivation and have important impacts on social connection and mental health.

Dr. Kim Dienes of Swansea University said:

“Green initiatives are recognized as especially important after the lockdowns of the past year. The Fit for the Future scheme integrates mental health, ecological engagement, and wellbeing for some of those who need it most: NHS staff and patients.

We are very excited to be a part of the scheme and to hopefully use it as a starting point for similar projects throughout Wales.”

Mark McKenna, co-founder and director of Down to Earth, added:

“Now – more than ever – we need to find the best ways to deliver healthcare in a way which is good not only for patients but also for the NHS staff who provide health care.

Green infrastructure and the natural environment underpin a long term, sustainable approach to health care which is good for people and good for the planet. This research by Swansea University will provide critical insights into how this can be most effectively delivered”.



Our achievements so far....



Cardiff & Vale enhancing biodiversity

Cardiff and Vale University Health Board is working to increase biodiversity and address the climate and nature crises through their estate, while also improving the mental health and well-being of their staff, patients and community. From developing innovative spaces like Our Health Meadow - Ein Dôl Iechyd at its University Hospital Llandough site where they are collaborating with partners to establish an ecological community health park that will enhance biodiversity and help reconnect people with nature; to their Critical Care units planting trees to offset carbon emissions and clinicians reducing emissions through the supply chain; to organising a Green Health conference to encourage others to take part in this work, they are finding new and bold ways to address the challenges facing our current and future generations and contribute to the vision of the Well-being of Future Generations Act.



Next steps

Continue to apply for monies to support the project

NHS Big Tea	Raised	£5,500
Applications submitted to:	Amount	Bid status
NHS Charities Together	£51,000	Application to be resubmitted by end of September (following feedback received from NHSCT).
Heritage Fund Woodlands	£143,000	Successful bid
Arnold Clark Community Fund	£1,000	Successful bid
Barclays Bank	£100,000	Awaiting outcome

Awaiting planning permission

Preparing for next phase including appointing cost advisor

Wellbeing facilities to be set up on site

Re-launch project in November

Volunteer and clinical sessions to commence on site September 2021



Our Health Meadow developed on the 7 acres of semi-rural pasture land and woodland which makes up part of the UHL estate, will benefit patients, staff, visitors and the wider community.

The aim is to improve the well-being of patients, staff and the community; promote biodiversity and showcase low carbon, natural approaches to healthcare

No NHS funding to date has contribute to the development and maintenance of this unique outdoor space.

We need support to continue this innovative, sustainable project that has the capability to support healthcare, play our part in the climate emergency and protect our planet

Saunders Nathan
10/11/2021 17:30



Registered Charity No. 1056544

Report Title:	Charitable Funds Committee – Chair’s Report			Item Number:	
Meeting:	Board of Trustee			Meeting Date:	12/10/2021
Status:	For Discussion		For Assurance	For Approval	For Information X
Lead Executive:	Committee Chair and Independent Member - Community				
Report Author (Title):	Corporate Governance Officer				

SITUATION

To provide the Board of Trustee with a summary of key issues discussed at the Charitable Funds Committee held on 21st September 2021.

The following issues were discussed at the Charitable Funds Committee Held on 21st September 2021.

CHAIRS ACTION

08.07.21 – approval of £49,880 for ‘Grow Cardiff’ from NHSCT Fund - approved project monies

HEALTH CHARITY FINANCIAL POSITION & INVESTMENT UPDATE

The Committee was provided with a financial update report which provided information on the year to date financial performance of the Charity to the period 31st August 2021. The report also assessed the forecasted financial position of the Charity against commitments already made.

It was noted that the year to date income performance had decreased from the levels reported in August 2020, as previously the Charity had received significant generous donations to support the Charity during the height of the pandemic.

It was recommended that the Charity requested £0.250m from the investment portfolio to support the Charity’s cash position. This would then be reviewed in the new year.

The Committee was advised that the Charity generated £0.466m of income and spent £0.709m for the first five months of the financial year. This had resulted in net expenditure of £0.243m. In addition, the charity also had market value gains on its investments of £0.457m for the period compared to the March 2021 valuation. The combined effect of these results was a net increase in fund balances for the period to August 2021 of £0.214m to £9.361m.

It was noted that of the closing fixed asset balance, £2.436m related to Rookwood Hospital with the balance of £6.825m relating to the investment portfolio.

Of the net current assets closing balance of £0.100m, some £0.190m was supported with cash with the balance being net current liabilities of £0.090m. Notwithstanding the fact that future

income streams were not known, the cash balance was not considered sufficient to cover future expenditure levels. It was recommended that £0.250m is withdrawn from the investment portfolio to bolster the cash position. It had been confirmed with our investment managers that this amount was realisable without the need for significant trading.

The Committee was advised that the investment portfolio started the financial year with a market value of £6.368m. The value had increased to £6.825m at the end of August 2021, therefore resulting in a market value gain for the period of £0.457m.

It was noted that the value of the Charitable Funds has increased by £0.214m in the current year to £9.361m. The increase represented net expenditure of £0.243m and market value gains of £0.457m.

UPDATE ON DORMANT FUNDS

The Committee was advised that following the dormant fund exercise for 2020/21 it was anticipated that circa £0.062m further funding would now be available to transfer to the general-purpose funds.

It was noted that the Trustees had agreed at the meeting of the 23rd July 2020 to change the policy on unrestricted dormant funds. It was agreed that any unrestricted funds that had been dormant for two full financial years and did not have expenditure plans were transferred to general reserves.

The first exercise was undertaken in financial year ending March 2020, with circa £150k transferred to general reserve.

It was noted that the charity team had requested:

- Confirmation that expenditure plans were still valid from the previous exercise (financial year-ending 2019/20), where there had been no movement on the fund balance.
- Relevant expenditure plans for those dormant funds that formed part of the financial year-ending 2020/21 dormant fund exercise. The deadline for submission of expenditure plans was set for 31st August 2021.

OUR HEALTH MEADOW PROJECT

The Committee was advised that Cardiff and Vale University Health Board/Health Charity had continued to develop an innovative new space at its University Hospital Llandough site.

It was noted that the goal was to establish an ecological community health park which aimed to benefit wildlife, plants and people through positive human environment interaction.

The Committee was advised that the bid would ensure the advancement of environmental protection and improvement whilst simultaneously providing education to staff, patients and the wider community on the topic of environmental and sustainable issues alongside providing methods of preventing, diagnosing and treatment of mental health illnesses.

It was noted that the funds requested were essential to progress this exemplar project for Cardiff and Vale University Health Board.

The Committee was asked to approve the allocation of funding to Our Health Meadow, which would support the continued costs required to develop the project in a safe, quality assured and energy efficient way.

The Committee approved the allocation of funding.

OVER £25K BIDS FOR APPROVAL

The Committee was asked to consider 3 bids that exceeded £25,000.

- 1) Our Health Meadow – ongoing development – £80,000
- 2) Neurosciences – Electromyography (EMG) machine purchase – £17,700
- 3) Brain and Brainstem Basis of Long COVID (BBB-COV)” - £136,322

- Bid 1 was approved and supported by all members.
- Bid 2 was rejected pending further review. It was agreed that the Executive Director of Therapies and Health Science would speak with Clive Morgan around Welsh Government involvement.
- Bid 3 was rejected pending further information from the bid author.

BETTER LIFE APPEAL REPORT

The Committee was advised that the Better Life Appeal was established in 2007 and was initially intended to provide all patients at the Adult Cystic Fibrosis Centre at University Hospital Llandough with additional equipment and extra facilities to enhance the patient experience and enable expansion of the centre to meet the needs of the growing CF population.

In December 2019, funding was agreed from the Welsh Assembly to build a new Cystic Fibrosis Unit at UHL, costing £4.7 million. Work started in March 2020 was completed. The new ward and expanded centre opened in April 2021.

It was noted that the Better Life Appeal total income for 2020/21 was: £21,322.17 and the current balance of the Better Life Appeal Fund is £377,721.83

Dr. Ian Ketchell, Clinical Lead for CF Centre, the Committee chair Carole Davies and the committee members had stated that they no longer wished to continue as an Appeal and due to the current position of available funds would like to return it to a fund status.

The Committee agreed to ‘step down’ the Appeal to a Fund from September 2021

Saunders Nathan
10/11/2021 17:28:53

FUNDRAISING REPORT

The Committee was asked to review the Fundraising Report for information and note the dates of key Health Charity fundraising events for future CFC representation attendance as well as note progress and activities of the Health Charity as advised.

CHARITABLE FUNDS STRATEGY REVIEW

The Committee was advised that the Charitable Funds Strategy 2019 – 2025 was approved by the Charitable Funds Committee and the Board of Trustees in August 2020.

It was noted that the strategy set out a 5 year vision for planning, prioritising, engaging and communicating with staff, patients and volunteers of Cardiff and the Vale of Glamorgan to further develop and deliver a successful charitable fund benefiting Cardiff and Vale University Health Board, its staff and patients.

It was noted that the strategy looked at 4 areas which included:

- Fundraising**

It was noted that the implementation of the strategy continued, with the aims and objectives of the Strategy being embedded into all processes related to bids applications and fundraising events.

Objective One:	We will support the health and wellbeing of our population and support initiatives to enhance the public health of our patients and staff through innovative healthcare experiences.
Objective Two:	We will support the health, wellbeing and welfare of our staff to lead healthier lives.
Objective Three:	We will help to create the best possible environment for sustainable healthcare, making the best use of technology to deliver the aims of the Health Charity.

- Budgets**
- Priorities**
- Spending Criteria**

Objective One:	We will support the health and wellbeing of our population and support initiatives to enhance the public health of our patients and staff through innovative healthcare experiences.
Objective Two:	We will support the health, wellbeing and welfare of our staff to lead healthier lives.
Objective Three:	We will help to create the best possible environment for sustainable healthcare, making the best use of technology to deliver the aims of the Health Charity.

- Investment Decisions**

The Committee supported the continued approach to implementing and delivering the Health Charity Strategy 2020 - 2025.

STAFF BENEFITS GROUP REPORT

It was noted that the Cardiff and Vale University Health Board Staff Benefits Group was established in 2017, to explore and co-ordinate discounts and benefits offered by external organisations for UHB employees.

The Committee was informed of staff benefits discussed and agreed by the Group between June and August 2021.

The Committee approved the Staff Benefits Group report.

STAFF LOTTERY BIDS PANEL

The Committee was advised that The Board of Trustees of Cardiff & Vale Health Board Charity had delegated responsibility to the Staff Lottery Bids Panel for consideration and approval of charitable funds bids up to a maximum of £10,000.

The Small Bids process, which also allowed bids up to a value of £250 to be fast tracked for approval was formally agreed by the Charitable Funds Committee at their meeting on the 19th September 2017.

A list of all approved bids from 1st March 202 was presented to the Committee.

It was noted that currently there were 5329 lottery numbers allocated, the highest level since the start of the scheme.

It was noted that the Health Charity was pleased to report that over £1million in winnings had been given back to staff members since the relaunch of the scheme in 2005.

HEALTH CHARITY UPDATE REPORTS

- **Covid Income and Expenditure final report**

The Committee received the report as assurance of the appropriate management and administration of covid income and expenditure by Cardiff & Vale Health Charity.

- **Third Sector Grant Scheme – successful bids**

The Committee noted the update on the Third sector Grant Scheme 2020/21

- **Change Account update**

It was noted that the Health Charity had submitted a paper to the CFC in March 2020, expressing concerns re: a lack of communication and engagement from the Change account.

The Committee discussed and considered the recommendation that the UHB gives notice to the Change Account of early termination of the contract agreement, due to its lack of engagement with the Health Charity and UHB and non-delivery of its proposed staff benefits.

RECOMMENDATION:

The **BOARD OF TRUSTEES** is asked to:

- **NOTE** the updates shared within this Chair's Report.

Shaping our Future Wellbeing Strategic Objectives

This report should relate to at least one of the UHB's objectives, so please tick the box of the relevant objective(s) for this report

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	X
2. Deliver outcomes that matter to people	X	7. Be a great place to work and learn	X
3. All take responsibility for improving our health and wellbeing	X	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	X
4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us	
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time	X	10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	X

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant, click [here](#) for more information

Prevention		Long term	X	Integration		Collaboration		Involvement	
Equality and Health Impact Assessment Completed:		Not Applicable							

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10/11/2021 17:28:53

Kind and caring
Caredig a gofalgar

Respectful
Dangos parch

Trust and integrity
Ymddiriedaeth ac uniondeb

Personal responsibility
Cyfrifoldeb personol

**CARING FOR PEOPLE
KEEPING PEOPLE WELL**



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Caerdydd a'r Fro
Cardiff and Vale
University Health Board

2021 Audit Plan – Cardiff and Vale University Local Health Board Charity

Audit year: 2020-21

Date issued: August 2021

Document reference: 2548A2021-22

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10/11/2021 17:28:53

This document has been prepared as part of work performed in accordance with statutory functions. Further information can be found in our [Statement of Responsibilities](#).

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We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

Saunders, Nathan
10/11/2021 17:28:53

Contents

2021 Audit Plan	
About this document	4
Impact of COVID-19	4
Audit of financial statements	4
Fee, audit team and timetable	6
Appendices	
Appendix 1 – my estimated audit fee	9
Appendix 2 – other future developments	12

Saunders Nathan
10/11/2021 17:28:53

2021 Audit Plan

About this document

- 1 This document sets out the work I plan to undertake during 2021 to discharge my statutory responsibilities as your external auditor and to fulfil my obligations under the Code of Audit Practice.

Impact of COVID-19

- 2 The COVID-19 pandemic continues to have an unprecedented impact on the United Kingdom and the work of public sector organisations. Audit Wales staff will continue to work pragmatically to deliver the audit work set out in this plan. In response to government advice and subsequent restrictions, I will continue to work remotely until such time that it is safe to resume on-site activities. I remain committed to ensuring that the work of Audit Wales staff will not impede the vital activities that public bodies need to do to respond to ongoing challenges presented by the COVID-19 pandemic.
- 3 This audit plan sets out an initial timetable for the completion of my audit work. However, given the ongoing uncertainties around the impact of COVID-19 on the sector, some timings may need to be revisited.

Audit of financial statements

- 4 I am required to issue a report on Cardiff and Vale University Local Health Board Charity's (the Charitable Fund's) financial statements which includes an opinion on their truth and fairness, providing assurance that they:
 - are free from material misstatement, whether caused by fraud or error;
 - comply with the statutory and other applicable requirements;
 - comply with all relevant requirements for accounting presentation and disclosure; and
 - the consistency of information in the Trustee's Annual Report with the financial statements.
- 5 I will also report by exception on a number of matters which are set out in more detail in my Statement of Responsibilities, along with further information about my work.
- 6 I do not seek to obtain absolute assurance on the truth and fairness of the financial statements and related notes but adopt a concept of materiality¹. My aim is to identify material misstatements, that is, those misstatements that might result in a reader of the accounts being misled.

¹ Based on two percent of gross expenditure, except for related party disclosures which we judge to be material by nature, with a lower level of materiality.

- 7 Prior to the completion of my audit, I will report to trustee members (deemed to be 'those charged with governance') the financial levels at which I judge misstatements to be material. I judge any misstatements below a trivial level (set at 5% of materiality) as not requiring consideration by those charged with governance, and therefore I will not report them.
- 8 There have been no limitations imposed on me in planning the scope of this audit.

Audit of financial statement risks

- 9 Most of my audit planning is scheduled for the autumn. The following table therefore sets out the significant risks that I have currently identified.

Exhibit 1: audit of financial statement risks

Financial audit risks	Proposed audit response
Significant risks	
The risk of management override of controls is present in all entities. Due to the unpredictable way in which such override could occur, it is viewed as a significant risk [ISA 240.31-33].	<p>I will:</p> <ul style="list-style-type: none"> • test the appropriateness of journal entries and other adjustments made in preparing the financial statements; • review accounting estimates for biases; and • evaluate the rationale for any significant transactions outside the normal course of business.
The COVID-19 national emergency continues and the pressures on staff resources and of remote working may impact on the preparation and audit of accounts. There is a risk that the quality of the accounts and supporting working papers may be compromised leading to an increased incidence of errors. Quality monitoring arrangements may be compromised due to timing issues and/or resource availability.	I will discuss the closedown process and quality monitoring arrangements with the accounts-preparation team and thereafter I will liaise with the team regarding its progress.

Financial audit risks	Proposed audit response
Other areas of audit attention	
There is a risk that related party disclosures may be incomplete.	<p>I will:</p> <ul style="list-style-type: none"> • make enquiries of management to understand the process in place for identifying related party transactions; and • review completed related party declaration forms for evidence of any potential related parties.

Fee, audit team and timetable

- 10 My audit fee and the planned timescales for completion of the audit are based on the following assumptions:
- the financial statements are provided to the agreed timescales, to the quality expected and have been subject to a sound quality-assurance review;
 - information provided to support the financial statements is in accordance with the agreed audit deliverables document²;
 - appropriate facilities and access to documents are provided to enable my team to deliver my audit in an efficient manner;
 - all appropriate officials will be available during the audit;
 - you have all the necessary controls and checks in place to enable the Accounting Officer to provide all the assurances that I require in the Letter of Representation addressed to me; and
 - Internal Audit's planned programme of work is complete, and management has responded to issues that may have affected the financial statements.

Fee

- 11 My fee estimate for the audit of the Charitable Fund's 2020-21 annual report and financial statements is £20,000.
- 12 My Engagement Director wrote to the Health Board on 5 March 2021, explaining that from 2021 we would be separately reporting and charging the audit fee relating

² The agreed audit deliverables documents set out the expected working paper requirements to support the financial statements and include timescales and responsibilities.

to the Charitable Fund. The fee had previously been included within the Health Board's main audit fee. The Engagement Director's letter is in **Appendix 1**.

- 13 Planning will be ongoing, and changes to our programme of audit work, and therefore the fee, may be required if any key new risks emerge. I shall make no changes without first discussing them with the Director of Finance.
- 14 Further information on my fee scales and fee setting can be found on our website.

Audit team

- 15 The main members of the audit team, together with their contact details, are summarised in **Exhibit 2**.

Exhibit 2: my local audit team

Name	Role	Contact number	E-mail address
Anthony Veale	Engagement Lead	02920 320585	anthony.veale@audit.wales
Mark Jones	Audit Manager	02920 320631	mark.jones@audit.wales
Rhodri Davies	Audit Lead	02920 320500	rhodri.davies@audit.wales

- 16 I can confirm that team members are all independent of you and your officers.

Timetable

- 17 The key milestones for the work set out in this plan are shown in **Exhibit 5**. As highlighted earlier, there may be a need to revise the timetable in light of any adverse developments with COVID-19.

Saunders Nathan
10/11/2021 17:28:53

Exhibit 3: Audit timetable

Planned output	Work undertaken	Report finalised
2021 Audit Plan	July 2021	July 2021
Audit of Financial Statements work: <ul style="list-style-type: none">• Audit of Financial Statements Report• Opinion on Financial Statements• Financial Accounts Memorandum	To be confirmed	January 2022
2022 Audit Plan	July 2022	July 2022

Saunders Nathan
10/11/2021 17:28:53

Appendix 1

My estimated audit fee

Catherine Phillips
Director of Finance
Cardiff & Vale UHB

Reference: AV/MJ

Date issued: 5 March 2021

24 Cathedral Road / 24 Heol y Gadeirlan
Cardiff / Caerdydd
CF11 9LJ
Tel / Ffôn: 029 2032 0500
Fax / Ffacs: 029 2032 0600
Textphone / Ffôn testun: 029 2032 0660
info@audit.wales / post@archwilio.cymru
www.audit.wales / www.archwilio.cymru

Dear Catherine,

Audit fee outturn for the past year and the fee estimate for the year ahead

I hope you are settling in well to your new role at the Health Board. I look forward to meeting you on 17 March. In the meantime, I am writing to you about our audit fee.

When I presented our 2021 Audit Plan to the Audit and Assurance Committee on 9 February, I could not confirm the audit fee within the Audit Plan. This was because our 2021-22 Fee Scheme was due to be considered by the Senedd's Finance Committee, later that month. The Finance Committee duly considered and approved the Fee Scheme, which you can now access on our [website](#). You will note that the approved fee rates are unchanged from last year.

As intended, I can now provide you with an update on our fee outturn for the past year and our fee estimate for 2021. The figures are exhibited on page 2. In summary, this year's fee estimate is £10,000 (2.6%) higher than last year's fee estimate; and £5,000 (1.3%) lower than last year's actual fee.

You will note from the exhibit that, going forward, we will be providing separate fee estimates for our financial audit work on the Health Board's accounts³ and its Charitable Fund. My colleague Mark Jones discussed this change with Chris Lewis last month. I will of course be communicating the Charitable Fund fee to the trustee independent members (those charged with governance) in due course.

The overall performance audit fee for 2021 remains the same as the previous year and all fees shown are exclusive of VAT, which is not charged to you. Our planning is ongoing and changes to our programme of audit work, and therefore the fee, may be required if

³ The audit of the Performance Report, Accountability Report and Financial Statements.

any new risks emerge. I shall make no changes to this year's fee estimate without first discussing them with you.

Exhibit 1: audit fee

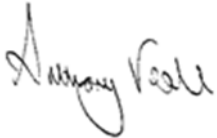
Audit area	Fee estimate for 2021 (£)	Fee estimate for 2020 (£)	Actual fee for 2020 (£)
Financial audit work			
• Health Board	225,000	235,000 ⁴	250,000 ⁵
• Charitable Fund	20,000	0	0
Financial audit total	245,000	235,000	250,000
Performance audit work:			
• Structured Assessment	70,141	60,437	60,437
• All-Wales thematic reviews	72,128	70,640	70,6340
• Local projects	13,383	24,575	24,575
Performance audit total	155,652	155,652	155,652
Total fee	400,652	390,652	405,652

⁴ The 2020 audit fee includes the cost of the audit of the Charitable Fund. The Health Board billed the Charitable fund £10,000, as it has done for many years.

⁵ The actual billable fee was £15,000 higher than the fee estimate. The additional cost relates to the audit of the Charitable Fund.

We intend to present this letter to the Audit and Assurance Committee on 6 April. In the meantime, please do not hesitate to contact me if you wish to discuss any of the above.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Anthony Veale', written in a cursive style.

Anthony Veale
Engagement Director

Saunders Nathan
10/11/2021 17:28:53

Appendix 2

Other future developments

Future changes to UK GAAP: applicable to charitable funds accounts

Following the introduction of the new UK GAAP accounting regime in 2015-16, and the replacement of the Financial Reporting Standard for Smaller Entities (FRSSE) by Section 1A of FRS 102 in 2016-17, there were only limited changes to FRS 102 in 2019-20.

More significant amendments are expected from 2022-23, reflecting recent changes in International Financial Reporting Standards, including accounting for financial instruments and leases.

Saunders, Nathan
10/11/2021 17:28:53

Saunders Nathan
10/11/2021 17:28:53



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Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg.