

## Bundle Charitable Funds Committee 11 December 2018

### Agenda attachments

#### 00. Agenda CFC December 2018 V3.docx

- 1 Draft CFC Minutes  
01. Draft Minutes from Sep 2018.docx
- 2 Action Log - September 2018  
02. Action Log Sep 2018.docx
- 3 Annual Report and Accounts  
03. Approval of Final Accounts.docx  
03a. Annual Report and Accounts.pdf  
03b. CVUHB Charitable Funds ISA 260 2017-18 FINAL.pdf  
03c. CVUHB FHOT audit enquiries letter.pdf
- 4 Bids Panel Report  
04a. Confirmed Minutes of Staff Lottery Bid Panel Meeting of 1st November 2018.docx  
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- 8 WiFi 2018/19
- 9 First Impressions Barry Hospital  
09. Barry Hospital Board Report V2.doc
- 10 IBD Service at UHL - enhancing patient experience  
10. Charitable Funds Bid IBD Room.doc
- 11 Arts Fund Proposal  
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11. art strategy DRAFT v3.pdf
- 12 BSL Training and Awareness  
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- 13 Patient Experience / Waste Report
- 14 Promoting Health and Health Charity messaging/visibility  
14. Increase Health Charity visability and promote health messages (2).doc  
14. SPEC & COST SHEET Cardiff & Vale Charity Signage.xlsx
- 15 Staff Benefit Progress Report  
15. Staff Benefits Board Report Charitable Funds Committee.doc
- 15.1 Letter of Intention - Horatio's Garden  
15.1 letter of intention.SJ comments.docx
- 16 Items to bring to the attention of the Board/ other Committees
- 17 Date and Time of Next Committee: 19 March 2018 @ 9am in the Corporate Meeting Room , HQ





**CHARITABLE FUNDS COMMITTEE**  
**11 DECEMBER 2018**  
**CARDIFF CITY STADIUM 13.30 – 16.00**

1	Draft CFC Minutes - September 2018	Akmal Hanuk
2	Action Log – September 2018	Akmal Hanuk
3	Annual Report and Accounts	Chris Lewis
4	Bids Panel Report	Mike Jones
5	Financial Position Report	Chris Lewis
6	Fundraising Report	Simone Joslyn
7	Internal Audit Report on Charitable Funds	Chris Lewis
8	WiFi 2018/19	Verbal – Chris Lewis
9	First Impressions – Barry Hospital	Peter Welsh
10	IBD Service at UHL – enhancing patient experience	Peter Welsh
11	Arts Fund Proposal	Simone Joslyn
12	BSL Training and Awareness	Angela Hughes
13	Patient Experience / Waste Report	Sarah Maggs
14	Promoting Health and Health Charity messaging / visibility	Simone Joslyn

<b>ITEMS TO BE RECORDED AS RECEIVED AND NOTED FOR INFORMATION BY THE COMMITTEE</b>		
15 15.1	Staff Benefit Progress Report Letter of Intention – Horatio's Garden	Peter Welsh Maria Battle
16	Items to bring to the attention of the Board / other Committees	Verbal – Akmal Hanuk
17	Date and Time of Next Committee: <b>19 March 2018 9.00am</b> - Corporate meeting Room HQ, UHW.	Verbal – Akmal Hanuk



**UNCONFIRMED MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING  
HELD AT 09.00AM TUESDAY 11 SEPTEMBER 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
Peter Welsh	Director of Corporate Governance
Simone Joslyn	Engagement Lead
Angela Hughes	Assistant Director of Patient Experience
Fiona Jenkins	Executive Director of Therapies
Joanne Brandon	Assistant Director of Communications & Engagement
Nicola Foreman	Director of Corporate Governance
Barbara John	Operational Business Manager
John Union	Independent Member
Claire Jenkins	Director of Therapies Health Science
Sue Dickson Davies	Senior Fundraising Officer

**Secretariat:**

Helen Bricknell

**CFC 18/040          WELCOME AND INTRODUCTIONS**

The Chair welcomed all present to the meeting

**CFC 18/041          APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mike Jones

**CFC 18/042          DECLARATIONS OF INTEREST**

The Chair invited Members to declare any interests in the proceedings, none were declared.

**CFC 18/043          UNCONFIRMED MINUTES OF THE MEETING HELD 19 JUNE 2018**

The Committee **RECEIVED** and **APPROVED** the minutes of the meeting held on 19 June 2018.

**CFC 18/044          ACTION LOG - MEETING OF 19 JUNE 2018**



The Committee **RECEIVED** the Action Log from the meeting of 19 June 2018

1. Peter Welsh - all delivered and waiting on evaluation from Jo from Head of Dietitian's.
2. Terms of Reference: Peter Welsh signed off last committee meeting for a 12 monthly review (Sep 19)
3. Orchard progress Alun Williams – Complete
4. Park and Ride – use of additional funds for further park and ride services. Geoff Walsh and team, problematic due to land being held by Cardiff council. Minibus service, on lease 3 years for Barry/Cogan, circa of 30k approx. 10-12k per annum. Piloted the Cogan run and take up rather limited. Demand for Barry hospital on the Cogan link. More demand from heath halt train station to UHW site than the other site. Costs of a driver for the shuttle service. The cost of the service and whether to revisit the options in a few months' time, and for the plan to fit into the sustainable travel plan. To use the first sector and voluntary sectors also within the sustainable travel plans. A sustainable travel plan has already been drafted as a baseline with the consultation to moving to Woodland House – plan to be drawn up with Tom Porter / Geoff Walsh

#### **CFC 18/045                      BIDS PANEL REPORT**

Peter Welsh presented the Bids Panel report, there was a total of 13 applications to the value of £58,350.00 received for consideration. The staff lottery numbers are increasing promoting the charity. It was discussed about how the charity will spend the money wisely and communication will be issued through the latest report in due course. If there are any identifiable areas on the wards that are in need of non-core equipment then bids should be submitted to try and make a difference for the patient experience.

The Committee **APPROVED:**

The bids supported by the August 2018 meeting of the Charitable Funds Bids Panel.

#### **CFC 18/046                      CHARITY FUND APPLICATION – INFLAMMATORY BOWEL DISEASE TREATMENT AND EDUCATION CENTRE.**

The report was delivered by Sarah Edwards with a brief overview of the paper. The Centre currently has a four chair infusion room at UHL that is cramped, lacks dignity and privacy and does not have the capacity to meet the current demands of the service. Having acquired a site for this development and have gained funding for the clinical equipment needed we need to refurbish the area to make it suitable for clinical use and enhance the patient experience. A more detailed assessment is also underway. We are requesting help in funding from the charitable trust as it would make such a huge difference to our patients and the care they receive, whilst we strive to achieve not only meeting but surpassing the national standards, which have been sadly lacking for some time.

The Committee:

- **APPROVED** the expenditure outlined in the application from the Cardiff and Vale UHB Health Charity Funds.



The Fundraising Policy and EHIA were briefly discussed at the meeting and no further comments were made.

The Committee **NOTED:**

The great work being undertaken to complete the project.

A verbal update was given by Simone Joslyn and Peter Welsh around the Hospital. Both of these hospital sites are very different, looking around Rookwood hospital and maintaining a standard and positive patient experience and staff experience whilst still on site. A few initiatives are being looked at

Sensory garden at Rookwood and the wards are quite isolated currently but a good relationship has been built up with Insole Court and help with small projects. Simone Joslyn is meeting with Men's Shed to see if they are going to look to do a volunteer call out, some current members treat bees and whether Cardiff and Vale could train some staff to participate in this work as part of therapeutic rehabilitation and staff wellbeing project. Staff members from MH Services have already participated in this venture and done so well and we are looking at putting a hive up in Llanfair Unit.

Barry Hospital is around 24 years old and the demographic of people that attend really value the services currently provided but the flooring, seating and the overall design needs updating, currently looking at local arts contemporary businesses. A photo competition is underway and Jane Hutt will be involved judging. There are no general endowment funds for Barry Hospital, it has a few restricted accounts, a walk around with Mike Jones will be taking and a bid will be worked up with suggestions taken to the bids panel for further enhancements of the Community Hospital. Patient experience and hospital reputation could be enhanced with these bids if taken forward.

Feedback from the patient care services have been great, but the environmental impressions from point of entry to discharge have identified that work and enhancements would be beneficial for both the Health Board and the patient experience.

A few points were discussed:

Maria Battle was happy that we are focusing on Barry Hospital and praising that the public meetings are always expecting the hospital to close, but having the hospital being brought up to a proper standard will be positive way forward for the Health Board and the public

Maria Battle personally thanked Simone for all her work. It will be a minimum for 2 years before the patients can move and it is important to embrace the initiatives that are underway. If other Executive Directors can participate in the walk arounds it would be beneficial for the Executives to see the sites.

It was mentioned that there is an opportunity now on a Monday with the management Executive meetings for staff and public voices to be heard.

Discussion around the strategy and fundraising will be discussed at time out in December.



As part of the opportunities in Barry, Simone has been looking at using a company to advertise more around the Health Charity, the issue we still have being a lot of people are not aware of the charity and all of the work we are doing is for people to know more about it and to fundraise their time, energy and this will promote the charity

**ACTION:** Discussion around resources for Barry/Rookwood arts Programme at a future meeting

## **CFC 18/049      BREAST CENTRE**

The Breast Centre appeal has been stewarded by Lucy Garrett for the last few years, which will now be transported into Sue Dickson Davies' portfolio. The Breast Centre is doing enormously well. Irene Hicks has contributed and raised over £82,000 for the appeal. To date the Breast Centre has raised a £476,000.

A brief overview was presented by Simone Joslyn, the Breast Centre houses out-patient clinics and diagnostic radiology services together. Patients can have a mammogram or ultrasound and get their results on the same day; then if further investigations are needed these can also be carried out at the Centre. Soraya Kelly is championing a campaign she hopes will unite people in the fight to promote early detection of cancer. The campaign is characterized by the use of giant pink boxing gloves. Several key events including;

- The Breast Centre Gala
- Strictly Top Dancer
- Garden Party
- Admiral Insurance does Ministry of Fun
- Matalan Llantrisant
- Concert for Sara
- 54321 Cymru

## **BETTER LIFE APPEAL**

The donations to the Better Life Appeal have refurbished and equipped six new rooms which now house the specialist nurses and research nurse; provide an outpatient treatment room; specialist physiotherapy room; CF patient gym; clinical psychologist room and a necessary storage room. Support from staff and people in the community who have raised money for the Better Life Appeal include;

- Annual Golf Day
- Fancy Dress Walk – Pen Y Fan
- Events in memory of Kim Hodges
- Fundraising Ball
- Ladies Night
- Victoria Lambe
- Inhale the music festival

Since the Better Life Appeal was set up in 2006, staff, fundraisers and supporters have raised the magnificent amount of £547,473.18.



It was asked:

- What is the difference between this appeal and the Breast Centre appeal and why close one and not the other, and secondly what are the views of the team within the cystic fibrosis unit and why close it?

The Breast Centre appeal spend their money on a regular basis and continue to improve the service by opening the gym, part funding a post and how they spend the money on the here and now. Within the better life appeal that does not appear to be happening as the business case has taken a long time to be approved, even though patients have been lobbying and the politicians have been involved at ministerial level. Unsure of how long it will take before the monies can be spent, therefore it will become a fund and when we have a date it will become re-instated, an approach to corporate fundraising has been undertaken by providing fundraising packs. We currently have a paper around setting up an appeal but do not have an exit paper, and the policy therefore this is being reviewed. The work on the UHB website needs to reflect the process.

The Chair mentioned he will be attending a Fundraiser for Ovarian Cancer in London and has mentioned that the speaker would like to come to Cardiff and vale and present. Fiona Jenkins suggested to the Chair around speaking to Meriel Jenny to organize the event.

The Committee:

**APPROVED** the closure of the Better Life Appeal and for it to continue as an endowment fund. The current balance of the Better Life Appeal Endowment fund is **£350,503.14**.

## **CFC 18/050                  UPDATE ON HORATIO'S GARDEN**

Geoff Walsh gave a brief overview of the report, a planning application has been submitted in August for the preparation work and hoping for approval in November with no foreseeable issues. For the submission to go to investment board in Welsh Government on the 26<sup>th</sup> September and the contractors to be starting on site by November.

The estimated costs remain the same, it has been scrutinized and the Committee will have sight of the costs.

For the staff and patients to be involved in Horatio's garden promoting a positive impact.

The garden and designing will begin around 18 months after the starting phase. The designer has specific qualification around designing experience therapy gardens for people with spinal injuries. A Memorandum of Understanding around this work to be discussed outside the meeting with the Director of Corporate Governance.

The importance of the committee monitoring and demonstrating value of money, given the significant amount of money that the Committee had been allocated for the garden and that the Committee would monitor it on a regular basis.

**The Committee:**

**NOTED** the verbal report

## **CFC 18/051                  COMMITTEE "TIME OUT" ON 11<sup>TH</sup> DECEMBER 2018**

Peter Welsh gave a brief update on the Time Out session suggesting that the Committee



Will be focusing on our strategy and training with Geldard's Solicitors. The draft agenda will be tweaked to add any updated items.

It was mentioned whether an item on the financial outlook should be included.

It was commented that not all the diaries have been allocated sufficient time for the meeting on December 11<sup>th</sup> 2018.

## **CFC 18/052 CHARITABLE FUNDS BID STAFF RECOGNITION AWARDS 2019**

The report was presented by Peter Welsh, nothing further to add to the report. 8<sup>th</sup> anniversary of the event, it is being requested for £25, 000 over a period of 5 years. It was discussed with Geldard's and it was absolutely appropriate for this use.

It was suggested that the Health Charity are present at it and any funds raised will be for the charity and the connectivity between the Charity and the well-being of the staff along with the support of the organization.

The Committee:

**APPROVED** the expenditure outlined in the application from the Cardiff and Vale UHB Health Charity funds

## **CFC 18/053 FUNDING FOR A COUTESY CAR**

The hospital also has one of the longest hospital corridors in Europe, which additionally impacts upon patients and visitors, especially those who are older people and/or those with mobility problems whether temporary or enduring. Since the opening of Hafan y Coed (Mental Health Facility) in April 2016, the site has become increasingly busy with an increase in patient and visitor attendances. This is reflected in the increased usage of the shuttle service, the provision of this service has improved the patient/visitor experience by examples outlined in the paper.

The service was provided through the WRVS service for the last five years, now the RVS, they contribute towards the running, maintenance and we are able to maintain core hours in the morning. At the beginning of the year it was mentioned that funds were struggling so the Rookwood outlet has been closed. It is looking at a cost of £11,000 per year.

The Committee **SUPPORTED:**

The Bid of £33k to fund the Courtesy Car Service at UHL for a 3 year period.

## **CFC 18/054 ARTS AND WELL BEING PROGRAMME / CFC ARTS CO ORDINATOR BID**

The report was presented by Peter Welsh, giving a brief overview of the proposal which is to fund a Band 6 (part time) project lead for the UHB from Charitable funds, for a period of 12 months Secondment. During this period, the project lead will explore and produce detailed business cases for alternative funding from the Arts Council of Wales, Welsh Government and other sources to establish permanent posts. The programme the team offers, as well as getting people more physically active, allows us to see the results in breaking through loneliness, isolation and



depression for our patients, helping them to recover quicker within the hospital setting or ideally, supporting them in their care at home or in the community.

The way in which the imaginative and emotionally expressive experiences of the Arts can make a distinctive and versatile contribution to keeping people well is tangible, and as recognised by the Art Council and Welsh Government

The Committee:

- **APPROVED** : The funding of a part time project lead for an Arts, Heritage and Environment post for a period of 12 months from Endowment Funds (UHW)
- **RECEIVE**: To receive progress report in 6 months.

## **CFC 18/055                    CFC ARTS FUND BID, STAFF LOTERY PRIZE, HEALTH CHARITY PROMOTION**

**CFC Funds:**                    Having the resource of somebody will allow support of the some of the projects already started, work with dementia patients, to maintain the galley and operational aspects. A paper will come to the December meeting around the Funds.

**Staff lottery Prize:**        A mega draw will take place in January 2019, to increase the membership by 192 to recoup the cost of the prize over the year. If this goes forward again some-one should come and present the draw with the Chair.

**Health Charity:**            Looking at opportunities to promote the Health Charity better. Looking at promoting staff well-being i.e. using the stairs not the lifts. The costing currently is £2500 to make these spaces more appealing, design areas.

The Committee:

**APPROVED** the initial cost of the designs for the Health Charity

## **CFC 18/056                    FINANCE POSITION,**

The investment portfolio started the financial year with a market value of £6.532m. The value has increased to £6.937m at the end of July, therefore resulting in a market value gain of £0.405m for the period.

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 increased by £0.568m in the current year to £10.822m. This increase represents net income of £0.163m and market value gains of £0.405m.

The Committee:

**NOTED** the financial position of the charity

## **ANNUAL ACCOUNTS AND REPORT**



Chris Lewis presented the paper, the financial performance relating to the period 2017/18 was presented to the Committee at the meeting of 19<sup>th</sup> June 2018. The full draft integrated report has been circulated to all of the members of the committee via separate cover for comment and therefore any further comments would be most welcome with a deadline set for Friday 21<sup>st</sup> September 2018.

The Committee:

**CONSIDERED** the Draft Annual Report and Accounts subject to any adjustments required by the Wales Audit Office review.

## **CFC 18/057                      FUNDRAISING REPORT**

Between the announcement of the prize in June and the draw planned for August, membership increased from 4598 to 4799 numbers which will be included in the Super Draw. The Health Charity has reached 3,625 likes on Facebook, as of 5<sup>th</sup> September. The most popular post was about a donation to the Coronary Care Unit from Jim Price in memory of his wife. This story reached over 5,200 people.

We have been focusing on the stories behind the runners for the Cardiff Half Marathon and have issued six stories to the local press which were released on to social media and the website over the period of a week.

There have been some initial design changes to the website following user feedback and we will be continuing to refresh and update the content during the next few months

The Committee:

**APPROVED** the progress and activities

## **ANNUAL REPORT HEALTH CHARITY WITH FINANCE**

A brief overview of the report was given by Alex Baily around the portfolio of the Health Charity.

Looking ahead to 2019 and the particular issue of Brexit, whilst this is certainly a risk or a “known unknown” it would be improper to skew the portfolio for a particular outcome given it is unclear what the end result will be in March of next year. As such the portfolio remains roughly neutral in equities against the long term strategy as earnings growth is still coming through and we also hold assets classes such as bonds, properties and alternatives for diversification purposes. A draw down of portfolio 10% would be £700.000 to be banked, the Committee needs to go to the Trustees and Endorsed with an attached paper. , followed by a discussion at the December workshop on how the funds will be allocated. The Health Board still have a really good diverse portfolio currently.

The Committee:

**NOTED** the report



**CFC 18/058**

**DATE AND TIME OF NEXT MEETING**

The next meeting will be held at 11 December 2018 9.00am in Cardiff City Stadium.





## UPDATED ACTION LOG FOLLOWING MEETING 11 September 2018

MINUTE	DATE	SUBJECT	AGREED ACTION	ACTIONED TO	STATUS
CFC 18/048	11.09.18	BARRY HOSPITAL / ROOKWOOD HOSPITAL	Discussion around resources for future meeting	Peter Welsh/Maria Battle	Discussion at Dec meeting
CFC 16/121	19.09.17  20.03.18	BENEFITS OF COLOUR – ENHANCING THE PATIENTS MEALTIME EXPERIENCE	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. Update – all crockery has been delivered.	Peter Welsh	Update December 2018 Meeting
COMPLETED ACTIONS SINCE LAST COMMITTEE					
CFC 16/157	20.03.18	REVIEW OF THE TERMS OF REFERENCE OF THE CHARITY	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	COMPLETE
CFC 18/027	19.06.18		Alteration to 2.6	Peter Welsh	
CFC 18/028	19.06.08	ORCHARD PROGRESS	Figures to be revisited for accuracy on the report	Alun Williams	COMPLETE
CFC 18/031	19.06.18	PARK AND RIDE	Scoping exercise to be undertaken with regards for further park and ride sites across Cardiff	Peter Welsh	COMPLETE



<b>Report Title:</b>	<b>APPROVAL OF THE FUNDS HELD ON TRUST FINAL ACCOUNTS 2017/18 FOR THE CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD CHARITY</b>					
<b>Meeting:</b>	<b>Charitable Funds Committee</b>			<b>Meeting Date:</b>	<b>11<sup>th</sup> December 2018</b>	
<b>Status:</b>	<b>For Discussion</b>		<b>For Assurance</b>		<b>For Approval</b>	<b>For Information</b>
<b>Lead Executive:</b>	<b>Director of Finance</b>					
<b>Report Author (Title):</b>	<b>Head of Financial Services</b>					

## **SITUATION**

To receive the Funds on Trust Annual Report and Accounts 2017/18, the Letter of Representation, and ISA 260 Audit Report and to recommend their approval. The following documents are included:

- Funds Held on Trust Annual Report ( Incorporating Final Accounts)
- ISA 260 Audit Report ( Including Letter of Representation)
- Response provided to the Auditor General for Wales Audit Enquiries Letter

## **REPORT:**

### **BACKGROUND**

The report sets out to seek approval of the Funds Held on Trust Final Accounts and Annual Report for 2017/18 for the Cardiff and Vale University Local Health Board NHS Charity. These accounts have been subject to external audit verification by the Auditor General for Wales.

### **ASSESSMENT**

The Auditor General for Wales has completed their review and the ISA 260 documents sets out the findings arising from the audit of the financial statements.

**ASSURANCE** is provided by:

- The work undertaken by the Auditor General for Wales in reviewing the account
- The Annual Report and Accounts being given an unqualified audit opinion.
- The response provided to the auditor enquiries letter from the Auditor General for Wales



## RECOMMENDATION

The Committee is asked to:

- **RECOMMEND** the Annual Report and Accounts for approval to the Trustee's at their meeting on the 13<sup>th</sup> December 2018.

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				
Sustainable Development Principles: Five ways of working	Prevention	Long term	Integration	Collaboration	√	Involvement
Equality and Health Impact Assessment Completed:	Not Applicable					





## **Every donation making healthcare better**





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## Message from our Chair



Welcome to the 2017/18 annual report of the Charitable Funds Committee of Cardiff & Vale Health Charity, and my first message as Chair.

I am delighted to report that this year, the Health Charity spent £1.785 million in support numerous good causes throughout Cardiff and Vale University Health Board. Examples of the impact of this money on our patients and staff are included in the report – I hope you find these stories as interesting and inspiring as we do.

Of course, the Health Charity relies on the support of our generous fundraisers and donors, and in 2017/18 we showed a strong financial performance, generating income of £1.460 million. It is pleasing to note that both donations and staff lottery income increased – a testament to the hard work and care shown in our hospitals and community health centres.

The Health Charity's portfolio had a small loss of £0.119million this year compared to a £0.938million gain in 2016/17. The overall movement in funds was a decrease of £0.350million, represented by net expenditure of £0.444million and gains on revaluation of fixed assets of £0.094million.

In 2017/18, the Health Charity experienced many special 'firsts'. I was delighted that the Our Orchard fund was the chosen charity of Cllr Stuart Egan, the Mayor of the Vale of Glamorgan. The Mayor's support in fundraising and promoting the project was fundamental to the official launch of Our Orchard on 7 April 2017, and the outstanding progress made during the year.

In 2016/17 the Charity made monies available to pump prime projects by the community groups, charities and community interest companies that are an integral partner of delivering health and social care objectives in Cardiff and the Vale. The funded projects supported people in recovery from addiction, young carers, people with acquired head injuries and several others – a snapshot of the value the third sector provides. Following the successful introduction and assessment of this scheme in 2017/18 the Charitable Funds Committee plan to invest further to ensure that the 2018/19 Scheme is also a success.

And finally, but also for the first time in our history, Cardiff & Vale Health Charity has been chosen as one of the official associate charities of the Cardiff University Cardiff Half Marathon in October 2018. We launched our recruitment campaign in December 2017, and by the end of March 2018 had more than 250 runners committed to running and raising funds for their chosen ward or department. I am very proud that people are inspired to raise money and engage in a healthier, more active lifestyle, and my sincere thanks and admiration to those who have signed up.

This campaign has involved substantial investment from the Health Charity and our fundraising team, but much credit is due to the many staff members who have generously volunteered to encourage, motivate and train new runners for the Cardiff Half challenge – people like Spiro Pezaros, who has supported a group of new runners from their first Couch to 5k session in January to 10k runs in June. Their commitment, as ever, is remarkable.

**Akmal Hanuk**  
**Chair, Charitable Funds Committee**





## About Cardiff & Vale Health Charity

Cardiff & Vale Health Charity is the official charity supporting all the work of Cardiff and Vale University Health Board.

Our aim is to enhance and support the vital healthcare provided by the Health Board every day to the nearly half a million people living in Cardiff and the Vale of Glamorgan, and the many more patients who are referred from across Wales to specialities such as paediatric intensive care, specialist children's services, renal services, cardiac services, neurology, bone marrow transplantation and medical genetics. We do this by making sure that every penny of every donation goes on patients, not fundraising costs – and donations are spent by senior doctors and nurses working on each ward.

Our dedicated charitable funds – numbering more than 300 – provide monies that enhance NHS provision in 8 hospitals and 17 health centres by paying for vital medical equipment, specialist training, enhanced patient facilities and medical research. We seek particularly to fund art and other aesthetic improvements that have been shown to improve the experience of our short and longer-term patients.

Cardiff and Vale University Health Board is one of the largest NHS organisations in the UK. Our hospitals include:

University Hospital of Wales	Barry Hospital
Noah's Ark Children's Hospital for Wales	Rookwood Hospital
University Dental Hospital	St. David's Hospital
University Hospital, Llandough	Cardiff Royal Infirmary

This report is an opportunity for us to thank all of our fundraisers, for your hard work and generosity in supporting Cardiff & Vale Health Charity and the funds that are close to your hearts.

Over the following pages, we share some of your inspiring stories; we know our staff and patients also have stories of the difference your donations have made.



## **Our Fundraising Support Team**

Our small staff team is here to support and co-ordinate all of the fundraising that takes place by our donors and fundraisers. Most importantly, we thank every donor – whether donating by cash, cheque, regular gift, or online giving.

We are always delighted to hear from our supporters, so please get in touch with us to let us know about the type of fundraising you want to do, to ask for help and to get any advice you may need. Please remember to send us photos of your fundraising, so that we can share your stories on our website, facebook and twitter accounts!

We endeavour to meet every new member of UHB staff at the monthly corporate induction sessions, to introduce ourselves and ensure that they are confident in handling any cash that might be donated. Engagement with staff – and staff being confident in acting as our ambassadors! – is a key element of the ongoing growth of the Health Charity.

## **Volunteers**

Many thanks to the volunteers who have supported the Health Charity over the last year. Our volunteers come from all walks of life and include staff, patients, members of the public and businesses; all of whom are very generous with both time and their fundraising efforts. It would never be possible to thank every volunteer individually but we are so appreciative of your hard work!! We are always looking to encourage more volunteers to support us, so if you know anyone who is interested, please do not hesitate to get in touch

## **Cardiff & Vale Staff Lottery**

This year has been successful in terms of promoting our staff lottery; in 2017-18 the total Staff membership income has again increased, by over £32,000

We are very grateful to the staff who choose to support the Health Charity. The £1,000 weekly prize has again been won by 52 staff members, all of whom have been delighted to hear the news!



The Staff Lottery Super Draw and Mega Draw are now established as annual events, and each make a substantial contribution to the lottery's on-going growth. This year, Eysyllt Glyn Jones, a Speech and Language Therapist, won the car, and Suzie Bequer-Moreno, from Patient Experience, won £10,000.



## Fundraising Highlights

### The Make It Better Fund

The Make It Better Fund is the name given to the Health Charity's general purpose 'pot'. The fund is open for project bids from staff across the UHB, which are then assessed by the Make It Better (Staff Lottery) Panel. Much of the fundraising for this appeal comes from the proceeds for the staff lottery, and because of this, the panel welcomes the submission of bids that improve the health and wellbeing of staff.

Below we've outlined a few of the projects our donors have made possible this year, all of which have made a real difference to our patients. These examples show our commitment to every donation making healthcare better

#### A7 activity room

Jackie is the activities co-ordinator for ward A7 at University Hospital of Wales, and she wanted to make the day room more welcoming for people with dementia. Her idea was to buy special games, puzzles, crafting equipment and interactive lighting to help people relax and take their mind off being in hospital. The NHS is not always able to fund these kinds of projects, but thanks to your donations, Jackie really has been able to Make It Better for everyone using the space.



#### New crockery launch

New blue crockery for every ward in University Hospital Llandough has been purchased with donations to the Make It Better Fund. The blue crockery weighs less and is much brighter than the old white plates, but still feels like china.



This investment of just £20,000 in new crockery will make a huge difference to patients. Research shows that blue plates help people eat more, which is essential for the 40% of patients who are malnourished when they arrive in hospital. These plates are specially designed to be easy to use, even if you only have use of one arm, visual impairment or dementia. They have a more 'at home' feel than the white crockery and we know that this helps in our patients' recovery.



## **Creativity, Dance and Movement in Recovery Project.**

This is a range of creative art workshops, particularly focussing on movement, dance, and mindfulness in the UHL Gallery, Stroke Unit and Sunroom for Gwanwyn 2018. The workshops encourage creative expression whilst also improving mobility, strength, social interaction and stress reduction, and practical falls prevention. All contributing to a holistic approach to health and wellbeing for our patients.

## **Sessions of Drama & Arts for Young Onset Dementia Friendship Group**

The project proposal for the young onset dementia service (YOD) to work collaboratively with two external therapists who would jointly provide sessions applying expertise in arts, drama, and creative work to the weekly YOD service friendship group, improving mood and cognitive functioning and emotional wellbeing, enhancing our ability to sustain home care giving and reducing the need for admissions. It also gives an opportunity to increase social interactions and encourage creative thinking!

## **Paediatric Area of the Trauma Department**

Children receiving treatment at the plaster cast clinic in University Hospital of Wales' Trauma Clinic will find the time passes a lot more quickly, thanks to the amazing new wall murals in the waiting room. The artwork was funded by the Cardiff and Vale Health Charity's Make It Better Fund, for general projects that enhance the service provided to patients. The Charity also supported a new display board for waiting times, and a children's activity table and new books for the waiting area.

## **Staff Recognition Awards**

UHB staff work incredibly hard and show exemplary good will and dedication to care for our patients and keep them well. Our main event to acknowledge and thank staff is the Staff Recognition Awards.



Once again, thanks to the support from the Make it Better fund, we were able to host an inspirational night in City Hall. The night was all about recognising staff achievement and letting our staff know that their commitment is valued and the work they do is noticed, respected and celebrated by the organisation. With some music and dancing thrown in!!



## **Thank you to all our Supporters and Donors**

We are continually inspired by the generosity of all those who support the work of the Health Board by Donating to our Health Charity and we would like to thank you all.

## **Trusts and Foundations**

- Thank you to the members of the Llanidloes Fundraising Committee who generously gave a £1030.00 cheque this year to the Better Life Appeal.
- Also this year, we successfully applied for a grant from Big Lottery Fund Wales, which enabled us to hold a PhotoRenga project for our acquired brain injury patients and staff at Rookwood Hospital in April.

## **Thank you to our corporate partners and supporters**

We would like to thank all the companies and their employees who have supported the Charity this year with donations, sponsorship and their time.

- Admiral
- Cardiff Saracens RFC
- Howdens Joinery, based in Watford
- Matalan Llantrisant
- Cardiff Airport Bucket collection
- Lia's Kitchen and Green City Events
- Principality
- Griffin Mill
- Little Crown Inn
- ASDA
- Cottrell Park Golf
- Gleeds
- Cardiff City Football Club
- Morrisons
- Marks and Spencers – Culverhouse Cross

## **Thank you to our Individual Supporters**

When patients want to show their gratitude for the care received in our Hospitals, they come to The Cardiff and Vale Health Charity. We are always grateful for the support from patients, their friends and family, those who donate to our appeals and on a monthly basis. It is this support that allows us to support those whose need is greatest within our care environments. Your generosity, is, as always amazing – Thank you.

## **Thank you to our Supporters and Community Groups**

The enthusiasm of our volunteer fundraisers continues to inspire us. There are many fantastic examples of those who support the charity. Every single person deserves acknowledgement, but to name everyone would be impossible, so we would like to mention a few examples to highlight the kind of support we receive and to thank them all.



## Our Appeals



### The Better Life Appeal

A big thank you to our fundraisers who have raised an extraordinary amount this year for the Better Life Appeal. Every donation to this fund will be used to benefit the 370+ adults with cystic fibrosis living in Wales.

- **Cllr Jeff Edmunds**, Mayor of Llanelli for 2017-18, fundraised an amazing £4,000.
- Twenty-two year old Cystic Fibrosis patient **Chris Lipscombe** raised £1,342.65 in sponsorship, by running 40 miles. What an achievement!
- **Paula Down**, went on to hold a gala evening which was then match funded by **Barclays Bank**. This has resulted in a grand total of £3,420.
- Huge thanks to our friends in Penarth, **Peter and Rhys Goodfellow**, raised £3,850 during the **Good Friday Golf Day**.



**Phil Gloster**, A Cystic Fibrosis patient, walked from his home in Porthmadog to his clinic appointment at University Hospital Llandough, walking a total of 165 miles (roughly 24 miles per day).

- **Clare Kingdon** donated a sum of £1,400 in memory of her husband Gareth.
- **Huw Brace**, a Cystic Fibrosis patient who completed an amazing 428-mile bike ride in just three days to raise a wonderful £729 for the Better Life Appeal.
- **Helen Stabler**, one of our staff members, organised an evening of glamour and fun raising £1,140. Helen was inspired to fundraise by her work in caring for CF patients.



The Haematology department at University Hospital of Wales cares for patients with a wide range of blood-related illnesses. Donations to our capital appeal for #TeamHaem will help build a brand new ward, clinic, chemotherapy day unit, and research laboratory.

- **Linda Pook**, through selling her amazing cakes has raised a total of £900.00
- The staff and customers at **ASDA** kindly donated £200 towards the Haematology Day Unit
- A number of wonderful knitted items were donated by **Marian Lewis** which once sold raised £94.50 for the #TeamHaem fund.



## The PROP Appeal

The Prop Appeal benefits patients in the regional Neurosciences Specialist Rehabilitation Unit, currently based at Rookwood Hospital. Patients generally have a serious and life changing disability, and often have to cope with re-learning all aspects of daily living. Money raised by the Appeal is used to create a more stimulating environment for patients.

- Pontypool Rugby Club raised £3,000 in memory of **Roger Addison** during a fundraising raising fixture.
- At the Principality Stadium French and Welsh rugby fans kindly gave an amazing £576.00 in our bucket collection.
- Our wonderful runners at the Cardiff and Bath half marathons, too many to name individually but together raising phenomenal amounts for the Charity and it's appeals



- **Emma Chapman**, who raised £725!
- **Amy, Cerys and Kim** ran in memory of Claire Nokes and raised an amazing £6,835.30.
- **Claire Nokes' father, Dr Len Nokes**, is involved in Cardiff City Football Club, who have generously raised and donated £1,848.67 to the Prop Appeal this year



## Our Orchard 🌿 Ein Berllan



As University Hospital Llandough rapidly becomes the second biggest hospital in Wales, it is also developing into a centre for rest, recovery and rehabilitation. The Hospital has long-term patients who can be in hospital for a considerable period of time.

Our Orchard will be a unique space; within the hospital grounds but open to the community, fully wheelchair accessible, it will be a place where patients and staff can get away from the hospital smell and the noisy wards, and be outside in the fresh air with their visitors.

### Our Orchard Appeal

- Our Orchard was fortunate to be one of the chosen charities of **Cllr Stuart Egan**, the Mayor of the Vale of Glamorgan 2017-18 raising £4,359.08. Stuart also organised a sponsored head shave by UHB and UNISON staff and raised £600.
- **Karen Burke** raised an amazing £1,471.26 in sponsorship by running the Cardiff Half Marathon .
- The wonderful singers of **Llandough Hospital Choir** have kindly donated a total of £713.54



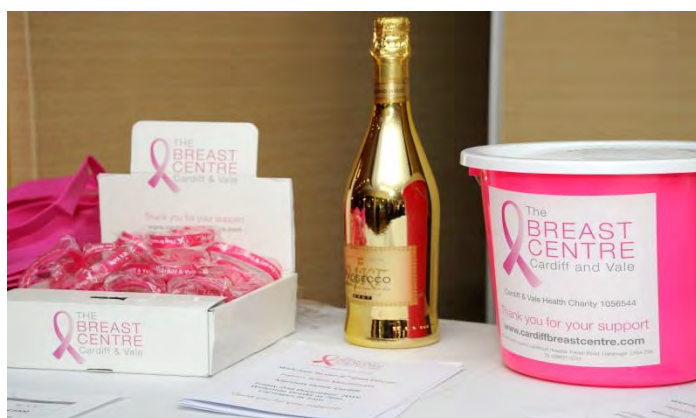




Cardiff & Vale Health Charity 1056544

## The Breast Centre Appeal

The Breast Centre at University Hospital Llandough is a specialist provider of breast cancer treatment and therapies, and was entirely developed and refurbished by donations. More recently, donations are used to support the complimentary therapy provision patients receive during treatment.



The pink tie Breast Centre Ball is an annual fundraising event for the Breast Centre supported by its wonderful patrons including Julien Macdonald. The event is always wonderful and the support received on the night is always phenomenal.

- **Irene Hicks** continues to be one of the biggest supporters of the Breast Centre and her tireless fundraising has resulted in her raising more than £70,000 to date including over £25,000 In this year alone.



Strictly Top Dancer 2018 was a 'Strictly' wonderful event at the SSEW Swalec Stadium to raise funds for the Breast Centre Appeal. Eight teams trained for 6 months to create routines for the event in May. They learned new skills and raised over £45,000 for the appeal.

- **Gerry Stacey** took on an amazing cycle challenge for the Breast Centre and raised over £400
- **Judith Thomas** raised over £1,200 for the Breast Centre appeal





## And for our other funds . . . !

- **Kirsty Hollidge**, who donated an amazing £1,394.50 for our Radiology department, to introduce music for patients during MRI scans.
- Cardiff Bay 10k in June.
- Representatives from the **Trauma and Orthopedics directorate** raised £500 to benefit patients in their clinics and wards!
- **Rachel Norman** raised an awesome £280 from her Cardiff Bay 10k, for the Nurses Fund for the gastro ward at University Hospital of Wales.
- The team from **the Village Gym and Hotel** completed the Bay 10k and raised an amazing £1,213 for our patients on stroke and cardiac wards. Thanks so much!
- **Natasha Barton**, A nurse on ward B6 in University Hospital of Wales. Natasha took part in a number of Triathlons, including:

The Porthcawl Triathlon  
 The Cardiff Triathlon  
 The Long Course Weekend  
 Ride London on Sunday 30 July

She also plans to participate in the Tenby Ironman on Sunday 10 September and the Cardiff Half Marathon on Sunday 2 October!  
 She has so far raised over £800 for her patients



- A big thank you to **Richard Jones**, who took on the Yorkshire Three Peaks Challenge in August, and raised an awesome £2,308.75 for Ward T4 at the University Hospital of Wales.

Richard was diagnosed with a brain tumour in 2013 after suffering life-changing seizures. Unable to work or drive, Richard underwent surgery to have the tumour removed in January 2014



## Legacies

Between April 2017 and March 2018 the Health Charity recorded **£305,582.39** in legacies. On behalf of all the staff and patients at Cardiff and Vale University Health Board, we are grateful to those individuals who remembered our wards and departments in their will, and who have been able to support the areas of healthcare in Cardiff and the Vale that matter most to them.

Management of legacies are a key responsibility for the Charity, and we seek to ensure that legacy donations are used in absolute accordance with the wishes of the giver. Detailed below are the legacy gifts we have recorded this year, and the services that have benefitted from these kind donations.

• Mrs Rudge	Renal Care	£1,000
• Miss Butterworth	Better Life Appeal	£2.91
• Mr Biggs	Cardiac research	£15.56
This sum was part of a generous legacy bestowed in 2016-17.		
• Mr Frederick Hann	Asthma Research	£46,500
• Mrs S Rees	Neonatal Intensive Care Department	£2,000
• Mrs M Fairweather.	The Breast Care Unit, Wards East 1 West 2 in UHL, Haematology UHL General Patients fund	£10,000
• Mr Davies	B4 Neurosurgery Ward	£5,000
• Mr Halloway	General Surgery Ward West 1 UHL	£500
• Mrs C Watts	UHW Neurology services	£50.40
• Mrs A Wright	General purpose UHW	£30,000
• Mr G Davies	Children's Hospital	£95.72
• Mr Davies	Cardiac Care	£5,000
• Miss C Jones	Breast Care	£4,822.80
• Mr P Jourdain	General Purpose	£12,595
• Mrs L Williams	Liver Unit	£10,000
• Mr G Powell	General Purpose	£3,000
• Mrs C Phillips	Asthma Research	£175,000

If you would like more information on how to leave a gift in your will to Cardiff & Vale Health Charity, please contact the Charity office on 029 2184 1802.



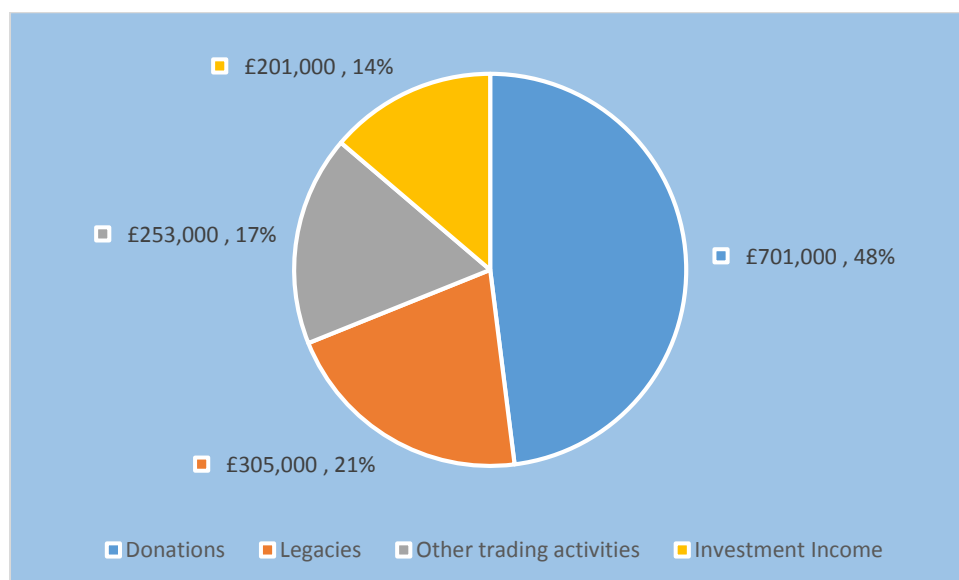
## Financial Achievements and Performance

### Income Summary

Incoming resources for the year 2017/18 totalled £1.460m, which represents a decrease of £0.145m from the previous financial year.

The Charity's income was generated from donations, legacies, investment income and other trading activities.

### Income Analysis



#### Donations (48% - £0.701m)

The Charity is very grateful to have received donations of £0.701m to help us achieve our goals and objectives.

#### Legacies (21% - £0.305m)

The Charity received £0.305m in legacies. We are extremely grateful to those individuals who remembered our wards and departments in their will.

#### Other Trading Activities (17% - £0.253m)

The Charity generated £0.227m from the Cardiff and Vale Staff Lottery and a further £0.026m from other trading activities.

#### Investment Income (14% - £0.201m)

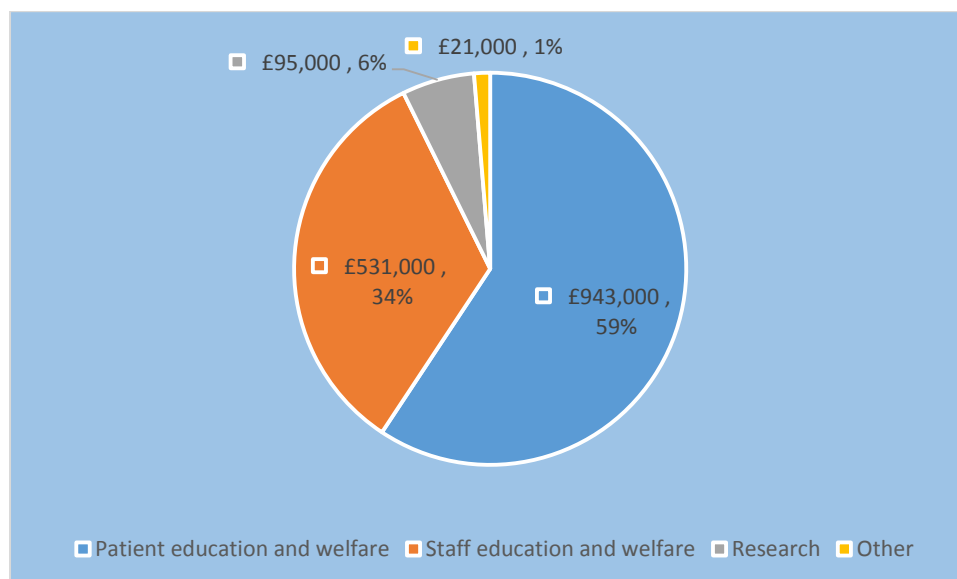
Dividends and Interest from the Charity's Investment Portfolio was £0.201m.



## Expenditure Summary

In 2017/18 expenditure on charitable activities was £1.590m. This included patient education and welfare, staff education and welfare, research and other expenditure.

## Expenditure Analysis



## Investments and Performance

During 2017/18 the Charity had market value losses of £0.119m.

## Overall financial position

The overall value of the Charity as at 31<sup>st</sup> March 2018 has decreased from an opening balance of £10.595m to £10.245m. This movement of £0.350m is represented by net expenditure of £0.325m, investment losses of £0.119m and asset revaluation of £0.094m.



## **Structure, Governance and Management**

### **The Charity**

The Health Charity was created on 3rd June 1996 by Declaration of Trust and following reorganisations of health services, was amended by Supplementary Deed on 12th July 2001 and 2nd December 2010. Cardiff and Vale University Local Health Board (UHB) is the Corporate Trustee for the Health Charity. The UHB delegates responsibility for the management of the funds to the Charitable Funds Committee. The aim of the Corporate Trustee (Trustee) is to raise and use charitable funds to provide the maximum benefit to the patients of Cardiff and Vale UHB and associated local health services in Cardiff and the Vale of Glamorgan, by supplementing and not substituting government funding of the core services of the NHS.

### **Registration**

The Charitable Funds held by the Cardiff and Vale NHS Trust transferred to the Cardiff and Vale UHB by virtue of Statutory Instrument 2009 No. 1558 The National Health Service Trusts (Transfer of Staff, Property, Rights and Liabilities) (Wales) order 2009. The supplemental deed dated 2nd December 2010 formally changed the name of the Health Charity to Cardiff and Vale University Local Health Board General Purpose Charity – Registered Charity number 1056544. The Health Charity has a number of constituent charities and these are listed below:

- Catherine Jenkins
- Education and Training General Charity
- Rookwood Hospital Charity
- Rookwood Hospital General Charity
- Research and Development General Charity
- Staff and Patient Welfare and General Charity
- Training Research and Education Fund
- UHW General Charity

The registration also encompasses Cardiff and Vale University Health Board (Expendable Funds) Common Investment Fund. This combines the funds of the Health Charity into one pool for investment purposes.

### **Constitution**

Cardiff and Vale University Local Health Board holds charitable funds as sole corporate trustee and the board members of the Health Board are jointly responsible for the management of those charitable funds. The membership of the board was as follows at the time the annual report was approved.



## Independent Members

Maria Battle	Chair
Prof Marcus Longley	Vice Chair (until 30/09/17)
Charles Janczewski	Vice Chair (from 01/10/17)
Akmal Hanuk	Independent Member – Local Community
Dawn Ward	Independent Member – Trade Union (from 01/02/18)
Eileen Brandreth	Independent Member – Information, Communication and Technology
Elizabeth Treasure	Independent Member – University (until 31/12/17)
Gary Baxter	Independent Member – University (From 01/01/18)
Ivar Grey	Independent Member – Finance (Until 30/03/17)
John Union	Independent Member - Finance (From 01/10/17)
John Antoniazzi	Independent Member – Estates (From 16/01/17)
Margaret McLaughlin	Independent Member – Third Sector (Until 30/09/17)
Sara Moseley	Independent Member – Third Sector (From 01/10/17)
Martyn Waygood	Independent Member – Legal (Until 30/09/17)
Michael Imperato	Independent Member – Legal (From 01/10/2017)
Stuart Egan	Independent Member – Trade Union (Until 31/12/2017)
Susan Elsmore	Independent Member – Local Authority

## Officer Members

Len Richards	Chief Executive (From 19/06/17)
Dr Sharon Hopkins	Interim Chief Executive (Until 18/06/17) then reverting back to Director of Public Health
Fiona Kinghorn	Interim Director of Public Health (Until 16/08/17)
Robert Chadwick	Director of Finance
Julie Cassley	Interim Director of Workforce and OD (Until 30/09/17)
Martin Driscoll	Director of Workforce and OD (From 01/10/17)
Abigail Harris	Director of Planning
Alice Casey	Executive Programme Director (Until 31/05/17)
Fiona Jenkins	Director of Therapies and Health Sciences
Graham Shortland	Medical Director
Ruth Walker	Executive Nurse Director
Steve Curry	Acting Chief Operating Officer (From 01/04/17) Substantive in post from November 17

## Charitable Funds Committee

The Committee is empowered with the responsibility to:

- Control, manage and monitor the use of the funds resources for the public benefit, having regard for the guidance issued by the Charity Commission
- Agree Governance arrangements for standards and monitoring
- Review strategy to maximise benefits to the Health Charity
- Determine the Health Charity's investment strategy
- Agree expenditure plans
- Determine fundraising objectives and strategy



The members of the committee who served during 2017/18 are listed below:

Martyn Waygood	Chair CFC
Margaret McLaughlin	Independent Member – Third Sector
Akmal Hanuk	Independent Member – Community / Chair CFC
Stuart Egan	Independent Member - Community
Christopher Lewis	Deputy Director of Finance
Fiona Jenkins	Executive Director of Therapies
Maria Battle	Chair – Cardiff & Vale Health Board

## **Charitable Funds**

Our Charity is made up of more than 300 different funds, each with a specific purpose whether for research, training or for a specific area of a hospital or department. All money received is allocated to these funds. The general purpose fund is used where the donor wishes the Charity to allocate money to support projects and activities most in need of support across the whole of the UHB. Each fund is managed by a specialist fund holder – generally a specialist in the particular field relevant to the fund. The Charity is responsible for providing guidance, financial information and advice to fund holders.

We manage three types of funds:

Unrestricted funds – these are general funds and are those funds that may be spent at the discretion of the Trustees to enhance the services across the UHB

Restricted funds – these can only be spent in accordance with the restrictions imposed when the funds were donated, granted or raised by the Charity.

Endowment funds – where capital funds are made available to our Charity and the Trustees are legally required to invest or retain them. Where a permanent endowment exists, Trustees have no automatic power to spend the capital. If the fund is an expendable endowment, trustees have the power to convert capital to income.

The day to day administration of funds is undertaken by:

Charitable Fund Department, Cardiff and Vale University Health Board  
6th Floor, Brecknock House,  
University Hospital of Wales,  
Heath Park, Cardiff, CF14 4XW

## **Investment Risk Management**

Cazenove Capital Management screen the investments prior to purchase for compliance with the ethical policy. In addition existing holdings are screened on a regular basis to ensure continued compliance. If the fund were to purchase a position in a holding which did not comply and was identified as part of the post purchase process, Cazenove Capital Management would proceed with selling the investment.

The risk is mitigated by agreeing an Investment Policy with the Investment Managers. This policy includes ethical consideration which states that there is to be no investment in companies which manufacture Alcohol, Tobacco, or Armaments, these being contrary to the UHB's health policies.



## **Reserves Policy**

The strategy of the Corporate Trustee is to apply charitable funds within a reasonable time of receipt, ideally within one to two years, unless there are specific requirements attached to income. Historically, the level of expenditure has been generally approximated to the level of income, with greater than required reserves held to manage any fluctuations.

The current reserves policy states that the Charity should hold the following reserves:

- A separate fixed asset investment reserve, based on 10% of the value fixed asset investments (circa £550,000)
- A minimum of £500,000 to ensure that there is sufficient funds for on-going commitments

From a process point of view there is no individual fund that holds all the reserves, however the current level of reserves is considered more than adequate for current needs. Going forward the Charity will review the reserves policy.

## **Investment Contract Risk**

Cardiff and Vale Health Charity currently has a contract with Cazenove Capital Management which was awarded in September 2015 for an initial period of two years with an option to extend for a further two years. The Charitable Funds Committee agreed to exercise the option of extending the contract for a further two years to September 2019.

The Charity seeks to maximise the total return on funds while adopting a conservative policy on risk and flexible structure in respect of Asset Class Distribution. The portfolio is structured to enable a range of investments in order to yield a competitive rate of return. The investment director has delegated authority to purchase and sell investments as market opportunities arise. The Investment Managers formally attend and report to the Charitable Funds Committee twice a year.

## **Financial Control Risk**

A financial control procedure, expenditure guideline, governance framework and strategy have been developed to ensure that there are sufficient management controls in place to:

- Ensure that spending is in accordance with objects and priorities agreed by the Charitable Funds Committee
- Ensure the criteria for spending charitable monies are fully met
- Ensure that accounting records are maintained
- Ensure devolved decision making is within specific parameters.

Internal Audit also undertakes annual reviews to evaluate the adequacy of procedures and controls, to ensure compliance and to provide reasonable assurance over:

- Achievement of management objectives for the systems
- Economic and efficient use of resources
- Compliance with policies and procedures
- Safeguarding of assets

The Internal Audit reports are presented to both the Charitable Funds Committee and the Audit Committee, and this is a key measure in mitigating control risk.



## Advisors

<b>Bankers</b>	Government Banking Service Southern House 7th Floor Wellesley Grove Croydon CF9 1WW	NatWest Bank Plc 3rd Floor One Kingsway Cardiff CF10 3AQ
<b>Investment Managers</b>	Cazenove Capital Management 12 Moorgate London EC2R 6DA	
<b>External Auditors</b>	Auditor General for Wales 24 Cathedral Road Cardiff CF11 9LJ	
<b>Internal Auditors</b>	NWSSP Internal Audit Department 1st Floor, Brecknock House Heath Park Cardiff CF14 4XW	
<b>VAT Advisors</b>	Ernst & Young LLP The Paragon Counterslip Bristol BS1 6BX	



# **CARDIFF AND VALE HEALTH CHARITY ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018**

## **Foreword**

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

## **Statutory Background**

The Cardiff and Vale University Local Health Board is the corporate trustee of the charity under paragraph 16c of Schedule 2 of the NHS and Community Care Act 1990.

The Trustees have been appointed under s11 of the NHS and Community Care Act 1990.

## **Main Purpose of the Funds Held on Trust**

The main purpose of the charity is to apply income for any charitable purposes relating to the National Health Service wholly or mainly for the services provided by the Cardiff and Vale University Local Health Board.



**CARDIFF AND VALE HEALTH CHARITY**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2018**

		Unrestricted funds	Restricted funds	Endowment funds	Funds Total 2017/18
	Note	£000	£000	£000	£000
<b>Incoming resources from generated funds</b>					
Donations and Legacies	4	648	358	0	1,006
Other trading activities	5	0	253	0	253
Investments	6	150	50	1	201
Other					
<b>Total incoming resources</b>		<b>798</b>	<b>661</b>	<b>1</b>	<b>1,460</b>
<b>Expenditure on :</b>					
Raising funds	7	93	102	0	195
Charitable activities	8	1,220	349	21	1,590
Other		0	0	0	0
<b>Total expenditure</b>		<b>1,313</b>	<b>451</b>	<b>21</b>	<b>1,785</b>
Net gains / (losses) on investments	14	-92	-26	-1	-119
<b>Net income / ( expenditure)</b>		<b>-607</b>	<b>184</b>	<b>-21</b>	<b>-444</b>
Transfer between funds		19	-19	0	0
<b>Net movement in funds</b>		<b>-588</b>	<b>165</b>	<b>-21</b>	<b>-444</b>
Gains / (losses) on revaluation of fixed assets	13			94	94
<b>Reconciliation of Funds</b>		<b>-588</b>	<b>165</b>	<b>73</b>	<b>-350</b>
Total Funds brought forward as at 1 April 2017	20	6,647	1,498	2,450	10,595
<b>Total Funds carried forward as at 31 March 2018</b>		<b>6,059</b>	<b>1,663</b>	<b>2,523</b>	<b>10,245</b>

The notes on pages 27 to 41 form part of these accounts



**CARDIFF AND VALE HEALTH CHARITY**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2017**

		Unrestricted funds	Restricted funds	Endowment funds	Funds Total 2016/17 (Restated) £000
	Note	£000	£000	£000	£000
<b>Incoming resources from generated funds</b>					
Donations and Legacies	4	869	322	0	1,191
Other trading activities	5	0	228	0	228
Investments	6	146	39	1	186
Other					
<b>Total incoming resources</b>		<b>1,015</b>	<b>589</b>	<b>1</b>	<b>1,605</b>
<b>Expenditure on :</b>					
Raising funds	7	86	95	0	181
Charitable activities	8	751	274	22	1,047
Other		0	0	0	0
<b>Total expenditure</b>		<b>837</b>	<b>369</b>	<b>22</b>	<b>1,228</b>
Net gains / (losses) on investments	14	736	196	6	938
<b>Net income / ( expenditure)</b>		<b>914</b>	<b>416</b>	<b>-15</b>	<b>1,315</b>
Transfer between funds		-62	62	0	0
<b>Net movement in funds</b>		<b>852</b>	<b>478</b>	<b>-15</b>	<b>1,315</b>
Gains / (losses) on revaluation of fixed assets	13			66	66
<b>Reconciliation of Funds</b>		<b>852</b>	<b>478</b>	<b>51</b>	<b>1,381</b>
Total Funds brought forward as at 1 April 2016		5,795	1,020	2,399	9,214
<b>Total Funds carried forward as at 31 March 2017</b>	<b>20</b>	<b>6,647</b>	<b>1,498</b>	<b>2,450</b>	<b>10,595</b>



**CARDIFF AND VALE HEALTH CHARITY**  
**BALANCE SHEET AS AT 31 MARCH 2018**

		Unrestricted funds	Restricted Income funds	Endowment funds	Total 31 March 2018	Total 31 March 2017 (Restated)
	Note	£000	£000	£000	£000	£000
<b>Fixed assets:</b>						
Tangible Assets	13	0	0	2,480	2,480	2,406
Investments	14	5,093	1,341	43	6,477	6,596
<b>Total fixed assets</b>		<b>5,093</b>	<b>1,341</b>	<b>2,523</b>	<b>8,957</b>	<b>9,002</b>
<b>Current assets:</b>						
Debtors	15	177	61	0	238	239
Cash and cash equivalents	16	908	303	0	1,211	1,487
<b>Total current assets</b>		<b>1,085</b>	<b>364</b>	<b>0</b>	<b>1,449</b>	<b>1,726</b>
<b>Liabilities:</b>						
Creditors: Amounts falling due within one year	17	119	42	0	161	133
<b>Net current assets / (liabilities)</b>		<b>966</b>	<b>322</b>	<b>0</b>	<b>1,288</b>	<b>1,593</b>
<b>Total assets less current liabilities</b>		<b>6,059</b>	<b>1,663</b>	<b>2,523</b>	<b>10,245</b>	<b>10,595</b>
<b>Total net assets / (liabilities)</b>		<b>6,059</b>	<b>1,663</b>	<b>2,523</b>	<b>10,245</b>	<b>10,595</b>
<b>The funds of the charity:</b>						
Endowment Funds	20	0	0	43	43	44
Revaluation Reserve	20	0	0	2,480	2,480	2,406
Restricted income funds	20	0	1,663	0	1,663	1,498
Unrestricted income funds	20	6,059	0	0	6,059	6,647
<b>Total funds</b>		<b>6,059</b>	<b>1,663</b>	<b>2,523</b>	<b>10,245</b>	<b>10,595</b>

The notes on pages 27 to 41 form part of these accounts

Director of Finance

Mr Robert Chadwick

Date.....



**CARDIFF AND VALE HEALTH CHARITY**  
**STATEMENT OF CASH FLOWS FOR THE YEAR ENDING**  
**31 MARCH 2018**

		<b>Total Funds 2017-18 £000</b>	<b>Total Funds 2016-17 £000</b>
	<b>Note</b>		
<b>Cash flows from operating activities:</b>			
<b>Net cash provided by (used in) operating activities</b>	18	<b>-477</b>	<b>5</b>
<b>Cash flows from investing activities:</b>			
Dividend, interest and rents from investments	6	201	186
Movement in Investment Cash	14	-110	225
Proceeds from the sale of investments	14	579	1,960
Purchase of investments	14	-469	-1,485
<b>Net cash provided by (used in) investing activities</b>		<b>201</b>	<b>886</b>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>-276</b>	<b>891</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>	16	1,487	596
<b>Cash and cash equivalents at the end of the reporting period</b>	16	<b>1,211</b>	<b>1,487</b>

The notes on pages 27 to 41 form part of these accounts



## NOTES TO THE ACCOUNTS

### 1. Accounting policies

#### a) Basis of Preparation

The financial statements have been prepared under the historic cost convention, with the exception of tangible fixed assets and investments which have been included at a valuation.

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom And Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The accounts (financial statements) have been prepared to give a “true and fair” view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a “true and fair view”. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended practice effective from 1 April 2005 which has since been withdrawn.

The Trustees consider that there are no material uncertainties about the Charity’s ability to continue as a going concern. There are no material uncertainties affecting the current year’s accounts.

In future years, the key risks to the Charity are a fall in income from donations or a fall in investment income but the Trustees have arrangements in place to mitigate those risks (see the Investment Risk Management and Reserves Policy sections of the annual report for more information).

The Charity meets the definition of a public benefit entity under FRS 102

#### b) Where there is a legal restriction on the purpose to which a fund may be put, the fund is classified either as:

- A restricted fund or
- An endowment fund

Restricted funds are those where the donor has provided for the donation to be spent in furtherance of a specified charitable purpose.

Endowment funds arise when the donor has expressly provided that the gift is to be invested and only the income of the fund may be spent. These funds are sub analysed between those where the trustees have the discretion to spend the capital



(expendable) and those where there is no discretion to expend the capital (permanent endowment).

Those funds which are neither endowment nor restricted income fund, are unrestricted income funds which are sub analysed between designated (earmarked) funds where the trustees have set aside amounts to be used for specific purposes or which reflect the non-binding wishes of donors and unrestricted funds which are at the trustees' discretion, including the general fund which represents the charity's reserves.

**c) Incoming resources**

All incoming resources are recognised once the charity has entitlement to the resources, it is probable (more likely than not) that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Where there are terms or conditions attached to incoming resources, particularly grants, then these terms or conditions must be met before the income is recognised as the entitlement condition will not be satisfied until that point. Where terms or conditions have not been met or uncertainty exists as to whether they can be met then the relevant income is not recognised in the year but deferred and shown on the balance sheet.

**d) Income resources from legacies**

Legacies are accounted for as incoming resources either upon receipt or where the receipt of the legacy is probable.

Receipt is probable when:

- Confirmation has been received from the representatives of the estate(s) that probate has been granted
- The executors have established that there are sufficient assets in the estate to pay the legacy and
- All conditions attached to the legacy have been fulfilled or are within the Charity's control.

If there is uncertainty as to the amount of the legacy and it cannot be reliably estimated then the legacy is shown as a contingent asset until all of the conditions for income generation are met.

**e) Income resources from endowment funds**

The incoming resources received from the invested endowment fund are wholly restricted.

**f) Resources expended and irrecoverable VAT**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to each category of expense shown in the



Statement of Financial Activities. Expenditure is recognised when the following criteria are met:

- There is a present legal or constructive obligation resulting from a past event
- It is more likely than not that a transfer of benefits (usually a cash payment) will be required in settlement
- The amount of the obligation can be measured or estimated reliably.  
Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

A constructive obligation arises when:

- We have communicated our intention to award a grant to a recipient who then has a reasonable expectation that they will receive a grant
- We have made a public announcement about a commitment which is specific enough for the recipient to have a reasonable expectation that they will receive a grant
- There is an established pattern of practice which indicates to the recipient that we will honour our commitment.

The Trustees have control over the amount and timing of grant payments and consequently where approval has been given by the trustees and any of the above criteria have been met then a liability is recognised. Grants are not usually awarded with conditions attached. However, when they are then those conditions have to be met before the liability is recognised.

Where an intention has not been communicated, then no expenditure is recognised but an appropriate designation is made in the appropriate fund. If a grant has been offered but there is uncertainty as to whether it will be accepted or whether conditions will be met then no liability is recognised but a contingent liability is disclosed.

#### **g) Allocation of support costs**

Support costs are those costs which do not relate directly to a single activity. These include staff costs, costs of administration, internal and external audit costs. Support costs are apportioned on an average fund balance basis.

#### **h) Fundraising costs**

The costs of generating funds are those costs attributable to generating income for the charity, other than those costs incurred in undertaking charitable activities or the costs incurred in undertaking trading activities in furtherance of the charity's objects. The costs of generating funds represent fundraising costs together with investment management fees. Fundraising costs include expenses for fundraising activities and a fee paid to a related party, the Health Board, under a fundraising agreement. The fee is used to pay the salaries and overhead costs of the Health Board's fundraising office.



**i) Charitable Activities**

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs, where not wholly attributable, are apportioned between the categories of charitable expenditure in addition to the direct costs. The total costs of each category of charitable expenditure include an apportionment of support costs as shown in note 8.

**j) Debtors**

Debtors are amounts owed to the charity. They are measured on the basis of their recoverable amount.

**k) Cash and cash equivalents**

Cash at bank and in hand is held to meet the day to day running costs of the charity as they fall due. Cash equivalents are short term, highly liquid investments, usually in 90 day notice interest bearing savings accounts.

**l) Creditors**

Creditors are amounts owed by the charity. They are measured at the amount that the charity expects to have to pay to settle the debt. Amounts which are owed in more than a year are shown as long term creditors.

**m) Realised gains and losses**

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening carrying value (purchase date if later). Unrealised gains and losses are calculated as the difference between the market value at the year end and opening carrying value (or purchase date if later).

**n) Fixed Assets**

Investments are stated at market value at balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year. Tangible fixed assets are valued at current cost as follows:

- i) The land and buildings in respect of Rookwood Hospital was revalued as at 1<sup>st</sup> April 2017, and the revaluation reflected the restriction to hospital use only. Where appropriate between valuations an appropriate index, supplied from the Welsh Government, is applied to revalue the asset.
- ii) Equipment is valued at the lower of estimated net replacement cost or recoverable amount;
- iii) Assets in the course of construction are valued at current cost.
- iv) Capitalisation threshold is £5,000
- v) Movements in revaluation are recorded in the revaluation reserve on the balance sheet

Professional valuations are carried out by the District Valuer Service every five years, which (as the commercial arm of the Valuation Office Agency) is part of HMRC. The valuations are carried out in accordance with Institute of Chartered



Surveyors (RICS) Appraisal and Valuation Manual insofar as these terms are consistent with the agreed requirements of the Welsh Government and HM Treasury. Movements in revaluations are recognised in the Revaluation Reserve.

## **Depreciation**

- i) Depreciation is charged on each main class of tangible asset as follows: land and assets in the course of construction are not depreciated. Buildings, installations and fittings are depreciated on their revalued amount over the assessed remaining life of the asset as advised by the professional valuers;
- ii) Equipment is depreciated on current cost over the estimated life of the asset using the following standard lives (guidance on standard lives has been issued under WHC (2000) 07 “FRS15 tangible fixed assets”);
- iii) Impairments, where incurred in the year, are separately identified in note 7 and charged to the funds of the charity where caused by price fluctuations and to the Statement of Financial Activities for the year when the impairment was recognised.
- iv) The estimated remaining life of the assets are split between engineering (15 years) and structure (45 years).

Donated Assets are capitalised at their valuation on full replacement cost basis on receipt and are revalued and depreciated as described above.

## **2. Prior Year Restatement (Fixed Asset Investments)**

To correctly state the market value of the cash element within the portfolio, fixed asset investments reduced by £55k 31 March 2018, £42k at 31 March 2017 and £34k 31 March 2016. This has resulted in a reduction of the funds for the same value.

## **3. Related party transactions**

Cardiff and Vale University Local Health Board is the Corporate Trustee of the Charity.

During the year, other than noted below, there are no other material related party transactions involving the Corporate Trustee, board members or senior key management staff.

Board Members (and other senior staff) take decisions both on Charity and Exchequer matters but endeavour to keep the interests of each discrete and do not benefit personally from such decisions. Declarations of personal interest have been made and are available to be inspected by the public.

The Local Health Board has close links with Cardiff University which includes the sharing of staff as well as sharing accommodation on the University Hospital of Wales Site.



Related Party	Payments to related party £000	Receipts from related party £000	Amounts owed to related party £000	Amounts due from related party £000
Cardiff and Vale Health Board	348		41	11
Cardiff University	28			
University of South Wales	12			
Cardiff City Council	5			
Vale of Glamorgan		4		
Abertawe Bro-Morgannwg	3			
Teenage Cancer Trust	42			

The table below includes the names of the individual board members and the relationship with the related party.

Board Member	Related Party Relationship
Marie Battle	Council member Cardiff University
Mrs Eileen Brandeth	Director of Information Technology at Cardiff University
Cllr Susan Elsmore	Elected member for Health Housing & Wellbeing for the city of Cardiff Council
Gary Baxter	Vice Chancellor of the college of Biomedical and life sciences at Cardiff University
Professor Marcus Longley	Director of the Welsh Health Institute for Health and Social at the University of South Wales
Lance Carver	Director of Social Services Vale of Glamorgan
Mrs Abigail Harris	Relative is Trustee of the Teenage Cancer Trust
Christopher Lewis	Wife is the Assistant Director of Finance at Abertawe Bro Morgannwg



#### 4. Income from donations and legacies

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2017-18 £000	Total 2016-17 £000
Donations	525	176	0	701	616
Legacies	123	182	0	305	575
	<b>648</b>	<b>358</b>	<b>0</b>	<b>1,006</b>	<b>1,191</b>

#### 5. Other trading activities

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2017-18 £000	Total 2016-17 £000
Staff lottery	0	227	0	227	193
Other trading	0	26	0	26	35
	<b>0</b>	<b>253</b>	<b>0</b>	<b>253</b>	<b>228</b>

#### 6. Gross investment income

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2017-18 £000	Total 2016-17 £000
Fixed asset equity and similar investments.	148	49	1	198	185
Short Term Investments	2	1	0	3	1
Deposits and cash on deposit	<b>150</b>	<b>50</b>	<b>1</b>	<b>201</b>	<b>186</b>

#### 7. Analysis of expenditure on raising funds

	Unrestricted funds £000	Restricted funds £000	Total 2017-18 £000	Total 2016-17 £000
Fundraising office	73	24	97	84
Fundraising events	0	72	72	71
Investment management fees	20	6	26	26
	<b>93</b>	<b>102</b>	<b>195</b>	<b>181</b>



## 8. Analysis of charitable activity

	Activities taken directly £000	Support costs £000	Total 2017-18 £000	Total 2016-17 £000
Patient education and welfare	876	67	943	624
Staff education and welfare	495	36	531	295
Research	88	7	95	63
Other	0	0	0	43
Depreciation	20	1	21	22
	<b>1,479</b>	<b>111</b>	<b>1,590</b>	<b>1,047</b>

## 9. Grants

The charity does not make grants to individuals. The charity does not make grants to the Health Board, the charity does operate a Charitable Funds Bids Panel, which upon receipt of an invoice, on occasion requires the reimbursement of monies to the Health Board. During 2016/17 the Charity approved a sum of £0.02m to the Third Sector. No grants were made available for the period 2017/18.

Organisation/ Activity	2017/18 £000	2016/17 £000
YMCA Cardiff – Skills for Caring Project	0	3
Care & Repair Cardiff & the Vale – Healthy@Home Project	0	2
Student Volunteering Cardiff – Volunteer Travel and Project Activity costs	0	5
Headway Cardiff – Way Ahead Information and Self-Management Project	0	1
Creative Therapies Collective - Singing for Lung Health Cardiff	0	2
ACE (Action in Caerau and Ely) – ACE Wellbeing	0	5
Recovery Cymru – Remote Recovery Support	0	2
<b>Total</b>	<b>0</b>	<b>20</b>



## 10. Allocation of support costs

	Raising funds £000	Charitable activities £000	Total 2017-18 £000	Total 2016-17 £000
<b>Governance</b>				
External audit ( WAO)	0	10	10	10
Internal Audit	0	9	9	9
Investment management fees	26	0	26	26
<b>Total governance</b>	<b>26</b>	<b>19</b>	<b>45</b>	<b>45</b>
Finance and administration	0	92	92	91
	<b>26</b>	<b>111</b>	<b>137</b>	<b>136</b>
	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total Funds 2017-18 £000
Raising funds	20	6	0	26
Charitable activities	87	23	1	111
	<b>107</b>	<b>29</b>	<b>1</b>	<b>137</b>

## 11. Trustees' remuneration, benefits and expenses

The charity does not make any payments for remuneration nor to reimburse expenses to the charity trustees for their work undertaken as trustee.

## 12. Auditor's remuneration

The auditor's remuneration of £0.01m (2016/17:£0.01m) relates to the audit of the statutory annual report and accounts only.



### 13. Tangible fixed Assets

	Freehold land and buildings 2017/18 £000	Freehold land and buildings 2016/17 £000
<b><u>Cost or valuation</u></b>		
<b>Opening Balance</b>	2,512	2,446
Additions	0	0
Revaluations	-12	66
Disposals	0	0
Impairments	0	0
	<hr/>	<hr/>
<b>Closing Balance</b>	<b>2,500</b>	<b>2,512</b>
<b><u>Accumulated depreciation</u></b>		
<b>Opening Balance</b>	106	84
Disposals	0	0
Revaluations	-106	0
Impairments	0	0
Charge for year	20	22
	<hr/>	<hr/>
<b>Closing Balance</b>	<b>20</b>	<b>106</b>
<b>Opening NBV</b>	<b>2,406</b>	<b>2,362</b>
<b>Closing NBV</b>	<b>2,480</b>	<b>2,406</b>

Rookwood Hospital is the only Tangible Fixed Asset recognised in "Freehold Land and Buildings"

Following a revaluation of the NHS assets across Wales the Rookwood site was revalued as at a valuation date of 1st April, 2017. The valuation was consistent to the previous valuation in 2007 and 2012 reflecting the restriction to hospital use only.



## 14.Fixed asset investments

### Movement in fixed assets investments

	Investments Listed on Stock Exchange	Cash Held in Investment Portfolio	Total 2017-18	Total 2016-17 (Restated)
	£000	£000	£000	£000
Market value brought forward	6,343	253	6,596	6,358
Add: additions to investments at cost	469		469	1,485
Less disposals at carrying value	(551)		(551)	(1,738)
Add any gain / (loss) on revaluation	(147)		(147)	716
Movement of cash held as part of the investment portfolio		110	110	(225)
<b>Market value as at 31st March 2018</b>	<b>6,114</b>	<b>363</b>	<b>6,477</b>	<b>6,596</b>

The loss on revaluations related to the unrealised loss, however the overall loss of £0.119m (2016-17 £0.938m gain) as showing in the Statement of Financial Activities is calculated by also adjusting for realised gains of £0.028m (2016-17 £0.222m).

As at 31 March 2018 the following Investment was considered material: UBS ETF MSCI USA Socially Responsible ETF: This holding represents 7.7% of the total portfolio

The main shorter term risk from financial instruments lies in the combination of capital volatility and consistency in annual income. The environment for safe haven assets in the UK remains challenging as sustained low interest rates has made seeking yield from high Quality bonds and cash difficult. The risk facing the bond market in this environment is that when interest rates do start to rise and move towards historical normal levels, there will be the significant risk of a fall in capital values. Also the mature bull market for equities where valuations are more stretched and therefore the focus remains on finding value and avoiding overbought stocks.

Looking ahead to 2019 and the particular issue of Brexit, whilst this is certainly a risk or a "known unknown" it would be improper to skew the portfolio for a particular outcome given it is unclear what the end result will be in March of next year. As such the portfolio remains roughly neutral in equities against the long term strategy as earnings growth is still coming through and we also hold assets classes such as bonds, properties and alternatives for diversification purposes. The Cardiff and Vale Portfolio is being managed in line with other charities on a similar risk mandate by Cazenove Capital. Against the long term strategy the portfolio is neutrally weighted in equities, property and alternatives while being underweight in bonds with a tactical position in cash. The cash position is used to add to equities as and when opportunities arise.

The Charity's Investments are handled by investments advisors appointed by the Charity using the appropriate Health Board purchasing contract process. The Charity operates an investment policy that provides for a high degree of diversification of holdings within investment asset classes. A large proportion of investments are made with companies listed on a UK stock exchange or incorporated in the UK. The majority of expenditure is financed from donations and legacies and there are no borrowings, therefore the Charity is not exposed to significant liquidity risk. The Investment Management Company attends the Charitable Funds Committee twice a year to discuss all aspects of investment performance and the factors influencing the performance. The asset class allocation is an integral part of the discussion as this is intrinsically linked to minimising risk within the portfolio.



## 15. Analysis of current debtors

Debtors under 1 year	Total 31 March 2018 £000	Total 31 March 2017 £000
Accrued income		
Other debtors	164	237
Prepayments	74	0
	<u>238</u>	<u>237</u>
<b>Debtors over 1 year</b>		
Other debtors	0	2
	<u>0</u>	<u>2</u>
<b>Total debtors</b>	<u><b>238</b></u>	<u><b>239</b></u>

## 16. Analysis of cash and cash equivalents

	31 March 2018 £000	31 March 2017 £000
Cash in hand	1,211	1,487
	<u>1,211</u>	<u>1,487</u>

## 17. Analysis of liabilities

	Total 31 March 2018 £000	Total 31 March 2017 £000
<b>Creditors under 1 year</b>		
Other creditors	143	114
Accruals	18	19
	<u>161</u>	<u>133</u>
<b>Total creditors</b>	<u><b>161</b></u>	<u><b>133</b></u>



## 18. Reconciliation of net income / expenditure to net cash flow from operating activities

	Total 2017-18 £000	Total 2016-17 (Restated) £000
<b>Net income / (expenditure) (per Statement of Financial Activities)</b>	<b>(444)</b>	<b>1,315</b>
<b>Adjustment for:</b>		
Depreciation charges	20	22
(Gains) / losses on investments	119	(938)
Dividends, interest and rents from investments	(201)	(186)
(Increase) / decrease in debtors	1	(56)
Increase / (decrease) in creditors	28	(152)
<b>Net cash provided by (used in) operating activities</b>	<b><u>(477)</u></b>	<b><u>5</u></b>

## 19. Role of volunteers

The Charity is extremely grateful to have such wonderful support from so many kind people who continually give their time, support and energy to help raise funds for the Cardiff and Vale Health Charity.

The Charity aims to work more closely with Health Board volunteers in order to develop more specific Charity Champion roles, including supporting our runners at the Cardiff Half Marathon and supervising the charity collection tins. In accordance with the SORP, due to the absence of any reliable measurement basis, the contribution of these volunteers is not recognised in the accounts.



## 20. Analysis of Funds

### a. Analysis of endowment fund movements

	Balance 1 April 2017 £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2018 £000
Catherine Jenkins	44	1	(1)		(1)	43
	<b>44</b>	<b>1</b>	<b>(1)</b>	<b>0</b>	<b>(1)</b>	<b>43</b>

### b. Analysis of restricted fund movements

	Balance 1 April 2017 (Restated) £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2018 £000
Cystic Fibrosis Better Life Appeal Fund	259	84	(13)	(5)		325
Breast Centre appeal fund	174	103	(39)	(14)		224
Phillips Legacy (Asthma Research)	0	177	(2)			175
Murphy Legacy ( Morfa Day Unit)	103	4	(3)			104
Childrens Video Telemetry Appeal	87	5	(2)			90
Chidgey Legacy - Rheumatoid Arthritis	88	3	(2)			89
Trust Staff Lottery	118	230	(259)			89
Other funds	669	55	(131)		(26)	567
	<b>1,498</b>	<b>661</b>	<b>(451)</b>	<b>(19)</b>	<b>(26)</b>	<b>1,663</b>

### c. Analysis of unrestricted and material designated fund movements

	Balance 1 April 2017 (Restated) £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2018 £000
Unrestricted Delegated	1,349		-73	19	(92)	1,203
Unrestricted Non Delegated	1,129	14	-176			967
UHW Nurses	204	56	-27			233
Lung Research (Llan)	162	10	-5			167
Biggs Legacy Cardiac Research	154	6	-4			156
Geriatric Research (UHW)	148	6	-22			132
UHW Patients General	90	32	-1			121
Leukaemia & Lymphoma	122	13	-18			117
Haematology Day Unit	88	28	-22			94
Orchard Llandough	90	13	-19			84
Other funds	3,111	620	-946			2,785
	<b>6,647</b>	<b>798</b>	<b>-1,313</b>	<b>19</b>	<b>(92)</b>	<b>6,059</b>

### d. Revaluation Reserve

	Balance 1 April 2017 £000	Income £000	Expenditure (Depreciation) £000	Transfers £000	Gains and losses £000	Balance 31 March 2018 £000
Rookwood Hospital Charity	2,406		-20	0	94	2,480
	<b>2,406</b>		<b>-20</b>	<b>0</b>	<b>94</b>	<b>2,480</b>



## Additional notes

### 21. Commitments

All commitments are funded from unrestricted general funds.

Name of commitment	£000
Patient WIFI (CFC15/027) ( 1 Year)	46
Third Sector Grants (CFC16/124) ( 1 Year)	25
Horatio's Garden ( CFC16/143) ( 1-3 Years)	500
Screen Bids ( CFC 16/159) ( 1 year)	25
Nutrition and Hydration extension on on medical wards (CFC16/160) (1-2 years)	295
Lung Research Studies (CFC 16/161) ( 1 year)	170
	<u>1,061</u>

### 22. Donated Assets

During the year the Charity purchased assets to the value of £0.271m. These are included in the Charity's Statement of Financial Activities and are classified as Donated Assets in the LHB Financial Statements.

### 23. Post Balance Sheet Events

The financial statements are required to reflect the conditions applying at the end of the financial year. Therefore no adjustments are made for any changes in fair value of investments between 31 March 2018 and the date the financial statements are approved. The fair value of investments held by the Charity at 31<sup>st</sup> March 2018 has changed in the intervening period as follows:

	31 March 2018	03 December 2018
	£000	£000
Investment	6,477	5,971



## **STATEMENT OF FINANCIAL TRUSTEE RESPONSIBILITIES**

As Financial Trustee of the funds held on trust I am responsible for:

- the maintenance of financial records appropriate to the activities of the fund(s).
- the establishment and monitoring of a system of internal control.
- the establishment of arrangements for the prevention of fraud and corruption.
- the preparation of annual financial statements which give a true and fair view of the funds held on trust and the results of their operations.

.....2018

..... Financial Trustee



**STATEMENT OF TRUSTEE RESPONSIBILITIES**  
**IN RESPECT OF THE ACCOUNTS**

The trustee is required to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustee should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustee is responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. The trustee is responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustee confirms that they have complied with the above requirements in preparing the accounts.

**By order of the trustee**

Signed:

Trustee ..... Dated ..... 2018

Financial Trustee ..... Dated ..... 2018



## The independent auditor's report of the Auditor General for Wales to the Trustee of Cardiff and Vale University Local Health Board Charity

### *Report on the audit of the financial statements*

#### Opinion

I have audited the financial statements of Cardiff and Vale University Local Health Board Charity for the year ended 31 March 2018 under the Charities Act 2011. These comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In my opinion the financial statements:

- give a true and fair view of the state of affairs of the charity as at 31 March 2018 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Charities Act 2011.

#### Basis for opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing in the UK (ISAs (UK)). My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of the charity in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Conclusions relating to going concern

I have nothing to report in respect of the following matters in relation to which the ISAs (UK) require me to report to you where:

- the trustee's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustee has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.



## Report on other requirements

### Other information

The other information comprises the information included in the annual report other than the financial statements and my auditor's report thereon. The trustee is responsible for the other information in the annual report and accounts. My opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in my report, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

### Matters on which I report by exception

I have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require me to report to you if, in my opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustee's report;
- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns; or
- I have not received all of the information and explanations I require for my audit.

## Responsibilities

### Responsibilities of the trustee for the financial statements

As explained more fully in the statement of trustee responsibilities set out on page 43, the trustee is responsible for preparing the financial statements in accordance with the Charities Act 2011, for being satisfied that they give a true and fair view, and for such internal control as the trustee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustee is responsible for assessing the charity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

### Auditor's responsibilities for the audit of the financial statements

I have been appointed as auditor under 150 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of my auditor's report.

**Adrian Crompton**  
**Auditor General for Wales**  
**18<sup>th</sup> December 2018**

**24 Cathedral Road**  
**Cardiff**  
**CF11 9LJ**





WALES AUDIT OFFICE  
SWYDDFA ARCHWILIO CYMRU

Archwilydd Cyffredinol Cymru  
Auditor General for Wales

# Audit of Financial Statements Report and Management Letter – Cardiff and Vale University Local Health Board Charity

Audit year: 2017-18

Date issued: November 2018

Document reference: 944A2018-19





This document has been prepared as part of work performed in accordance with statutory functions.

In the event of receiving a request for information to which this document may be relevant, attention is drawn to the Code of Practice issued under section 45 of the Freedom of Information Act 2000.

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The team who delivered the work comprised Mike Usher, Mark Jones, David Burridge and Sheila Craig



# Contents

This document summarises the conclusions on the audit of the Board's 2017-18 charity financial statements. The Auditor General intends to issue an unqualified audit report on the financial statements. There are some issues to report to you prior to their approval.

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# Summary report

## Introduction

- 1 The Auditor General is responsible for providing an opinion on whether the financial statements give a true and fair view of the financial position of the Cardiff and Vale University Local Health Board Charity (the Charity) at 31 March 2018 and its income and expenditure for the year then ended.
- 2 We do not try to obtain absolute assurance that the financial statements are correctly stated but adopt the concept of materiality. In planning and conducting the audit, we seek to identify material misstatements in your financial statements, namely, those that might result in a reader of the accounts being misled.
- 3 The quantitative level at which we judge such misstatements to be material for the Charity is £35,700. Whether an item is judged to be material can also be affected by certain qualitative issues such as legal and regulatory requirements and reporting sensitivity. We consider the disclosure of related party transactions to be material by nature.
- 4 International Standard on Auditing (ISA) 260 requires us to report certain matters arising from the audit of the financial statements to 'those charged with governance', in sufficient time to enable appropriate action. This report sets out for consideration the matters arising from the audit of the Charity's 2017-18 financial statements, which require reporting under ISA 260.

## Status of the audit

- 5 We received the draft financial statements on 11 September 2018. We have substantially completed the audit work and are therefore reporting to you the more significant issues arising from the audit, which we believe you must consider prior to approval of the financial statements. We have already discussed these issues with the Health Board's Deputy Director of Finance.

## Proposed audit report

- 6 It is the Auditor General's intention to issue an unqualified audit report on the financial statements once you have provided us with a Letter of Representation based on that set out in [Appendix 1](#). The proposed audit report is set out in [Appendix 2](#).



## Significant issues arising from the audit

### Uncorrected misstatements

- 7 We set out below the non-material misstatements we identified in the financial statements, which have been discussed with management but remain uncorrected.

#### Expenditure is understated by £15,598 due to expenditure being accounted for in the wrong financial year

- 8 In May 2018 the Charity paid £6,660 towards the cost of the 'Staff Recognition Awards' event, which was held in March 2018. The Charity should have recognised this cost as expenditure in 2017-18 (with an accrual at 31 March 2018), but it overlooked the transaction. This oversight resulted in both 2017-18 expenditure and the year-end accruals being understated by £6,660.
- 9 Last year we reported ten uncorrected errors relating to expenditure, all of which had been accounted for in the wrong financial year. The errors totalled £8,938, being 2017-18 expenditure that had been incorrectly recorded in 2016-17. The expenditure in the 2017-18 financial statements is therefore understated by £8,938.

#### The balance of unrestricted funds is understated by £3,580 due to an invalid accrual being raised

- 10 In November 2016 the Charity raised a purchase order for display panels at a cost of £3,580. The Charity received and paid for the panels in 2016, but it did not match the paid invoice to the order. This error resulted in the £3,580 being accounted for as a liability as at both 31 March 2017 and 31 March 2018, based on the unmatched order. The unrestricted funds balance at 31 March 2018 is therefore understated by £3,580.

#### There are two classification errors in the income and expenditure disclosures due to incorrect accounting entries.

- 11 As at 31 March 2017 a supplier owed the Charity £16,800 in respect of faulty goods. This amount was recognised as a debtor in last year's financial statements, with expenditure being reduced by the same amount. During 2017-18 the supplier paid the Charity £14,400, thereby reducing the debt. However, the Charity incorrectly posted £8,400 of the payment to income and expenditure codes
- 12 The Charity paid an invoice of £7,360 for crockery for use by patients at hospitals. The Charity incorrectly posted the expenditure to 'Staff Education and Welfare' instead of 'Patient Education and Welfare'.

#### Overall impact of the above misstatements



- 13 Given the nature of the errors found, we undertook additional transaction testing to evaluate the potential for the financial statements to be materially misstated. The results of our additional testing were satisfactory and we were therefore able to conclude that the above misstatements, and the weaknesses in the Charity's internal financial control processes, do not represent a risk of material misstatement in the 2017-18 financial statements.
- 14 Management have decided not to correct these misstatements as they are immaterial both individually and collectively. While the misstatements do not adversely affect the audit opinion, we report them to you to seek your confirmation that you agree not to amend them. [Appendix 1](#) is based on the misstatements not being amended.

## Corrected misstatements

- 15 There are misstatements that have been corrected by management, but which we consider should be drawn to your attention due to their relevance to your responsibilities over the financial reporting process. These corrections are set out in [Appendix 3](#).
- 16 The most significant amendment was to correct the accounting treatment for fixed assets investments. We found that fixed asset investments have been overstated for a number of years and concluded that a prior period adjustment was required. The error has occurred because the amount of investment income owed at each year end is included in both debtors and in value of the fixed asset investments.
- 17 Accordingly, £55,000 has been removed from the value of fixed asset investments at 31 March 2018. The prior year figures have also been corrected as the errors are material to the financial statements. Therefore, £42,000 has been removed from fixed asset investments at 31 March 2017 and £34,000 as at 31 March 2016. An additional note (Note 2) has been added to the financial statements to explain this prior year adjustment.

## Other significant issues arising from the audit

- 18 During the audit we consider a number of matters, both qualitative and quantitative, relating to the financial statements and report any significant issues arising to you:
- **While we have no significant concerns about the qualitative aspects of your accounting practices and financial reporting, there are areas that need to be improved.** In many respects we found the information provided to be relevant, reliable, and easy to understand. We found the accounting policies and estimates to be appropriate and the draft financial statements to be unbiased, fair and clear. However, the draft financial statements submitted for audit contained numerous errors, which better preparation and a more robust quality assurance review would have identified and corrected prior to audit. The weaknesses gave rise to a significant amount of amendment that could have been avoided. Also, based on the last two



years' audits, we still have concerns over the procedures for ensuring that expenditure is accounted for in the correct financial year. We will set out our formal recommendations in a separate report that will be issued to the Charity.

- **We did not encounter any significant difficulties during the audit**  
Generally, we received information in a timely and helpful manner and were not restricted in our work.
- **There were no significant matters discussed and corresponded upon with management which we need to report to you.**
- **There are no other matters significant to the oversight of the financial reporting process that we need to report to you.**
- **We did not identify any material weaknesses in your internal controls.**
- **There are not any other matters specifically required by auditing standards to be communicated to those charged with governance.**

## Independence and objectivity

- 19 As part of the finalisation process, we are required to provide you with representations concerning our independence. We can confirm that we have complied with ethical standards and in our professional judgment we are independent, and our objectivity has not been compromised. There are no relationships between the audit team and the Charity that we consider to bear on our objectivity and independence.



# Appendix 1

## Final Letter of Representation

Auditor General for Wales  
Wales Audit Office  
24 Cathedral Road  
Cardiff  
CF11 9LJ

13 December 2018

### Representations regarding the 2017-18 financial statements

This letter is provided in connection with your audit of the financial statements of Cardiff and Vale University Local Health Board Charity for the year ended 31 March 2018 for the purpose of expressing an opinion on their truth and fairness and their proper preparation.

We confirm that to the best of our knowledge and belief, having made enquiries as we consider sufficient, we can make the following representations to you.

### Management representations

#### Responsibilities

We have fulfilled our responsibilities for:

- The preparation of the financial statements in accordance with legislative requirements and the Charities Act 2011; in particular the financial statements give a true and fair view in accordance therewith.
- The design, implementation, maintenance and review of internal control to prevent and detect fraud and error.

#### Information provided

We have provided you with:

- Full access to:
  - all information of which we are aware that is relevant to the preparation of the financial statements such as books of account and supporting documentation, minutes of meetings and other matters;
  - additional information that you have requested from us for the purpose of the audit; and
  - unrestricted access to staff from whom you determined it necessary to obtain audit evidence.



- The results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- Our knowledge of fraud or suspected fraud that we are aware of and that affects the Cardiff and Vale University Local Health Board Charity and involves:
  - management;
  - employees who have significant roles in internal control; or
  - others where the fraud could have a material effect on the financial statements.
- Our knowledge of any allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, regulators or others.
- Our knowledge of all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- The identity of all related parties and all the related party relationships and transactions of which we are aware.

### Financial statement representations

All transactions, assets and liabilities have been recorded in the accounting records and are reflected in the financial statements.

Significant assumptions used in making accounting estimates, including those measured at fair value, are reasonable.

Related party relationships and transactions have been appropriately accounted for and disclosed.

All events occurring subsequent to the reporting date which require adjustment or disclosure have been adjusted for or disclosed.

All known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to the auditor and accounted for and disclosed in accordance with the applicable financial reporting framework.

The financial statements are free of material misstatements, including omissions. The effects of uncorrected misstatements identified during the audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole and consequently these items have not been adjusted for in the 2016-17 accounts. A summary of these are set out below:

### Expenditure accounted for in the wrong period

- A payment of £6,660 on 11 May 2018 for the cost of the Staff Recognition Awards event held on 9 March 2018 not accrued for in 2017-18; and



- ten payments totalling £8,938 made in 2016-17 which relate to goods and services received in 2017-18, which was not recorded as prepayments in the 2016-17 financial statements and therefore recorded as 2017-18 expenditure.

#### **Unrestricted fund balances understated due to an invalid accrual**

- An accrual of £3,580 for display panels recognised in error in both 2017 and 2018 for goods and services already received and paid for in 2016.

#### **Classification errors in income and expenditure**

- Income and expenditure both overstated by £8,400 due to posting errors in the bringing forward of a debtor and subsequent receipts in relation to refunds due from a supplier; and
- a payment of £7,360 for crockery for use by patients at hospitals incorrectly recorded as being for the benefit of Staff Education and Welfare instead of Patient Education and Welfare.

### **Representations by those charged with governance**

We acknowledge that the representations made by management, above, have been discussed with us.

We acknowledge our responsibility for the preparation of true and fair financial statements in accordance with the applicable financial reporting framework. The financial statements were approved by the Trustee on 13 December 2018. We confirm that we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that it has been communicated to you. We confirm that, as far as we are aware, there is no relevant audit information of which you are unaware.

Signed by:

Chief Executive

13 December 2018

Signed by:

Trustee Chair

13 December 2018



# Appendix 2

## The independent auditor's report of the Auditor General for Wales to the Trustee of Cardiff and Vale University Local Health Board Charity

### Report on the audit of the financial statements

#### Opinion

I have audited the financial statements of Cardiff and Vale University Local Health Board Charity for the year ended 31 March 2018 under the Charities Act 2011. These comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In my opinion the financial statements:

- give a true and fair view of the state of affairs of the charity as at 31 March 2018 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Charities Act 2011.

#### Basis for opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing in the UK (ISAs (UK)). My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of the charity in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Conclusions relating to going concern

I have nothing to report in respect of the following matters in relation to which the ISAs (UK) require me to report to you where:

- the trustee's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or



- the trustee has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## Report on other requirements

### Other information

The other information comprises the information included in the annual report other than the financial statements and my auditor's report thereon. The trustee is responsible for the other information in the annual report and accounts. My opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in my report, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

### Matters on which I report by exception

I have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require me to report to you if, in my opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustee's report;
- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns; or
- I have not received all of the information and explanations I require for my audit.

## Responsibilities

### Responsibilities of the trustee for the financial statements

As explained more fully in the statement of trustee responsibilities set out on page 43, the trustee is responsible for preparing the financial statements in accordance with the Charities Act 2011, for being satisfied that they give a true and fair view, and for such internal control as the trustee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.



In preparing the financial statements, the trustee is responsible for assessing the charity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

#### **Auditor's responsibilities for the audit of the financial statements**

I have been appointed as auditor under 150 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of my auditor's report.

**Adrian Crompton**  
**Auditor General for Wales**  
**December 2018**

**24 Cathedral Road**  
**Cardiff**  
**CF11 9LJ**



## Appendix 3

### Summary of corrections made to the draft financial statements which should be drawn to the attention of the Trustee of Cardiff and Vale University Local Health Board Charity

During our audit we identified the following misstatements that have been corrected by management, but which we consider should be drawn to your attention due to their relevance to your responsibilities over the financial reporting process.

#### Exhibit 1: Summary of corrections made to the draft financial statements

Value of correction	Nature of correction	Reason for correction
£55,000	Decrease in Fixed Asset Investments (Note 14) and Analysis of Funds Balances as at 31 March 2018 (Note 20).	The value of the investments included cash held by the investment fund manager that was ready to be paid to the Charity in April 2018. However, a debtor was also raised for this amount and therefore it had been double counted.
£48,000 (31 March 2017)  £34,000 (31 March 2016)	Decrease in Fixed Asset Investments (Note 14) and Analysis of Funds Balances as at 31 March 2017 (Note 20) and 31 March 2016.	The above investments' error was also found to have been made in the prior year's financial statements. As the value is considered material to these accounts, a prior year adjustment was needed to restate the 31 March 2017 position.
£46,000	Decrease in accruals (Note 17) and expenditure in Analysis of Charitable Activity Note (Note 8).	The funding for providing Wi-Fi at hospital sites in 2018-19 was erroneously recorded as a 2017-18 cost and therefore included in accruals and expenditure.
£74,000	Prepayments disclosed separately (Note 15).	Prepayments were disclosed as part of the other debtors' figure in Note 15, rather than being disclosed separately as required by the SORP.



Value of correction	Nature of correction	Reason for correction
£3,000	Additional payment disclosure added to the related party note for Abertawe Bro Morgannwg LHB (Note 3).	We advised that the Deputy Director of Finance (DDOF), as a member of the Charitable Funds Committee, should complete a related party return. The DDOF's subsequent declaration resulted in an additional related party disclosure.
£4,000	Additional receipts disclosure added to the related party note for the Vale of Glamorgan Council (Note 3).	This disclosure relates to the declaration of a non-executive member of the Board, which had been incorrectly omitted from the related party disclosure.
£19,604	Note 9 prior-year grants paid was added to the financial statements.	This note had been omitted. We note that there was no expenditure in 2017-18, but the prior-year comparators are still required.
£2,000	Reclassification of long-term debtors to short term (Note 15)	A long-term debtor of £2,000 was being paid by instalments. The two remaining instalments were due in April and May 2018, and thereby not long term.
Various	Presentational adjustments	Various, which included: <ul style="list-style-type: none"> <li>• adjustments to ensure consistency between the primary statements and notes;</li> <li>• adjustments to ensure compliance with the SORP;</li> <li>• adjustments to improve the clarity of disclosures; and</li> <li>• adjustments to remove formatting and clerical errors.</li> </ul>



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**Reference:** MJ1/NG

**Date issued:** 19 September 2018

Dear Chris

### Cardiff and Vale University Local Health Board's Funds Held on Trust 2017/18 - audit enquiries to those charged with governance and management

As your external auditors we are responsible for obtaining reasonable assurance that the financial statements taken, as a whole, are free from material misstatement, whether caused by fraud or error. I also set out the respective responsibilities of auditors, management and those charged with governance.

This letter formally seeks documented consideration and understanding on a number of governance areas that impact on the audit of the Funds Held on Trust (FHOT) financial statements. These considerations are relevant to both:

- management; and
- the trustees, who are deemed to be 'those charged with governance'.

I have set out below the areas of governance on which I am seeking views.

Management's processes in relation to:

- undertaking an assessment of the risk that the financial statements may be materially misstated due to fraud;
- identifying and responding to risks of fraud in the organisation;
- communication to employees of views on business practice and ethical behaviour; and
- communication to those charged with governance the processes for identifying and responding to fraud.



I am also seeking views on:

- management's and the trustees' awareness of any actual or alleged instances of fraud;
- how management and the trustees gain assurance that all relevant laws and regulations have been complied with;
- whether there is any potential litigation or claims that would affect the financial statements;
- management processes to identify, authorise, approve, account for and disclose related party transactions and relationships and the trustees' oversight of these processes; and
- the information you provide will inform our understanding of the UHB and its business processes and support our work in providing an audit opinion on your 2017-18 financial statements.

I would be grateful if you could complete the attached tables in **Appendices 1 to 3**.

Your responses should be formally considered and communicated to us on behalf of both management and those charged with governance by 31 October 2018. In the meantime, if you have queries, please contact me on 07748 181679 or by e-mail at [mark.jones@audit.wales](mailto:mark.jones@audit.wales)

Yours sincerely

Mark Jones  
Audit Manager



## Appendix 1

### Matters in relation to fraud

International Standard for Auditing (UK and Ireland) 240 covers auditors' responsibilities relating to fraud in an audit of financial statements.

The primary responsibility to prevent and detect fraud rests with both management, and the trustees 'those charged with governance'. Management, with the oversight of the trustees, should ensure there is a strong emphasis on fraud prevention and deterrence and create a culture of honest and ethical behaviour, reinforced by active oversight by those charged with governance.

As external auditors, we are responsible for obtaining reasonable assurance that the financial statements are free from material misstatement due to fraud or error. We are required to maintain professional scepticism throughout the audit, considering the potential for management override of controls.

### What are we required to do?

As part of our risk assessment procedures we are required to consider the risks of material misstatement due to fraud. This includes understanding the arrangements management has put in place in respect of fraud risks. The ISA views fraud as either:

- the intentional misappropriation of assets; or
- the intentional manipulation or misstatement of the financial statements.

We also need to understand how the trustees exercise oversight of management's processes. We are also required to make enquiries of both management and the trustees as to their knowledge of any actual, suspected or alleged fraud and for identifying and responding to the risks of fraud and the internal controls established to mitigate them.



## Enquiries of management - in relation to fraud

Question	2017-18 Response
<p>1. What is management's assessment of the risk that the financial statements may be materially misstated due to fraud and what are the principal reasons?</p>	<p>The assessed risk is extremely low as management are not aware of any fraud or potential fraud that would materially impact on the financial statements. This assessment is made on the basis of a robust and comprehensive counter fraud and internal audit services. Any potential fraud cases are rigorously investigated and pursued by counter fraud. Internal Audit also undertake a detailed annual review of charitable funds and the main financial systems from which the financial statements are prepared, both of which has been reviewed as giving substantial assurance.</p>
<p>2. What processes are employed to identify and respond to the risks of fraud more generally and specific risks of misstatement in the financial statements?</p>	<p>The Health Board's internal auditors annually review charitable funds and the fundamental financial systems upon which the financial statements are based. This is also supported by a robust and well-resourced counter fraud programme. All senior staff in the Finance Department comply with professional ethics and accounting standards and any deliberate mis-statements would likely result in the individual being struck off from their professional body.</p>
<p>3. What arrangements are in place to report fraud issues and risks to the trustees?</p>	<p>The Audit Committee agrees a Counter Fraud Work Plan at the start of the year. It then receives regular Counter Fraud progress reports at all of its normal business meetings. It also receives an annual counter fraud report which details the work that has been</p>



## Enquiries of management - in relation to fraud

Question	2017-18 Response
	undertaken during the year, together with a Self-Risk Assessment.
<p>4. How has management communicated expectations of ethical governance and standards of conduct and behaviour to all relevant parties, and when?</p>	<p>All staff have access to the Standards of Behaviours Framework Policy via the Intra and Internet plus this is included upon recruitment and at induction. Consultant Medical and Dental Staff are reminded of the need to declare interests etc, when completing their job plans. This has been re-enforced throughout the year by the Assistant Medical Director – Workforce and the Clinical Boards, Board members are made aware of the policy on recruitment and are also prompted to complete a declaration on an annual basis. This requires them to confirm that they have read and understood the policy. ‘Declarations of Interest’ is also a standing item on the agenda of all Board and Committee meetings, including the Board of Trustees and Charitable Funds Committee meetings. In addition, the Standards of Behaviours Framework policy has been circulated and also raised at the Health Systems Management Board to ensure that it is cascaded through Clinical Boards. This has been done to make sure that expectations of ethical governance and standards of conduct and behaviour are being communicated to all professional staff and not only to Medical and Dental staff.</p>



## Enquiries of management - in relation to fraud

### Question

5. Are you aware of any instances of actual, suspected or alleged fraud since 1 April 2017?

### 2017-18 Response

All actual and suspected fraud is fully reported to the Audit Committee at its regular business meeting in its private session via a counter fraud progress report. There were no actual or suspected frauds relating to Funds Held on Trust in 2017/18.



## Enquiries of those charged with governance – in relation to fraud

Question	2017-18 Response
<p>1. How do the trustees exercise oversight of management's processes for identifying and responding to the risks of fraud within the audited body and the internal control that management has established to mitigate those risks?</p>	<p>The Board/charity has delegated the review and monitoring of management processes for identifying and responding to fraud risks to the Audit Committee. This monitoring is supported by the work of the Audit Committee and the internal audit and counter fraud functions for which the Finance Director is the lead Executive. The Audit Committee receives regular reports on counter fraud matters and on the adequacy of internal control that exist within the Health Board/charity and on the actions being taken to mitigate these risks. The Chair of the Audit Committee is an Independent Member of the Board and reports back to the Health Board on these matters and the minutes of both the public and private meetings of the Audit Committee are included in the meeting papers of the Board.</p>
<p>2. Are you aware of any instances of actual, suspected or alleged fraud since 1 April 2017?</p>	<p>No, as part of their private meetings, the Board receives minutes from the private meeting of the Audit Committee, which includes any significant points highlighted in the Counter Fraud Progress Reports. There has been no suspected or actual fraud relating to funds held on Trust in 2017/18.</p>



## Appendix 2

### Matters in relation to laws and regulations

International Standard for Auditing (UK and Ireland) 250 covers auditors' responsibilities to consider the impact of laws and regulations in an audit of financial statements.

Management, with the oversight of those charged with governance, the trustees are responsible for ensuring that the Fund's operations are conducted in accordance with laws and regulations, including compliance with those that determine the reported amounts and disclosures in the financial statements.

As external auditors, we are responsible for obtaining reasonable assurance that the financial statements are free from material misstatement due to fraud or error, taking into account the appropriate legal and regulatory framework. The ISA distinguishes two different categories of laws and regulations:

- laws and regulations that have a direct effect on determining material amounts and disclosures in the financial statements; and
- other laws and regulations where compliance may be fundamental to the continuance of operations, or to avoid material penalties.

### What are we required to do?

As part of our risk assessment procedures we are required to make inquiries of management and the trustees as to whether the Fund is in compliance with relevant laws and regulations. Where we become aware of information of non-compliance or suspected non-compliance we need to gain an understanding of the non-compliance and the possible effect on the financial statements.



## Enquiries of management – in relation to laws and regulations

Question	2017-18 Response
1. How have you gained assurance that all relevant laws and regulations have been complied with?	Assurances are gained via the Charitable Funds Committee and other appropriate Board Committees where these issues are discussed.
2. Have there been any instances of non-compliance or suspected non-compliance with relevant laws and regulations since 1 April 2017, or earlier with an ongoing impact on the 2017-18 financial statements?	There have been no instances of non-compliance or suspected non-compliance with relevant laws and regulations relating to the Funds Held on Trust during this period.
3. Are there any potential litigations or claims that would affect the financial statements?	Management is not aware of any potential litigations or claims that would affect the financial statements.
4. Have there been any reports from other regulatory bodies, which indicate non-compliance?	No such reports have been issued.

## Enquiries of those charged with governance – in relation to laws and regulations

Question	2017-18 Response
1. How do trustees, in their role as those charged with governance, obtain assurance that all relevant laws and regulations have been complied with?	Assurances are gained via the Charitable Funds Committee and other appropriate Board Committees where these issues are discussed.
2. Are you aware of any instances of non-compliance with relevant laws and regulations?	No.



## Appendix 3

### Matters in relation to related parties

International Standard for Auditing (UK and Ireland) 550 covers auditors' responsibilities relating to related party relationships and transactions.

The nature of related party relationships and transactions may, in some circumstances, give rise to higher risks of material misstatement of the financial statements than transactions with unrelated parties.

Because related parties are not independent of each other, many financial reporting frameworks establish specific accounting and disclosure requirements for related party relationships, transactions and balances to enable users of the financial statements to understand their nature and actual or potential effects on the financial statements. An understanding of the entity's related party relationships and transactions is relevant to the auditor's evaluation of whether one or more fraud risk factors are present as required by ISA (UK and Ireland) 240, because fraud may be more easily committed through related parties.

### What are we required to do?

As part of our risk assessment procedures, we are required to perform audit procedures to identify, assess and respond to the risks of material misstatement arising from the entity's failure to appropriately account for or disclose related party relationships, transactions or balances in accordance with the requirements of the framework.



## Enquiries of management – in relation to related parties

### Question

1. Confirm that you have disclosed to the auditor:
  - the identity of any related parties, including changes from the prior period;
  - the nature of the relationships with these related parties; and
  - details of any transactions with these related parties entered into during the period, including the type and purpose of the transactions.

2. What controls are in place to identify, authorise, approve, account for and disclose related party transactions and relationships?

### 2017-18 Response

Yes, these have been disclosed.

Staff are required to make declarations in accordance with the Standards of Behaviour Framework Policy, incorporating Gifts, Hospitality and Sponsorship. All Board members and other relevant staff are asked to make a declaration on an annual basis, which is then recorded and published in the Declarations of Board Members' Interests. Where a Board Member's interests change during the year, they have a personal responsibility to declare this and inform the Board Secretary.

These related party transactions are identified in the Charity's Annual Report 2017/18. For all Committees and the Board there is a standing agenda item at the beginning of each meeting called 'Declaration of Interest' in relation to items on the agenda.



## Enquiries of the those charged with governance – in relation to related parties

### Question

1. How do the trustees, in their role as those charged with governance, exercise oversight of management's processes to identify, authorise, approve, account for and disclose related party transactions and relationships?

### 2017-18 Response

The Audit Committee receives bi-annual reports relating to compliance with the policy and the Gifts, Hospitality and Sponsorship Register. The Charitable Funds Committee will also scrutinise the Annual Accounts of the Charity which contain details of related party transactions.





**UNCONFIRMED MINUTES OF  
MAKE IT BETTER - STAFF LOTTERY BIDS PANEL TIME OUT  
Thursday, 1<sup>st</sup> November 2018**

**Present:**

Mike Jones	Chair
Peter Welsh	Vice Chair
Cheryl Evans	Children & Women
Rachel Armitage	Primary, Community & Intermediate Care
Simone Joslyn	Head of Arts and Health Charity
Barbara John	Business & Operational Manager C&VHC
Phillip Myton	Cardiff & Vale Health Charity
Jayne Catherall	Communications
Alun Morgan	Clinical Diagnostics and Therapeutics
Angela Hughes	Patient Experience

**Apologies:**

Angela Hughes	Patient Experience
Ian Wile	Mental Health
Keith Roberts	ALAS & Neurosciences
Trina Nealon	Public Health Wales
Beverly Withers	Dental
Alun Williams	Finance
Gillian Edwards	Surgery
Sian Williams	Specialist Services
Rebecca Aylward	Medicine
Gillian Edwards	Surgery
Alun Williams	Finance

In attendance	Geldards LLP
Giselle Davies	

Secretariat:	
Lucie Barrett	Fundraising



## 1.2 APOLOGIES FOR ABSENCE

### 1.3 DECLARATIONS OF INTEREST

**1.4 TO RECEIVE AND APPROVE MINUTES OF THE MEETING HELD ON 22<sup>nd</sup> August 2018**

**Action: Lucie Barrett**

## Session 1 REVIEW OF CHARITABLE BIDS RECEIVED

**A total of 7 bids totalling £36,701 were considered individually (Appendix 1) as follows:**

**BP581      Memoria- Educational Play on Dementia**  
**£2.668**

Re-Live is an award-winning charity that deliver creative and innovative Life Story Work with people living with dementia in community settings. Based at Chapter in Cardiff, Re-Live provide an open door to the arts for people with no previous engagement with the arts. Their work demonstrates how engaging with the arts can be transformative for isolated, voiceless members of our society. Alongside their creative work, Re-Live have trained over 4,000 health and social care professionals throughout Wales in compassionate approaches to dementia care through their experiential training programme

In 2014, Re-Live produced **Memoria** a ground-breaking theatre production with people living with dementia, family members and a professional carer sharing their lived experiences of dementia on stage. **Memoria** was performed to sell out audiences and simultaneously live streamed around the world to over 4,000 people in 12 countries. Since 2014, the **Memoria** group have performed a 30-minute excerpt of the original show in conferences and community settings across Wales followed by a Q&A facilitated by Re-Live.



Funding was required to stage the play across the Board, so that UHB staff, patients and carers would benefit from an educational performance.

The Chair agreed that the bid met funding criteria and also noted that this was a good example of where charitable money should be spent.

### **The bid was approved via Chair's Action**

#### **BP582 CAV a Coffee & Talk. Time to Change badges and vouchers £473**

Cav a Coffee and Talk part of the pledge on the Time to Change TIME TO CHANGE initiative.

1 in 4 people will suffer with a mental health issue at some point in their lives and in Wales 1 in 6 of workers will experience mental health issues and 9 out of 10 workers will suffer discrimination. In 2018, Chief Executive, Len Richards and Chair, Maria Battle pledged to Time to Change to end mental health discrimination and stigma in the workplace. The Time to Change Group a subgroup of the H&WBG have come up with the CAVaCoffee & Talk which encourages staff to talk about mental health and tackle this issue. The Group wish to purchase CAVaCoffee & Talk badges and coffee vouchers. CAVaCoffee & Talk campaign is an added incentive for staff wellbeing and great way to raise awareness, improve knowledge and change attitudes about mental health in the workplace. It's important that staff can talk to each other about what they are going through.

CAVaCoffee champions and volunteers will be signposting individuals to gain support utilising different tools/mechanisms. It's about changing the culture in our workplace. The campaign will make a positive long-term difference to staff by offering an alternative to the employee wellbeing scheme and adds value to the staff experience of working at this Health Board.



The Chair agreed that the bid met funding criteria and also noted that this was a good example of where charitable money should be spent.

**The bid was approved via Chair's Action**

### **BP583 Sacral Nerve Stimulation, (SNS) Patient Video £400**

In order to support the C&V business case for SNS treatment the project team would like to film and record patients stories. The life changing impact of faecal incontinence (F1) and the benefits of SNS treatment are best conveyed by patients who, or are suffering with F1 and by patients who have previously benefitted from SNS treatment in Bristol. The filming will enhance the project by bringing the patient story and experience into sharp focus.

The Chair agreed that the bid met funding criteria and also noted that this was a good example of where charitable money should be spent.

**The bid was approved via Chair's Action**

### **P584 Staff Room Refurbishment £7,660**

The Ophthalmology Outpatient staff room is in need of refurbishment and the department would like to update the kitchen with new fittings. They would also like to have new tables and chairs, sink and wash area and new white goods. The overall improvement will make a huge difference to staff morale, wellbeing and increase productivity.

Members agreed that the bid was difficult to review as no representative from the clinical board was present at the meeting. The panel agreed that the application with the exception of staff lockers met funding criteria and agreed to a contribution of 50%. The remaining 50% should be utilised from funds held within ophthalmology. Members requested an updated from the applicant within four weeks.

**The bid was part approved.**



**BP585 Rookwood Transition Project £9,500**

During 2018 as part of the centenary celebrations, we have been able to engage with staff, patients and visitors at Rookwood Hospital with the aim to improve wellbeing and the environment. The positive engagement has assisted in building relationships. As Rookwood Hospital enters a transition stage, prior to transferring services to other sites we need to build on the relationships and ensure that the environment is kept to a standard acceptable for caring. Funding is required to support three projects to build on previous work whilst ensuring that the outcomes of the project are able to transfers with the services. An art and history project that includes storytelling and possibly producing a book and providing more sensory experience in the courtyard and gardens on site and further wellbeing at work sessions.

Members agreed that the bid met funding criteria. The panel noted that this was a good example of where charitable money should be spent.

**The bid was approved.**

**BP586 Wellbeing @ Work Programme £7,000**

A Wellbeing at Work programme was set up in September 2018 to run until December 2018 and was aimed at staff to promote and encourage health and wellbeing in the workplace. Therapist were sourced through Cardiff Met University and also independent therapist.

The Health Charity would like to continue this project for a further 12 months and propose two sessions per month across 6 hospital sites and also sessions within the corporate department and each clinical board.

Members agreed that the bid met funding criteria. The panel noted that this was a good example of where charitable money should be spent.

**The bid was approved.**



## **BP587 Barry Hospital Community room £9,000**

In 2020, Barry Hospital will celebrate its 25<sup>th</sup> Anniversary. The hospital was opened as a community hospital and facilities are available for staff, visitors, third sector and community groups to use. The strategy for the hospital is to be an integrated Health and Wellbeing Hub for the local community.

Within the hospital is the Mary Lennox room, named in memory of a well-respected GP and is used by hospital staff, trade unions, third sector and local community group.

The room is fully functional with furniture and is well used. However, the room looks tired and is need of some comfortable seating, artwork and information boards. The proposal to enhance the room also includes redecoration in bright colours, projector and display cabinets for artefacts. These improvement will improve the ambience of the room and will be in keeping with this being a community facility plus provide enhanced facilities for internal and external use.

Members agreed that the bid met funding criteria. The panel noted that this was a good example of where charitable money should be spent.

***The bid was approved.***

All agreed, future bids will only be considered if a representative is present. A formal letter to be sent to all Director of Operations to reinforce the decision. Appendix 2.

**Action: Mike Jones/Simone Joslyn**

### **Fast Track Approvals**

17 bids have been received via the fast track system since August 2018 with a total of 57 since the scheme was introduced.

Members noted the bids in accordance with the process set out in the paper and make recommendation to the Charitable Funds Committee for approval.



Members were reminded that applications for fast track funding is managed by the Health Charity team. All applicants should be directed to Lucie Barrett or Daniel Howorth. It was agreed a directorate manager or equivalent is added as part of the approval process. Approval can be done electronically. The application form should be amended to include the changes.

**Action: Lucie Barrett.**

### **Other items for discussion.**

After some discussion it was agreed to rename the group, The Staff Lottery Bids Panel. This better reflects the nature of the funding allocated by the Panel, from the Staff Lottery. Application forms should be renamed and distributed to members. The Charitable Funds Committee are asked to endorse the name change.

**Action: Lucie Barrett**

### **Session 2 - Review Core/Non-Core Expenditure**

Members were shown a draft copy of core and non-core expenditure guidance. Information has been developed to promote increased understanding across Clinical Boards on what can/cannot be supported by the Health Charity, prior to submitting applications.

Giselle Davies, Consultant, Charity & Social Enterprise Team from Geldards LLP joined the meeting at this point to deliver a presentation of expenditure training, which included;

- Will the expenditure further a charitable purpose?
- Is it related to the NHS?
- Does private benefit outweigh public benefit?
- Has process complied with Charity Commission guidance?
- Have any legally binding restrictions been complied with?
- Public perception – will it damage the reputation of the Charity to make this expenditure from charity funds?

All found the presentation very informative and helpful. Giselle agreed members could receive a copy of the presentation for their information in a PDF format.

**Action: Lucie Barrett**



The Chair thanked Giselle for attending and invited Giselle to attend the next panel time out, December 2019.

Giselle Davies left the meeting at this point.

The draft copy will be circulated to members for their comments and will include advice provided by Giselle. Members are asked to provide feedback for the final draft copy which will be presented to the December meeting of the Charitable Funds Committee.

**Action: Barbara John**

Members went on to discuss the Clinical Boards engagement in their endowments and their knowledge of the funds they hold. The feedback appears to be that many fund holders still are unaware of their funds. The group suggested signatories should be reviewed and suggest, Director of Operations review all funds within their Clinical Board.

**Action: Alun Williams**

### **Session 3**

#### **Reflect on spend to date**

##### **Applications for funding under £250**

At the meeting of the panel held in October 2017, members agreed to introduce the fast track bid scheme which allows small bids up to the value of £250 to be reviewed and approved outside of the scheduled meetings.

Since October 2017 a total of 57 applications have been approved which amount to £10,732.

##### **Applications for funds between the value of £250-£10,000**

Since 2017 a total of 67 applications have been approved which amount to £321,743

Successful applications are project managed by the charity team to ensure no overspend of funds allocated and ensure a clear audit trail.



### ***Applications for funds over £10,000***

Applications over £10,000 are reviewed by the Charitable Funds Committee. Panel members are unsure of the process when recording successful applications and how the outcomes are managed. Members suggested that this is discussed with Committee Members at their Time Out session on December 11<sup>th</sup> 2018.

**Action: Barbara John/Simone Joslyn**

### **Session 4**

#### **How do we maximise opportunities to promote the work of the Group publicity and profile**

A communications strategy is currently being produced by Jayne Catherall, communications lead for the health charity. Lottery leaflets have also been updated with the option to complete the form online. Health Charity events, including staff lottery draws including SuperDraws and MegaDraws are regularly displayed via the display screens across the UHB.

Visibility has also increased hugely via the website, Twitter and Facebook since Jayne has come into post. Members agreed successful applications should also be publish on the health charity website going forward.

**Action: Jayne Catherall.**

Successful applications are monitored with each good news story to include a quote from the Chair or Vice Chair. Members were reminded that short videos can also be produced via the communications team.

**Action: Jayne Catherall**

### **Other issues for discussion**

Members discussed options to explore sponsorship and suggested Cardiff Business Club. Cardiff Business Club connects organisations from across the private, public and charitable sectors to support and promote their businesses.

**Action: Barbara John**



The Health Charity now has a full-time Fundraising Support Officer, Daniel Howorth which will improved the workload of the fundraising team. Daniel will also be join the panel and engage with successful applicants promoting fundraising activities to help continue projects.

## **Session 5**

### **Lottery**

The Panel agreed the following in respect of lottery membership:-

- Work to increase membership should concentrate on CAV employees and not the wider NHS Wales staff. However, current members paid via ABMU, PHW & Velindre payroll, who provide a service to C&VUHB would be allowed to continue in the draws.
- the maximum number of entries per member should be capped at 6 entries per week.
- Health Charity staff should be allowed to be part of the scheme if they wish.

The Committee is asked to discuss and advise on the following:-  
If a member leaves C&V to take a post in another HB  
ABMU, PHW or Velindre, can they remain in the lottery?

*I'm a Winner* badges could encourage other staff members to join the lottery.

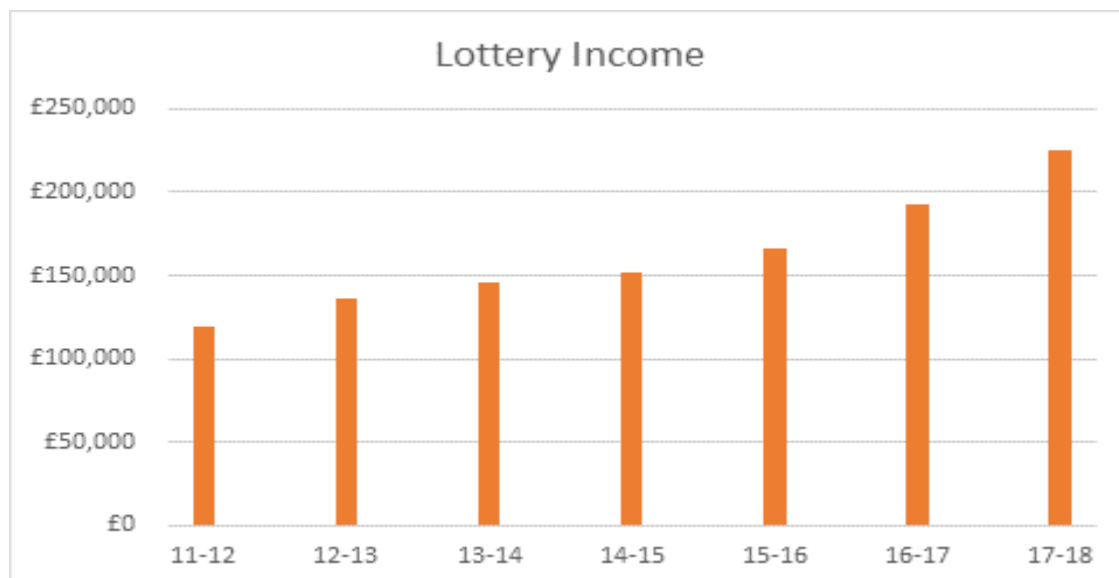
**Action: Jayne Catherall**

Promotion of the £10,000 January MegaDraw Prize continues. Our target for January is to achieve 5000 numbers for the draw. As of the beginning of November, the lottery numbers stand at 4686, though this does not yet take into account any leavers this month.

We proposed that attracting 192 new numbers to the lottery would recoup the cost of the MegaDraw prize over the following 12 month period.



The graph below shows the last five years of gross income from the lottery before costs, to the end of March 2018.



The MEGADRAW will take place on Friday 25<sup>th</sup> January 2019 12.00noon - 2.00pm at Corporate Headquarters. The MEGADRAW will form part of a staff wellbeing event. Each executive will be invited and encouraged to invite a staff member from their portfolio to come along for a therapy session. Four winners will all receive £1,000 and one lucky winner will be awarded a cash prize of £10,000. We would like to invite all panel members to witness the draws and attend the wellbeing session. The invitation would also be extended to the Charitable Funds Committee.

### **Third Sector Bids**

Following the successful pilot scheme funded by the Health Charity and managed by GVS in 2016 & 2017, a proposal for further Third Sector Bids funding for 2018/19 was presented to the Panel. This scheme enables third sector organisations to develop small scale projects and pilots; test new ideas; strengthen community services and support integration of the third sector into health and social care services. It also assists in the enhancement of existing services, with clear alignment to the guiding principles and priorities of Cardiff and Vale Health Charity.



The small grant scheme will be administered by GVS across Cardiff and the Vale of Glamorgan. The programme will be sponsored and supported by Cardiff & Vale Health Charity, with regular progress reports provided to the Charitable Funds Committee.

A proposal to invest a further £33,000 to include administration costs was supported by the Panel. Applications in 2019 will be aligned to the UHB's Social Prescribing agenda. The proposal is to be taken for consideration to the Charitable Funds Committee Meeting in December 2018.

Agreed to revise third sector documentation and circulate to Panel members for comment.

**Action: Barbara John**

### **The Next Steps**

All approved bids are submitted to the Charitable Funds Committee. It was agreed that future reports could include rejected bids, for the committee's information.

The Panel agreed to hold a time out day again next year, in order to monitor and build on progress with the Life Sciences Hub to be booked as a venue.

**Action: Barbara John**

Letter of thanks to be sent to those who provided lunch for the day.

**Action: Barbara John**

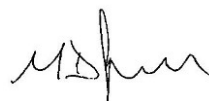
### **FINAL CLOSURE AND FUTURE MEETINGS**

**Tuesday 12<sup>th</sup> February 2019. 9.30am – 11.30am**

**Boardroom, University Hospital Llandough**

The Chair thanked all members for their attendance and contribution then closed the meeting.

**Signed**



**Date**

4/12/18



There were a total of 7 applications the value £36,701 received for consideration and the panel approved 7 applications to the value of £32,871.  
 Bid No 584 was partly approved. Summary of bids is provided below.

No	Applicant's Name	Destination	Amount	Description	Patients Benefit	Staff Benefit	Outcome
BP581- Approved Chairs Action	Suzanne Wood	Public Health, Global Link	£2,668	Memoria- Educational play on dementia	Yes	Yes	Approved
BP582 Approved Chairs Action	Carol Falcon	Workforce & Organisation al Development	£473	CAV a Coffee & Talk. Time to Change		Yes	Approved
BP583 Approved Chairs Action	James Griffiths	Value Based Procurement	£400	Sacral nerve stimulation. Patient video	Yes	Yes	Approved
BP584	Katherine Daniel	Ophthalmolo gy Outpatients UHW	£7,660	Staff room refurbishment		Yes	Part- Funded 50% £3,830
BP585	Simone Joslyn	Head of Arts and Health Charity	£9,500	Rookwood transition project	Yes	Yes	Approved
BP586	Georgina Burke	Cardiff & Vale Health Charity	£7,000	Wellbeing @ Work Programme		Yes	Approved
BP587	Peter Welsh	Barry & UHL General Manager	£9,000	Barry Hospital Community room	Yes	Yes	Approved
<b>Total</b>			<b>£36,701</b>				<b>£32,871</b>



### Small Bids Process

There have been a total of 17 Small Bids Process applications received and approved.

No	Applicant's Name	Destination	Description	Amount
SBP41	Suzanne Toft	UHB Childcare Office	Fridge	£189
SBP42	Charlotte Bloodworth	Haematology Day Unit	Yoga mats	£140
SBP43	Sarah Cornes-Payne	Diabetes Centre	Leaflet rack & toy box	£250
SBP44	Bryn Kentish	Communications Team	Time to Change. Photography competition	£250
SBP45	Michelle Fowler	Patient Experience	Volunteer thank you event, balloons, cake, flowers	£250
SBP46	Oliver Williams	Falls Strategy Implementation	Staying steady with schools	£121
SBP47	Jennifer Young	Colorectal Surgery	Heath Harmony UHW staff choir	£200
SBP48	Helen Bennett	Rainbow Network	Merchandise for Rainbow LGBT + Fflag Network	£250
SBP49	Spizo Pezaros	Heath Massive Run Club	Leadership in running fitness	£140
SBP50	Rebecca David	Community Child Health	Larder fridge	£195
SBP51	Lisa Marley	Community Child Health	Activity items	£250
SBP52	Julie Watts	Daffodil Ward	Celebration event for Halloween	£150
SBP53	Leannda Curry	Out of Hours GP service	Microwave	£110
SBP54	Leannda Curry	Out of Hours GP service	Fridge	£200
SBP55	Andrea Sullivan	General Surgery A2	Secured memorial bench	£250
SBP56	Bethan Froggatt	Liaison Psychiatry Older People	LPOP sensory project	£250
SBP57	Carol Falcon	Workforce & Organisational Development	WOD Awards 18	£250



<b>Report Title:</b>	<b>CHARITABLE FUNDS FINANCIAL POSITION REPORT FOR THE PERIOD FOR OCTOBER 2018</b>				
<b>Meeting:</b>	<b>Charitable Funds Committee</b>			<b>Meeting Date:</b>	<b>11<sup>th</sup> December 2018</b>
<b>Status:</b>	<b>For Discussion</b>		<b>For Assurance</b>	<b>For Approval</b>	<b>For Information</b> ✓
<b>Lead Executive:</b>	<b>Director of Finance</b>				
<b>Report Author (Title):</b>	<b>Head of Financial Services</b>				

## 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.

## REPORT

### BACKGROUND

This report covers the financial performance for the 7 month period ended 31<sup>st</sup> October 2018.

### 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> October 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> October 2018.

	<b>Unrestricted Funds £'000</b>	<b>Restricted Funds £'000</b>	<b>Endowment Funds £'000</b>	<b>Total £'000</b>
<b>Fund Balances brought forward April 2018</b>	<b>6,059</b>	<b>1,663</b>	<b>2,523</b>	<b>10,245</b>
Total Incoming Resources	462	510		972
Total Resources Expended	-500	-258		-758
Net Incoming/(outgoing) Resources	-38	252		214
Gains/(Losses) on Investment Assets	146	41		187
<b>Net Movement in Funds</b>	<b>108</b>	<b>293</b>		<b>401</b>
<b>Fund Balances carried forward October 2018</b>	<b>6,167</b>	<b>1,956</b>	<b>2,523</b>	<b>10,646</b>



The above table shows the Charity generated £0.972m of income, it also spent £0.758m and therefore had net income of £0.214m.

In addition, the charity also had market value gains on its investments of £0.187m for the period compared to the March 2018 valuation.

The combined effect of these results is a net increase in fund balances for the year of £0.401m.

### Summary Balance Sheet as at 31<sup>st</sup> October 2018

	<b>Opening Balance 1.4.18 £'000</b>	<b>Closing Balance 31.10.18 £'000</b>
Fixed Assets	8,957	8,444
Net Current Assets / Liabilities	1,288	2,202
<b>Total Net Assets</b>	<b>10,245</b>	<b>10,646</b>
Unrestricted Funds	2,523	6,167
Restricted Funds	1,663	1,956
Endowment Funds	6,059	2,523
<b>Total Funds</b>	<b>10,245</b>	<b>10,646</b>

Of the closing fixed asset balance, £2.480m relates to Rookwood Hospital with the balance of £5.964m relating to the investment portfolio.

Of the net current assets closing balance of £2.202m, some £2.249m is supported with cash with the balance being net current liabilities of £0.047m.

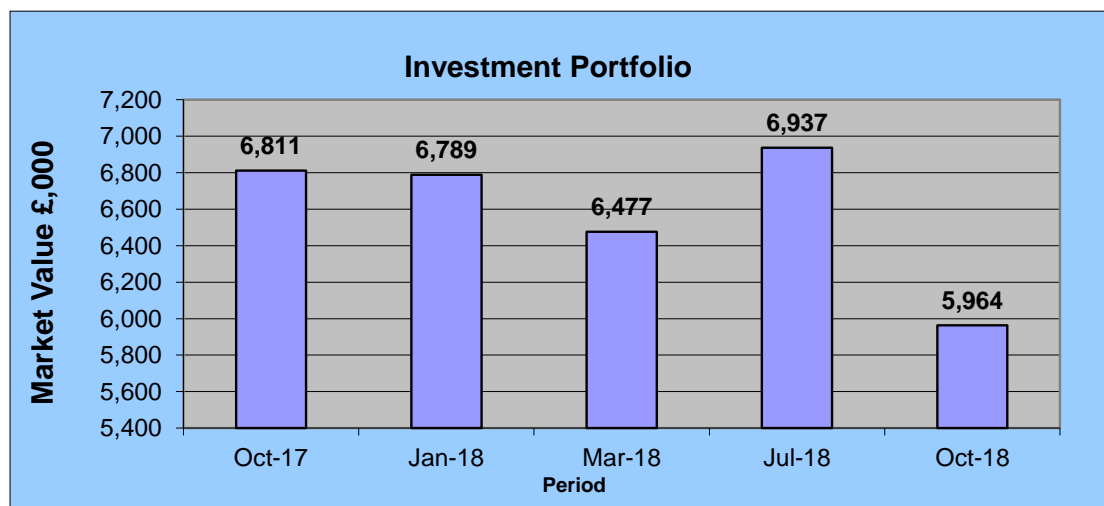
The fund balances have increased by £0.401m in the period to £10.646m. Of this 58% relates to unrestricted funds, 18% to restricted funds and 24% to endowment funds. A summary of the key constituent fund balances is shown in the following table.



## Summary of Fund Balances at 31<sup>st</sup> October 2018

	Fund Balances 31 October 2018 £'000
Unrestricted Non Delegated	922
Unrestricted Delegated	5,245
<b>Total Unrestricted</b>	<b>6,167</b>
Diabetes Investigation	12
UHW General	373
Education and Training	20
Staff and Patient Welfare	899
Research and Development	650
ECCO	2
<b>Total Restricted</b>	<b>1,956</b>
Catherine Jenkins	43
Rookwood Hospital	2,480
<b>Total Endowment</b>	<b>2,523</b>
<b>Total Funds</b>	<b>10,646</b>

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





The investment portfolio started the financial year with a market value of £6.477m. The value has decreased to £5.964m at the end of October, however this includes a withdrawal of a realised gain of £0.700m, therefore resulting in a market value gain for the period of £0.187m for the period.

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 increased by £0.401m in the current year to £10.646m. This increase represents net income of £0.214m and market value gains of £0.187m.

## ASSESSMENT

**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.

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				
Sustainable Development Principles: Five ways of working	Prevention		Long term		Integration		Collaboration	√	Involvement





<b>FUNDRAISING REPORT</b>	
<b>Name of Meeting : Charitable Funds Committee - 11th December 2018</b>	
<b>Executive Lead</b>	
<b>Author :</b> Head of Arts and Health Charity- 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:

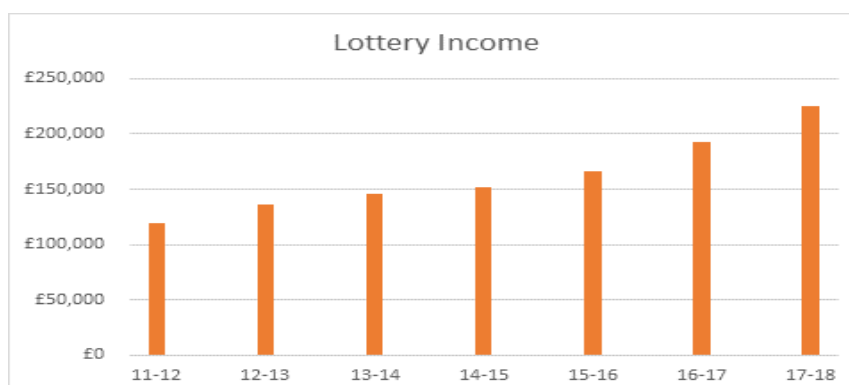
- **APPROVE** the progress and activities outlined below

### Cardiff & Vale Staff Lottery

Promotion of the £10,000 January MegaDraw Prize continues. The target for January is to achieve 5000 numbers for the draw. As of the beginning of December, the lottery numbers stand at 4686, though this does not yet take into account any leavers this month.

As you will remember, we proposed that attracting 192 new numbers to the lottery would recoup the cost of the MegaDraw prize over the following 12 month period.

The graph below shows the last five years of gross income from the lottery before costs. Please note that estimates are included for the financial year 2017/18.





## **Communications activity**

We have designed a new graphic promoting the lottery, with the slogan “you’ve got to be in it to win it” which is being used on the display screen network, internal social media staff groups and in CAV You Heard.

We have designed a brand for the staff lottery.

We have updated the staff lottery information on the intranet.

We have designed a badge, in line with our brand, for winners to wear to show that they are winners of the staff lottery and to encourage them to promote the staff lottery to others.

We have communicated the staff lottery winners each month on the Health Charity website and on the Health Charity social media accounts.

We have promoted the staff lottery to staff at wellbeing at work events, information stands and hospital at night sessions.

We have promoted the SuperDraw and MegaDraw on social media, CAV You Heard and on the intranet and highlighted the winners of the SuperDraw and MegaDraw with news stories, shared on our website and social media channels to encourage more sign ups.

## **Websites**

### **Our Orchard**

We have designed and are in development of a website solely for the use of publicizing Our Orchard. The website will show the latest developments in Our Orchard, have a section for news stories, a section for the Wellbeing of Future Generations Act and highlight our partnership working with volunteers and third sector agencies. It will also encourage business to give something back as part of Corporate Responsibility.

### **Health Charity**

We have updated the look and feel of the Health Charity website.

We have updated the appeals pages with accurate information and the figures from our Justgiving accounts.

We are uploading news stories and information to the website on a regular basis and sharing links to the stories on social media increasing traffic to the website and are looking at ways in which we can integrate e-commerce into the website so it is easier for people to buy tickets for our events.

### **Social Media accounts – Facebook and Twitter**

We have been regularly using social media, with all staff now trained on how to use the Health Charity’s accounts.

Our social media following has grown by 602 people: 406 on Facebook and 196 on Twitter since 30 July 2018, which has given our online presence a boost, with more and more people engaging with us on social media.



## Appeals:



**The Better Life Appeal** has received great support from fundraisers over the last few months. Examples of fundraisers events are:

- Louise Smith organised and undertook a 70 mile Cycle around South Wales as well as a White collar boxing event in Cardiff. Louise raised £2,000 in total but split the proceeds between two charities so the Better Life appeal received £1,000.
- Jason Cates took part in the gruelling Velothon Cycle race this year to raise money in memory of his friend Kelly Lewis. Jason raised £1,000 through sponsorship.
- David Presley completed a skydive in Swansea and raised £300.
- Caroline Paradise took part in the Prudential London 100 Bike Ride. Caroline raised £1,130 in memory of her friend Amy Cowan who was cared for at the unit in Llandough.
- Peter and Karen Kegan decided to accept donations in lieu of gifts for their recent wedding. Peter and Karen donated £1,250 to the Better Life appeal.
- Josh Llewellyn-Jones who is a patient at the unit and is also an inspirational speaker has been approached to become an ambassador for the Better Life Appeal. Georgina will be meeting him in December to discuss the role further.



The Better Life Appeal Committee has expressed an interest in organising a charity ball in 2019. Details of the event will be discussed at the next meeting in January.

## Communications Activity

We have promoted donations to the Better Life Appeal through news stories published on our website and on social media.



Pink Tie Gala scheduled for 7<sup>th</sup> December 2018 – event is sold out. Total amount raised for the Breast Centre to date is £96,584.30.

Irene Hicks fundraising total has reached £90,000 following another £1,000 donation on 19<sup>th</sup> November. She has several new fundraising events planned, in addition to her usual Facebook selling site so will soon reach a total of £100,000.





## Individual fundraisers - Events in October 2019

- Mike Rossiter – breast cancer survivor - completed the Snowdonia Marathon in October 2019 - £1511.01 on Just Giving plus some additional cash donations.
- Marianna Majzonova – breast cancer patient – fundraising throughout October for Breast Cancer Awareness month - £595 on Just Giving – further cash donations reaching a total of around £1000.
- Breast Centre Christmas Raffle – Cheryl Garlick – usually raises around £500 but 2019 total to be confirmed.

## Communications Activity

We have shared Irene Hicks fundraising story with media nationally on ITV Wales news when she was awarded an honour and helped share her story on Alan Titchmarsh's Show, "Love Your Garden" on ITV.

We have publicised the Pink Tie ball on our website, social media channels and in CAV You Heard.

We have designed a fundraiser video to show the amazing efforts of our fundraisers which will be played at events and we continue to share fundraiser news stories on our website and social media channels to raise awareness of the appeal.



Volunteering has been going well. Plenty of volunteers most weeks from Principality, Lloyds Bank, Argos, Zurich and new patient group Cwnnwys led by OT Carmen Lewis. Volunteering days are now being facilitated by Eileen Wood.



Hester Adams has been recruited for a one year secondment as a Fundraising Support Assistant who will primarily work with the Orchard appeal facilitating volunteers.

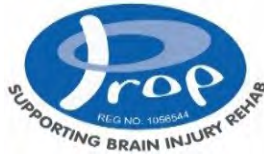
Georgina is currently looking at fundraising opportunities, partnerships and charities of the year for 2019.

## Communications Activity

We have designed and are developing a website to showcase Our Orchard.

We have written news stories about activities that have taken place in Our Orchard, such as planting, volunteers clearing the area and school/educational visits. These have been populated to the website and shared on social media. Our ambassador, Dr Rhys Jones is instrumental in sharing our news and information.





## **Blue Tie Ball**

The Prop Appeal recently held its first glittering Blue Tie ball at Cardiff City Stadium raising a fantastic £14,000. Nearly 400 people attended, all with the sole intention of raising money for the PROP Appeal, which supports those suffering from brain injuries at Rookwood Hospital. Ex-patients, staff, families and supporters came along, wearing blue ties and blue evening dresses to raise money and show their support to the appeal.



The event opened with a rousing performance from the Superchoir; an upbeat, high energy choir who started the evening off in style.

The evening was compered by two of Cardiff's finest hosts, Nathan Wyburn and Wayne Courtney.

The welcome address was provided by Rob Thomas, Chair of the PROP Appeal and Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement.

Veronica Jones-Mathias gave an emotional address to the audience, where she talked about her husband Mike's experiences of suffering a brain injury and the impact it has had on both them and their family members.

An auction and raffle took place with fabulous prizes donated by generous sponsors and Craig Bellamy kindly hosted a football question and answer session. Guests danced into the night, entertained by the band, Pip and the Cherries, who generously donated their time for free.

## **Communications Activity – Blue Tie Ball**

We publicised the Blue Tie Ball event on social media and on the website and intranet, and also in Cav You Heard to increase ticket sales before the event.

We designed a video to play on the screens at the venue with our text code to encourage donations and to share the stories of our fundraisers.

We designed backdrops with PROP Appeal branding to be shown behind the presenters for the night and a programme of events with our sponsors branding on it.

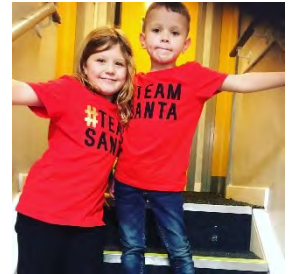
We utilised social media to promote this event.

A press release after the event included pictures taken at the event to highlight how much money was raised and to say thank you to the appeal supporters. This was then uploaded to our website and social media channels and sent out to press. It also appeared in Cav You Heard.



## Christmas campaigns

- UHL Nursery – Christmas Jumper Event (10<sup>th</sup> – 14<sup>th</sup> December)  
(Half for Save the Children/Half for C&V Health Charity)
- UHL Nursery – Christmas Toy appeal
- This year's Christmas Jumper Day will be held on Friday 14<sup>th</sup> December. We are encouraging everyone to wear a Christmas jumper, spread Christmas cheer and make a donation to a Health Charity fund. Every penny raised is spent in the UHB's wards, departments, clinics and research areas
- A Children's Christmas Trampoline event took place on Tuesday 27<sup>th</sup> November to raise money for the Community Child health team to provide Christmas presents to vulnerable children within the community. The event raised £196.25.
- St David's Shopping centre have chosen the Community Child Health team as one of their beneficiaries for their Toy Appeal this year. Georgina has been working closely with them to arrange the toy distribution and media coverage.



## Communications Activity

For each of the events we have designed a graphic to share on social media, in Cav You Heard and on the intranet so that people are aware of the events taking place with a call to action to donate.

## Wellbeing @ Work

The Wellbeing @ Work sessions started in September and have been held at UHW, St David's Hospital, CRI, UHL, Global Link and Barry Hospital. Around 150 members of staff have attended in total and the feedback has been very positive.

A bid for a further £7,000 was submitted and approved by the Lottery Bids panel in October, to continue the Wellbeing @ Work sessions in 2019.



Georgina and Simone met with Julie Duffy from Cardiff Met University to plan the sessions for 2019 with the university students.

A wellbeing session will take place at Corporate HQ on Friday 25<sup>th</sup> January 2019, to be incorporated with the Lottery Megadraw.



## Cardiff Half Marathon - 2018

As an associate partner who committed to 500 running places the health charity team exceeded their target with over 550 individuals receiving the sign up code. The event was a huge success with around 20,000 people completing the course, 450 of those were Health Charity participants.



There were patients running to say thank you for the care they received, staff were walking and running to raise money to buy little extras for their wards, and families were taking part in memory of their loved ones. With money still rolling in, the Health Charity has so far received £82,717 from the efforts of those who took part.

There was a great atmosphere before and after the event at the bigmoose coffee company where runners, walkers, volunteers and supporters came together to form #teamhealthcharity.

## Communications Activity

We designed graphics to publicise the FREE Cardiff Half places for those raising £200 to run for us and published those on social media, website, intranet and display screen network.

We designed a series of media cards about some of our inspirational runners to use on social media with quotes about why they were running for us. We wrote about 6 individuals and designed graphics around them and shared their links to their justgiving pages to increase donations.

We had extensive international media coverage as a result of telling these stories:

- Footballer, 27, makes a miraculous recovery after doctors fit a titanium plate into his skull – [Daily Mail](#)
- Footballer, 27, loses half his SKULL in brutal street attack that left him in a coma for 24 days – [The Sun](#)
- Footballer, 27, who spent 24 days in coma after 'unprovoked' attack has titanium plate fitted on skull - [Daily Mirror](#)
- Kristian Speake to run Cardiff Half Marathon to thank those who saved his life – [Western Telegraph](#)
- Footballer left with half a skull after unprovoked street attack - [Metro](#)
- The horrific damage to a talented footballer's skull in an unprovoked attack - [Walesonline](#)
- A traumatic brain injury won't stop Kristian running the Cardiff Half Marathon – [Wales247](#)
- Quadruple bypass can't stop Roshan running - [Cardiff Half Marathon](#)
- Roshan prepares to run Cardiff Half Marathon less than a year after major heart surgery – [ITV Wales](#)
- Quadruple Bypass Can't Stop Roshan Running – [Wales247](#)
- Quadruple Bypass Can't Stop Roshan Running – [Cardiff Times](#)



## TV & Radio Coverage

- Roshan prepares to run Cardiff Half Marathon less than a year after major heart surgery – [ITV Wales News 6 October 6pm](#)
- Cardiac nurses run in memory of much loved patient – [BBC Wales Today 4 October 6:30pm](#)
- Cardiac nurses run in memory of much loved patient – [BBC Good Morning Wales radio show October 6:30pm](#)
- Detective Sergeant Georgina Lloyd takes on 12 challenges to thank the team that put her back together – [Bro FM](#)
- Cardiff Half Marathon: Wales' big race ready for the off – [Bridge FM](#)
- Cardiff Half Marathon – [BBC News 11 October](#)
- Cardiff Half Marathon in pictures – [BBC News 7 October](#)

On social media we reached almost **300,000** people with our messages:

- Facebook, from 10 August 2018 we put out 71 posts about the Cardiff Half Marathon which reached 77,591 people.
- Twitter, from 10 August 2018 we put out 302 posts about the Cardiff Half Marathon #teamhealthcharity which reached 206,675 people.

Individuals who took part, runners, walkers and volunteers, took to Facebook and Twitter to tell us what a great event it was. The most positive thing about these comments was that so many people wanted to do it all again next year which was fantastic!

## Cardiff Half Marathon - 2019

Looking forward to 2019, the charity is keen to continue the success of the 2018 run. We propose purchasing the Platinum package at a cost of £7,000 plus VAT. This requires each participant to raise a minimum of £80 to recoup the cost.



The package includes.

- 100 running spaces
- Promotional stand/hospitality space on event weekend (3 x 3m)
- Premium web listing - with logo, link, full-length bio and case study link on 'Run for Charity' page of official website
- 4 x social media campaigns (via official Cardiff Half Facebook & Twitter)
- 2 x adverts in 'run for charity' e-newsletter (circulation 95,000)
- 1 x race brochure advert (to attract own-space runners)
- JustGiving 'make the ask' fundraising support
- Opportunity to purchase additional spaces outside of package capacity
- Reporting via dedicated Run4Wales account manager
- Manage & send fundraiser invites via 'MyEvents' registration portal
- Access to post-event photography

The Committee is asked to **APPROVE** £7,000 plus VAT



## Rookwood 100 year celebration

Rookwood Hospital celebrated its 100<sup>th</sup> anniversary during 2018. To mark the special occasion, the UHB hosted a series of events for staff, patients, visitors and the local community.

Past and present staff members were invited to join the centenary celebrations at the Rookwood 100 year party, held at Insole Court.



The closing event will be held on Thursday 13<sup>th</sup> December at the Rookwood Chapel. Soprano Jessica Robinson and accompanist Rhiannon Pritchard will open the celebration, followed by a service led by Rachel Lewis to include a Poem, "Rookwood Hospital, A day in May 2018" read by Briony Goffin. Children from Peter Lea primary school choir will also attend to sing. Maria Battle will deliver the closing speech.

## Art Programme

Progress to Date:

- Produced UHB Five year Arts Strategy which will be digitally launched
- Contributed to the new UHB Arts Website
- Revised and updated Arts invitations and documentation
- Created a working catalogue of collaborators
- Producing a practical guide for collaborators
- Launched Art Ambassador Programme
- Writing bids for funding from external organisations.
- Music to our Ears - Working to commission musical performances for the year ahead
- Working with Forget me not Chorus on pilot p
- Promoting the Arts and Wellbeing agenda throughout the UHB
- Devising and creating literature to support the administration and awareness of the programmes as required
- Boosting profile of Arts and Health Charity through social media and communications channels.

## Legacy update

Management of legacies are a key responsibility for the Health Charity, and we seek to ensure that legacy donations are used in absolute accordance with the wishes of the giver.

Since 1<sup>st</sup> April 2018, we have received £201,033.34 in legacy donations, with advance notifications received of in excess of £100,000 in pending bequests.

We are in the process of developing a Legacy Strategy, to be brought to the next Charitable Funds Committee for approval. We will use this strategy as a foundation to improving our knowledge and expertise in Legacy management, whilst developing our income opportunities in this area in a considered and sensitive manner.

We are currently in discussion with local Solicitors practices, to develop partnership working, which provides a staff benefit to our staff, but also introduces the Health Charity to clients as part of their will writing service.



## Events for 2019

Staff Recognition Awards	Health Charity Raffle – Make it Better Appeal 15 <sup>th</sup> March 2019
London Marathon (not HC)	Jayne Catherall is running and fundraising for the Breast Centre Appeal
Strictly Top Dancer	For the Breast Centre Appeal - 18 <sup>th</sup> May 2019
Cycling Around the World	For the Breast Centre Appeal and Make it Better Appeal 1 <sup>st</sup> June 2019 (Event running 1 <sup>st</sup> /2 <sup>nd</sup> June – fundraising throughout)
Pink Tie Gala Dinner	For the Breast Centre Appeal - December 2019 (date tbc)
Bed Push	For the Prop Appeal and General Funds – date tbc
Prop Ball	For the Prop Appeal – venue and date tbc

## Change Account

We recently met with the Chief Executive and Business Development Manager of the Change Account to discuss their proposals for partnership working with the Health Charity. We are currently involved in a soft launch prior to Christmas, with a more robust launch planned for early 2019.

## Staffing Update

- We have recruited Daniel Howorth into the existing Band 3 Fundraising Support Officer post; replacing Helen Swambo in this role.
- We have also recruited Hester Adams into a Band 3 FSO post, commencing January 2019 on a 12 month secondment. The post is funded from the Orchard fund, to take forward the Orchard, Nature and Wellbeing agenda.
- Melanie Wotton, Art Gallery Coordinator has transferred into the team (no cost implication).
- We have recruited Phil Mytton into the full time Administration Officer post (from the 50% Health Charity contribution to the Head of Arts and Health Charity post).

An initial meeting has been held with Finance to discuss the funding structure for the Health Charity and Arts & Engagement Team; we have agreed to meet again to progress this further.







<b>Report Title:</b>	<b>INTERNAL AUDIT REPORT CHARITABLE FUNDS 2017/18</b>						
<b>Meeting:</b>	<b>Charitable Funds Committee</b>				<b>Meeting Date:</b>	<b>11<sup>th</sup> December 2018</b>	
<b>Status</b>	<b>For Discussion</b>		<b>For Assurance</b>	✓	<b>For Approval</b>		<b>For Information</b> ✓
<b>Lead Executive:</b>	<b>Finance Director</b>						
<b>Report Author (Title):</b>	<b>Head of Financial Services</b>						

## SITUATION

The Charitable Funds Committee has responsibility in overseeing the financial management and stewardship of the charitable funds.

## REPORT

### BACKGROUND

In accordance with the 2017/18 internal audit plan, a review of Charitable Funds within Cardiff & Vale University Health Board has been undertaken. The objective of the audit was to evaluate and determine the adequacy of the systems and controls in order to provide assurance to the Audit Committee that risk material to the achievement of the system objectives are managed appropriately.

### ASSESSMENT

The Committee can take **substantial assurance** that arrangements to secure governance, risk management and internal control, within those areas under review, are suitably designed and applied effectively. Few matters require attention and are compliant or advisory in nature with low impact on residual risk exposure.

There were no high priorities issues identified during the review with just two medium priorities. Each recommendation has been addressed and management actions agreed by the Director of Finance.

**ASSURANCE** is provided by:

- Substantial Audit Assurance Rating
- Strong Financial Controls

The Committee is asked to:

- **NOTE** the contents of the report and the management actions assigned to the recommendations.



## Shaping our Future Wellbeing Strategic Objectives

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								
<b>Sustainable Development Principles: Five ways of working</b>		Prevention		Long term		Integration		Collaboration		√	Involvement	
<b>Equality and Health Impact Assessment Completed:</b>		<b>Not Applicable</b>										

Kind and caring  
 Caredig a gofalgar

Respectful  
 Dangos parch

Trust and integrity  
 Ymddiriedaeth ac uniondeb

Personal responsibility  
 Cyfrifoldeb personol



Cardiff and Vale University Health Board

Charitable Funds

Final Internal Audit Report

C&V 2018/19

NHS Wales Shared Services Partnership

Audit and Assurance Services



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<u>Opinion and key findings</u>	
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7. Summary of Recommendations	7
Appendix A	Management Action Plan
Appendix B	Assurance opinion and action plan risk rating
Review reference:	C&V1819-15
Report status:	Final Internal Audit Report
Fieldwork commencement:	17 <sup>th</sup> July 2018
Fieldwork completion:	24 <sup>th</sup> August 2018
Draft report issued:	31 <sup>st</sup> August 2018
Management response received:	10 <sup>th</sup> September 2018
Final report issued:	10 <sup>th</sup> September 2018
Auditors:	Ian Virgill, Stuart Bodman
Executive sign off:	Bob Chadwick, Executive Director of Finance
Distribution:	Chris Lewis, Deputy Director of Finance
	Alun Williams, Financial Services Manager
	Andrew Turton, Senior Charitable Funds Officer
	Lucie Barrett, Fundraising Officer
Committee:	Audit Committee

#### ACKNOWLEDGEMENT

NHS Wales Audit & Assurance Services would like to acknowledge the time and co-operation given by management and staff during the course of this review.

#### Disclaimer notice - Please note:

This audit report has been prepared for internal use only. Audit & Assurance Services reports are prepared, in accordance with the Service Strategy and Terms of Reference, approved by the Audit Committee.

Audit reports are prepared by the staff of the NHS Wales Shared Services Partnership – Audit and Assurance Services, and addressed to Independent Members or officers including those designated as Accountable Officer. They are prepared for the sole use of Cardiff and Vale University Health Board and no responsibility is taken by the Audit and Assurance Services Internal Auditors to any director or officer in their individual capacity, or to any third party.



## 1. Introduction and Background

The review of Charitable Funds was completed in line with the 2018/19 Internal Audit plan for Cardiff and Vale University Health Board.

The Cardiff and Vale University Health Board General Purpose Charitable Fund is a registered charity that is governed by the Trust Deed. Under the terms of this deed the Charitable Fund is administered by the Trustees, the Cardiff and Vale University Health Board as a body corporate. The Fund is an umbrella charity with a number of subsidiary charitable registered therein and also managed by the Health Board.

The relevant lead Executive Director for this review is the Director of Finance.

## 2. Scope and Objectives

The overall objective of this review was to evaluate and determine the adequacy of the system and controls in place within the Health Board for the management of the Charitable Funds, in order to provide assurance to the Health **Board's** Audit Committee that risks material to the achievement of the system's objective are managed appropriately.

The purpose of the review was to establish if the Health Board has appropriate processes in place to ensure that the Charitable Funds are appropriately managed and administered in accordance with relevant legislation and Charity Commission guidance.

The areas that the review sought to provide assurance on were:

- All charitable funds expenditure is appropriate, authorised and within the terms of the relevant fund.
- The Staff Lottery Funds are used appropriately with bids properly assessed and approved.
- Effective governance arrangements are in place for the Charitable Funds.
- Funds held in trust are appropriately monitored, managed and invested.

## 3. Associated Risks

The potential risks considered in this review were as follows:

- Charitable funds expenditure may be inappropriate, excessive or may be incorrectly recorded.
- Non-compliance with legislation and Charity Commission guidelines.




## OPINION AND KEY FINDINGS

### 4. Overall Assurance Opinion

We are required to provide an opinion as to the adequacy and effectiveness of the system of internal control under review. The opinion is based on the work performed as set out in the scope and objectives within this report. An overall assurance rating is provided describing the effectiveness of the system of internal control in place to manage the identified risks associated with the objectives covered in this review.

The level of assurance given as to the effectiveness of the system of internal control in place to manage the risks associated with Charitable Funds is Substantial assurance.

The overall level of assurance that can be assigned to a review is dependent on the severity of the findings as applied against the specific review objectives and should therefore be considered in that context.

RATING	INDICATOR	DEFINITION
Substantial assurance		The Board can take substantial assurance that arrangements to secure governance, risk management and internal control, within those areas under review, are suitably designed and applied effectively. Few matters require attention and are compliance or advisory in nature with low impact on residual risk exposure.

Good practice is noted that Charitable Funds expenditure is appropriate in accordance with the purpose of the Fund and approved and authorised for payment accordingly. The audit also highlighted that good controls are in place for the Staff Lottery Fund bids and for investment management.





The audit noted that three of the four management actions cited in the 2017/18 Charitable Funds report have been fully implemented.

The one outstanding action relates to the oversight and management of dormant funds. Good progress has been made in reducing the overall level of dormant funds. However, issues were identified around the remaining dormant Funds not being subject to sufficient review and monitoring, some fund holders not being aware of the existence of their Funds and the absence of any formal expenditure plans. In addition it was identified that dormant Fund balances are not reported to the Charitable Funds Committee as part of the quarterly financial monitoring process.



## 5. Assurance Summary

The summary of assurance given against the individual objectives is described in the table below:

Assurance Summary					
1	Charitable funds expenditure is appropriate, authorised and within the terms of the relevant fund				✓
2	Assessment and Approval of Staff Lottery Funds				✓
3	Effective governance arrangements are in place for the charitable funds				✓
4	Funds held in Trust are appropriately monitored, managed and invested			✓	

\* The above ratings are not necessarily given equal weighting when generating the audit opinion.

### Design of Systems/Controls

The findings from the review have highlighted 2 issues that are classified as weakness in the operation of the designed system/control for Charitable Funds.

### Operation of System/Controls

The findings from the review did not highlight any issues that are classified as weakness in the system control/design for Charitable Funds.



## 6. Summary of Audit Findings

The key findings are reported in the Management Action Plan.

Objective 1: All charitable funds expenditure is appropriate, authorised and within the terms of the relevant fund.

The following areas of good practice were noted:

- All sampled Charitable Funds expenditure was appropriate in accordance with the purpose of the Fund and approved and authorised for payment accordingly.

There were no significant findings identified.

Objective 2: The staff lottery funds are used appropriately with bids properly assessed and approved.

The following areas of good practice were noted:

- All sampled items of bids submitted to the Staff Lottery Fund were appropriately assessed, approved and authorised for disbursement.

There were no significant findings identified.

Objective 3: Effective governance arrangements are in place for the charitable funds

The following areas of good practice were noted:

- Charitable funds are subject to regular monitoring and reporting to the Charitable Funds Committee in accordance with the recently revised Charitable Funds Committee Terms of Reference.
- Three of the four management actions cited in the 2017/18 report have been implemented.

There were no significant findings identified.

Objective 4: Funds held in Trust are appropriately monitored, managed and invested.

The following areas of good practice were noted:

- Policy and procedures for investing charitable funds are current and all investments are subject to regular reporting by the investment manager. Dormant Funds are not being reviewed by Finance Department to identify the reasons for dormancy.
- The overall level of dormant funds has decreased over the last two years following work undertaken by the Charitable Funds Committee and Finance Department.



We identified the following significant findings in relation to this objective:

- Enhancements are required to the on-going procedures within the Finance Department for monitoring and managing the remaining dormant funds. A number of Fund holders were not aware of the existence of their Funds despite provision of monthly budgetary reports from the Finance Department. None of the sampled Funds held evidence of formally documented expenditure plans that stated intention, estimated costs and timescales for disbursement.
- Dormant Fund balances are not currently reported to the Charitable Funds Committee as part of the quarterly financial monitoring /outlook report.

## 7. Summary of Recommendations

The audit findings, recommendations are detailed in Appendix A together with the management action plan and implementation timetable.

A summary of these recommendations by priority is outlined below.

Priority	H	M	L	Total
Number of recommendations	0	2	0	2



Finding 1 - Dormant Charitable Funds (Design effectiveness)	Risk
<p>The Charitable Funds Committee, supported by the Finance Department, have undertaken work over the last 2 years to address the level of dormant funds (Funds that are not used for a period greater than one financial year). This has led to the overall level of dormant funds decreasing from £1.5m at the end of 15/16 to £1m at the end of 16/17.</p> <p>However enhancements are still required to the ongoing process for reviewing dormant funds by the Finance Department. Fund holders are not currently being reminded that they should not allow Funds to remain dormant unless supported by a documented plan of intention to incur expenditure stating timescales and estimated costs to be incurred.</p> <p>The total amount of dormant charitable funds held by the UHB as at June 2018 was £616,999.</p> <p>The Auditor sampled 11 Funds whose balances had not changed since financial year 2016/17 or older which amounted to £301,700 or 49% of the total of all dormant charitable funds and contacted/met with the respective fund holders to establish why the Funds had not been used.</p> <p>A number of fund holders (3 of 11 sampled) stated that they were not aware of the existence of their Funds, although it not fully clear why this is the case given that they are provided with monthly budgetary reports from the Finance Department.</p> <p>Testing also identified that none of the 11 sampled Funds held evidence of formally documented expenditure plans that stated intention, estimated costs and timescales for disbursement.</p>	<p>Charitable funds expenditure may be inappropriate, excessive or may be incorrectly recorded.</p> <p>Non-compliance with legislation and Charity Commission guidelines.</p>



Recommendation	Priority level
The Finance Department should undertake a regular review of dormant Charitable Fund balances, focusing on those funds with highest values. Fund holders must be contacted and reminded that they should not allow funds to remain dormant and expenditure plans developed to ensure appropriate use of the funds.	Medium
Management Response	Responsible Officer/ Deadline
Agreed	Deputy Director of Finance December 2018



Finding 2 – Reporting of Dormant Funds (Design effectiveness)	Risk
Dormant Fund balances are not currently reported to the Charitable Funds Committee as part of the quarterly financial monitoring/outlook report which could aid in the oversight and scrutiny of these funds.	Non-compliance with legislation and Charity Commission guidelines.
Recommendation	Priority level
Dormant Fund balances should be periodically reported to the Charitable Funds Committee.	Medium
Management Response	Responsible Officer/ Deadline
Agreed	Deputy Director of Finance December 2018



## Appendix B - Assurance opinion and action plan risk rating

### Audit Assurance Ratings



**Substantial assurance** - The Board can take substantial assurance that arrangements to secure governance, risk management and internal control, within those areas under review, are suitably designed and applied effectively. Few matters require attention and are compliance or advisory in nature with low impact on residual risk exposure.



**Reasonable assurance** - The Board can take reasonable assurance that arrangements to secure governance, risk management and internal control, within those areas under review, are suitably designed and applied effectively. Some matters require management attention in control design or compliance with low to moderate impact on residual risk exposure until resolved.



**Limited assurance** - The Board can take limited assurance that arrangements to secure governance, risk management and internal control, within those areas under review, are suitably designed and applied effectively. More significant matters require management attention with moderate impact on residual risk exposure until resolved.



**No assurance** - The Board can take no assurance that arrangements to secure governance, risk management and internal control, within those areas under review, are suitably designed and applied effectively. More significant matters require management attention with high impact on residual risk exposure until resolved.

### Prioritisation of Recommendations

In order to assist management in using our reports, we categorise our recommendations according to their level of priority as follows.

Priority Level	Explanation	Management action
High	Poor key control design OR widespread non-compliance with key controls. PLUS Significant risk to achievement of a system objective OR evidence present of material loss, error or misstatement.	Immediate*
Medium	Minor weakness in control design OR limited non-compliance with established controls. PLUS Some risk to achievement of a system objective.	Within One Month*
Low	Potential to enhance system design to improve efficiency or effectiveness of controls. These are generally issues of good practice for management consideration.	Within Three Months*

\* Unless a more appropriate timescale is identified/agreed at the assignment.



Barry Hospital-First Impressions	
<b>Name of Meeting :</b> Charitable Funds Committee	<b>Date of Meeting</b> 11 <sup>th</sup> December 2018

<b>Lead :</b> Peter Welsh
<b>Author :</b> Peter Welsh, Hospital General Manager UHL/Barry Hospital – Simone Joslyn Head of Arts and Health Charity
<b>Caring for People, Keeping People Well :</b> N/A
<b>Financial impact :</b> See Bid
<b>Quality, Safety, Patient Experience impact :</b> N/A
<b>Health and Care Standard Number ...</b> N/A
<b>CRAF Reference Number .....</b> N/A
<b>Equality and Health Impact Assessment Completed:</b> No

The Charitable Funds Committee is asked to:

- **APPROVE** a maximum budget of £99,500.00

## SITUATION

In 2020, The Barry Hospital will celebrate its 25<sup>th</sup> Anniversary. The Hospital was opened as a 'community hospital' and a range of facilities at the Hospital are available for staff, visitors, third sector and community groups use. The Strategy for the University Health Board includes The Barry Hospital as an integrated Health and Wellbeing Hub for the Vale of Glamorgan.

The Hospital is well respected and used by the local community. There are 2 main entrances to the Hospital. However, although fully functional these reception areas and other public areas on the ground floor of the Hospital look 'tired' and does not give a good first impression.

In order to gain valuable co-operation with the local community as well as the hospital community, a bid was submitted and secured to enhance the Mary Lennox meeting room at The Barry Hospital through the Staff Lottery Fund.

## BACKGROUND

On the first floor of the Hospital there are the following services:

- Minor Injuries Unit
- Outpatient Department
- X-ray Department
- Integrated Community Health Teams



- Community Meeting Room
- Phlebotomy Services
- Information Centre

These areas have adequate core facilities for staff, patients and visitors but do not give a 'positive' first impression. The general ambience and the tired environment of these areas contribute to a poor first impression

## **ASSESSMENT**

To assess the changes required we have engaged with the following.

- Patients
- Visitors
- Staff
- Patient Experience Team
- Capital, Planning and Estates
- Barry User Group
- Vale of Glamorgan Council
- Local Assembly Member
- Local Schools
- Probation Services
- Third Sector and Voluntary Groups

The Committee will note that these discussions have included both internal and external partners to ensure that co-production has been central to the development.

In summary, there is overwhelming agreement to make the hospital more welcoming. These include:

- New External and Internal Signage
- Redecoration in 'brighter' colours
- Improvements to the current floor covering at the main entrance and some waiting areas



- Change current seating in the patient waiting areas
- Improving the appearance of 'internal' courtyard gardens
- Artwork, including local school and community art groups
- Refreshment facilities for patients / visitors / staff
- Changing the out patient 'ticket system' for those attending Phlebotomy services and to introduce Phlebotomy service for paediatric patients.

As reported earlier, The Barry Hospital will be celebrating its 25<sup>th</sup> anniversary in 2020. The proposed improvements will undoubtedly be well received by patients, staff, and the local community. In addition, this will provide an excellent platform to build upon for the anniversary celebrations in 2020.

To further engage on this project we have designed a draft campaign logo as shown in Appendix 1.

Full publicity, both internally and externally will be given to the Charitable Funds for making these significant enhancements to the environment and ambience as a positive 'First Impression' when you attend the Hospital.

It is envisaged that we will pilot the presence of the Health Charity at The Barry Hospital as part of this bid.

## **RECOMMENDATION**

The costs provided in this bid are estimates at this stage and can be firmed up once we know the total amount of funds that will be made available. The Committee is therefore asked to provide a maximum budget for this project and work will be prioritised to ensure the budget is not exceeded.

The Committee is asked to provide and approve a maximum budget of £99,500k.

Further details on the proposals and an indicative costs are shown in Appendix 2.



Appendix 1.

**#CARUYSBYTYBARI**

Siapio ein Dyfodol



**#LOVEBARRYHOSPITAL**

Shaping our Future



**Appendix 2.****First Impression - The Barry Hospital**

<b>Area</b>	<b>Improvements / Proposals</b>	<b>Indicative Costs</b>
<b>Front Lobby (Entrance)</b>	Improve floor covering, seating and décor of the area	£3,000
<b>Main Reception</b>	<ul style="list-style-type: none"><li>• Replace floor covering</li><li>• Redecoration</li><li>• New signage</li></ul>	£3,500
<b>Second Entrance Reception/Area–Community Mental Health Base</b>	<ul style="list-style-type: none"><li>• Enhance seating</li><li>• Carpentry</li><li>• Signage</li><li>• Artwork</li></ul>	£3,500
<b>Outpatients/Xray</b>	<ul style="list-style-type: none"><li>• Display Artwork (hanging system)</li><li>• Seating</li></ul>	£2,500
<b>Minor Injuries</b>	<ul style="list-style-type: none"><li>• Seating</li></ul>	£2,000
<b>Ground Floor Corridor, Mary Lennox</b>	<ul style="list-style-type: none"><li>• Flooring</li><li>• Artwork using Art ‘Hanging System’</li><li>• (‘Vale of Glamorgan Arts’ and Cowbridge Arts Society)</li></ul>	£3,000
<b>‘Glass’ Corridor between Main and Second Hospital Entrances</b>	<ul style="list-style-type: none"><li>• Artwork associated with Health Promotion (Wall Glamour) in conjunction with Public Health Wales</li></ul>	£3,000



<b>Phlebotomy Services</b>	<ul style="list-style-type: none"> <li>• Replace out patient ticketing system.</li> <li>• Alterations to provide child friendly area for paediatric services</li> </ul>	£7,000
<b>Refreshments (Aroma)</b>	<ul style="list-style-type: none"> <li>• Vending Facilities</li> <li>• R.V.S Facility</li> </ul>	£44,000
<b>Base for UHB Charity</b>	<ul style="list-style-type: none"> <li>• Alteration to room in main area for Health Charity base, including potential use of apprentice scheme</li> </ul>	£15,000
<b>Additional Arts Project</b>	<ul style="list-style-type: none"> <li>• Artist in Residence for 2 months (pilot scheme) to work in patient areas</li> <li>• School Art Competitions</li> </ul>	£3,000
<b>Internal Courtyard Garden</b>	<ul style="list-style-type: none"> <li>• Community Payback Team to clean and improve the area and refurbish commemorative benches.</li> <li>• Local Community Garden Groups e.g. 'Gibby Green Fingers', 'Beautiful Barry' to undertake voluntary garden work in the courtyard areas.</li> </ul>	£500  £500
<b>Contingency</b>		£9,000
	<b>Approximate Budget Required</b>	<b>£99,500</b>



<p align="center"><b>Inflammatory Bowel Disease ( IBD)</b>  <b>Patients in the University Hospital Llandough</b></p>	
<b>Name of Meeting : Charitable Trust Committee</b> December 2018	<b>Date of Meeting 11<sup>th</sup></b>

<b>Senior Lead :</b> Sarah Edwards Interim Directorate Manager
<b>Author:</b> Clare Tibbatts Consultant Gastroenterologist and Inflammatory Bowel Disease Lead, UHL.
<b>Caring for People, Keeping People Well :</b> We are aiming to achieve substantial improvement in the clinical care, dignity and well-being for our IBD patients, which are currently provided with a sub-standard service, lacking in dignity, privacy and patient choice.
<b>Financial impact :</b> Max £20,000
<b>Quality, Safety, Patient Experience impact :</b> We continually strive to provide the highest level of care to our patients and gaining this facility would enable us to provide patient choice with regards to the setting and type of treatment they receive, along with enhanced patient experience and education, in those patients with this debilitating chronic illness.
<b>Health and Care Standard Number</b> 2,3,4,5
<b>CRAF Reference Number</b> 1,2,3,4,5
<b>Equality and Health Impact Assessment Completed:</b> No (but can be if required)

## **ASSURANCE AND RECOMMENDATION**

**ASSURANCE** is provided by:

- Gastroenterology Directorate
- Patient / Staff Feedback

The Board is asked to:

- **APPROVE** the maximum expenditure of £20k outlined in the application from the Cardiff and Vale UHB Health Charity Funds.

## **SITUATION**

In 2015, the Royal Voluntary Service (RVS) provided £14,700 to set up an IBD infusion room previously used as an office in the Endoscopy Unit UHL. This facility currently provides a 4 chair infusion room which is very limited in size and does not have the capacity to meet the current increased demands of the service. There are also no acute assessment areas or education facilities currently provided by the Health Board for IBD patients.



This application to the Charitable Funds Committee is to improve and enhance the patient experience by providing a larger facility for the IBD service.

## **BACKGROUND**

As IBD is a chronic disease that often relapses and remits, the patients may have multiple hospital attendances with several different multidisciplinary team members and we need to make this as comfortable and least disruptive as possible. We need to seamlessly link outpatient, inpatient and self management care, so the patient is able to make the best informed decisions for themselves, with facilities they can access from home, or during admissions. They need to have access to timely specialist care and inpatient admissions that maintain their dignity and respect with simple measures such as access to appropriate toileting

As part of our vision at Cardiff & Vale means that a person's chance of leading a healthy life should be 'the same wherever they live and whoever they are', we should undoubtedly be aiming to meet the 2013 'IBD Standards', which are the national targets across the UK. Indeed, we recently received communication from the Welsh Government, asking us to explain whether we are meeting them and if not, how we are going to achieve them as soon as possible. Cardiff & Vale has had a tertiary referral service at UHW for some time now, but has been disjointed and not aligned with the UHL site, which has had minimal resources. We are now working very hard to redesign the entire service across both sites, to provide a much needed update in the way we deliver care to our patients with IBD and make it much more patient focused and equitable. With this in mind, the first step is to develop an IBD infusion and education centre, which will allow greater provision of the newly approved 'biologic therapies' and will provide a facility for group education, support groups, self management and allied health training.

We have now acquired a site for this development which was the previous Multi Disciplinary Team Cancer room we have gained funding for the clinical equipment needed, but need to refurbish the area to make it suitable for clinical use and enhance the patient experience. We have had a cost estimate for the work from the Estates Department for approximately £20,000. A more detailed assessment is also underway. It is this we would request help in funding from the charitable trust as it would make such a huge difference to our patients experience and the care they receive, whilst we strive to achieve not only meeting but surpassing the national standards.



## ASSESSMENT AND ASSURANCE

The facilities previously provided by the R.V.S can be transferred into the larger area.

If given the requested monies, we would then be used to provide the following:

- Space for a new 8 chair infusion facility with greater space and privacy for patients receiving biologic therapies.
- We would also include a private 'acute assessment room' with an examination couch, where patients could be seen directly, rather than having to wait to see a GP or in the Emergency Department.
- We could also provide group education sessions for both patients, GPs and allied staff, which would allow greater flexibility in patient treatments, reduce unnecessary admissions and allow more management in the community.
- Office space for confidential discussions between patient and staff.
- All of these things would greatly enhance the patient experience of dealing with this debilitating chronic disease and allow a better quality of life.

The Department has already secured approximately £15k through sponsorship to fund additional equipment and furniture for the larger area. This bid is therefore only for the building works, there will be no additional revenue costs at the current time. However, the facility will allow this when additional funding is received from Welsh Government.

Following discussions with the Capital Estates Department a cost estimate of £20k has been received for the refurbishment of the former Multi-Disciplinary Team Cancer Room.

If the Charitable Funds Committee approved the £20k for this work this will be the maximum budget available for this work. The work will be subject to receiving formal quotes from a procurement process and it is hoped the work will be below budget. If this is higher than £20k a review of the specification will be undertaken to ensure work is contained within the £20k allocation.

The Committee can be assured that maximum publicity will be given to the Health Charity for their support with this project this will include:

- Commemorative plaque to acknowledge the support of the Health Charity.
- Official opening ceremony to involve Health Charity Representatives.



- Press release / Communications both internally and externally.





<b>REPORT TITLE: Arts Fund</b>
<b>Name of Meeting: Charitable Funds Committee</b>
<b>Date of Meeting 11<sup>th</sup> December 2018</b>
<b>Executive Lead:</b>
<b>Author : Simone Joslyn – Head of Arts and Health Charity</b>
<b>Caring for People, Keeping People Well :</b> This report underpins the UHB strategy elements of Culture and Values and how the request for funding made within the report can support these elements as we care for our population
<b>Financial impact :</b>
<b>Quality, Safety, Patient Experience impact :</b> This funding will enable the Arts programme within the UHB to work more efficiently and effectively whilst following the priorities of the Health Board, Welsh Government and the NHS Confederation in Wales

The Board is asked to:

- **APPROVE / AGREE** Ring fencing an Arts fund
- **AGREE IN PRINCIPLE** Support the NHS Confederation/Arts Council of Wales resource opportunity to embed arts in health

## SITUATION

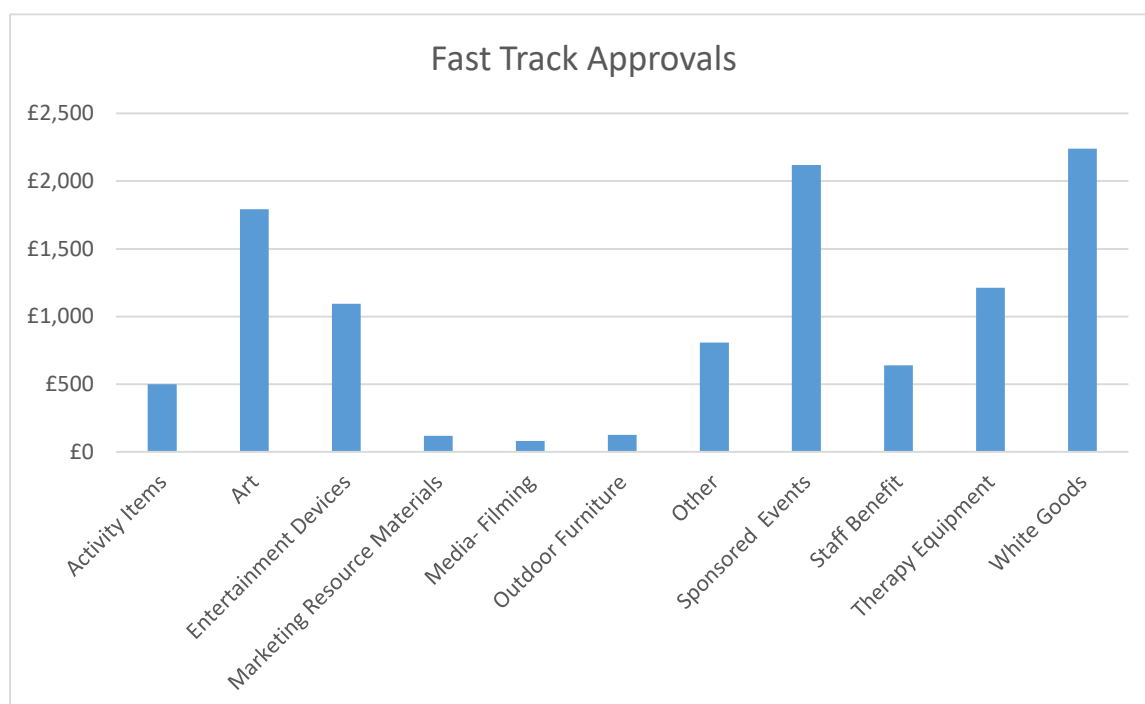
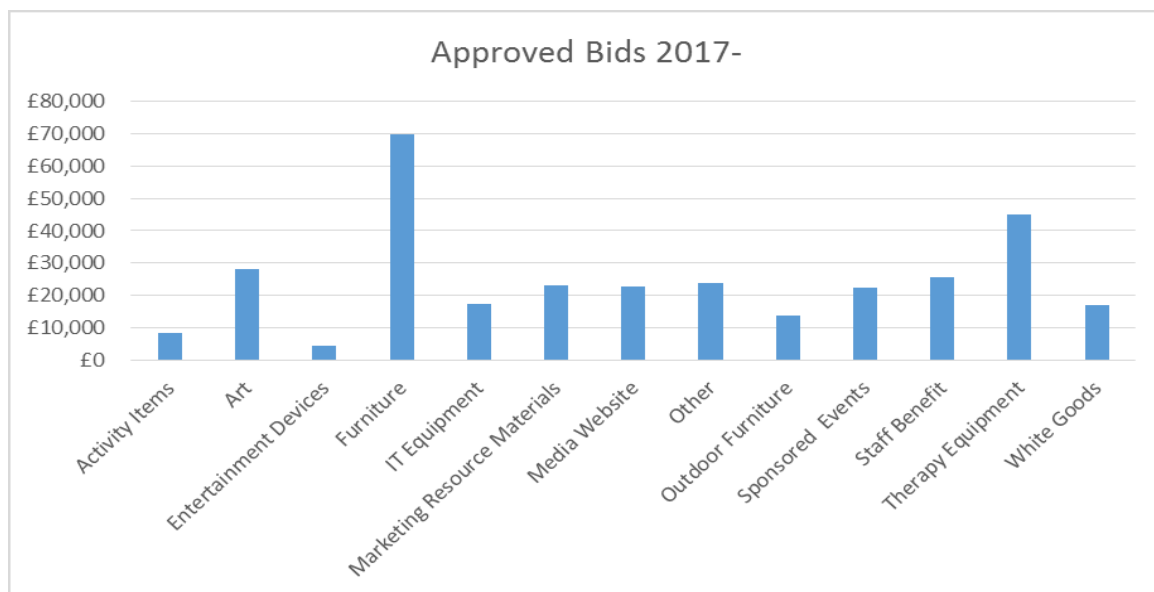
In line with the recent memorandum of Understanding between the Welsh Government and the NHS Confederation in Wales, the Arts programme within Cardiff and Vale UHB is developing rapidly in terms of both scope and pace.

Along with other Health Boards in Wales, we have also been offered funding from the Arts Council for Wales for an Arts in Health Project Manager on a 3 year basis. However, in order to receive the 25K funding, it is stipulated by the Arts Council that Health Boards must also match this contribution in order for Health Boards to demonstrate their commitment to Arts in Healthcare.

Each element of the Arts programme within the UHB has a cost associated with it, and currently funding is being provided from the Cardiff and Vale Health Charity for these elements.



The following charts highlight the pattern of spending on the Arts since 2017.



If added together you can see the total spend of art in smaller and medium bids over this period is over £30,000, and this is expected to rise with clinical requests increasing.



## The current Art spend is as follows

Project	Area	Benefit	Costing 1 year
<b>Music to our Ears</b>			
Welsh National Opera	Arts and Wellbeing	Patients and Staff	£1,000
Music in Hospitals	Arts and Wellbeing	Patients and Staff	£5,619
Lullaby Project	Arts and Wellbeing	Patients and families	£3,089
ICU Hear	Arts and Wellbeing	Patients and families	£3,371
Forget me Not Chorus	Arts and Wellbeing	Patients and families	£1,500
Harmoni	Arts and Wellbeing	Patients and Staff	£6,000
Heath Harmony	Arts and Wellbeing	Patients and Staff	£500
<b>Hearth Gallery</b>			
Operational Gallery Costs	Arts and Wellbeing	Patients, Staff and Visitors	£9,030
Gwanwen Festival	Arts and Wellbeing	Patients, Staff and Visitors	£1,000
<b>Dance and Movement</b>			
Rubicon	Arts and Wellbeing	Patients	£2,000
Elderfit	Arts and Wellbeing	Patients	£800
<b>Orchard and Outside Art</b>			
Collective projects	Arts and Wellbeing	Patients, Staff and Visitors	£10,000
<b>Improving Environments</b>			
Audio/VR Soundscape From Birth to Death	Arts and Wellbeing	Patients and Visitors	£5,000
Ward based projects	Arts and Wellbeing	Patients, Staff and Families	£2,000
Story telling	Arts and Wellbeing	Patients, Staff and Visitors	£2,000
<b>Our Health Heritage</b>			
Collective projects	Heritage	Patients, Staff and Visitors	£2,000
<b>Schools and Creative Space</b>			
Collective projects	Wellbeing	Patients, Staff and local community	£2,000
<b>Total</b>			<b>£55,910</b>

As the Arts agenda has expanded, the current system of submitting bids for each project within the programme is proving difficult and is causing delays in progressing the Arts strategy within the UHB.

Establishing an arts fund provides opportunity to work more collaboratively with established arts funds while also raising funds specifically to promote the arts agenda.

The proposal is to ring fence a sum to be used as an Arts budget for the Arts in Health programme and operating in line with other teams across the UHB, we are constantly striving to work better and leaner, reducing processes and increasing productivity wherever possible.

The proposal is that the Head of Arts and Heath Charity would sign off spending within the fund with assurances to comply with financial governance processes. The benefits of an Arts Fund are significant. As well as reducing the time and administration of the bid process, it would allow for more effective forward planning for the Arts programme throughout the year. This would also greatly assist us in working more efficiently with our collaborators and within the Arts team when scheduling events.



A further benefit is that the fund would allow the Arts team to match the Charitable Funds Committee's commitment to the Arts in Health programme by fundraising for the Arts fund and therefore directly benefitting projects within the UHB. It would also allow for donations and legacies to be made directly to the Arts Fund.

We currently have the most ambitious Arts programme within the UHBs in Wales despite a historically smaller team and less financial freedom than equivalent organisations within Wales. This fund, and the ability to accept specific fundraising and contributions, would allow the Arts team to continue achieving the vision of the UHB, NHS Confederation Wales and the Welsh Government in relation to Arts in Health.

In order to secure the funding from the Arts Council of Wales, we are required to provide match funding for the Arts Programme Project Manager, for the same 3 year period as the proposed Arts in Healthcare Project Manager role. As funding for a 12 month period has previously been agreed the additional funding would cost £59,494 in total. These roles would work collaboratively and are both vital to achieving the vision of both the UHB and the NHS Confederation on Arts in Healthcare whilst also fulfilling the UHB's 5 year Arts Strategy.

We require a commitment from the Charitable Funds to provide this match funding from within Charitable Funds so that we can accept the proposal from the Arts Council of Wales.

## **BACKGROUND**

The Arts programme is underpinned by the Wellbeing for Future Generations work that is being carried out across the UHB.

The Welsh Government and the Arts Council of Wales Memorandum of Understanding (MOU) about the importance of Arts within the Hospital environment is, as previously mentioned, a key driving force within the UHB Arts Strategy. The MOU also includes Public Health Wales and participants in the Cross Party Group on Arts and Health in the National Assembly. It also highlights the need for the Arts Council of Wales to be more closely aligned with the priorities of Government and Health Boards and to respond to the challenge of working towards a more holistic approach to health and wellbeing for our patients.

Our patients are already seeing amazing benefits from the many Arts projects within the UHB. The Arts programme is wide ranging from Music and Art exhibitions to Theatre and Heritage programmes, all of which contribute to our Arts and Wellbeing Strategy (See attached Document).

In order to further develop and enhance the experience we offer to our patients, as per the element of Culture within the UHB strategy, there is a pressing need to work more efficiently as an Arts team within the UHB.

The way in which the imaginative and emotionally expressive experiences of the Arts can make a distinctive and versatile contribution to keeping people well is tangible, and as recognised by the Art Council and Welsh Government, Healthcare providers in Wales have an excellent opportunity to harness the power of Art in supporting our patients now and in the future.



Background Documents included to support this proposal are:

**Improving Lives with Art – Cardiff and Vale University Health Board Arts in Health Strategy 2019-2024**

**Arts and Health in Wales – Welsh Government Study**

**Arts Health and Wellbeing – Welsh NHS Confederation**

**Arts and Wellbeing Programme – Cardiff and Vale UHB**

**Art and Wellbeing: Towards a Culture of Health – US Department of Arts and Culture Study**

## **ASSESSMENT AND ASSURANCE**

In consultation with internal and external partners, the Arts in Health agenda is gaining momentum both politically and as a method of expressing wellbeing.

The Arts strategy has been discussed with the following:

- Patients, visitors and staff
- Public Health Wales and Wellbeing Future Generations Act steering group
- Patient Experience Team
- Capital, Planning and Estates
- Staff lottery bids panel
- Arts and Arts organisations including The Arts Council of Wales

The Committee will note that these discussions include both internal and external partners.

In summary, there is consensus to address Art within the Health Board to improve patient, staff and visitor experience and address wellbeing.

## **RECOMMENDATIONS**

We would like a ring fenced Arts fund that would require approximately £70,000 per year for the next three years and agreement in principle to match fund the Arts Council of Wales resource to realise the vision contained within the UHB's Arts strategy.



An abstract painting featuring a reclining figure, possibly a nude woman, rendered in soft, blended colors of yellow, orange, and pink. The figure is set against a background of bold, expressive brushstrokes in blue, green, and brown. The overall style is impressionistic and evocative.

# ARTS

FOR HEALTH AND WELLBEING

CARDIFF AND VALE  
UNIVERSITY HEALTH BOARD  
ARTS IN HEALTH STRATEGY

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2 0 1 9   -   2 0 2 4

"Improving lives with art"



# CONTRIBUTORS

Simone Joslyn, Alex Staples, Melanie Wotton, Bryn Kentish

# WITH THANKS TO

The Cardiff & Vale Health Charity for their unwavering financial and personal support.



*"We grow better tomorrows when  
we plant good seeds today."*



**GIG**  
CYMRU  
**NHS**  
WALES

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



# FOREWORD


I am delighted to introduce 'Arts for Health and Wellbeing', our five year strategy for improving the health and wellbeing of the people of Cardiff and the Vale of Glamorgan.

There is a wealth of evidence that shows the benefit of arts in health and social care settings, improving the quality of care as well as mental and physical wellbeing for staff, patients and their families. The way in which we care for people has evolved as we aim to offer a more holistic approach to healthcare, improving the overall experience and improving outcomes. Despite the current financial pressures on healthcare providers, we know that embedding the arts into our care environments is essential and our focus on this will continue to grow and evolve over the coming years.

We already have an impressive variety of programmes through which we integrate the arts into how we care for people, including environmental, performance and visual arts, much of it championed by enthusiastic and committed staff. We are dedicated to supporting all who wish to incorporate art into our care environments for the benefit of our patients, visitors and local communities, allowing us all to benefit from more positive and stimulating experiences.

The partnerships we have developed so far through our art programmes have been invaluable in helping us along the way to achieving our vision, in terms of both expertise and enthusiasm. We look forward to working closely with our partners as we implement this strategy and we are committed to demonstrating the added value of this strategy to the health and wellbeing of our population in Cardiff and the Vale of Glamorgan.

– Simone Joslyn  
Head of Arts,  
Cardiff and Vale UHB



*"There is a wealth of evidence that shows the benefit of arts in health and social care settings."*



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# THE IMPORTANCE OF ARTS IN HEALTHCARE

In 2014, the UK Department of Culture, Media and Sport, as part of the Culture and Sport Evidence (CASE) programme, researched the social impact of culture (and sport) on communities. They found evidence that the arts and culture are beneficial to both mental and physical health. The study also found that arts and culture can be used directly to improve clinical outcomes and indirectly to support re-integration into society, creating therapeutic benefits through social interactions and the development of skills.

Access to arts opportunities and participation in the arts can dramatically improve health outcomes and well-being, counter inequalities and increase social engagement. As a supplement to medicine and care, the evidence suggests that engagement with the arts can improve a person's physical and mental well-being. The benefits of arts activities are being seen beyond traditional settings, and their role in supporting communities and individuals who would otherwise be excluded is increasingly being recognised.

A lot of arts in health work happens at grass roots levels, in community-based programmes that address both the clinical and social determinants of health. There is a need to scale-up this work and increase public awareness and understanding of the role of arts in health. We need to encourage best practice, shared ethics, research and evaluation, while celebrating and supporting the passion and drive of the many arts in health activities that make a difference. We have an excellent opportunity to do this through the Memorandum of Understanding between the Arts Council of Wales and the Welsh NHS Confederation.

The incorporation of the arts into healthcare has a positive impact on patient health outcomes. The arts benefit patients by supporting their physical, mental, and emotional recovery, relieving anxiety and decreasing the perception of pain.

In an environment where the patient often feels out of control, the arts can serve as a healing tool, reducing stress and loneliness and providing opportunities for self-expression.

Research demonstrates the benefits of the arts in healthcare in hospitals, nursing homes, community centres, hospices, and other locations within the community. As highlighted in the Arts Council of Wales report, 'Arts and Health in Wales: A Mapping study of current activity', creative arts therapies have been applied to a broad range of physical and mental health issues including post-traumatic stress disorder, autism, chronic illnesses, dementia, neurological disorders, brain injuries and physical disabilities to improve patients' well-being and quality of life.

Through this strategy, attention will be given to robust governance and leadership, and the delivery of high calibre creative work. All arts forms (music, art, drama, writing, performance, dance, visual, interactive, etc.) will be included alongside the inclusion of public art in healthcare venues, whether integral to new builds/refurbishments or the temporary/permanent display of art work.

Ways will also be sought to capture and represent the contribution of Arts Therapies professions (Art, Music, Drama and Dance) taking it outside of the conventional therapy setting. This will give emphasis, in particular, to service user participation, recovery and social inclusion.

In addition, the strategy provides an examination of the key areas of development which have been identified for the programme for the period 2019-2024.

The development areas consist both of the consolidation of existing achievements and the challenge of developing new ways of working.





Nick Davies



Stacey Brass



Harmoni Cymru



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# THE WELLBEING OF FUTURE GENERATIONS



Cardiff and Vale University Health Board is one of the 44 public bodies in Wales that is bound by the Well-being of Future Generations Act.

The Well-being of Future Generations Act requires public bodies in Wales to think about the long-term impact of their decisions, to work better with people, communities and each other, and to prevent persistent problems such as health inequalities.

The time is right implement a bold, new approach to caring for people, keeping them well, and to recognise the powerful contribution the arts can make to our health and wellbeing.

With this arts strategy, we're proposing to change the way we do things at Cardiff and Vale UHB, responding to the wealth of evidence of the demonstrable benefits to using art in various ways for health.

In doing so, we will apply the five ways of sustainable working, as outlined in the act.

## LONG TERM



The Arts for Health and Wellbeing programme actively contributes to the Act's seven wellbeing goals (overleaf) and will have a positive impact on the UHB's achievement of its wellbeing goals as stated in our 10 year strategy, *Shaping our Future Wellbeing*. It will also have a positive impact on the contribution to the Act of our partner organisations.

## PREVENTION



By utilising both the beneficial power of the arts and the considerable reach of the UHB, we will extend the arts programme outside of the secondary care setting. By using the arts to engage and interact with people in our communities, we will be able to keep them well in their communities. Further, we could potentially use the arts in conjunction with the UHB's public health team to disseminate healthy lifestyle messages more effectively.

## INTEGRATION



The Arts for Health and Wellbeing programme actively contributes to the Act's seven wellbeing goals (overleaf) and will have a positive impact on the UHB's achievement of its wellbeing goals as stated in our 10 year strategy, *Shaping our Future Wellbeing*. It will also have a positive impact on the contribution to the Act of our partner organisations.



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## COLLABORATION



To achieve the ambitious goals set out in this strategy, we will have to continue to collaborate with our partner organisations and potentially work with many more. Currently, the UHB works alongside a number of public, Third Sector and voluntary organisations to effectively deliver the arts to our patients, people and communities.

## INVOLVEMENT



The Arts for Health and Wellbeing programme represents an exciting opportunity for UHB staff, local artists, and the public to become involved in the improvement of our population's health and wellbeing. We are consistently developing links with people who are interested in the arts and working with a diverse range of people to achieve our goals





The arts programme is one of the UHB's major contributors to the Wales for Africa initiative. We have regular exhibitions in the Hearth Gallery as well as permanent installations and fixtures across our sites encouraging people to get involved

By working with local artists and creatives, we're supporting the Welsh culture industry with funding and spaces in which artists are able to work. By doing so, we're celebrating all facets modern and traditional Welsh culture by bringing the creative arts to people who need them most and who otherwise would not be able to experience them.

A crucial part of our arts programme will be to engage with the community, especially its vulnerable members. Engagement with the arts can help to promote social inclusion and develop cohesion within our communities through a shared appreciation for the creative arts.

The arts programme will address inequalities through community engagement with vulnerable and seldom-heard groups.

The arts programme works to bolster staff wellbeing by both providing calm, innovative spaces away from the work environment and improving the work environment by making it more stimulating and engaging.

The arts programme works in close partnership with the UHB's nature and wellbeing programme to promote and support engagement with and conservation of outdoor spaces such as Our Orchard

There is a growing body of evidence to support the fact that the creative arts are beneficial to patient outcomes in secondary care settings. As a supplement to medicine and care, the evidence suggests that engagement with the arts can improve a person's physical and mental wellbeing





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# HOW ARE THE ARTS DELIVERED?

We work to deliver our Arts for Health and Wellbeing programme through a number of different work strands, each consisting of a number of groups. Many of the activities are carried out across various Health Board sites and into the community.





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Our commitment to creativity reflects our increasing belief that art, speaking in its own aesthetic language, aids the healing process.

Art and history has played a large part in many of our Hospital sites and as you walk around the sites you will see an eclectic mix of paintings, drawings, prints, photographs, sculptures and installation art, most notably in the HeARTh Gallery in University Hospital Llandough, the first Health Gallery of its kind in Wales.

The gallery offers a rolling programme of exhibitions, 30 to date, changing every 4 weeks. The exhibitions highlight various themes around arts, health and wellbeing.

The key aims of the HeARTh gallery are: Participation, Engagement, Raising discussion and Awareness, Aesthetic enjoyment and relaxation, establishing connections and promoting involvement.

The Arts and Environment Committee is committed to overseeing the Arts for Health and Wellbeing Programme. The Committee is made up of hospital staff with a passion to improve patient environments and who strive to meet the following objectives.

**Maintain a standard of high quality, contemporary art with a view to attracting further funding for development.**

**Use the arts to soften and humanise the hospital environment.**

**Create and commission contemplative artworks to enhance psychological wellbeing. Use visual art as an aid to way finding within the hospital.**

**Build links and relationships with the local community to engender an increase in trust, affection and ownership of the hospital.**

**Install art that creates a dialogue between the observer and architecture.**

**Work with artists to stimulate, engage, distract, inspire and reassure patients, staff and visitors on their journey through the hospital.**

**Use art therapeutically so that users of the hospital are able to express their concerns and communicate with a wider audience.**

**Commission artists to reflect and/or to advocate on behalf of patients.**

## SPACE

Whilst our clinics, waiting rooms, wards and courtyards display the many pieces in our collection, few areas are without some form of original art work; but also our buildings and outside spaces are being designed and built to reflect our commitment to our patients and the arts and as a Health Board we have ambitious plans to further embed the arts within our capital developments on all of our sites but specifically, University Hospital of Wales and University Hospital Llandough.





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# OUR STRATEGIC FRAMEWORK

*Our vision:* "To improve health and wellbeing for patients, staff, visitors and local communities within Cardiff and The Vale of Glamorgan through access to the arts."

## STRATEGIC OBJECTIVE ONE

*To improve experiences through the delivery of high quality arts activity projects, with a focus on access by all as an aspiration.*

### HOW WILL WE ACHIEVE THIS?

We will identify dedicated resources for Arts in Health – all funding, however small, goes a long way and can result in a substantial return on investment. Sourcing of funding for more substantial commissioned work will also be necessary

We will ensure relevant expertise is available in the form of artists, art therapists and the Arts team to deliver the highest standard of art engagement

We will continue to provide adequate spaces for the artists to facilitate exhibitions, installations and arts activities as well as designated and appropriate spaces for the provision of enhanced arts activities.

We will ensure necessary supplies are available for artists as required

We will provide encouragement from Senior Managers to all levels of staff to support them in making this happen, with arts being regarded as a legitimate part of enhancing care, health and wellbeing that is aligned to corporate strategy.

We will enable time for arts to be a part of daily activities and encourage participation at every opportunity

We will recognise the value of environmental artwork across our site, specifically integrating the arts into new capital projects as an integral part of the developments.

We will provide support to sustain longevity of existing art projects (advice on funding bids, provision of equipment, links with external support sources).



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## STRATEGIC OBJECTIVE TWO

*To support staff to gain the knowledge and skills to deliver useful and successful arts projects, including improving access to existing arts resources, providing opportunities for staff to develop their arts-based skills and increasing staff knowledge of best practice examples of Arts in Health & Wellbeing activities.*

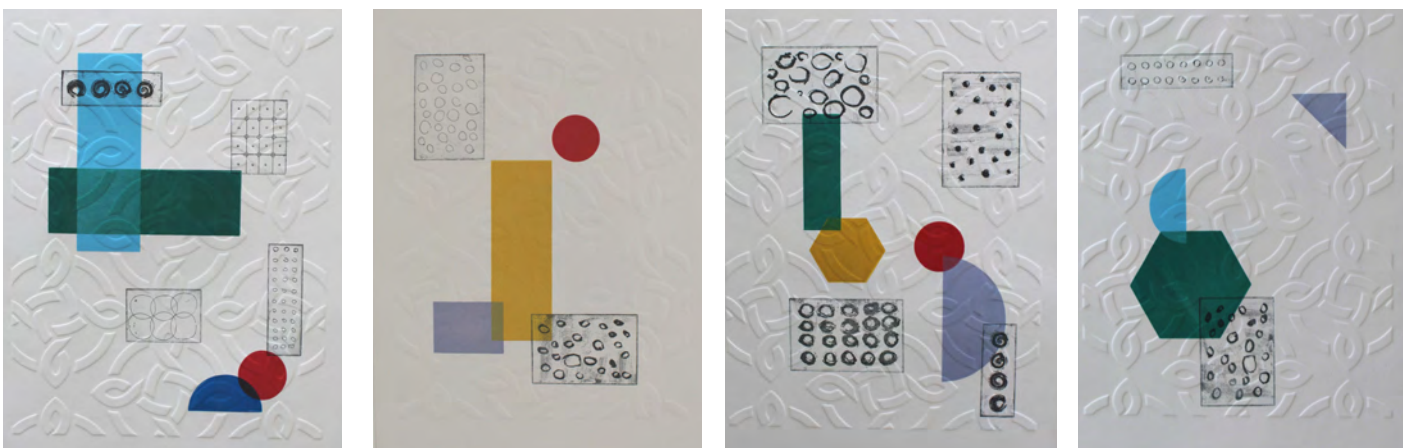
### HOW WILL WE ACHIEVE THIS?

We will provide training opportunities for staff and educational events for the local community to raise awareness of the benefits of the arts in health. We will also offer guidance to staff who want to incorporate the arts into their day to day work.

We will recruit and support artists in working with our service users and their families to participate in our activities.

We will build and embed the arts into organisational development processes for managers and staff and integrate them into UHB processes for managers and wider staff to enhance professional practice.

Working closely with clinical staff to possibly develop artist-in-residence programmes which enable service users to gain artistic skills which will support them on the recovery journey and maintain wellbeing.



Molly May Lewis

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## STRATEGIC OBJECTIVE THREE

*To use participatory arts projects and creative approaches to send positive messages to service users and staff and to promote Health and Wellbeing*

### HOW WILL WE ACHIEVE THIS?

We will use visual arts to convey messages around the benefits of a healthy lifestyle and convey information about our services.

We will use physical arts such as dance and drama to promote physical activity for all

We will continue to recognise and reiterate the contribution the arts can achieve in raising confidence and esteem and promoting wellbeing. Ideally working with LED to ensure that managers and inductions contain information for staff around access to the arts as therapy.

We will encourage isolated and vulnerable service users to access our arts activities to combat social isolation

We will promote health literacy through participation and exhibition of art in different forms throughout the UHB

## STRATEGIC OBJECTIVE FOUR

*To enhance the healing environment, including inpatient, outpatient, public and outside spaces*

### HOW WILL WE ACHIEVE THIS?

We will continue to work on our high traffic areas to promote a sense of calm and wellbeing for staff and patients, utilising all appropriate and available space tailoring art provided to suit the area.

We will provide accessible areas for all service users to appreciate or participate in activities, both inside and outside.

We will work to ensure that inpatient areas help to stimulate patients, bringing the arts to the patients wherever possible both visually and through performance or participatory activities

We will ensure that the arts are a major factor in all future capital projects, that spaces are designed with the arts in mind to benefit our patients, staff and their families.





## STRATEGIC OBJECTIVE FIVE

*To measure the impact of the arts on the quality and effect on outcomes of care for our patients.*

### HOW WILL WE ACHIEVE THIS?

We will work in partnership with stakeholders and the local community to determine effectiveness of arts programmes

We will utilise a range of approaches to record, measure and demonstrate the impact of the arts on Health and Wellbeing within the UHB and the positive impact on healthcare costs. These will include project participant monitoring (self-assessment and where appropriate clinician monitoring) and project specific research activities.

We will monitor how art is improving the experience for all through staff, carer and service user satisfaction surveys.

We will develop the UHB as a model for the integration of the arts in health.

We will raise awareness of the benefits experienced from the integration of the arts within Cardiff and Vale UHB

Ensuring that professional artists who deliver a project leave behind a 'lasting legacy' toolkit.



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## STRATEGIC OBJECTIVE SIX

*To foster effective partnerships across disciplines and agencies, and with service users, carers, communities and volunteers in support of arts in health.*

### HOW WILL WE ACHIEVE THIS?

We will encourage health and social care professionals to see artists as part of the multidisciplinary team and recognise their contribution to service users/client outcomes.

We will use the arts to build effective relationships between staff and with users, carers and visitors.

We will use the arts to help engage with local communities, community partnerships and voluntary organisations

We will engage with schools to develop an awareness of the arts in health, to promote health and wellbeing and to engage school age children in arts programmes with service users where appropriate

We will develop partnerships with Universities and colleges locally to introduce the arts in health into professional training.



Cardiff Print Workshop

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## STRATEGIC OBJECTIVE SEVEN

*To explore the impact of social prescribing on the wellbeing of people and a reduction of their dependence upon public service with Cardiff and the Vale of Glamorgan.*

### HOW WILL WE ACHIEVE THIS?

We will work in partnership with stakeholders, local communities and primary care to identify existing artistic social prescribing opportunities.

We will develop a register of creative arts programmes within clusters and localities to assist in signposting and prevention.

We will develop bespoke creative arts opportunities to meet the needs of vulnerable groups within the community.

We will identify areas of good practice and look to replicate them across Cardiff and the Vale of Glamorgan.

We will commission an arts programme with third sector partners to develop community resilience.

## GOVERNANCE ARRANGEMENTS

The implementation of this strategy will be supported by the Arts and Environment Committee which will report into the Charitable Funds Committee of the Cardiff & Vale Health Charity.

## REFERENCES

Arts Council of Wales report, 'Arts and Health in Wales: A Mapping study of current activity'

Welsh NHS Confederation report, 'Arts, Health and Wellbeing'

UK Department of Culture, Media and Sport, as part of the Culture and Sport Evidence (CASE) programme.





Cyngor Celfyddydau Cymru  
Arts Council of Wales



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

MANCHESTER  
1824

The University of Manchester





GIG  
CYMRU  
NHS  
WALES

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





GIG  
CYMRU  
NHS  
WALES

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

REPORT TITLE:

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



<b>MEETING:</b>	Charitable Funds Committee	<b>MEETING DATE: 11 December 2018</b>
<b>LEAD EXECUTIVE:</b>	Executive Nurse Director	
<b>REPORT AUTHOR (TITLE):</b>	Angela Hughes Assistant Director of Patient Experience	
<b>SECTION 1 SHAPING OUR FUTURE WELLBEING STRATEGIC OBJECTIVES RELEVANT TO THIS REPORT:</b>		
<i>Each 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
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
<b>SECTION 2 REASON FOR REPORT:</b>		
For Decision		
<b>SECTION 3 PURPOSE OF REPORT:</b>		
<b>BACKGROUND</b> To act upon the feedback from the public meetings and consultation with the Deaf community  <b>PURPOSE:</b> to provide a training program for staff in BSL and hearing loss awareness over the next year		
<b>SECTION 4 EQUALITY AND HEALTH IMPACT ASSESSMENT COMPLETED:</b>	To meet and exceed the requirements of the UHB in relation to sensory loss	
<b>SECTION 5 KEY STRATEGIC DIRECTIONS:</b>	Wellbeing of Future Generations Act -Offer services that deliver the population health our citizens are entitled to expect. Reduce health inequalities Deliver outcomes that matter to people	



## ISSUE(S):

Organizing health appointments and communicating with health professionals when you have a sensory loss can be a daunting experience and sometimes practically impossible if you are a first language British Sign Language (BSL) user. The feeling of uncertainty of how best to communicate and how to provide sensory loss patients with accessible information is something that most if not all health professionals will experience on a regular basis.

These identified barriers to D/deaf/severe hearing loss patients' direct access and engagement in health services comes, at a significant cost both financial and importantly human, to both Health Board and its patients.

At the public meetings we made a commitment to train staff in basic BSL, I have worked with both BDA (British deaf Association) and Action on Hearing Loss to provide details about a proposed training program.

## ACTIONS/OPTIONS:

- 1) BSL Equality Training
- 2) BSL Taster sessions

Each training session is around 3 hours long and the cost is normally £250 + VAT, plus any travel expenses incurred. Negotiated to 450 pounds per 2 sessions for 32 staff in total

## BSL Charter

Organizations to sign up – as a statement of intent. This is usually a semi-public ceremony at which local deaf residents are invited to witness the signing. The signing is usually done by either the CEO or the Chair of the relevant organization along with the BDA Chair and a local Deaf representative.

Before signing up, we commit to pledges

### 1. Ensure access for Deaf people to information and services



Pledge: Deaf people will get the same quality of provision, information and standards and the same right to be consulted as everyone else.

This will make more Deaf people (include those who have problems with written information) aware of services and able to access these independently. It will also ensure compliance with the Equality Act 2010.

## **2. Promote learning and high quality teaching of British Sign Language (BSL)**

Pledge: The families of deaf children and Deaf young people and local authority/public service employees will have access to BSL lessons from suitably qualified teachers.

This will improve communication and bonding between parents/carers, children and siblings, reduce Deaf people's isolation and improve relations between Deaf and hearing people.

## **3. Support Deaf children and families**

Pledge: At the point of diagnosis of deafness, health and education providers will offer parents genuinely informed choices, including a bilingual/bicultural approach.

This will increase Deaf people's academic achievement and job opportunities and enhance family life by improving communication between children, parents/carers and siblings.

## **4. Ensure staff working with Deaf people can communicate effectively in BSL**

Customer-facing staff will have basic BSL skills. Specialist staff will have higher-level BSL skills so they can deliver good services to Deaf people without needing interpreters.

This will improve customer satisfaction and reduce the need for BSL/English interpreters when providing specialist services for Deaf people.

## **5. Consult with the local Deaf community on a regular basis**



Pledge: Deaf people will have the right to be consulted on services or changes to services that affect them and to have input into consultations alongside other forums and user groups.

This will improve services for Deaf people, empower Deaf people and free them up to contribute more to the local community.

The BDA will prepare the certificate which will state the pledges we are signing up to, along with the relevant signatories name. Their logo and our logo would be on the certificate. The Health Board charity logo would be on the certificate if this bid is approved

We will then have the option of working with the BDA to help fulfill the pledges that we sign up to; The cost for all of the above is £2500 per year plus VAT.

BDA COSTS- 20 sessions 450 pounds per 2 sessions for 320 STAFF =cost of £4500 plus VAT

BSI Charter=2,500 for year 1 for the 3 years to attain accreditation= £7,500

Total= £12000

In addition to working with the BDA it would be good to work with Action on Hearing Loss so that we are working with the 2 main organizations used by the Deaf/ Hard of hearing community.

**Deaf Awareness Training and Start to Sign** – 6 Sessions to be delivered as full day Deaf Awareness in morning and Start to Sign in the afternoon for 14 Delegates per session total of 84 delegates – Cost £999 Plus VAT=£5,994 (***this course is accredited and therefore more expensive than BDA-Both have been very well evaluated***)

**E- Learning licensees** –500 Licenses at cost of £3000 Plus VAT

Link for E-Learning Sample

<https://www.actiononhearingloss.org.uk/how-we-help/businesses-and-employers/deaf-awareness-and-british-sign-language-training/in-house-training-courses/online-deaf-awareness-training/>

The aims of Part 1 are:

- Ways to identify if someone is deaf
- The terms used to describe deafness





- Characteristics of deafness

#### The aims of Part 2 are:

- Poor communication tactics that should be avoided
- Helpful tactics to help improve communication with deaf people
- How the environment can affect communication
- How appearance can affect communication
- Communication methods used by deaf people

#### The aims of Part 3 are:

- What communication aids are available
- Types of communication professionals can use

**Bespoking of E- Learning** – Signature to work with UHB for any video content or photographs approx. cost £4000 Plus VAT.

Costs of action on Hearing Loss total=£12994 plus VAT

**Total cost=24994 PLUS vat at 20%=4,998=£29,928**

***To note the Patient Experience endowment fund has been used to fund BSL training for 120 staff in December 2018 and for the GP training that has already occurred but the fund cannot fully fund the program as it will be to the detriment of other wider patient experience activities***

#### RISKS:

Failure to promote an equitable service for our deaf and hard of hearing patients.

#### RECOMMENDATIONS:

- To support the proposed actions.



<b>Promoting Health and Health Charity messaging / visibility</b>	
<b>Name of Meeting :</b> Charitable Funds Committee	<b>Date of Meeting</b> 11 <sup>th</sup> December 2018

<b>Lead :</b> Simone Joslyn
<b>Author :</b> Simone Joslyn Head of Arts and Charity
<b>Caring for People, Keeping People Well :</b> N/A
<b>Financial impact :</b> £60,000.00
<b>Quality, Safety, Patient Experience impact :</b> N/A
<b>Health and Care Standard Number ...</b> N/A
<b>CRAF Reference Number .....</b> N/A
<b>Equality and Health Impact Assessment Completed:</b> No

**Financial impact :** Phase 1: £2,500 (Agreed at previous CFC Meeting in principle)  
Phase 2: £ 52,500  
**Total : £55,00 – (approximately)**

The Charitable Funds Committee is asked to:

- **APPROVE** a maximum budget of £60,000

## SITUATION

We are looking to fund the first and second phases of a campaign for both staff and patients promoting a healthier lifestyle – encouraging people to use the stairs rather than the lifts whilst increasing the visibility of the Health Charity.

There are a number of benefits to this campaign, as well as the obvious goals of promoting health and wellbeing to staff and patients, there are the added benefits of reducing capacity issues and waiting times for the lifts whilst also providing the opportunity to promote the Health Charity. The visibility of the Health Charity has been an issue for some time and noted in previous meetings and was a recommendation of an external marketing report.

## BACKGROUND

This details the first two phases of a visibility and awareness campaign project of banners, posters and other visual messaging to encourage use of the stairs over using the lifts. The positive visual messaging will increase awareness of how taking exercise can improve the health of both patients and staff. This is in line with our Health and Wellbeing Strategy and retaining our Platinum level Corporate Health Standard.



The posters and banners give the opportunity to display encouraging and reinforcing messages for staff and patients alongside the Health Charity logo and information, therefore allowing the UHB to reinforce the messages of a healthy lifestyle and the importance of our Health Charity whilst also signposting people towards our Charity rather than external charities.

We are considering large images of charity supporters undertaking active things to fundraise on each landing, either on the doors of the service cupboards or perhaps on the side walls of the landings. We will be utilizing currently unused space for reinforcing positive messages, and if the initial phases are effective and received well, we would be rolling this out further to the wider Health Board sites.

## **ASSESSMENT**

Improvement required to improve the visibility of health messages and Health charity information has been discussed with the following:

- Patients
- Visitors
- Clinicians
- Public Health Wales
- Clinical Consultant Prevention Champions
- Patient Experience Team
- Capital, Planning and Estates
- Staff lottery bids panel
- External interior design specialists

The Committee will note that these discussions include both internal and external partners.

In summary, there is consensus to what is required to make the Hospital sites focus on prevention and informing every one of the official charity of the UHB, to promote fundraising to further promote improving patient and staff experience

These include:



- New Internal Signage, in key areas
- Pod in Concourse UHW

Further details on the proposals and an indicative costs are shown in the table below-

Improvements / Proposals	Indicative Costs
Initial design and concept	£2,500.00
Purchase a POD	£17,500.00
Approve and install signage for 1 <sup>st</sup> phase	£35,000.00 See quote
Approximate Budget Required	Maximum £60,000.00

## RECOMMENDATION

The costs in this bid are estimates at this stage and can be firmed up once we know funds will be made available. The Committee is therefore asked to provide a maximum budget for this project and work will be prioritised to ensure the budget is not exceeded.

The Committee is asked to provide and approve a maximum budget of £60,000k.



GROSVENOR INTERIORS	SPEC & COST SHEET		
PROJECT NAME	Cardiff and Vale Hospital Charity		
AREA	DESCRIPTION	QTY	
Stair entrance doors	Over door banner	2	261.12
	door surround/sides (both sides of entrance doors)	2	556.92
Stair well 1	Star message trail stickers	14	4998.00
Stair Landing	Vertical Banner	14	6386.02
	Circular mural sticker	7	2184.84
Stair well 2	Star message trail stickers	14	4998.00
Stair Landing	Vertical Banner	14	6386.02
	Circular mural sticker	7	2184.84
Upper ground Block A lift lobby	Mural	1	286.11
Main entrance Stair well	Mural Banner	1	603.84
OPD Level 1 (Orthoptics)	Horizontal Banner	1	258.57
Neurosciences	Horizontal Banner	1	311.61
Male WC (outside wall)	Horizontal Banner	1	251.94
Cilnic 9 Corridor	Horizontal Banner	1	397.80
			0.00
Concept design	Initial concept, ideas for stairs, vertical banner style, horizontal banner style door surround	1	1520.00
Full design	Full design once concept agreed	1	1320.00
Meetings/Admin/ survey		1	950.00
Installation	Assuming all fitted in one operation/visit	1	1020.00
	Subtotal		34875.62
	VAT @ 20 %		6975.12
	TOTAL		41850.75
	NOTE: all subject to final confirmation of exact quantities		
	Terms: 50% deposit with order, balance on completion		
	All walls to receive wall glamour must have been painted for a minimum of 14 days prior to fitting and paint must be soundly adhered to the wall		





GROSVENOR INTERIORS	SPEC & COST SHEET		
PROJECT NAME	Cardiff and Vale Hospital Charity		
AREA	DESCRIPTION	QTY	
	Wall mounted accessories on walls for wallglamour should be removed prior to our attendance, we may elect to remove fittings to ease fitting but will not refix them		
	For WallGlamour wall preparation is very important, WallGlamour will not improve the surface condition of your walls, we do not undertake any surface preparation and assume this has been done and checked before our fitting commences. WallGlamour will not stick to silicone or mastic		
	Our costs assume we are afforded access to undertake fitting in one operation, if site operations / progress mean we are unable to complete we may charge for a return visit		
	Excludes any enabling works by estates / others		
	We have only included for items specifically mentioned in this estimate, if's it's not mentioned, we aren't supplying or fitting it		



Staff Benefits Group	
<b>Name of Meeting :</b> Charitable Funds Committee December 2018	<b>Date of Meeting</b> 11 <sup>th</sup>

<b>Lead :</b> Peter Welsh
<b>Author :</b> Peter Welsh, Hospital General Manager UHL/Barry hospital-Chair of the Staff Benefits Group
<b>Caring for People, Keeping People Well :</b> N/A
<b>Financial impact :</b> N/A
<b>Quality, Safety, Patient Experience impact :</b> N/A
<b>Health and Care Standard Number ...</b> N/A
<b>CRAF Reference Number .....</b> N/A
<b>Equality and Health Impact Assessment Completed:</b> No

The Committee is asked to:

- **NOTE** The report
- **RECEIVE** updated progress report in 6 months

## SITUATION

The University Health Board Staff Benefits Group was established in 2017 to explore and co-ordinate benefits offered by external organizations for the UHB employees.

The Staff Benefits Group would ensure and agree 'best deals' for staff and in governance terms would report their work to the Charitable Funds Committee and the Local Partnership Forum.

## BACKGROUND

The UHB is one of the largest employers in South Wales and the Staff Benefits Group would maximize this to ensure staff benefits offered to the Health Board were maximised to take advantage of this position.

The group meets on a quarterly basis and has the following membership:

- Senior Management Representative
- Senior Workforce Manager
- Staff Side representative
- Communications representative
- Sustainable Travel Manager
- Head of Arts, Environment and Heritage



- I.T. Manager

Staff benefits are currently displayed on a dedicated link on the UHB website intranet page.

The purpose of this paper is to inform the Local Partnership Forum of staff benefits discussed and agreed by the Group for the six month period April-September 2018. A similar situation report has also been presented to the Charitable Funds Committee.

## **ASSESSMENT**

The following staff benefits have been progressed in the last 6 months:

### **a) Griffin Mill Car Sales**

Reduced car leases sales from six manufactures plus discount for employees cars for servicing and M.O.T.'s.

Griffin Mill has recently introduced 'rolling monthly deals for a range of cars. In addition, they have agreed to explore a dedicated web page for the UHB which can be linked to the UHB internet/intranet.

### **b) Cardiff and Vectis Staff Benefits Card (Icom)**

In 2017/18 all staff received the above discount card for use on a comprehensive range of goods and services from local and major retail outlets. The card continues to be distributed to new employees as part of their induction information.

In August 2018, the Staff Benefits Group met with Icom to review the current usage of the card and explore new marketing opportunities. In summary the following were discussed and noted:

- Over 35% of staff have activated and used their card for purchases.
- The Cardiff and Vale web page has been totally redesigned to make it more user friendly
- New products for employees are now being advertised
- Links with Enterprise Cars / Van hire rentals
- Building DIY companies
- A re-launch of the card will take place later this year through improved publicity material wellbeing agenda

### **c) Change Account – online banking service for staff**

In early 2018 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.



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 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.

Rewards Programme allowing you to receive Cash back onto your account when you shop at participating retailers.

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.

**d) Cycling – Salary Sacrifice**

The next round of salary sacrifice for the purchase of bicycles will take place in October 2018.

**e) Local Restaurants**

A number of restaurants are now offering employees discounts on home deliveries / meals (in addition to the vectis card and these are displayed and updated on our web page)

**f) Gym Membership / Sport Facilities**

Discounts from a number of service providers have been agreed and are now being publicised.

In summary, In addition to exploring further enhancements / improvements for staff on the above, the Group will be concentrating for the remaining part of this financial year on the following initiatives:

- It has been suggested by the Chair and Vice Chair that we explore opportunities for long services recognition awards for those employees who have worked 40 years and 50 years service for the NHS in Cardiff and Vale and its predecessor organizations.



- Further links with the work of the Staff Benefits Group and Health and road shows at UHW/UHL.



Dear Olivia,

**Letter of Intention between Cardiff and the Vale University Health Board, Cardiff and Vale Health Charity and Horatio's Garden**

1. Cardiff and Vale University Health Board (UHB) and Cardiff & Vale Health Charity fully support the proposal that Horatio's Garden be invited to create and construct a garden within the grounds of the University Hospital Llandough for the benefit of spinal patients
2. Cardiff & Vale Health Charity has committed to fund up to £500,000 enabling works to create the garden.
3. A small committee consisting of the Chair of the UHB and Health Board and Health charity staff and Horatio's garden will be set up to meet regularly at the UHB during the design and build phases and then beyond.
4. A designated individual from the UHB will be responsible for the project as the first line of communication with Horatio's Garden
5. The UHB agrees to work closely with Horatio's Garden towards a leasehold agreement between the two parties
6. The UHB understands Horatio's Garden will commit to managing the garden in the long term both maintenance and events and activities for patients
7. The designated area of land for the garden will include a partitioned section (area to be agreed) for the use of neuro patients which will be funded by Charities attached to Rookwood Hospital and Cardiff & Vale Health Charity using the same designer and maintained by the same head gardener as Horatio's Garden
8. The UHB and Cardiff & Vale Health Charity fully recognise and understand :
  - The positive impact of Horatio's Garden for spinal patients
  - That this is a good news story with knock on effects for the wider UHB
  - That Horatio's Garden will choose the garden designer to create a beautiful garden in consultation with all stakeholders
  - That there is significant community benefit with new volunteers becoming involved
  - That fundraising is unlikely to impact on the Cardiff & Vale Charities and their own fundraising income

Yours sincerely