



**CHARITABLE FUNDS COMMITTEE - 19 June 2018**  
**Corporate Meeting Room – HQ 9.00am – 12 noon**

1	Welcome and introductions	Verbal – Akmal Hanuk
2	Apologies for absence	Verbal – Akmal Hanuk
3	Declarations of Interest	Verbal – Akmal Hanuk
4	<b>Draft CFC Minutes - March 2018</b>	<b>Akmal Hanuk</b>
5	<b>Action Log – March 2018</b>	<b>Akmal Hanuk</b>
6	<b>Bids Panel Report</b>	<b>Peter Welsh</b>
7	<b>7a - Revised Terms of Reference (TOR)</b> <b>7b – Terms of Reference for Approval</b>	<b>Peter Welsh</b>
8	<b>Orchard Progress</b>	<b>Simone Joslyn</b>
9	<b>**Prop** Appeal</b>	<b>Simone Joslyn</b>
10	<b>**Change Account – Update</b>	<b>Peter Welsh</b>
11	Park & Ride Update	Verbal – Peter Welsh
12	Staff benefits Group - Update	Verbal - Peter Welsh
13	NHS 70 <sup>th</sup> Anniversary Celebrations - Update	Verbal - Joanne Brandon
14	WiFi Update	Verbal – Fiona Jenkins

**ITEMS TO BE RECORDED AS RECEIVED AND NOTED FOR INFORMATION BY THE COMMITTEE**

15	<b>Finance Position – Year End</b>	<b>Chris Lewis</b>
16	<b>Fundraising Report</b>	<b>Simone Joslyn</b>
17	Items to bring to the attention of the Board / other Committees	Verbal – Akmal Hanuk
18	Date and Time of Next Committee: 11 September 2018 – 9.00am – Corporate Meeting Room HQ	Verbal – Akmal Hanuk

**UNCONFIRMED MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING  
HELD AT 09.00AM TUESDAY 20 MARCH 2018  
CORPORATE MEETING ROOM – HQ  
9.00AM – 12NOON**

**Members:**

Akmal Hanuk	Chair
Maria Battle	Independent Member
Christopher Lewis	Deputy Director of Finance

**Attendees:**

Alun Williams	Head of Financial Services
Katie Mallam	Fundraising and Communications Manager
Peter Welsh	Director of Corporate Governance
Simone Joslyn	Engagement Lead
Rebecca Aylward	Deputy Director of Nursing
Judyth Jenkins	Nutrition and Dietetics
Nathalie Krekis	Cazenove
Alex Wicks	National Finance Trainee
Angela Hughes	Assistant Director of Patient Experience

**Secretariat:**

Leanne Miles

**CFC 16/152 WELCOME AND INTRODUCTIONS**

- The Chair welcomed all present to the meeting

**CFC 16/153 APOLOGIES FOR ABSENCE**

- Apologies for absence were received from Mike Jones

**CFC 16/154 DECLARATIONS OF INTEREST**

The Chair invited Members to declare any interests in the proceedings.

- Angela Hughes declared an interest in item eight of the agenda, Screen Bid.

**CFC 16/155 UNCONFIRMED MINUTES OF THE MEETING HELD ON 19 DECEMBER 2017**

- The Committee **RECEIVED** and **APPROVED** the minutes of the meeting held on 19 December 2017 with the following amendments
- CFC 16/143 Horatio's Garden – Paragraph two** – “A survey of staff was also undertaken but was ignored with only the patient's views taken into account”. Reworded to “A survey of staff and patients was also undertaken and the patient's views prevailed”.

- *“Early indications of cost are circa £500k and is also a guestimate”. Reworded to “Early indications of cost are estimated at £500k”.*

#### **CFC 16/156 ACTION LOG - MEETING OF 19 DECEMBER 2017**

- The Committee **RECEIVED** the Action Log from the meeting of 19 December 2017 and **NOTED** the following:
- *CFC 16/143 Horatio’s Garden – **COMPLETE***

#### **CFC 16/157 REVIEW OF THE TERMS OF REFERENCE OF THE COMMITTEE**

Peter Welsh presented a review of the Terms of Reference of the Committee. Each year the terms of reference are brought to the Committee to be received and reviewed if any changes or suggestions anyone would like to suggest.

Any changes to be given to Peter Welsh by end of April 2018. This is standard governance across all the Committees and is undertaken each year.

It was stated that we need an additional Independent Member as the Committee is required to have three. Peter Welsh stated that Dawn Ward, new Independent Member (Trade Union) is interested on joining the Committee. Also the issue of Vice Chair was raised. Peter Welsh stated that he would check.

**ACTION:** Any proposed changes/suggestions to the Terms of Reference of the Charity to Peter Welsh by end of April 2018 - **ALL**

#### **CFC 16/158 BIDS PANEL REPORT**

Peter Welsh presented the Bids Panel Report on behalf of Mike Jones Chair of the Bids Panel. It provides details of approved bids since 11 October 2017. Peter Welsh outlined the number of bids that were approved. The report showed there were a total of 14 applications; 13 were approved to the value of £61,698. Comments from the Committee stated that the new ‘fast track’ system for small bids process is a good way to get to help to people quickly but the paperwork is still the same as the larger bid process and that it needs to be streamlined. It was also stated that sight of the bids within the report gives awareness to the Committee of what is being agreed/not agreed.

The Committee:

- **APPROVED** the bids supported by the October 2017 meeting of the Charitable Funds Bids Panel

#### **CFC 16/159 SCREEN BID**

Angela Hughes, Assistant Director of Patient Experience presented the Screen Bid on behalf of Jane Rowlands-Mellor – Patient Experience who was unable to be present.

The aim of the project is to install information screens in the three information and support centres of the Health Board and to utilize screens to share information and messages. Maria

Battle stated that there was as great need for screens in Barry and was pleased to see that it had been included.

Angela Hughes stated that they could be customized to include the Charity and promote the work that the Charity does. This Committee supported this suggestion.

The Committee:

- **APPROVED** the screen bid presented

## **CFC 16/160 CHARITY MODEL WARD APPLICATION v3**

Rebecca Aylward, Deputy Director of Nursing and Judyth Jenkins, Nutrition and Dietetics presented an in-depth paper on the Charity Model Ward Application v3 and asked the Charity to approve the expenditure outlined in the application to fund the model ward for nutrition and hydration for a further 12 month trial period.

The Health Board's Nutrition and Catering Steering Group developed the Health Boards Patient Nutrition, Hydration and Catering Experience Management Action plan 2016-2017 and agreed a pathfinder project be set up to examine how best to deliver comprehensive and coordinated nutritional care practices.

From May to July 2017 two acute medical wards ran an initial proof of concept pathfinder project. Food, fluids and nutritional care are crucial for the physical and mental health and well-being of patients and enhance the patient experience. The nominated wards were provided with a hostess service to increase drinks rounds and food choices through pre-ordering using an electronic ordering system. A band three dietetic support worker was added to each ward to support the nursing staff coordination of feeding at mealtimes, participate in feeding, perform nutritional risk screening assessments, co-ordinate and support patient weighing and undertake a high calorie milkshake and fresh fruit round.

Data found that after the trial there was a reduction in the use of nutritional supplements and a reduction in laxatives and enemas. There was an increase in fluid intake and a decrease in the use of IV fluids and associated risk infection. Both wards also saw an improvement in strength of patients. There was also a reduction in food waste and meal times services improved with meals arriving promptly.

Food and drink surveys were undertaken before and during the pilot and there was an overwhelming positive trend with more patients answering very good and good to questions about food quality, appearance and taste and patients benefitted from the social dining experience.

Several points were raised by the Committee and included:

- Peter Welsh raised that the Bid would need to be presented to the Trustees meeting due to the value
- The importance of evaluation and evidence being provided from the project and presented to the Committee and Trustees
- No further funding from the Charity could be provided when the project was complete
- Preferred option to be agreed and presented to the Committee
- Paper to be reviewed and presented to the Trustees
- Finance and governance and need to be given further consideration.
- Maria Battle stated that the 12 month trial should go ahead and on evaluation be brought back to the meeting

The Committee:

- **AGREED** that the paper would be taken to the Trustees meeting after the Board meeting in March 2018 for approval

#### **CFC 16/161                    EXPENDITURE GREATER THAN £25K/ILD CHARITABLE FUNDS BID**

Chris Lewis, Deputy Director of Finance presented Expenditure Greater than 25k/ILD Charitable Funds Bid – Respiratory Research. The application is for the use of delegated lung research funds to support studies in psychological processes associated with cough. The application is for the use of delegated lung research funds to support the studies. The funds have a combined balance of £270k and there are no anticipated revenue consequences associated with this project.

The Committee:

- **APPROVED** the expenditure outlined in the application

#### **CFC 16/162                    CHARITABLE FUNDS COMMITTEE AWAY DAY ACTION NOTES DECEMBER 2017**

Peter Welsh presented the Charitable Funds Committee Away Day Action Notes for December 2017 which outlined what the Charity is doing well and suggestions for further enhancing the work of the Charity.

The Committee:

- **NOTED** the action notes

#### **CFC 16/163                    REVIEW OF THE FUNDRAISING POLICY**

Katie Mallam, Fundraising Manager presented a Review of the Fundraising Policy which is currently being re-written. Copies are to be circulated outside of the meeting to the Committee members and responses received by end of April 2018 to be forwarded to Sian Rowlands. Katie Mallam stated that there are no significant differences and would be brought back to the next meeting.

The Committee:

- **NOTED** the verbal update presented

#### **CFC 16/164                    NHS 70<sup>TH</sup> BIRTHDAY CELEBRATIONS UPDATE**

Simone Joslyn, Engagement Lead gave a verbal update on the NHS 70<sup>th</sup> Birthday Celebrations that were currently underway. At the All Wales meeting it was stated that on the 1 July 2018 at Tredegar, a celebration will be held with Jeremy Corbin and Vaughan Gething in attendance. Simone Joslyn reiterated the work that was being undertaken by Cardiff and Vale university Health Board and the Charity with regards to the celebrations such as the charity run, bed push,

Gallery at Llandough, community making a quilt and coverage by radio stations. Maria Battle stated that there needs to be more communication of the events being carried out marking the celebrations and visibility needed to be increased. Joanne Brandon stated she will circulate on the CAV web what is unique to Cardiff and Vale University Health Board to increase visibility and an update to the Board to keep them informed of what events will be up and coming.

The Committee:

- **NOTED** the verbal update presented and the continuous work being undertaken to mark the celebrations

#### **CFC 16/165            FEEDBACK FROM THE NHS CONFEDERATION.**

Peter Welsh and Simone Joslyn gave verbal feedback from the NHS Confederation with regards to Arts and Health in Wales and Funding. Peter Welsh and Simone Joslyn stated that re-establishing our Arts group was being progressed to consider further developments.

The Committee:

- **NOTED** the verbal presentation

#### **CFC 16/166            CZENOVE**

Nathalie Krekis of Cazenove, gave a verbal update on the Charitable Funds portfolio. It was stated that the portfolio was in a good position with an income currently at £6.6m to end of February 2018. A summary of our investments showed that we diversified into property, alternatives, cash, UK equities, overseas equities, bonds, with the biggest investment being in UK equities.

The Committee:

- **NOTED** the verbal presentation and the portfolio presented and a further update would be provided in six months.

#### **CFC 16/167            UPDATE ON STAFF BENEFITS**

Peter Welsh gave a verbal update on Staff Benefits. Peter Welsh reiterated the car deals at Griffin Mill, the incentives that the Vectis Card offers, the Enterprise Car Scheme and Charge Card.

The Committee:

- **NOTED** the verbal update

#### **CFC 16/168            OFFA'S DYKE WALK – UPDATE**

Joanne Brandon, Director of Communications, gave a verbal update on the Offa's Dyke Walk. Joanne Brandon stated that Len Richards, Chief Executive has set a personal challenge of walking Offa's Dyke in ten days and for it to coincide with the NHS 70 celebrations. Monies

raised are to be split between the Charity and Uganda Improving Chances. There has been a lot of promotion with Len Richards having his own website, Lenschallenge.org and for anyone interested in joining any leg of the walk, to register via the website.

The Committee:

- **NOTED** the verbal presentation

#### **CFC16/169                    FINANCE MONITORING REPORT AT 31 JANUARY 2018/FINANCE OUTLOOK 2018/19**

Chris Lewis presented the Finance Monitoring Report at 31 January 2018 and Finance Outlook 2018/19. Chris Lewis outlined the statement of financial activities for the period ended 31 January 2018 and stated the Charity generated £1.099m of income, spent £1.273m and had a net expenditure of £0.174m. Financial outlook of the charity is in a very healthy position. Market value gains have also once again been generated in 2017/18. In addition internal audit provided the Charity with a substantial assurance audit rating from the latest audit investigation.

The Committee:

- **NOTED** the content of the reports

#### **CFC 16/170                    FUNDRAISING REPORT**

Katie Mallam presented the Fundraising Report. It outlined the current financial situation of the Charity at January 2018 from legacies, donations, appeals and lottery totaling £950k but excludes investment income of £149k for the period. Katie outlined the situation with regards to the staff lottery with the total amount of numbers being entered into the monthly draw totaling 4,756 and the next milestone to hit being 5000. "Likes" on Facebook currently stand at 2,934 and Twitter with 1,285 followers. Katie also referenced the staff recognition awards which were a great success with the Health Charity's Make It Better Fund sponsoring four categories. Katie also mentioned that the Fundraising Team was delighted to welcome Barbara John on secondment for two days per week for the next six months.

The Committee:

- **APPROVED** the report presented and the progress and activities outlined.

#### **CFC 16/171                    ITEMS TO BRING TO THE ATTENTION OF THE BOARD/OTHER COMMITTEES**

- **NONE** to be brought to the attention of the Board/other Committees

#### **CFC 16/172                    DATE AND TIME OF NEXT MEETING**

- **19 June 2018 – 9.00am - Corporate meeting Room, HQ**



### UPDATED ACTION LOG FOLLOWING MEETING 20 MARCH 2018

MINUTE	DATE	SUBJECT	AGREED ACTION	ACTIONED TO	STATUS
CFC 16/121	19.09.17	<b>BENEFITS OF COLOUR – ENHANCING THE PATIENTS MEALTIME EXPERIENCE</b>	Information to be provided on the possibility of selling the blue crockery to patients on discharge.	Joanne Jefford	<b>Evaluation at September 2018 Meeting</b>
	20.03.18		Peter Welsh stated that he had spoken to Joanne Jefford since the December 2017 meeting and stated that there is a delay on delivery and Peter will give a further update at the June 2018 meeting.	Peter Welsh	<b>Update at June 2018 Meeting</b>
CFC 16/143	20.03.17	<b>HORATIO'S GARDEN</b>	Geoff Walsh of Estates to be invited to the September 2018 meeting to give an update on the project. Also a six monthly update to be given to the Trustees on the state of the project, in the form of a clear communication plan which will be drawn up by the Comms team which would be informative to the Trustees and also the patients and staff of Rookwood.	Peter Welsh/Simone Joslyn/ Joanne Brandon	<b>Update at September 2018 Meeting</b>
CFC/157		<b>REVIEW OF THE TERMS OF REFERENCE OF THE CHARITY</b>	Any proposed changes/suggestions to the Terms of Reference of the Charity to be forwarded to Peter Welsh by the end of April 2018	ALL	<b>Update at June 2018 Meeting</b>

**CARING FOR PEOPLE  
KEEPING PEOPLE WELL**



<b>CHARITABLE FUNDS BIDS PANEL</b>
<b>Name of Meeting</b> : Charitable Funds Committee <b>Date of Meeting</b> 19 <sup>th</sup> June 2018
<b>Executive Lead</b> : Finance Director
<b>Author</b> : Head of Financial Services
<b>Caring for People, Keeping People Well</b> :
<b>Financial impact</b> : £0.091m
<b>Quality, Safety, Patient Experience impact</b> :
<b>Health and Care Standard Number</b>
<b>CRAF Reference Number</b>
<b>Equality and Health Impact Assessment Completed:</b> Yes / No / Not Applicable

#### **ASSURANCE AND RECOMMENDATION**

**ASSURANCE** is provided by:

- Strong governance arrangements
- Increasing staff income

The Committee is asked to:

- **APPROVE** the bids supported by the May meeting of the Charitable Funds Bids Panel.

#### **SITUATION**

The Charitable Funds Bids Panel has delegated responsibility from the Charitable Funds Committee in overseeing the financial management of the Charitable Funds Bids Panel. This paper provides details of the approved bids on the 8<sup>th</sup> May 2018.

## BACKGROUND

The Board of Trustees of the Cardiff and Vale Health Board Charity had previously given responsibility to the Charitable Funds Bids Panel for consideration of bids up to a maximum of £10,000.

Following a Charitable Funds away in November 2015 it was recommended that the limit be increased to £20,000. This increase was formally approved by the Charitable Funds Committee at their meeting on 8<sup>th</sup> March 2016.

A paper was presented to the Charitable Funds Committee at their meeting of 21<sup>st</sup> March 2017 which recommended a reduction back to the original upper limit of £10,000. The committee will note that one of the bids approved (BP519) was greater than the current limit of £10,000 however this bid was originally received prior to the Charitable Funds Committee decision to lower the upper limit. Therefore the panel felt that it was appropriate to put forward to the panel for a decision.

The Charitable Funds Committee at their meeting of the 19<sup>th</sup> September 2017 agreed the Small Bids Process. This allows bids up to a value of £250 to be fast tracked.

## ASSESSMENT AND ASSURANCE

The criteria in determining whether a bid should be approved are based on the following guiding principles:-

- Is the bid within the values determined by the Charitable Funds Committee and is the expenditure non recurrent;
- Does the expenditure deliver an enhanced service provision over and above statutory or core NHS responsibilities;
- Is there demonstrable public benefit;
- Does it meet one of the agreed priorities:
  - Patient and Staff environment, including art and other aesthetic and betterment improvements;
  - Patient dignity and respect including amenity improvements and cultural awareness;
  - Promote health and wellbeing;
  - Promote quality and safety;
  - Staff development, training and education to support these themes.
  - Innovation and training to support these themes
- Does it represent an effective use of monies?

## Charitable Fund Bids Panel

There were a total of 16 applications the value £93,536 received for consideration and the panel approved 16 applications to the value of £89,186. Bid No 555 was partly approved. Summary of bids is provided below.

No	Applicant's Name	Destination	Amount	Description	Patients	Staff	Status
BP552 Chairs Action	Andy Jones	Surgery, Urology, Ophthalmology ENT	£1,184	Resource file for vulnerable patients	100%		Approved
BP553 Chairs Action	Stuart Davies	Central Food Processing Unit	£855	<a href="#">NHS@70 Afternoon Tea for patients across the UHB</a>	100%		Approved
BP554	Alun Williams	Workforce & Organisational Development	£5,775	UHB presence and information stand at Eisteddfod 2018, promoting key messages	50%	50%	Approved
BP555	Jon Barada	Nurse Resourcing	£9,350	Marketing materials for nurse recruitment events		100%	Approved £5,000
BP556	Nicola Kelley	Media Photographer	£7,761	Complete upgrade to staff kitchen area		100%	Approved
BP557	Caroline Player	Meadow Ward - Llanfair Unit	£9,630	Cinema room	50%	50	Approved
BP558	Rebecca Soundy	Child Health Young Adult Clinic	£6,684	Upgrade to young adult clinic - Diabetes Centre	50%	50	Approved
BP559	Eira Yassien	University Dental Hospital	£4,950	Braille embosser	100%		Approved
BP560	Lynette Herry	C4 Neurology, UHW	£9,509	Creating a calm and peaceful area for patient and visitors	50%	50%	Approved
BP561	Jennifer Davies	Speciality Trainees Obstetrics & Gynaecology	£2,977	Upgrade to trainee doctors rest room		100%	Approved
BP562	Lisa Edwards	Obstetrics & Gynaecology, Maternity Patient Kitchen Area	£2,734	White goods and boiler for patient kitchen area	100%		Approved
BP563	Peter Welsh	General Management UHL	£5,500	Staff & patient shuttle bus service	50%	50%	Approved
BP564	Ian Fitsall	Capital, Estates and Facilities	£6,157	I.T skill room @ UHL		100%	Approved
BP565	Joshua Bell	Hazel Ward Hafan Y Coed	3,000	Hazel Fresh. Patient project to produce freshly grown produce at Hafan Y Coed	100%		Approved
BP566	Jane Linton	West 5 UHL	8,350	Activity patient day room items	50%	50%	Approved
BP567	Suzanne Hardacre	Obstetrics & Gynaecology	£9,120	Visitor & patient room & waiting area upgrade	50%	50%	Approved
			£89,186				

### Small Bids Process

There have been a total of 26 Small Bids Process applications to date. SBP bids 1-15 were included in the March paper.

No	Applicant's Name	Destination	Amount	Description	Patients	Staff	Status
SBP16	Scott Baynham	Liaison Psychiatry Older People	£250	Patient activity items	100%		Approved
SBP17	Lois Mortimer	Maternity	£199	TV	100%		Approved
SBP18	Rhiannon Lewis	Antenatal Clinic UHL	£169	Microwave		100%	Approved
SBP 19	Sandra Dredge	Community Child Health	£250	Toys	100%		Approved
SBP20	Alun Williams	Welsh Language	£200	Merchandise for St David's Day	50%	50%	Approved
SBP21	Annie McAteer	Maple Ward	£169	Microwave		100%	Approved
SBP22	Thomas Roberts	Media Resources	£125	Bench base and security fittings	50%	50%	Approved
SBP23	Eleanor Whittaker & Elen Puw	Cardiff Medical School- Medicine Clinical Board	£100	Sleep packs	50%	50%	Approved
SBP24	Julie Watts	Llanfair Unit	£250	Daffodil Ward celebration event	50%	50%	Approved
SBP25	Carol Evans	Patient Safety	£169	Microwave		100%	Approved
SBP26	Angela Williams	West 4 UHL	£200	Art project	50%	50%	Approved
			<b>£2,081</b>				

<b>REVISED TERMS OF REFERENCE FOR THE CHARITABLE FUNDS COMMITTEE</b>
<b>Name of Meeting :</b> Charitable Funds Committee <b>Date of Meeting:</b> 19 <sup>th</sup> June 2018
<b>Executive Lead:</b> Director of Corporate Governance
<b>Author :</b> Director of Corporate Governance
<b>Caring for People, Keeping People Well:</b> This report strengthens financial governance which supports the values of the UHB.
<b>Financial impact :</b> None
<b>Quality, Safety, Patient Experience impact :</b> N/A
<b>Health and Care Standard Number:</b> Governance, leadership and accountability Standard 7.1 Workforce
<b>CRAF Reference Number:</b> 1
<b>Equality and Health Impact Assessment Completed:</b> Not Applicable

#### ASSURANCE AND RECOMMENDATION

**ASSURANCE** is provided by:

- Implementing revisions approved by the Trustees;
- Compliance with governance review and change, supported by the Committee

#### RECOMMENDATIONS

The Charitable Funds Committee is asked to:

- **APPROVE** subject to any further amendments the revised terms of reference of the Charitable Funds Committee.

#### SITUATION

The Charitable Funds Committee Terms of Reference were reviewed and approved by the Committee in March 2018. The terms of reference and operating arrangements need to be reviewed on a biennial basis by the Committee.

#### BACKGROUND

Since March 2016 a number of changes to the operational arrangements for the Committee have been discussed and implemented. In order to be fully

compliant such changes have to be included in the review of the Terms and Conditions of the Committee and endorsed by the Committee.

## **ASSESSMENT AND ASSURANCE**

Following a review by members of the Committee, of the Terms and Conditions are a number of changes require endorsement as shown below:

- Purpose of the Committee to include reference to monitoring the work of the Charitable Bid Panel.
- Staff Benefits Group to report progress being made on Staff Benefits to the Committee on a regular basis.
- Minor changes to those who are in attendance
- Frequency of meetings to include on “Annual Time Out” for the Committee to discuss. Strategic issues associated with the work of the Committee.



# Charitable Funds Committee

## Terms of Reference and Operating Arrangements

Presented for Discussion and Approval at the Charitable Funds Committee June 2018

## 1. INTRODUCTION

1.1 The University Health Board (UHB) standing orders provide that *“The Board may and, where directed by the Assembly Government must, appoint Committees of the UHB either to undertake specific functions on the Board’s behalf or to provide advice and assurance to the Board in the exercise of its functions. The Board’s commitment to openness and transparency in the conduct of all its business extends equally to the work carried out on its behalf by committees”*.

1.2 In accordance with standing orders (and the UHB Scheme of Delegation), the Board shall nominate annually a committee to be known as the **Charitable Funds Committee**. The detailed terms of reference and operating arrangements set by the Board in respect of this committee are set out below.

## 2. PURPOSE

2.1 Cardiff and Vale University Health Board was appointed as corporate trustee of its charitable funds and the Board serves as its agent in the administration of the charitable funds held by the UHB.

2.2 The purpose of the Charitable Funds Committee (the Committee) is to:

- Provide advice to the Corporate Trustee in the discharge of its duties and responsibilities for charitable funds
- Discharge delegated responsibilities from the Corporate Trustee for the control and management of Charitable Funds.

2.3 Provide advice to the trustee on its charitable funds strategy, including fundraising, budgets, priorities and spending criteria.

2.4 Within the strategy and budget determined by the Trustee and consistent with the requirements of the Charities Act 1993, Charities Act 2006 (or any modification of these acts) to apply the charitable funds in accordance with their respective governing documents and the UHB Charitable Funds Governance Framework

2.5 To ensure that the policies and procedures for charitable funds investments are followed. To make decisions involving the sound investment of charitable funds in a way that both preserves their value and produces a proper return consistent with prudent investment and ensuring compliance with:-

- Trustee Act 2000
- The Charities Act 1993
- The Charities Act 2006
- Terms of the Funds’ Governing documents

- 2.6 To receive at least twice a year, reports for ratification from the Director of Finance and investment decisions and action taken through delegated powers upon the advice of the investment adviser.
- 2.7 To oversee and monitor the functions performed by the Director of Finance as defined in Standing Financial Instructions.
- 2.8 To monitor the progress of Charitable Appeals where these are in place and considered to be material.
- 2.9 To monitor and review the scheme of delegation for Charitable Funds expenditure and to set and reflect in Financial Procedures the approved delegated limits for expenditure from Charitable Funds.
- 2.10 To monitor the work of the Charitable Bids Panel

### 3. DELEGATED POWERS AND AUTHORITY

#### Delegated Powers and Duties of the Director of Finance

- 3.1 The Director of Finance has prime responsibility for the UHB Charitable Funds as defined in the UHB Standing Financial Instructions. The specific powers, duties and responsibilities delegated to the Director of Finance are:-

- Administration of all existing charitable funds;
- To identify any new charity that may be created (of which the UHB is trustee) and to deal with any legal steps that may be required to formalise the trusts of any such charity ;
- Provide guidelines with regard to donations, legacies and bequests, fundraising and trading income;
- Responsibility for the management of investment of funds held on trust;
- Ensure appropriate banking services are available;
- Prepare reports to the trustee including the Annual Accounts;

#### Authority

- 3.2 The Committee is empowered with the responsibility for:-
  - Overseeing the day to day management of the investments of the charitable funds in accordance with the investment strategy set down from time to time by the trustee and the requirements of the UHB Standing Financial Instructions;

- The appointment of an investment manager to advise it on investment matters and may delegate day-to-day management of some or all of the investments to that investment manager. In exercising this power the Committee must ensure that:
  - a) The scope of the power delegated is clearly set out in writing and communicated with the person or persons who will exercise it;
  - b) There are in place adequate internal controls and procedures which will ensure that the power is being exercised properly and prudently;
  - c) The performance of the person or persons exercising the delegated power is regularly reviewed;
  - d) Where an investment manager is appointed, that the person is regulated under the Financial Services Act 1986;
  - e) Acquisitions or disposal of a material nature must always have written authority of the Committee or the Chair of the Committee in conjunction with the Director of Finance;
- Ensuring that the banking arrangements for the charitable funds are kept entirely distinct from the UHB NHS funds;
- Ensuring that arrangements are in place to maintain current account balances at minimum operational levels consistent with meeting expenditure obligations, the balance of funds being invested in interest bearing deposit accounts;
- The amount to be invested or redeemed from the sale of investments shall have regard to the requirements for immediate and future expenditure commitments;
- The operation of an investment pool when this is considered appropriate to the charity in accordance with charity law and the directions and guidance of the Charity Commission. The Committee shall propose the basis to the UHB for applying accrued income to individual funds in line with charity law and Charity Commissioner guidance;
- Obtaining appropriate professional advice to support its investment activities;
- Regularly reviewing investments to see if other opportunities or investment services offer a better return;
- Overseeing the work of the Charitable Funds Bids Panel

### 3.3 The Committee is authorised by the Board to:

- Investigate or have investigated any activity within its Terms of Reference and in performing these duties shall have the right, at all reasonable times, to inspect any books, records or documents of the UHB relevant to the Committee's remit. It can seek any relevant information it requires from any employee and all employees are directed to co-operate with any reasonable request made by the Committee;
- Obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary, subject to the Board's budgetary and other requirements; and
- By giving reasonable notice, require the attendance of any of the officers or employees and auditors of the Board at any meeting of the Committee.

#### Access

- 3.4. The Head of Internal Audit shall have unrestricted and confidential access to the Chair of the Committee.

#### Sub Committees

- 3.5. The Board has approved the following sub-committee:

- Charitable Funds Bids Panel
- In addition the Staff Benefits Group will report progress on staff benefits to the Committee Staff Benefits Group

## 4. MEMBERSHIP

#### Members

A minimum of six (6) members, comprising:

Chair	Independent Member of the Board
Vice Chair	Independent Member or Members of the Board
Members	A minimum of 4 other members of the Board to include the Director of Finance (Lead Executive) or the Deputy Director of Finance if the Director was unable to attend.

At least half of the overall membership must be Independent Members.

#### Attendees

4.2. The Committee may require the attendance for advice, support and information routinely at meetings from:

- Board Secretary (Director of Corporate Governance)
- Charitable Funds Accountant
- UHB Investment Advisor
- Chair of Charitable Funds Bids Panel
- Chair of Staff Benefits Group / Vice Chair of Charitable Bids Panel
- Senior Manager responsible for the Fundraising Team
- Assistant Director, Patient Experience
- Director of Communications

4.3. By invitation:

The Committee Chair may extend invitations to attend committee meetings to others from within or outside the organisation who the committee considers should attend, taking account of the matters under consideration.

#### **Secretariat**

4.4 Secretary: as determined by the Board Secretary (Director of Corporate Governance)

#### **Member Appointments**

4.5 The membership of the Committee shall be determined by the Board, based on the recommendation of the UHB Chair - taking account of the balance of skills and expertise necessary to deliver the committee's remit and subject to any specific requirements or directions made by the Welsh Government.

4.6 Terms and conditions of appointment, (including any remuneration and reimbursement) in respect of co-opted independent external members are determined by the Board, based upon the recommendation of the UHB Chair {and, where appropriate, on the basis of advice from the UHB Remuneration and Terms of Service Committee}.

#### **Support to Committee Members**

4.7 The Board Secretary (Director of Corporate Governance), on behalf of the Committee Chair, shall:

- Arrange the provision of advice and support to committee members on any aspect related to the conduct of their role; and

- Ensure the provision of a programme of development for committee members in conjunction with the Director of Workforce and Organisational Development.

## 5. COMMITTEE MEETINGS

### Quorum

- 5.1 At least three members must be present to ensure the quorum of the Committee. Of these three, two must be Independent Members (one of whom is the Chair or Vice Chair) and one must be the Director of Finance.

### Frequency of Meetings

- 5.2 Meetings shall be held quarterly and otherwise as the Committee Chairs deems necessary - consistent with the UHB annual plan of Board Business.

The Committee will also hold an “Annual Time Out” to discuss Strategic issues associated with the work of the Committee

### Withdrawal of Individuals in Attendance

- 5.3 The Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

## 6. RELATIONSHIP AND ACCOUNTABILITIES WITH THE BOARD AND ITS COMMITTEES/GROUPS

- 6.1 The Committee is directly accountable to the Board, in its capacity as trustee, for its performance in exercising the functions set out in these terms of reference.
- 6.2. The Committee, through its Chair and members, shall work closely with the Board’s other committees and groups to provide advice and assurance to the Board through the:
- Joint planning and co-ordination of Board and Committee business; and
  - Appropriate sharing of information

In doing so, contributing to the integration of good governance across the organisation, ensuring that all sources of assurance are incorporated into the UHB overall risk and assurance framework.

- 6.3 The Committee shall embed the UHB’s values, corporate standards,

priorities and requirements, e.g., equality, diversity and human rights through the conduct of its business.

## **7. REPORTING AND ASSURANCE ARRANGEMENTS**

7.1 The Committee Chair shall agree arrangements with the UHB Chair to report to the Board in their capacity as trustee. This may include, where appropriate, a separate meeting with the Board.

7.2 The Board Secretary (Director of Corporate Governance), on behalf of the Board, shall oversee a process of regular and rigorous self-assessment and evaluation of the Committee's performance and operation.

## **8. APPLICABILITY OF STANDING ORDERS TO COMMITTEE BUSINESS**

8.1 The requirements for the conduct of business as set out in the UHB Standing Orders are equally applicable to the operation of the Committee, except in the following areas:

- Quorum

## **9. REVIEW**

9.1 These terms of reference and operating arrangements shall be reviewed on a biennial basis by the Committee with reference to the Board.

## Our Orchard- Update report. June 2018



### Background

Cardiff and Vale University Health Board is developing an innovative new space at its University Hospital Llandough (UHL) site. Our Orchard will bring to life the vision of a community orchard to the fields surrounding the hospital site. The Health Board is working with partners to establish this innovative project which is believed to be the first of its kind at a hospital site in the UK.

Our goal is to establish an ecological community health park which aims to benefit wildlife, plants and people through positive human environment interaction. Our Orchard will benefit patients, staff, visitors and the wider community and will be funded entirely through donations made to the Cardiff and Vale Health Charity.

### Progress

- All boundaries are in a state of poor upkeep, which has resulted in the suckering shrub blackthorn spreading from the native hedgerow and taking over large areas of the field. These areas are not hospitable to other plant species and will continue to spread if not managed.
- Winter 2017 the aim was to secure the south boundary and clear the south section of the field to prepare for planting.
- During the winter around 2,100sqm of blackthorn which equates to half an acre, was cut back to ground level.
- 32 of 69 heritage apple trees planted, which is about half of the planned heritage orchard
- A shelter belt of 270 mixed native shrubs and trees has been planted to protect the heritage orchard
- The original south boundary hedgerow, around 150 metres long, was identified and cleared of unsuitable plant material.
- Traditional hedgerow rejuvenation - hedge laying and coppicing - was undertaken on the south boundary.
- A new 'bird friendly' native hedge of 500 was planted in 'the gaps' of the old hedge, unfortunately this equated to around 90% of the boundary.

- Commissioned Dilys Jackson to undertake first art project.
- School visit by Lansdowne School a success

Workforce has included:

- Volunteers from financial corporations and business
- Volunteers facilitated by Cardiff and Vale University Health Charity
- Green Days Health Charity
- Independent skilled conservation workers

### Upcoming actions to progress project

- Continue preparation of the south section for the planting of the remaining 37 heritage apple trees
- Clear the area of blackthorn debris and keep blackthorn cut back in this area
- Remove grass and weed competition from newly planted shrubs and trees
- Make a general tidy of the 7 acre site - plastic bags and agricultural waste.
- Assess woodland Tufa spring and Tufa waterways
- Clear the woodland section of unstable branches/trees
- Secure boundary and mark out footpath
- Design and construct boardwalk/steps/bridge
- Pedestrian gate to be designed, built and installed to ensure equity of access/ assist with volunteer activities
- Meeting with various artists to discuss the creative brief and explore possible commissions
- To explore construction options of gazebo structure with various suppliers. Initially meeting with Tim Potts Oak Frame Carpentry Ltd.
- To put out to tender construction of the main paths.
- Visit from Llandough Primary School planned for 19<sup>th</sup> July
- Filming from site with Dr Rhys Jones planned for 19<sup>th</sup> July

### Issues that require attention/ decisions

- Assess woodland Tufa spring and tufa waterways - Dr Rhys Jones has suggested that Cardiff University Life Science Department may be able to assist with this.
- Application with the Cardiff and Vale UHB and the Vale of Glamorgan Planning Department, for access from Pen Y Turnpike Road directly into the seven acre site. This is essential to the progress of the project.

**BALANCE BROUGHT FORWARD from  
2017 includes Woods legacy  
£80,000.00**

**-89,515.87**

**INCOME**

**09450 Donations Income Charitable Funds**

Donations	-3,007.40
Vale of Glamorgan	-4,331.08
Charities Aid Foundation	-1,000.00
Just Giving	-1,129.22
In for a Penny	-269.28
HMRC - Gift Aid	-300.16
Dividends and Interest	-3,378.49

**09470****PAY**

Admin charges	1,554.54
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**NON-PAY**

Publicity Centre - Hi-Vis vests	537.60
Lewis MM - Display items	200.00
Lewis C - Artist materials	1250.00
Containers Direct - storage	1950.00
C&V Video production	80.00
Lewis C - Art project	2250.00
Publicity Centre - lapel badges	666.00
Acorn Tree Services - Ground clearance	4912.00

**TOTAL EXPENDITURE**

19,424.62

**BALANCE CARRIED FORWARD**

-83,506.88

All the progress on site could not happen without the fundraising and volunteering opportunities that are initiated and facilitated by Georgina Burke, fundraising officer, Cardiff & Vale Health Charity

We have had such enormous support, which includes;

Karen Burke raised £1433.00 from her Half Marathon challenge

Stuart Egan and his colleagues – (Jonathan Aver, Andrew Woodman, Steve Gauci, Peter McCabe, Wayne Brewer and Norman Mitchell) raised £1,414.83 from the Head shave fundraising event.

Llandough Nurses Associated donated £500.00

Llandough Community Council donated £100.00

To date, we have 8 people running the Half Marathon 2018 for the Orchard appeal

We have set up a service level agreement for Community payback to start work on site from week commencing 4<sup>th</sup> June and this has been supported by Natural Resources Wales.



Registered Charity No. 1056544

## **PROP APPEAL UPDATE. APRIL 2017 – MAY 2018**

The Prop Appeal is for patients in the regional Neurosciences Specialist Rehabilitation Unit, currently based at Rookwood Hospital. Patients generally have a serious and life changing disability relating to acquired brain and spinal injuries, and often have to cope with re-learning all aspects of daily living. Some patients might be in rehabilitation for between three and five years; this makes it even more important that their environment is comfortable and stimulating.

### **Big Lottery Fund Wales**

Thanks to the generous support of the Big Lottery Fund Wales, and the expertise of artists David Sinden and Kate Woodward, we were able to run a 'PhotoRenga' project for acquired brain injury patients and staff at Rookwood in April.

PhotoRengas are inspired by an ancient courtly form of Japanese poetry, in which sequences of haiku construct complex and profound poems, and help us to perceive things differently.

We're really proud to announce that the works produced in the Rookwood PhotoRengas workshops were also shown at a special open event at Insole Court.

### **Family Fun Day**

A lovely time was had by all at the Family Fun Day held in June. Huge thanks to all the Cardiff and Vale University Health Board staff, supporters and wonderful volunteers who put so much energy into planning and making it all happen.

The Prop Appeal contributes to the cost of the day, because, along with the donations spent on specialist equipment and ward activities, it's really important to have these times where patients and their families can hang out and have fun. Memories of these lovely moments help keep people going between proper visits. So a real thank you to all our donors - every penny really does make a difference to our patients.

### **Official Opening of Garden**

Patients, families and staff at Rookwood Hospital had beautiful weather to enjoy the official opening of the new garden. Patient family members Sarah Nokes, Viv Hansen and staff members Gill and Maria kindly developed the garden area - with some extra help from a wonderful team of Admiral Jobs staff volunteering too.

Everyone had a great time at the party, with delicious home-baked cakes donated by staff and families, face painters, and of course our friends Neil Warnock, Sol Bamba

and Sean Morrison from Cardiff City Football Club, who thanked all for attending and signed autographs

### **Cardiff Half Marathon 2017**

Clare Wilson, Consultant Clinical Neuropsychologist Lead, Alicia Eccles and Sian Hocking both Clinical Psychologists, raised nearly £1,000 to provide equipment and entertainment for their patients, many of whom can be rehabilitating in hospital for two years or more.

Friends, Amy, Cerys and Kim also ran to raise funds for their friend Claire Nokes.

Amy says "On the 28th December, Claire suffered a cardiac arrest at my house following an afternoon of Christmas festivities. It was a sudden attack on a very fit and healthy girl which has affected the lives of many. Her journey to date has taken her from Intensive Care Unit at UHW right through to Rookwood Specialist Neuro Rehabilitation Hospital. The treatment Claire received from the moment paramedics arrived has been second to none. Claire's family and I have been blown away by the fantastic care and support we have received from the NHS and for that we will always be grateful". Amy, Cerys and Kim raised an amazing £7,000 for ward 7.

### **Rookwood Christmas Party 2017**

The Rookwood patient and family Christmas party was a fabulous success! Huge thank you to the Spice Girls who graciously came to entertain everyone, now known as Old Spice but still belting out the old hits, and of course all the volunteers, staff and musicians who made it all so much fun! £143 from the raffle was raised at the event.

### **Marks and Spencer – Leckwith Store.**

Thanks to Marks and Spencer and especially Sarah and Jacob Kumpata who wrapped Mother's Day flowers in return for a donation to our Prop Appeal.

### **Cardiff City Football Club Fundraising Ball**

We'll be holding our first ever Blue Tie Ball at Cardiff City Stadium on Friday 19 October. There'll be amazing food, great entertainment, an incredible auction AND our special celebrity guests. We were also lucky enough to secure sponsorship from Admiral Law of £5,000 for the event.

### **Wales V France Six Nations Rugby Bucket Collection.**

Ex-patients, staff and supporters from Cardiff and Vale University Health Board, Rookwood Spur and the Prop Appeal braved the cold and the snow to stand together in bright orange at the Principality Stadium and raise money for our patients. French and Welsh rugby fans kindly gave an amazing £1,152!



Registered Charity No. 1056544

### **Bed Push NHS @ 70, May 2018**

Hundreds of people turned out to take part in the NHS at 70 bed push and 5k and 10k run at Cardiff Bay.

With blue skies overhead and a sea of smiling faces, 16 teams took on the bed push sprint at Cardiff Bay Barrage, with wonderfully decorated beds and team spirit a plenty. Almost 300 people took part in the 5k and 10k run around the Bay in the glorious sunshine.

Bed push racers and runners have helped to raise over £8,000 for Cardiff & Vale Health Charity to support those with brain injuries and other departments across the UHB. Thank you to sponsors FSG, Cardiff Bay Morrisons, Cardiff and Vale Unison, Invacare, and the Publicity Centre.

### **Equipment**

Donations to the Prop Appeal make a real difference to our patients. Recently, the Appeal purchased high-tech Dyson fans for use on the wards. A common side effect of acquired brain injury is losing the ability to regulate one's own temperature with sweating or shivering. This makes a dual heater and fan very useful for patients!

Donations have also been spent on improving the dayroom, which looks much more homely thanks to the generosity of our amazing Prop Appeal supporters. The dayroom now has brand new tables, chairs and recreational games. It is an excellent venue for the Christmas, Easter and summer parties held for patients and visitors.

To date the Prop Appeal has raised a magnificent £83,221!

<b>CHANGE ACCOUNT</b>	
<b>Name of Meeting :</b>	Charitable Funds Committee
<b>Date of Meeting:</b>	19 <sup>th</sup> June 2018
<b>Executive Lead :</b>	
<b>Author :</b>	Director of Corporate Governance
<b>Caring for People, Keeping People Well :</b>	
<b>Financial impact :</b>	
<b>Quality, Safety, Patient Experience impact :</b>	
<b>Health and Care Standard Number:</b>	
<b>CRAF Reference Number:</b> N/A	
<b>Equality and Health Impact Assessment Completed:</b> N/A	

#### **ASSURANCE AND RECOMMENDATION**

**ASSURANCE** is provided by:

Assurance is provided in the Assurance section of the report.  
The Committee is asked to:

- **APPROVE:** entering into a contract with Change Bank for an initial period of 3 years with the option to extend for a further 2 years.

#### **SITUATION**

The UHB has a Staff Benefits Group which receives, discusses and approves staff benefits provided from external sources. Towards the end of 2017, the UHB was contacted by Change Account digital banking platform to discuss potential of using their services on part of the programme of Staff Benefits.

#### **BACKGROUND**

The Change Account was established in 2013 and is a new forum of transactional account designed to simplify people's finances. Its initial concept was to help those who have difficulties in getting approval to set up a bank account e.g. low income, homeless and have also worked closely with Credit Unions.

It provides a dedicated Sort Code and Account Number and a pre-paid debit MasterCard. It does not provide overdraft or loan facilities.

The service is designed to provide budgeting tools to make it easier for individuals to manage their money.

This includes:

- Secure budget wallets
- Clear payment alerts
- Transport costs
- Range of reward Programmes
- On line and account management
- 24/7 Custom support and advice

This is set up without any credit checks being carried out and individual customers receive a Card Account for withdrawing cash and making payments, which it managed online or through a mobile app.

The Change Account also has “Wallets” which are secure budgeting tools to help manage your finances.

- The Change Account is different from a Bank Account:
- No penalties charge for late payments or missed payments
- No over-draft facility as you can only spend the money you have available in your Charge Account.

Rewards Programme allowing you to receive Cash back onto your account when you shop at participating retailers. At the current time Change Account works with the following partners:

- The Post Office (for counter service)
- Credit Unions
- Barclays Bank (secure client account)
- High Street Retailers
- Charities
- Government
- Housing Associations
- IVA Debt Management

## ASSESSMENT AND ASSURANCE

Since the introductory meeting with Change Account in 2017, the following has been actioned:

- Discussed at the Staff Benefits Group where support in principle was agreed.
- Discussed at the Local Partnership and support received.
- Discussed at the Charitable Funds Committee meeting where support in principle was received.
- Discussed at the full Trustees meeting in December 2017 where it was agreed that a formal paper, with recommendations should be presented to the Charitable Funds Committee.

The benefits to the UHB include:

- Provides staff and their families to have an on-line account without any credit checks being undertaken.
- There is no cost to the UHB for providing this Service.

- Potential donation to the Charity from Change Account for each individual account set up for staff e.g.(£1 per month/ account but could be more)

The Committee can also receive the following assurances on credibility and governance arrangements associated with the Change Account:

- Regulated by the Financial Conduct Authority and Prudential Regulatory Authority
- The Change Account is with individuals and not the UHB

Winner “Best Digital Banking Partner” Banking Technology awards 2017

Winner “Best use of Technology” Banking Technology Awards 2017.

- The Change Account Prepaid Debit Mastercard is issued by R. Raphael & Sons plc, pursuant to license by Mastercard International Incorporated. Mastercard® is a registered trademark of Mastercard International Inc. R. Raphael & Sons plc is a UK bank authorised by the Prudential Regulatory Authority and regulated by the Financial Conduct Authority and the Prudential Regulatory Authority (registration number 161302) and is permitted to issue e-money. Head office and registered office at 19-21 Shaftesbury Ave, London, W1D 7ED, company registration number 01288938.
- FCA and PRA LICENSED
- Operationally we operate under an e money licence but all our funds, client funds sit in Barclays Client Account and are secured and governed by that regulatory position.
- FCA and PRA Licensed
- Change Account was set up in 2013 as a SIC not for profit and converted to a limited Company in 2016 when at that time the share structure of the business changed with the PCT Group taking a 70% Share holding in the business, they are one of the largest payment processors in Europe and run schemes such as Easyjet card and Fair FX to name a few.

<b>CHARITABLE FUNDS FINANCIAL POSITION REPORT FOR THE PERIOD FOR MARCH 2018</b>
<b>Name of Meeting</b> : Charitable Funds Committee <b>Date of Meeting</b> 19th June 2018
<b>Executive Lead</b> : Finance Director
<b>Author</b> : Head of Financial Services
<b>Caring for People, Keeping People Well</b> :
<b>Financial impact</b> : Financial update
<b>Quality, Safety, Patient Experience impact</b> :
<b>Health and Care Standard Number</b>
<b>CRAF Reference Number</b>
<b>Equality and Health Impact Assessment Completed:</b> Yes / No / Not Applicable

#### ASSURANCE AND RECOMMENDATION

**ASSURANCE** is provided by:

- The financial strength of the charity.
- Good financial performance during the period.

The Committee is asked to:

- **NOTE** the financial position of the charity.

9

#### SITUATION

The Charitable Funds Committee has responsibility in overseeing the financial management and stewardship of the charitable funds. This report is provided to the Charitable Funds Committee on a quarterly basis.

## BACKGROUND

This report covers the financial performance for the 12 month period ended 31<sup>st</sup> March 2018.

## ASSESSMENT AND ASSURANCE

### Statement of Financial Activities

The Statement of Financial Activities covers the financial transactions that have taken place throughout the period ended 31<sup>st</sup> March 2018. In addition to income and expenditure it also includes gains/losses on investments. A summary of the financial activities for the period is shown in the following table.

### Statement of Financial Activities for the period ended 31<sup>st</sup> March 2018.

	Funds £'000	Funds £'000	Funds £'000	£'000
<b>Fund Balances brought forward April 2017</b>	<b>6,680</b>	<b>1,507</b>	<b>2,450</b>	<b>10,637</b>
Total Incoming Resources	812	646	1	1,459
Total Resources Expended	-1,361	-449	-2	-1,812
Net Incoming/(outgoing) Resources	-549	197	-1	-353
Gains/(Losses) on Investment Assets	-79	-26	-1	-106
<b>Net Movement in Funds</b>	<b>-628</b>	<b>171</b>	<b>-2</b>	<b>-459</b>
<b>Fund Balances carried forward March 2018</b>	<b>6,052</b>	<b>1,678</b>	<b>2,448</b>	<b>10,178</b>

The above table shows the Charity generated £1.459m of income, it also spent £1.812m and therefore had net expenditure of £0.353m.

In addition, the charity also had market value losses on its investments of £0.106m for the period compared to the March 2017 valuation.

The combined effect of these results is a net decrease in fund balances for the year of £0.459m, represented by net income of £1.459m and investment losses of £0.106m.

**Summary Balance Sheet as at 31<sup>st</sup> March 2018**

	<b>Opening Balance</b>	<b>Closing Balance</b>
	<b>1.4.17</b>	<b>31.03.18</b>
	<b>£'000</b>	<b>£'000</b>
Fixed Assets	9,044	8,938
Net Current Assets / Liabilities	1,593	1,240
<b>Total Net Assets</b>	<b>10,637</b>	<b>10,178</b>
Unrestricted Funds	2,450	6,055
Restricted Funds	1,507	1,678
Endowment Funds	6,680	2,445
<b>Total Funds</b>	<b>10,637</b>	<b>10,178</b>

Of the closing fixed asset balance, £2.406m relates to Rookwood Hospital with the balance of £6.532m relating to the investment portfolio.

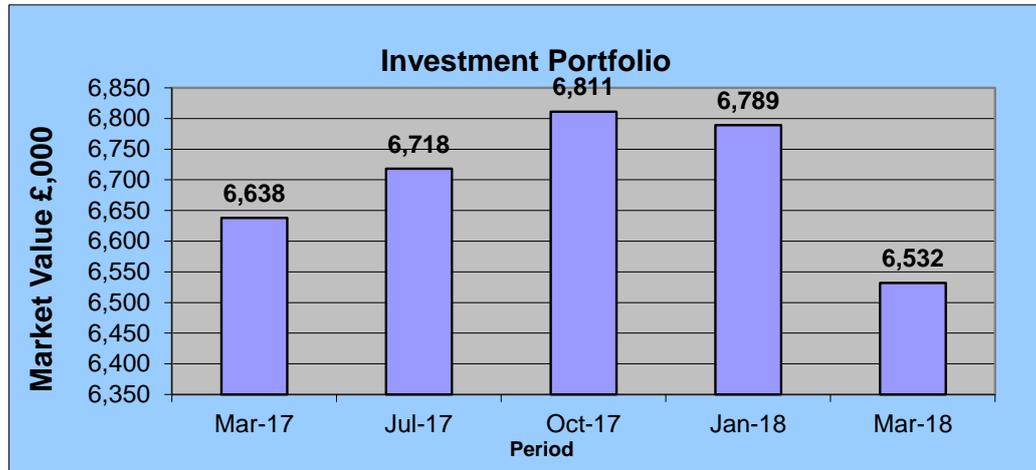
Of the net current assets closing balance of £1.240m, some £1.211m is supported with cash with the balance being net current assets of £0.029m.

The fund balances decreased by £0.459m in the period to £10.178m. Of this 60% relates to unrestricted funds, 16% to restricted funds and 24% to endowment funds. A summary of the key constituent fund balances is shown in the following table.

**Summary of Fund Balances at 31<sup>st</sup> March 2018**

	<b>Fund Balances 31 March 2018 £'000</b>
Unrestricted Non Delegated	968
Unrestricted Delegated	5,087
<b>Total Unrestricted</b>	<b>6,055</b>
Diabetes Investigation	12
UHW General	339
Education and Training	20
Staff and Patient Welfare	816
Research and Development	489
ECCO	2
<b>Total Restricted</b>	<b>1,678</b>
Catherine Jenkins	39
Rookwood Hospital	2,406
<b>Total Endowment</b>	<b>2,445</b>
<b>Total Funds</b>	<b>10,178</b>

The following graph shows the investment portfolio's performance over a twelve month period ended March 2018.



The investment portfolio started the year with a market value of £6.638m. The value has decreased to £6.532m at the end of March, therefore resulting in a market value loss of £0.106m for the period. (The committee is asked to note that the market value for the period ending 31<sup>st</sup> May 2018 was £6.886m which represented an increase of £0.354m.)

The Portfolio is continually monitored by the Investment Managers in line with our current low to medium risk strategy. The Charitable Funds Committee also meets with the Investment advisors twice a year to review strategy and performance.

In summary the value of the Charitable Funds has decreased by £0.459m in the current year to £10.178m. This decrease represents net expenditure of £0.353m and market value losses of £0.106m.

<b>FUNDRAISING REPORT</b>	
<b>Name of Meeting : Charitable Funds Committee 19<sup>th</sup> June 2018</b>	
<b>Executive Lead</b>	
<b>Author :</b> Engagement Lead- 029 20742406	
<b>Caring for People, Keeping People Well :</b>	
<b>Financial impact :</b>	
<b>Quality, Safety, Patient Experience impact :</b>	
<b>Health and Care Standard Number ...</b>	
<b>CRAF Reference Number .....</b>	
<b>Equality and Health Impact Assessment Completed:</b> Not Applicable	

#### ASSURANCE AND RECOMMENDATION

The Charitable Funds Committee is asked to:

- **APPROVE** the progress and activities outlined below
- **APPROVE** the recommendations for proposed changes to the management support function of the charity

#### SITUATION

<b>Income</b>	<b>Total</b>
	£,000
Legacies	306
Donations	504
Appeals	222
Lottery	226
<b>Total</b>	<b>1,258</b>

Please note that the above table excludes Investment Income of £201k for the period

<b>Fund No</b>	<b>Appeal</b>	<b>Total</b>
9180	Stroke Services Appeal	1
9149	Breast Centre Appeal	103
9337	Bone Marrow Transplant Appeal	11
9447	Better Life Appeal	84
9448	Prop Appeal	18
9639	Childrens Video Telemetry Appeal	5
	<b>Total</b>	<b>222</b>

## Cardiff & Vale Staff Lottery

The Lottery Superdraw will take place on 31<sup>st</sup> August at 1:00p.m. UHL. Griffin Mill Cars will hand over the lucky winner a fantastic prize of a Peugeot 208, 5dr hatchback, 1.2 Puretech Allure.

## Communications

The Health Charity has reached 2,934 likes on Facebook, as of 5<sup>th</sup> June. There are members of the Cardiff Half #TeamHealthCharity and Maria's Marvels group, which is a community associated with the page, but dedicated to supporting our half marathon runners and walkers.

On Twitter, the Health Charity feed has 1,285 followers. This month's analytics show 5,496 impressions, 84 mentions and 289 profile visits. We are pleased to be engaging with a wider range of people on Twitter, including people out on training runs ready for the Cardiff Half.

## Events

### Cardiff Bay Bed push, 5K & 10K run on 20<sup>th</sup> May to celebrate the NHS at 70.

Hundreds of people turned out to take part in the NHS at 70 bed push and 5k and 10k run at Cardiff Bay last weekend, raising over £7,000 for Cardiff & Vale Health Charity. 16 teams took on the bed push sprint at Cardiff Bay Barrage, with wonderfully decorated beds and team spirit a plenty.



Almost 300 people took part in the 5k and 10k run around the Bay in the glorious sunshine.

Bed push racers and runners have helped to raise over £7,000 for Cardiff & Vale Health Charity to support those with brain injuries and other departments across the UHB.

Behind the scenes, helping to organize this event was Paul Harrison, Professional Lead for General Podiatric Practice at Cardiff and Vale University Health Board. Paul was instrumental in pulling the event together, as in November 2016 he had a traumatic brain injury and is passionate about giving something back for the kindness and care he received.

Light up Events Director Paul Jenkins said: "The event was yet another great success for Light Up Events and in Cardiff we have helped to raise over £15,000 for health causes such as this. We look forward to the next event and would like to thank the NHS team for their hard work and all the runners and supporters who came along to join in."

Len Richards, Chief Executive of Cardiff and Vale Health Board said: "I really enjoyed coming along to the NHS at 70 bed push and run. I was blown away with the thought, time and effort teams had gone to dressing and decorating their beds. I took part in the 5k walk and it was lovely to chat to many of the participants and see so many people come and support this event. The team spirit, camaraderie and competition between bed pushers and racers was fantastic, what a great event."



10

### Strictly Come Dancing- Breast Centre Appeal

It was a strictly top evening at the SSE Swalec Stadium recently to help raise money for the Cardiff & Vale Health Charity's Breast Centre Appeal. Eight teams trained for 6 months to create dances and formations for The Strictly Top Dancer 2018 at the SSE Swalec Stadium on the 26<sup>th</sup> May. They learned a new skill, created their own dance families and raised an exceptional amount of money for the Breast Centre Appeal at University Hospital Llandough.

The Sparkly Misfits team were crowned the winners - they took over a third of the audience vote on the night to scoop the glitter ball and there was not a dry eye in the house when they performed 'This is me' from the Greatest Showman. A huge thank you to everyone involved from the venue, production, staff, organizing team, supporters but most of all the teams and coaches for giving up so much of their valuable time!

Everyone involved helped to raise the phenomenal amount of £45,826.00 with money still coming in! Mr Goyal, Consultant Surgeon at the Breast Centre said 'Congratulations to everyone who took part and organized this event. It was a fantastic evening - amazing beyond words. The effort everyone has put in is just unparalleled'.



10

### Cardiff Half Marathon

As of beginning of June we have issued 399 spaces. Our target was to reach 250 by April, at which point the project would be in profit. The team have exceeded this target and we continue to work hard to promote the event and spaces available.

### Some other events coming this year

July	NHS 70 Celebrations Len's Challenge
August	Eisteddfod
August	Pride
September	Cardiff 10K
October	Cardiff Half Marathon
October	Prop Gala Ball
December	Breast Centre Appeal Pink Tie Ball

## Staffing

**We now need to progress actions to secure the sustainability of the Cardiff and Vale Health Charity support team**

### Background

Over the past few months a number of work related and staffing issues have arisen, resulting in some challenging circumstances for the Charity Support functions and team.

Following a meeting with the Chair, Akmal Hanuk, Peter Welsh, Chris Lewis, Simone Joslyn and Joanne Brandon, a series of immediate and longer term recommendations to ensure the stability of the charity and its support functions has been proposed.

### 1. Direct line management and ongoing management support of the current manager

Due to the restructure within the planning department and the resignation of Emma Wilkins, line manager of the Engagement and Special Projects Manager Simone Joslyn, it has been proposed that the Charity line management including strategic and operational line management of the Engagement and Special Projects Manager be moved to the UHB Communications and Engagement Team. This has been agreed by all of the relevant parties and the HR process to formalise the arrangements is currently in progress. Simone Joslyn will move to the line management of Joanne Brandon with effect from the 1 June 2018.

Simone has requested a job evaluation as part of this process on the basis of the additional responsibilities she is undertaking. This is currently with HR and once her formal appointment has been confirmed it will be progressed in line with UHB policy.

**Proposal:** On the basis that over 50% of Simone's duties will be directly managing the team and ensuring delivery of the key Charity events and projects we are requesting that 50% be jointly funded 50/50 by the UHB and the Charity. This will ensure equity of role, duties and ownership of the post, providing stability to both the post holder and the Charity. A 50% cost of the post prior to any re-banding process will be £35,896 based upon a Pay point 5 of an 8b. .

### 2. Immediate Support Team delivery

There are a number of posts whose line management, their capacity and their resource need to be resolved with some urgency. At present the team has been destabilised by a number of issues and we need to offer some significant ongoing support to ease the pressures on the team and to support delivery of the Charity's key projects for the next six months.

This is also a reputational issue for both the Charity and the UHB in regards to fulfilling obligations and particular fundraising events.

It is proposed that to ensure business continuity and delivery that the following issues and posts are addressed:-

**- Melanie Wotton – Hearth Gallery co-ordinator.**

The Gallery Co-ordinator post is aligned under the line management of the Engagement and Special Projects Lead, as part of the broader Wellbeing and Future Generations work of the UHB and the ethos behind the Charity of providing positive experiences and benefit to both staff and patients.

A HR process is currently being undertaken to ensure that this can happen seamlessly in line with the other posts. There is no cost implication of this transfer.

**- Barbara John – Operations and Business Manager**

We are delighted with Barbara John's secondment with us for two days a week for the past 3 months, March to May 2018. This has been extended until the end of June. Barbara supports the Team on various projects.

Barbara has been assisting the Charity with a significant area of work for them over the past 3 months. Barbara has been proactively involved in the wellbeing at work initiative and developing relationships to take forward a new appeal for Wales for Africa/ Sierra Leone. We have seen a significant improvement in some processes but this requires further- work / attention.

Simone has met with the Mental Health Clinical Board and secured an extension of Barbara's secondment, on a six month, full time basis. This would incur additional costs which are highlighted in the grid below.

The benefits to the Charity are to provide structure and processes, this will improve governance but also alleviate pressure on fundraising staff to free them up to fulfill their roles, build capacity within the team and respond proactively to enquiries.

**- Lucie Barret and Georgina Burke** – At present due to ongoing pressures, both Lucie and Georgina have been allocated additional work and will be required to commit to working additional time outside of core working hours. This is in order to fulfil the Charity's current obligations and deliver the host of events planned, as well as a significant number of mandated tasks. It is proposed that both Lucie and Georgina act-up for an interim period of up to six months, in order to stabilise the team and to acknowledge their taking on additional roles and duties for a period of time, which is as yet unqualified. The exact costing of this is contained in the grid below.

- **Interim Digital Communications post-** at present due to staff shortages many of the duties assigned to this post have not been undertaken. As an interim measure, it is proposed that this be considered with urgency in order to pro-actively update, develop and take forward the website.

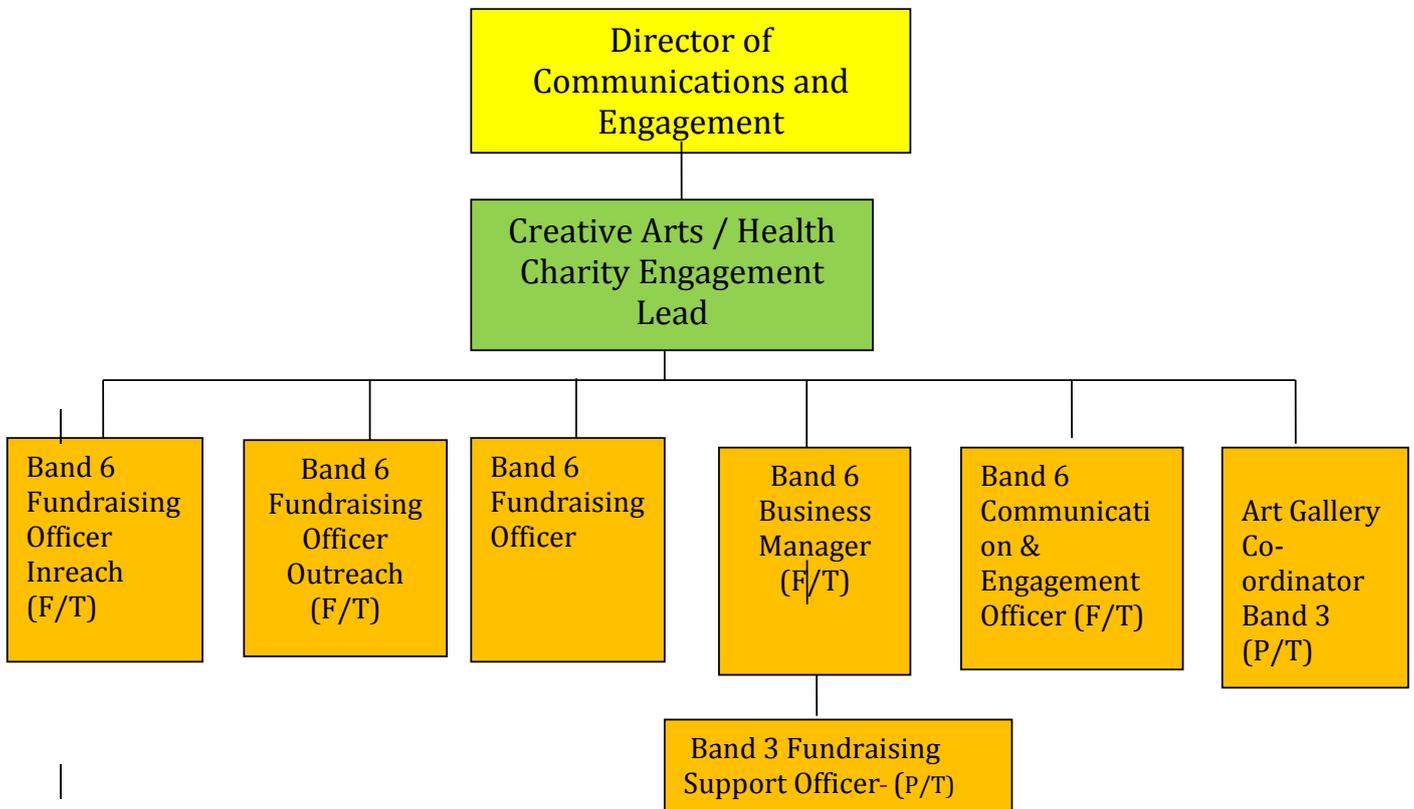
This will include Wi-Fi landing pages, social media accounts and to support across all social media platforms at all Charitable Funds events and initiatives etc.

- **Website-** It is proposed that we undertake a review and recommend the establishment of a new Website contract ASAP in order to align the two key areas for promoting the charity and its events to a broad audience. This is timely as the contract is currently due for renewal and the funds allocated not been fully utilized.

### 3. Budget

Post	Grade +/-	3 month cost	6 month cost	
Mel Wotton	No cost 3	Nil	Nil	
Barbara	5	£9,051	£18,102	Costed at top of scale
Lucie	5 to 6	327	654	Costed at bottom of scale due to where they would transition at this time. Mean of scale difference between band 6 and 5 full year cost would be an increase of £7,292.
Georgina	5 to 6	327	654	Costed at bottom of scale due to where they would transition at this time. Mean of scale difference between band 6 and 5 full year cost would be an increase of £7,292.
Interim Digital Comms	6	£9,717	£19,434	Costed at mid-point of scale

### PROPOSED HEALTH CHARITY STRUCTURE



10

#### Timescales

The staffing issues require attention as soon as possible to provide consistency and to ensure the welfare of the team. With the Team manager on long term sick and ongoing issues raised by the Charitable Trust team, the management and support of the team is fundamental to retain the reputation of the charity, retain and build momentum in delivering a high quality service to fundraisers and corporate relationships.

#### 4. Risks

**It is considered that the Support Functions of the Charity are sufficiently de-stabilised at present to create risk issues that need immediate intervention to prevent occurring.**

De-stabilisation of Charity Support Team function

External reputation- potential cancelation of events due to lack of staffing

Wellbeing and welfare of team

Potential leavers as a result of the low morale

Further sickness in the team, as a result of overburdening remaining staff

**Next Steps** - Approval from Charitable Funds Committee to:

1. Support and approve the proposal and the resulting financial implications
2. Support the changes to the Management structure of the support function of the Charity
3. Support the interim proposals to provide resilience for the communications and fundraising role during sickness absence
4. Support a further review of the support function financial sign off processes.