

Bundle Charitable Funds Committee 19 March 2019

Agenda attachments

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- 4 Items for Noting and Information
 - 4.1 Team Sustainability
 - 4.2 Platform Events
 - 4.3 Annual Fundraising Report Breast Centre Appeal
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- 5 Items to bring to the attention of the Board and other Committee - nothing to report
- 6 Review of the Meeting
- 7 Date and time and of next meeting
- 7.1 11th June 2019 at Corporate Meeting Rm, HQ UHW



AGENDA
CHARITABLE FUNDS COMMITTEE
19th March 2019 at 9am
Corporate Meeting Room, HQ, University Hospital of Wales

1.	Preliminaries	
1.1	Welcome & Introductions	Akmal Hanuk
1.2	Apologies for Absence	Akmal Hanuk
1.3	Declarations of Interest	Akmal Hanuk
1.4	Minutes of the Committee Meeting held on 11 th December 2018	Akmal Hanuk
1.5	Action Log	Akmal Hanuk
2.	Items for Review and Assurance	
2.1	Benefits of Colour enhancing the patients mealtime	Peter Welsh/ Joanne Jefford
2.2	Food Sense Wales	Tom Porter/Katie Palmer
2.3	Bids Panel Report	Peter Welsh / Mike Jones
2.4	Financial Position Report	Chris Lewis
2.5	Fundraising Report	Simone Joslyn
2.6	Financial Outlook 19/20	Chris Lewis
2.7	Horatio's Garden	Simone Joslyn
3.	Items for Approval/Ratification	
3.1	Annual Report of the Charitable Funds Committee	Nicola Foreman
3.2	Terms of Reference Charitable Funds Committee	Nicola Foreman
3.3	Terms of Reference Bids Panel	Nicola Foreman
3.4	Work-plan	Nicola Foreman
3.5	Annual Effectiveness Review	Nicola Foreman
3.6	Memorandum of Understanding	Nicola Foreman
3.7	Core/Non-Core funding Guidance	Nicola Foreman
3.8	Charitable Funds Expenditure Approval (waste bins)	Sarah Maggs
3.9	UHB transport solution paper	Simone Joslyn
3.10	Reminiscence Interactive Therapy & Activities (RITA)	Joanne Wilson
4.	Items for Noting and Information	
4.1	Team Sustainability	Simone Joslyn (verbal)
4.2	Platform Events	Simone Joslyn (verbal)
4.3	Annual Fundraising Report Breast Centre Appeal	Peter Welsh



5.	Items to bring to the attention of the Board/Committee Nothing to report	Akmal Hanuk
6.	Review of the Meeting	Akmal Hanuk
7.	Date and time of next Meeting	Akmal Hanuk
7.1	11 th June 2019 at Corporate Meeting Room, HQ, UHW	Akmal Hanuk

**UNCONFIRMED MINUTES OF CHARITABLE FUNDS COMMITTEE
HELD AT CARDIFF CITY STADIUM
11th DECEMBER 2018**

Present:

Akmal Hanuk	AH	Chair
Maria Battle	MB	Chair

In Attendance:

Alun Williams	AW	Acting Financial Services Manager
Chris Lewis	CL	Deputy Finance Director
Fiona Jenkins	FJ	Director of Therapies and Health Sciences
Joanne Brandon	JB	Director of Communications and Engagement
Mike Jones	MJ	Trade Union Staff Side
Peter Welsh	PW	Llandough Hospital General Manager
Simone Joslyn	SJ	Head of Arts and Health Charity
Barbara John	BJ	Business and Operational Manager

Secretariat:

Helen Bricknell

Apologies:

John Union	JU	Independent Member – Finance
Dawn Ward	DW	Independent Member – Trade Unions
Angela Hughes	AH	Assistant Director of Patient Experience

CFC 18/059	WELCOME AND INTRODUCTIONS The Chair welcomed everyone to the meeting.	ACTION
CFC 18/062	APOLOGIES FOR ABSENCE Apologies for absence were noted.	
CFC 18/063	DECLARATIONS OF INTEREST No interests were declared.	
CFC 18/064	MINUTES OF CFC MEETING HELD SEPTEMBER 2018 There was an update on the Better of Life appeal, which has been amended and Committee agreed to support the appeal	
CFC16/121	Update at next meeting	

CFC 16/157	Ongoing - update March 2019	
CFC 16/031	No suitable venue found for the other park and ride service.	
CFC 18/065	ACTION LOG FOLLOWING THE LAST MEETING Resolved - that The Committee RECEIVED the Action Log from the September meeting.	
CFC 18/066	ANNUAL REPORT AND ACCOUNTS <ul style="list-style-type: none"> • WAO completed the audit and it will be signed off by the Trustees on 31/01/2019. • WAO attending the Board Development Day. <p>Overview of the report was presented. Also presented was the IS260 report from the WAO which gave an unqualified opinion.</p> <ul style="list-style-type: none"> • XISO260 report WAO audit opinion from account 3b • Response from EVO in accordance to account • The CFC asked to see the account details Resolved – that: The Committee RECOMMENDED the Annual Report and Accounts for the approval to the Trustee’s at their meeting on the 13th December 2018.	
CFC 18/067	BIDS PANEL REPORT Discussed the report and the Wellbeing Agenda. <ul style="list-style-type: none"> • Running 12 months up to £250 which is encouraging. • Support has been received from Lucie • There have been more than 60 Fast Track bids • The two teams have collaborated and as a result they are making more progress Resolved – that: The Committee NOTED the report	
CFC 18/068	FINANCIAL POSITION REPORT <ul style="list-style-type: none"> • End of October 2018 shows a net income gain on investment assets and on net incoming resources • Period 2 shows a healthy cash balance which offers a cushion with the possibilities of challenges that we may be facing with Brexit • Chair wishes to highlight the strategy of cash in the bank if the investments suffer losses. 	

	<p>Resolved – that:</p> <p>The Committee NOTED the financial position of the charity.</p>	
CFC 18/069	<p>FUNDRAISING REPORT</p> <ul style="list-style-type: none"> • First and second periods next year • Number of campaigns on the run up to Christmas • Gifts for teenagers in care and Looked after Children • Background information from Giselle as well as information pack • Dormant funds • Simone Joslyn to send out electronically • Last item number 7 • Cross reference core disclosure wording • Any comments to Barbara John by end of December • Add to Agenda for the Board Meeting in January 2019 • 3rd sector money – social prescribing agenda has £30k and £3k to assist with administration. 1 has £20k, 2 has £25k, 3 has £30k split across 5 or 6 areas for piloting. 3rd sector prescribing Regional Partnership Board • Do we need to invest more in Shaping Our Future Wellbeing? • Higher values for different types of players. • Input £10k for new relationships. • Rebranding of staff lottery • Staff Recognition Awards • Special Health Charity Star Award • The staff mega draw will take place on 25/01/2019 at Headquarters and there was discussion on venue's for upcoming draws. • Internal Audit gave Charitable Funds Committee – substantial assurance and 2 medium recommendations <p>Resolved – that:</p> <p>The Committee APPROVED the progress and activities.</p>	SJ
CFC 18/070	<p>INTERNAL AUDIT REPORT ON CHARITABLE FUNDS</p> <p>The report was presented which had received a substantial assurance audit rating.</p> <p>Resolved – that:</p> <p>The Committee NOTED the contents of the report and the management actions assigned to the recommendations.</p>	
CFC 18/071	<p>WIFI 2018/2019</p> <p>WAO auditing the accounts and noted a commitment on WIFI but nothing noted in the CFC minutes. Formerly committed – a pot of £46k provisional services for WIFI</p> <p>Discussed at Trustees meeting 2018/19 and formally endorsed</p>	

<p>CFC 18/072</p>	<p>FIRST IMPRESSIONS – BARRY HOSPITAL</p> <ul style="list-style-type: none"> On 25th anniversary of the hospital the HIWB Centre opened First impression of the BIDS team were that it enhances the hospital The first floor is a base for the charity but there is a lack of facilities. Maybe employ a part-time receptionist at £6/7k To place Aroma in the reception area and build a conservatory Funds can be used for a part time hospital receptionist until Aroma is opened We need to maximise the publicity of the charity Rundown Need volunteers for Barry Hospital Car parking on site Report due in six months' time – how will the money be funded? Mary Lennox suite received charitable funds for the Away Day Need some signage – maybe at front of hospital <p>Resolved – that:</p> <p>The Committee APPROVED a maximum budget of £99,500.00</p>	
<p>CFC 18/073</p>	<p>IBD SERVICE AT UHL – ENHANCING PATIENT EXPERIENCE</p> <p>Overview of report</p> <p>Resolved – that:</p> <p>The Committee APPROVED the maximum expenditure of £20k outlined in the application from the Cardiff and Vale UHB Health Charity Funds.</p>	
<p>CFC 18/074</p>	<p>ARTS FUND PROPOSAL</p> <ul style="list-style-type: none"> The Arts are in the health agenda Part time Band 6 Arts Council has a three year timeframe. Cardiff and Vale and the ABMU are ahead of the game Complimentary therapies Agree a post There is an overlap with therapy degree and arts in therapeutic manner <ul style="list-style-type: none"> <u>Match Funding Arts Council Wales</u> £59,494 agreed which is the match funding needed to secure funding from the Arts Council in Wales. <u>Arts Fund Ring Fenced Monies £70k per annum</u> £70k agreed for one year and the CFC to reconsider at a later date for year's 2 and 3 – depending on availability of funds. <p>Resolved – that:</p>	

	The Committee APPROVED and AGREED Ring fencing an Arts fund The Committee AGREED IN PRINCIPLE Support the NHS Confederation/Arts Council of Wales resource opportunity to embed arts in health charity.	
CFC 18/075	BSL TRAINING AND AWARENESS Difficulties with services with a recurrent funding of £29k Resolved – that: The Committee SUPPORTED the proposed actions requesting a report in six months.	
CFC 18/076	PATIENT EXPERIENCE/WASTE REPORT Defer Item	
CFC 18/077	PROMOTING HEALTH AND HEALTH CHARITY MESSAGING/ VISABILITY <ul style="list-style-type: none"> Place a POD in the UHW Concourse – need a capital estimate Promote the charity electronically and upfront Accessibility Split the bills into delegated funds (£16.5k), bids panel (£10k) and charge the residual amount to general reserves. Resolved – that: The Committee APPROVED and principle AGREED on the initial design and concept. The Committee APPROVED a maximum budget of £60,000	
CFC 18/078	ITEMS TO BE RECORDED AS RECEIVED AND NOTED FOR INFORMATION BY THE COMMITTEE An update was provided on Horatio's guide	
CFC 18/079	STAFF BENEFIT PROGRESS REPORT Nothing to Report LETTER OF INTENTION – HORATIO'S GARDEN Nothing to Report	
CFC 18/080	ITEMS TO BRING TO THE ATTENTION OF THE BOARD / OTHER COMMITTEES Committee Governance, Terms of Reference to be brought to Committee Bids	CC / AW

	<p>Visibility at next meeting</p> <p>Next December meeting to be held in either the Science Hub or Barry Hospital Mary Lennox Suite.</p>	
CFC 18/081	<p>DATE AND TIME OF NEXT MEETING</p> <p>The next meeting will be held on the 19th March 2019 9.00am – 12.00pm Corporate Meeting Room, Headquarters, UHW</p>	
CFC 18/082	<p>ANY OTHER URGENT BUSINESS</p> <p>There was no other business to raise.</p>	



UPDATED ACTION LOG FOLLOWING MEETING 11 September 2018

MINUTE	DATE	SUBJECT	AGREED ACTION	ACTIONED TO	STATUS
CFC 18/075	11.12.18	BSL TRAINING AND AWARENESS	Reporting back to Committee in 6 months		To Committee in June 2018
COMPLETED ACTIONS SINCE LAST COMMITTEE					
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	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 and March 2019

Report Title:	BENEFITS OF COLOUR ENHANCING THE PATIENTS MEALTIME: EVALUATION OF MELAMINE BLUE CROCKERY				
Meeting:	Charitable Funds Committee			Meeting Date:	19 March 2019
Status:	For Discussion		For Assurance	✓ For Approval	For Information
Lead Executive:	Fiona Jenkins				
Report Author (Title):	Head of Nutrition and Dietetics				

SITUATION

The Charitable Funds Committee requested an evaluation of the benefits noted as a result of the use of blue crockery purchased with funds from the Cardiff and Vale Health Charity.

REPORT

BACKGROUND

Two tone blue crockery, including plates, bowls, and cups, have been introduced on wards across all Cardiff and Vale UHB. Evidence shows that vibrant colour and a high colour contrast between food, plate and table helps to increase appetite and food intake. Appetite is often affected during a hospital admission leading to a reduction in food intake which can increase the time taken to recover.

The introduction of the crockery across all sites in the Health Board was completed on the 15 June 2018. The first phase saw an introduction of the crockery across the University Hospital Llandough, Barry Hospital and wards B6 and A4 at the University Hospital of Wales.

The crockery was next rolled out to the Noah's Ark Children's Hospital for Wales, with the remainder of the UHW site, Rookwood Hospital and St. David's Hospital being completed by 15 June 2018.

This service initiative is an example of how different departments within the UHB have worked collaboratively with both each other and the charity to achieve our long-term, preventative, health and wellbeing goal.

ASSESSMENT

The roll out of the crockery was successful using the phased approach as there was over 10,000 pieces needing to be distributed across the Health Board and facilities and dietetics worked together to achieve this.

The benefits to patient experience include:

- The crockery incorporates a non-slip base and a deep lipped rim which stabilises the plate and enables patients to be more independent, it limits the need for additional adaptations or staff support and is effective at each meal time. This enhances patient dignity independence and meal time experience, and supports the patient's safety.
- The blue crockery is made from melamine which mimics china, and enables food to stay hotter for longer, important for those patients that need increased lengths of time to eat or drink.
- Improved meal presentation as the bright colour gives a homely and relaxed feel to mealtimes. The improved appearance of the food has been proven to stimulate patients eating and hydration.

- The colour contrast between the food and the crockery allows patients to see the food more clearly, which again, increases their appetite.
- The coloured crockery can increase food intake due to the colour contrast. This has beneficial impacts on patient nutrition. Further, this means that it can reduce food waste across the UHB .

Patients reported

"very eye catching, it gives a nice homely feel"

" the plate is easier to eat from, I don't have to chase my plate around the table now"

"the cups are so much easier to hold and pick up"

Staff reported

"the plates look so much nicer, so the food looks nicer, and patients are happier"

"we can get so much more in the cups, so patients are drinking more"

"The crockery is wonderful, from the colour and design perspective, patients can access their food and drinks more independently with increased confidence now"

The crockery distributed in the first phase has now been in circulation for over 18 months. Some wear and tear is starting to appear on the crockery and we are in negotiation with the company to address these as they are under a lifetime guarantee.

Despite a lifetime guarantee this does not include damage from dropping and microwave use. They are not designed to be used in a microwave.

Also due to the look of the new crockery the Health Board has experienced some thefts of the crockery and there are plans to develop a business model which enables patients or relatives to purchase a set of the crockery and reinvest the income in the UHB stock so we have sustainability of the supply chain. The income achieved through this route would be invested in the UHB crockery.

RECOMMENDATION

The Committee is asked to note :

- There is potential for developing a business model which enables patients to purchase the crockery and reinvest the income to the UHB stock so we have sustainability of the supply chain.

Shaping our Future Wellbeing Strategic Objectives

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

1.Reduce health inequalities	Y	6. Have a planned care system where demand and capacity are in balance	
2.Deliver outcomes that matter to people	Y	7.Be a great place to work and learn	
3.All take responsibility for improving our health and wellbeing	Y	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	Y					9. Reduce harm, waste and variation sustainably making best use of the resources available to us	Y		
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	Y		
Five Ways of Working (Sustainable Development Principles) considered <i>Please tick as relevant, click here for more information</i>									
Prevention	Y	Long term		Integration		Collaboration		Involvement	Y
Equality and Health Impact Assessment Completed:		Not Applicable If “yes” please provide copy of the assessment. This will be linked to the report when published.							

Kind and caring
 Caredig a gofalgar

Respectful
 Dangos parch

Trust and integrity
 Ymddiriedaeth ac uniondeb

Personal responsibility
 Cyfrifoldeb personol

Food Sense Wales Report for Cardiff and Vale Charity

5th March 2019

Introduction

Over the last 18 months work to establish Food Sense Wales has progressed at pace. The following report gives an overview of the progress made since the fund was established.

Food Sense Wales seeks to support the integration of policies that intersect the Food System in Wales to influence how food is produced and consumed in Wales. It incorporates and builds on the foundations of Food Cardiff, which is one of the founding cities and bronze award holder of the Sustainable Food Cities Network. Food Sense Wales is the only entity in Wales that is working across the whole of the food system to ensure citizens in Wales have access to healthy and sustainable diets by working with partners both within Wales and in the UK.

Food Sense Wales Team

The Food Sense Wales team comprises of the Food Sense Wales Programme Manager (recruited Sept 2018) and the Sustainable Food Cities Co-ordinator (recruited Feb 2019). Both posts are currently funded for 1 year at 0.8FTE. A Consultant in Public Health Medicine together with the Food Sense Wales steering group (Appendix 1) oversee programme development with regular steering group meetings (minutes available on request).

Key action – secure core funding to extend contracts beyond 1 year

Communications

[Food Cardiff](#) has a website and twitter account (>3600 followers). [Food Sense Wales](#) has a holding page and a twitter account which has been recently activated. The FSW Programme Manager has recently published an article, [More Curry Please](#), in the Bevan Foundations Exchange magazine which discusses the need for a holistic approach to school food. We have also co-ordinated an editorial for the Institute of Welsh Affairs, Welsh Agenda publication which brings together four stakeholders in the Welsh Food system to discuss challenges and opportunities. This is due to be published in March.

Key action - Develop a communications strategy that includes further development of the Food Sense Wales website

Food Sense Wales Work streams

FSW work to date broadly falls under four main work streams: Food Cardiff, Food Power, Peas Please and SHEP (school holiday enrichment programme).



Food Cardiff is in the process of renewing its bronze sustainable food city award. Major achievements include:

- Hosting the [UK Sustainable Food Cities Conference](#) in June 2018
- Launching the [Building Resilience](#) 5 year Food Insecurity Plan to tackle food poverty in the city.
- Co-creating the Sustainable Food Cities [Veg Cities Campaign](#) in conjunction with Sustainable Food Cities of which there are now 21 places signed up.
- Successful funding application (£5K) for the Veg Cities campaign in Cardiff which is currently being delivered in Cardiff. This includes school and workplace veg resources/toolkits, increasing the veg on offer in schools and sports clubs and increasing the amount of veg served across the city.
- Production of a report on the [Healthy Start](#) scheme highlighting the challenges in uptake in Cardiff.
- Nine awards in total have been awarded to Food Cardiff for the development of the [School Holiday Enrichment Programme](#) (Food and Fun) model, its delivery in Cardiff and support of the National Roll out. It has also been included as a case study in the Children's Commissioners recent report, [A Charter for Change](#) : Protecting Welsh Children from the Impact of Poverty.
- Registering with the Food Power network and achieving £5K funding to develop strategies to support households to optimize family income. This includes the development of a "food scheme" training package to be delivered to frontline staff and we are currently establishing how it can form the basis of an all Wales training model.
- Carried out a feasibility study into how the [Pantry model](#) could work in Cardiff to supply affordable food to communities in areas of need. Funding has been secured for a pilot site at Dusty Forge with a launch date 1st May.
- Successful application for a £10K Sustainable Food Cities co-ordinator grant

Key Action– developing a Food Strategy to take us to Silver Sustainable Food City Status



Food Power

Food Sense Wales has worked with Sustain and Church Action on Poverty as part of a UK Big lottery bid to develop solutions to food poverty through local alliances and people powered change. This bid was successful and FSW has been responsible for co-ordinating and developing alliances in Wales since December 2017 in a contract worth £20K over 4 years. The inaugural [Food Power conference](#) was held in Cardiff in June 2018 with attendees from over 44 partnerships across the UK.

The following alliances have launched with the support of FSW: North Wales Food Poverty Alliance (which included supporting a conference in Dec 18) and South Wales Food Poverty Alliances (both receiving an additional £5K for alliance development), Food Cardiff Food and Poverty Alliance and the Merthyr Food Alliance. We are also supporting Blaenau Gwent in the early stages of alliance development.

The South Wales Food Poverty Alliance recently released a report [“Food Poverty in South Wales: A Call to Action”](#) which was heavily supported by FSW. This report details a number of findings as a result of mapping work across South Wales and makes a series of recommendations to Welsh Government for tackling food poverty.

FSW is also part of the UK Food Poverty Alliance and has been advocating for a National Food Insecurity measure, just one of the recommendations in “A Call to Action”. It has [been announced](#) that the DWP have agreed a measure which is a reflection of the power of collaborating across the 4 nations.

Key action– continue to support local alliance development and promote “A call for action”



Peas Please

FSW is the Wales delivery partner for [Peas Please](#) which is a UK movement to increase veg consumption across the whole of the food system to drive change. Major achievements include:

- July 2017 [Peas Please](#) launch at the Royal Welsh, with an address by the Minister for Rural Affairs
- October 2017 [Wales Vegetable summit](#) where 40 UK pledges were celebrated in an event at the Pierhead (simultaneous events in Edinburgh and London). 13 of these pledges were secured in Wales (examples include Castell Howell, Brains, Puffin Produce and Cardiff and Vale UHB through the fresh produce store and Y Gegin).
- June 2018 – Pledgers event in Birmingham.
- October 2018 – 2nd Vegetable Summit in London where:
 - The [Peas Please progress report](#) was launched demonstrating that the initiative had contributed to **4.8m extra portions** of veg sold in 8 months during 2017/2018.
 - Peas Please has led to the development of a new not for profit Company [Veg Power](#) which is working to create a brand for Vegetables. £2m ITV advertising campaign launched on 25th January with all major costs covered by ITV, Adam and Eve Agency and contributions from all of the major retailers following initial seed funding from a range of stakeholders including Welsh Government.
 - Co-production of the [Veg Cities](#) campaign with Sustainable Food Cities leading to 17 (now 21) UK cities signing up to become a Veg City (including Cardiff and the London Food Board)
- October 2018 - Peas Please application for a development grant to Big Lottery was successful to develop a bid to deliver a UK Peas Please strategy to 2022. This has provided a small amount of funding to FSW to support the development of the 4 Year Grant bid.

Key Action – to support application for a UK Big Lottery 4 year grant (June 2019) which would see staff costs for 1 day a week of the Programme Managers time and up to 1 additional post to develop Peas Please in Wales.



School Holiday Enrichment Programme Wales

The School Holiday Enrichment programme has a 3-year funding commitment (£500K pa) from Welsh Government until summer 2019 co-ordinated by the WLGA. Food Sense Wales is an advisory board member and continues to support the development of the programme nationally including the development of a Quality Assurance Framework. In 2018 SHEP continued to be rolled out across Wales (16 LA's and all 7 Health boards in 2018), to ensure children have access to nutritious meals, enrichment activities, physical activity and opportunities to play with their friends. An additional £300K has been secured for 2019 delivery following a business case to Welsh Government supported by the SHEP advisory board.

Key Action – continue to support the WLGA in the strategic development of SHEP through the SHEP Advisory Board and to develop the case for ongoing funding beyond 2020

Other Work

- Children's Future Food Inquiry

Food Sense Wales is supporting the UK Parliamentary Inquiry into [children's food](#) in Wales led by the Food Foundation. This inquiry has already established that there are [160 000 children](#) living in Wales who are unable to afford the Government recommended diet. An initial report has been published "[What young people say about food](#)" and a series of recommendations will be presented (hopefully) to the First Minister in May 2019 by young ambassadors from Prestatyn High School

- Right to Food

A small amount of funding has been secured from the Open Government Network to work with Northern Ireland and Scotland to look at a Rights based approach to Food. An initial field trip to Scotland to look at the approach taken there has taken place and FSW will be presenting to the cross party group on Human Rights on 5th March.

- Food Generations

Food Sense Wales was approached by the Soil Association to become the Wales partner in a 4 year UK Big Lottery Bid to look at intergenerational work around food. If successful, this would see 1 day a week of Programme Manager time and a new post introduced to the team as well as resource directed at 3 areas of Wales supported by dietetic time in 3 Health Boards. Outcome expected in April 2019.

- Examples of broader work
 - Consultation response to [Revised Eligibility Criteria for Free School Meals](#)
 - Consultation response to Brexit and Our land
 - Workshop for [Uprising](#), a Leadership Programme for Young people

Finances

In 17/18, the Food Sense Wales programme had an income of £108,168 and expenditure of £69,059 (both figures include a £9,500 contribution from Public Health Wales direct to salary costs), leaving the fund with a balance of £39,109 at the end of 2017/18. At 31 Jan 2019 the balance was £54,680.

Governance

A Food Sense Wales Steering Group meets regularly, no less than quarterly (see Appendix for membership), reviewing the FSW work programme and finances. A Memorandum of Understanding between Public Health Wales and the Charity was signed in 2017 to establish Food Sense Wales and the roles of the two organisations; an updated MOU is being brought to the Charitable Funds Committee in March 2019.

Katie Palmer 5.3.19

Katie.palmer2@wales.NHS.UK

Appendix 1

Food Sense Wales Steering Group

Dr. Tom Porter, Consultant in Public Health Medicine, Cardiff and Vale UHB Public Health Team

Elizabeth Lambert, Sustainable Development Group Leader, Cardiff Council

Carl Nichols, Head of Wrap Cymru

Katie Palmer, Programme Manager FSW

Tom Andrews, Director of Sustainable Food Cities, Soil Association

Simone Joslyn, Head of Arts and Health Charity, Cardiff and Vale UHB

Report Title:	STAFF LOTTERY BIDS PANEL				
Meeting:	Charitable Funds Committee			Meeting Date:	19 th March 2019
Status:	For Discussion		For Assurance	✓ For Approval	For Information
Lead Executive:	Mike Jones – Chair (Delegated from CFC)				
Report Author (Title):	Head of Health Charity				

SITUATION

The Staff Lottery Bids Panel has been delegated responsibility by the Charitable Funds Committee (the Committee) to assess bids under £10,000 made for funding from the Staff Lottery against the pre-set criteria agreed by the This paper provides details of the approved bids on 12 February 2019.

BACKGROUND

At the Charitable Funds Committee meeting that took place on 21 March 2017 it was agreed that the original upper approval limit of £10,000 would be reinstated for bids that could be considered by the Staff Lottery Bids Panel.

Further, at the Charitable Funds Committee held on 19 September 2017 it was agreed that a Small Bids Process would be implemented to allow for bids up to a value of £250 to be fast tracked. It also agreed that fast track small bids would be signed by Mike Jones, Chair, Charitable Funds Bids Panel; Peter Welsh (who was at the time the Director of Corporate Governance) and Chris Lewis, Deputy Director of Finance. It was agreed that the fast track scheme would be evaluated after six months; this review is now overdue and so a paper will be scheduled for the next meeting of the Committee.

ASSESSMENT

The criteria used to determine whether a bid should be approved are based on the following guiding principles:-

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

- Does it represent an effective use of monies?

ASSURANCE is provided by:

- Strong governance arrangements
- Increasing staff income

RECOMMENDATION

The Committee is asked to:

- APPROVE** the bids that the Staff Lottery Bids Panel agreed met the requisite criteria and should be approved when it met in February 2019. See *Appendix 1*

Shaping our Future Wellbeing Strategic Objectives

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

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

Five Ways of Working (Sustainable Development Principles) considered

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

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



Appendix 1

Staff Lottery Bids Panel

There were a total of 13 applications the value ££54,782 received for consideration and the panel approved 12 applications to the value of £50,532. Bid No597 was deferred as no representation attended the meeting. Summary of bids is provided below.

No	Applicant's Name	Destination	Amount	Description	Patient Benefit	Staff Benefit	Outcome
BP589. Chairs Action	Andy Jones	Communications Team HQ	£1,500	Improving general hospital care for patients with learning disabilities. Resources pack.	Yes	Yes	Approved
BP590	Julie Rees	Physiotherapy MHSOP	£780	Pedal Power Sessions for Young Onset Dementia Patients	Yes	Yes	Approved
BP591	Mark Thomas	Transformation Team	£2,232	Sharing Transformation Excellence Poster Display Equipment	Yes	Yes	Approved
BP592	Rhodri John	Cellular Pathology	£2,610	Staff Room Furniture		Yes	Approved
BP593	Sashin Ahuja	Orthopaedics	£9,788	Virtual Reality Patient Journey Technology	Yes	Yes	Approved
BP594	Jessica Parry Williams	Outpatients UHW	£1,465	Rehabilitation Gym Development Equipment	Yes	Yes	Approved
BP595	Ruth Nash	SARC - CRI	£10,000	3D Distraction System	Yes		Approved
BP596	Suzanne Hardacre	Obstetrics & Gynaecology	£8,790	Stargazer Comfortable Chairs	Yes		Approved
BP597	Stella Regan	Elm Ward	£4,250	Elm Ward Fitness Ward	Yes	Yes	Deferred
BP598	Sue Jarvis	Dental Education Department	£9,676	Dining table and chairs for common room	Yes	Yes	Approved
BP599	Toni Perry	West 4 UHL	£2,296	Posters & Window Coverings	Yes	Yes	Approved

BP600	Elaine Woodward - Bennet	Theatres UHL	£450	Replacement fridge for communal staff room		Yes	Approved
BP601	Alun Eurig Williams	Workforce and Organisational Development	£945	Cardiff and Vale University Health Board presence at the 2019 Urdd Eisteddfod in Cardiff	Yes	Yes	Approved
			£54,782				

Small Bids Process

A total of 16 bids have been received and approved via the Fast Track System.

Summary of bids is provided below to the value of £3,409.

No	Applicant's Name	Destination	Description	Amount
SBP59	Helen Bonello	A4 Medicine	Larder fridge	£250
SBP60	Jayne Catherall	UHB Run Club	Leadership in Running Fitness	£155
SBP61	Simone Joslyn	Arts & Health Charity	Cardiff & Vale Youth Council vouchers	£250
SBP62	Natalie Robertson	Physiotherapy Department, Hafan Y Coed, UHL	Improving gym environment in Hafan Y Coed	£187
SBP63	Stuart Egan	Trade Union	Communicating with veteran's posters for GP surgeries	£250
SBP64	Michelle Fowler	Patient Experience	Gifts for volunteers, including retirement gifts, flowers etc.	£250
SBP65	Michelle Fowler	Patient Experience	Seasonal gifts for volunteers	£250
SBP66	Lesley Harris	Radiography, Barry Hospital	Staff fridge	£140
SBP67	Lisa Mackie	Speech & Language Technician	2 Microwaves	£218
SBP68	Clare Tregidon	Service Improvement Manager	Equipment for patient activity on East 8	£250
SBP69	Alex Kennedy	Anaesthetics Department UHL	My Name is Badges UHL	£250
SBP70	Alex Kennedy	Anaesthetics Department UHL	My Name is Badges UHL	£250
SBP71	Lyndsey Cole	West 1 Llandough	32" TV	£249
SBP72	Oliver Williams	Patient Safety	Staying Steady in School prizes	£180

SBP73	Linda Edwards	Sam Davis Ward Barry	Patient day room soft furnishings	£210
SBP74	Oliver Williams	Patient Safety	Stay Steady in School buffet	£70

Report Title:	CHARITABLE FUNDS FINANCIAL POSITION REPORT FOR THE PERIOD FOR JANUARY 2019				
Meeting:	Charitable Funds Committee			Meeting Date:	19 th March 2019
Status:	For Discussion		For Assurance	For Approval	For Information
Lead Executive:	Director of Finance				
Report Author (Title):	Head of Financial Services				

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 10 month period ended 31st January 2019.

Statement of Financial Activities

The Statement of Financial Activities covers the financial transactions that have taken place throughout the period ended 31st January 2019. 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 31st January 2019.

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total £'000
Fund Balances brought forward April 2018	6,059	1,663	2,523	10,245
Total Incoming Resources	767	625		1,392
Total Resources Expended	-1,004	-460		-1,464
Net Incoming/(outgoing) Resources	-237	165		-72
Gains/(Losses) on Investment Assets	150	35		185
Net Movement in Funds	-87	200		113
Fund Balances carried forward January 2019	5,972	1,863	2,523	10,358

The above table shows the Charity generated £1.392m of income, it also spent £1.464m and therefore had net expenditure of £0.072m.

In addition, the charity also had market value gains on its investments of £0.185m 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 £0.113m.

Summary Balance Sheet as at 31st January 2019

	Opening Balance 1.4.18 £'000	Closing Balance 31.01.19 £'000
Fixed Assets	8,957	8,442
Net Current Assets / Liabilities	1,288	1,916
Total Net Assets	10,245	10,358
Unrestricted Funds	2,523	5,972
Restricted Funds	1,663	1,863
Endowment Funds	6,059	2,523
Total Funds	10,245	10,358

Of the closing fixed asset balance, £2.480m relates to Rookwood Hospital with the balance of £5.962m relating to the investment portfolio.

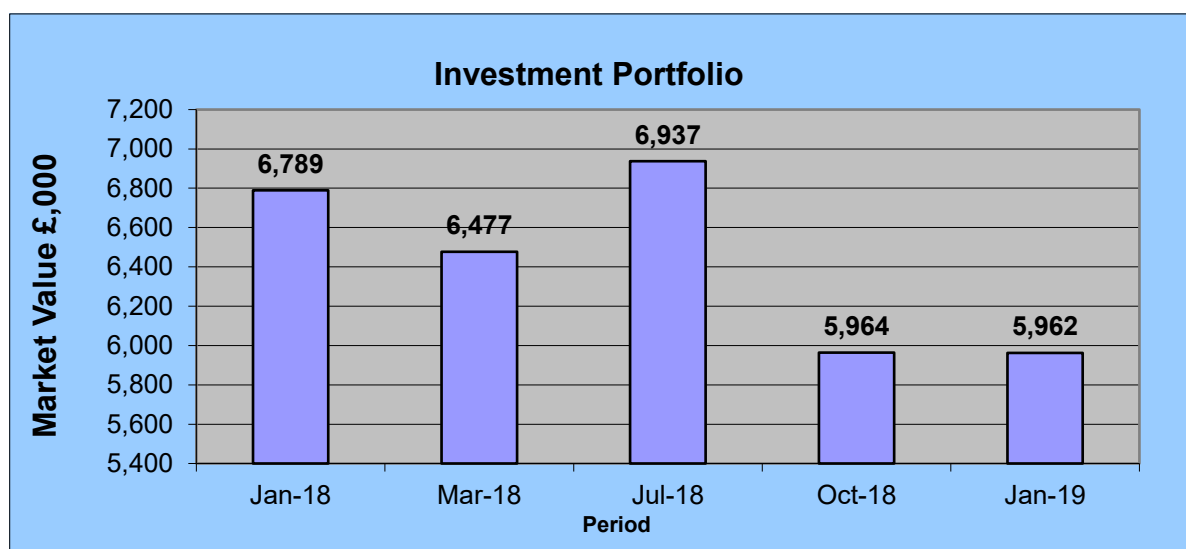
Of the net current assets closing balance of £1.916m, some £2.080m is supported with cash with the balance being net current liabilities of £0.164m.

The fund balances have increased by £0.113m in the period to £10.358m.

A summary of the key constituent fund balances is shown in the following table.

	Fund Balances 31 January 2019 £'000
Unrestricted Non Delegated	793
Unrestricted Delegated	5,179
Total Unrestricted	5,972
Diabetes Investigation	12
UHW General	363
Education and Training	20
Staff and Patient Welfare	807
Research and Development	659
ECCO	2
Total Restricted	1,863
Catherine Jenkins	43
Rookwood Hospital	2,480
Total Endowment	2,523
Total Funds	10,358

The following graph shows the investment portfolio's performance over the past year.



Dormant Funds

One of Charitable Funds Internal Audit Recommendations was to report the "Material Dormant Balances" to the CFC. The table below highlights dormant funds greater than £10k and work is underway regarding obtaining expenditure plans (where appropriate) and/or the possibility of transferring the funds, if expenditure plans are not forthcoming.

Description	Fund No	Purpose	£
NOTT LEGACY THROMBOSIS RESEARCH	9643	GENERAL PURPOSE THROMBOSIS RESEARCH	(54,567.21)
JONES LEGACY LUNG RESEARCH	9642	GENERAL PURPOSE LUNG RESEARCH	(43,728.92)
GERRISH LEGACY - LLANDOUGH CHEST UNIT	9470	GENERAL PURPOSE CHEST UNIT LLAN	(41,735.64)
COMM CATH JENKINS INST. CIP (6548)	9701	MATERNITY & CHILD WELFARE	(33,371.13)
RES TEAM COTE LLAN T1075 (01083)	9513	RESEARCH/EQUIPMENT	(31,883.78)
UHW MEDICAL RESEARCH LOTT LEGACY	9597	MEDICAL RESEARCH UHW	(30,375.30)
UHW WRVS DONATIONS (6460)	9601	PATIENT BENEFITS	(27,971.27)
MELLOR LEGACY - BREAST CENTRE	9467	GENERAL PURPOSE BREASTCARE	(23,472.37)
BRIXTON LEGACY - LEUKAEMIA & LYMPHOMA	9456	GENERAL PURPOSE LEUKAEMIA & LYMPHOMA	(21,901.01)
EYE UNIT - YEMM LEGACY	9568	GENERAL PURPOSE WITHIN EYE UNIT	(21,246.77)
GARDINER LEGACY HEAD INJURY RESEARCH	9545	HEAD INJURY RESEARCH	(17,838.80)
PARKINSONS DISEASE PURSUE APPEAL	9449	GENERAL PURPOSE WITHIN PD	(16,857.21)
UHW GENERAL - TRESEDER LEGACY	9579	GENERAL PURPOSE	(14,097.80)
TRAUMA AND ORTHOPAEDIC - WEISL LEGACY	9584	EDUCATION & TRAINING WITHIN T&O	(13,878.09)
MULTIPLE SCLEROSIS LARCOMBE LEGACY	9560	RESEARCH INTO MULTIPLE SCLEROSIS	(11,480.69)
STARLING LEGACY CARDIAC RESEARCH	9631	TRAINING RESEARCH AND EDUCATION	(10,586.17)
UROLOGY AGARWAL	9616	RESEARCH & TEACHING	(10,543.87)
HARRIES LEGACY - EPILEPSY UNIT	9462	GENERAL PURPOSE EPILEPSY UNIT	(10,281.39)
			(435,817.42)

The total number of dormant funds is 72 and these 18 funds represent 72% of the overall value of dormant funds which is currently £0.600m.

Finance Summary

The investment portfolio started the financial year with a market value of £6.477m. The value has decreased to £5.962m at the end of January 2019, however this includes a withdrawal of a realised gain of £0.700m, therefore resulting in a market value gain for the period of £0.185m 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 £0.113m in the current year to £10.358m. This increase represents net expenditure of £0.072m and market value gains of £0.185m.

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.

Shaping our Future Wellbeing Strategic Objectives

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

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people		7. Be a great place to work and learn	
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5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	

Five Ways of Working (Sustainable Development Principles) considered

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

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

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



FUNDRAISING REPORT
Name of Meeting : Charitable Funds Committee – 19th March 2019
Executive Lead
Author : Head of Arts and Health Charity- 029 20742406
Caring for People, Keeping People Well :
Financial impact :
Quality, Safety, Patient Experience impact :
Health and Care Standard Number ...
CRAF Reference Number
Equality and Health Impact Assessment Completed: Not Applicable

ASSURANCE AND RECOMMENDATION

The Charitable Funds Committee is asked to:

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

Cardiff & Vale Staff Lottery

The Staff Lottery Mega Draw took place on Friday 25 January 2019 in the Boardroom at Corporate Headquarters, UHW. Watched by staff from several different departments, Maria Battle, pressed the button to draw the winners of four £1,000 winners and the winner of £10,000.

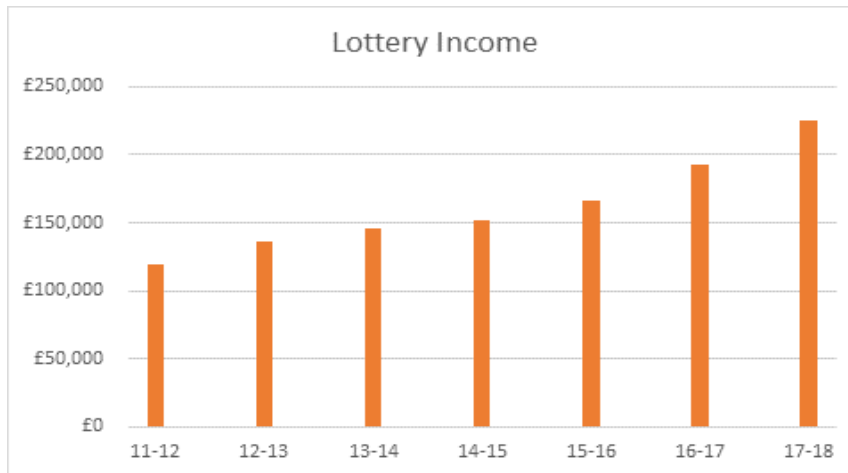
The lucky winner of the Mega Draw 2019 was Sophie Jones, from the Haematology Day Unit at UHW. Sophie, a CNS only joined the staff lottery in December after hearing of the £10,000 Mega Draw. Sophie is pictured here with her colleagues, who were all delighted to hear her fabulous news.

As of the beginning of February 2019, there are currently 4712 members signed up to the Staff Lottery.

We proposed that attracting 192 new members to the Staff Lottery would recoup the cost of the Mega Draw prize over the following 12 month period. We are delighted that we attracted an additional 240 members leading up to the Mega Draw.

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





Communications Update

A Staff Lottery Ambassador role has been created and badges have been ordered. The Staff Lottery Mega Draw was successfully promoted across the Health Board website, Health Charity website, intranet and social media channels and publicised at our Wellbeing at Work sessions on social media and in Cav You Heard.

Ongoing promotion for the Staff Lottery on the display screens around site.

Templates for stories on bids have been designed and used to show what the Staff Lottery has paid for and the benefits to patients/staff, in line with the Wellbeing of Future Generations Act.

Websites

Our Orchard

Our Orchard website has been designed and finalised and is ready to go live in March with a section on our RHS Cardiff entry.

Health Charity

The Health Charity website has been updated with ambassador roles and the latest news stories. We are continuing to improve and develop the website, its links to the Health Board website and intranet site and continuously promote this with our key events and campaign advertising.

We are currently undergoing a tender process to re-host our website as our current host contract expires in May 2019.

Social Media accounts – Facebook and Twitter

Our social media following has increased since July 2018 by 884 people; 601 new followers on Facebook and 283 new followers on Twitter.

Media

We have had some great media coverage, with the Breast Centre appearing on ITV Wales News, Men's Shed appearing on Made in Cardiff TV and news articles in Barry and District News and in the Penarth Times about the Barry Hospital launch, as well as Cardiff Times website and Wales 247 websites.

Our article on the Orchard planting for spring with the local scout group appeared in the Barry and Penarth Times.

Key Health Charity Events for 2019 have now been confirmed. We have designed promotional material and are currently advertising these across our social media channels.

Our RHS entry has been published on Wales 247 website and an eating disorder video which the Health Charity financially supported has also appeared on the Penarth Times website.

Appeals:



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

- Adam Richards organised a dinner/ball in November 2018, as his brother in law is receiving treatment at the Cystic Fibrosis unit at University Hospital Llandough, which raised £5,100 for the Better Life Appeal.
- Ellie Lewis, a 10 year old girl from West Wales will be walking up Pen y Fan every month from January to June, then walking Snowdon in July and taking part in the 'FanDance', SAS Training route in Brecon in August. Her father is receiving treatment at the Cystic Fibrosis Unit and to date she has already raised £2,500. Ellie's story has been covered by Wales Online, and S4C interviewed Ellie and Dr Ian Ketchell for their Heno programme on Thursday 21st February.

Upcoming events

Beth Clarke, a patient at the Cystic Fibrosis Unit is organising a Great Gatsby Evening at the Exchange Hotel in November to raise money for the Better Life Appeal.

The Better Life Appeal Committee will be organising an event this year in the summer (date TBC) most likely a hog roast evening or musical event. Details of the event will be discussed at their next meeting in March.

We are organizing the Welsh Three Peaks challenge for the end of September. We are currently drumming up interest for this event using social media, Cav You Heard and our website.



During 2018/19 the fundraising awareness/activities for the Breast Centre Appeal has continued to go from strength to strength.

- Annual Christmas Gala Ball – raised £6,145
- Cardiff Half Marathon 2018 – to date this event has raised £100,000 with a number of runners supporting the Breast Centre Appeal.
- Sponsorship by Matalan to sell Breast Centre merchandise across a range of stores in South Wales £1,289 to date (£10,128 over last 4 years).
- Following another £1,000 donation on 21st February 2019, Irene Hicks' fundraising total has reached £98,000. Irene has several new fundraising events planned, in addition to her usual Facebook selling site, and is determined to reach £100,000 by the time her next event takes place on 9th March 2019.

Individual fundraisers

- Mike Hill and friends raised £1,260 by completing the Welsh 3 Peaks in October 2018 – Mike's mum works and has received treatment at the Breast Centre
- Anita Braine and Marianna Majzonova raised £960 during the month of October for Breast Cancer Awareness month – Marianna is currently receiving treatment for breast cancer and held talks, did office fundraisers and her colleague Anita even died her hair pink!
- Christmas Raffle 2018 organised by Cheryl Garlick at the Breast Centre has raised £430
- Sarah Fisk and Bev Dobbs – St Melons Golf Club – Bev raised £637 running the Cardiff Half Marathon last year, and Sarah is already on £2,000 on her JustGiving page prior to walking Pen y Fan in February 2019. Sarah is the lady Captain of St Mellons Golf Club and has chosen to support the Breast Centre Appeal during her term which ends in March 2019.

Breast Centre Appeal fund totals raised:

- 2017/2018 – year end fig. £95,276.45
- 2018/2019 (up to month 10) is £125,774.56.

Communications Update:

Grant funding from the Bevan Commission of £7,000 for the Baps App. The Breast Axilla Postoperative Support app, otherwise known as the BAPS App has been designed by physiotherapists, a breast cancer surgeon (including Donna Egbeare, Consultant Surgeon

at the Breast Centre) and some breast cancer survivors. The app has been designed following constructive feedback from patients about the information on post-operative exercise that is currently available. This App was launched on Friday 25th January 2019. This story was published on our website and social media channels.

In January 2019 ITV News covered a story about the McCarthy Suite at the Breast Centre following a visit by Len Richards - CEO and Maria Battle – Chair to meet Victoria Collins Senior Physiotherapist and Mr Sumit Goyal Consultant Oncoplastic Surgeon. The McCarthy Suite is a gym facility which was equipped with monies raised for the Breast Centre Appeal by Irene Hicks BCav in memory of her 3 sons. The purpose of this gym is to provide pre-rehabilitation and rehabilitation for those having treatment at the Breast Centre. This service is proving so popular with patients that Victoria now needs a Physiotherapy Assistant (funded through the Breast Centre Appeal) to be able to meet demand and ensure that all patients having treatment for breast cancer can benefit from this incredibly valuable service.



We have, and continue to publicise upcoming events on our website, social media channels and in CAV You Heard including:

- Strictly Top Dancer in May 2019
- Cycling Around the World challenge in June 2019
- Cardiff Half Marathon in October 2019
- Pink Tie Gala Dinner 2019 in December 2019
- One of our Team, Jayne Catherall, is running the London Marathon in April 2019 raising funds for the Breast Centre Appeal in memory of her mum.

We continue to regularly share fundraiser news stories on our website and social media channels to raise awareness of the appeal. Followers of our social media are increasing month on month.



Our Orchard has recently received a community grant of £1000 from Welsh Water. They visited the Orchard on 19th February for a cheque presentation and have expressed an interest to engage with our volunteering services. Georgina Burke is currently sourcing other community grant opportunities such as Aviva community fund.

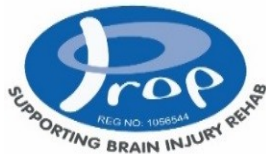
Hester Adams has commenced her role as Fundraising Support Officer on a one year secondment, and is currently looking at ways of increasing our engagement of groups of volunteers into the Orchard this year.

Our Orchard will be exhibiting a show garden at the Royal Horticultural Show (RHS) in Cardiff, on 12th-14th April 2019. This will significantly increase our exposure and create awareness and fundraising opportunities for Our Orchard. Eileen is currently working on the plans for the 3mx3m plot and Hester will be assisting Eileen with this. We will also hold a fundraising campaign at the RHS Show to encourage donations to this Fund.

Communications Update:

RHS Press release created and shared with media, attracting coverage from Wales 247 and Penarth Times. We've updated Our Orchard website ready for launch later in March.

PROP APPEAL



Fundraising Events

A bucket collection held at the Cardiff City v Southampton football match in December 2018 raised £1,259 for the Prop Appeal. We couldn't have done it without our wonderful committed volunteers and the generosity of Cardiff City Football Club supporters.

Following on from the success of the Bed Push in 2018, we are delighted that eleven teams have already registered for the 2019 event, which takes place on Sunday 12th May at Cardiff Bay Barrage.

Blue Tie Ball

The second Blue Tie Ball will be held at Cardiff City Football Club on Friday 18th October 2019. Tickets are currently on sale.



Lucie Phillips, Music Therapist from Nordoff Robbins is currently working with patients on Ward 7 at Rookwood Hospital on a weekly basis; providing music therapy which can support people on a journey of adjustment and rehabilitation.

Lucie often works alongside a broader team of professionals, and supports physical, psychological and emotional progress through music therapy.

We are excited to hear some of the projects currently being produced in the next few months.

Donations to the Prop Appeal have enabled this wonderful service to patients at Rookwood.

Communications Update:

Designed save the date information for the Blue Tie ball and Cardiff Bay Bed Push challenge and shared it on social media and our display screen network.

Cardiff Half Marathon – 2018 update

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.



We are delighted to share that the total has reached an astonishing **£100,000** and will support many funds across the UHB.

Supporting these funds helps to provide enhanced equipment, research, treatment and patient care, all over and above NHS funding and means patients continue to see improvements and brighter days, even in hospital, and lives changed for the better.

Communications update:

Designed social media graphics and event information for the Cardiff Half 2019, informing last year's runners that they raised a whopping £100,000 for us.

Cardiff Half Marathon - 2019

Looking forward to 2019, the Health Charity is keen to continue the success of the 2018 run. We have committed to the Platinum package which includes 100 charity running spaces.



Social media campaign is taking place to drum up runners for #teamhealthcharity and display screen images have been designed for this for use across all hospital sites.

Wellbeing @ Work

A wellbeing session took place at Corporate HQ on Friday 25th January 2019 which was incorporated with the Lottery Megadraw and received great feedback from staff.

A schedule has been drawn up for Wellbeing @ Work sessions throughout 2019 at all hospital sites starting in March.

Feedback forms will be given to each member of staff after the sessions to monitor progress.

A new brand image has been designed and has been used on posters to publicise the sessions taking place over the next few months. Pop ups with Health Charity branding have also been designed to use at the sessions.

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.

In 2018/19 so far, we have received a total of **£421,839.34** in legacy donations, with advance notifications of **£84,500** yet to be received.

(Total Legacies received in 2017-'18 was £305,000).

We are in the process of finalising a Legacy Strategy and developing a Legacy Campaign in 2019, to look at ways of developing our income opportunities in this area in a considered and sensitive manner. We are also taking part in Free Wills month in March 2019, which is highly publicised in the press and social media. This will assist us in letting people know that they or their loved ones can choose Cardiff & Vale Health Charity when considering their end of life plans.

Change Account

We have had further discussions 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 working with Change Account on the development of a marketing plan and await further information from them in support of this.

Events in 2019

15 th March	Staff Recognition Awards	Health Charity Raffle – Make it Better Appeal
21 st March	Cardiff Life Awards	Official sponsors of Cardiff Life Awards
28 th April	London Marathon	Jayne Catherall, Health Charity Senior Comms & Engagement Officer) is taking part and fundraising for the Breast Centre Appeal
18 th May	Strictly Top Dancer	Breast Centre Appeal
1 st /2 nd June	Cycle round the World	Breast Centre Appeal and Make it Better Appeal
12 th May	Bed Push	Prop Appeal and General Funds
22 nd September	Welsh 3 Peaks Challenge	Orchard/Make it Better fund
18 th October	Blue Tie (Prop) Ball	Prop Appeal – Cardiff City Football Club -
December (date tbc)	Pink Tie Gala Dinner	Breast Centre Appeal

Other Communication updates

- We were delighted to receive the news that we have been selected as Finalists in the Cardiff Life Awards as “Charity of the Year”. The final will take place on 21st March 2019 at City Hall, Cardiff. We were also delighted to provide sponsorship to this event.
- The Health Charity were winners of the Samsung Christmas Gift experience, winning £10,000 worth of equipment for Cardiff and Vale University Health Board.
- Designed save the date cards for the Pink Tie and Prop Appeal Ball to send out to last year’s attendees.

Staffing Update

- We are currently recruiting an Arts in Health Project Manager (funded by the Arts Council of Wales) to implement the 4 year Arts Strategy, and carry forward this work within the community.
- We are currently recruiting a replacement Administrator to provide administration and clerical support to the Health Charity (funded from the 50% Health Charity contribution to the Head of Arts and Health Charity post).

We are meeting 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.

Report Title:	CHARITABLE FUNDS FINANCIAL OUTLOOK REPORT PERIOD FOR 2019				
Meeting:	Charitable Funds Committee			Meeting Date:	19 th March 2019
Status:	For Discussion		For Assurance	✓ For Approval	For Information
Lead Executive:	Director of Finance				
Report Author (Title):	Head of Financial Services				

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 provides the Charitable Funds Committee with a summary financial outlook for 2019/20. The information is based upon income and expenditure estimates and known financial commitments against the Charity. This financial outlook considers both the resources available and estimated expenditure.

Based upon the provisional year-end financial position, the following table provides an estimated financial forecast for the financial period 2019/20. This includes the enhanced fundraising team costs, however excludes the commitments of £1.300m which are detailed later in the report.

	Unrestricted General Purpose £,000	Delegated £,000	Endowment £,000	Total
Balance B/F 2018/19	1,900	6,027	2,523	10,450
Income	150	1,300		1,450
Expenditure	-330	-1,560		-1,890
Balance C/F 2019/20	1,720	5,767	2,523	10,010

The CFC will note that this forecast is an estimate based on predictions at the time of writing and therefore the following notes will hopefully provide some additional information to support the financials.

Income

Income is received to the charity through the following areas:

- Donations
- Legacies
- Other trading activities (Staff Lottery)
- Investments Income
- Fundraising
-

Income is depending on external factors, Staff Lottery and Investment income are the most constant and predictable in any given period. Donations and particularly legacies are unpredictable and therefore difficult to forecast with any accuracy. The Charity have not been notified of any substantial legacy notifications for 2019/20.

Expenditure

The total spend detailed in this report includes delegated expenditure generated through the Clinical Boards and expenditure approved by the Charitable Funds Committee supported by General Purpose Funds. Expenditure generated by the Clinical Boards is somewhat unpredictable as it is linked to relevant income balances and appropriate expenditure plans. This expenditure could increase if dormant funds expenditure is forthcoming.

CFC approved expenditure (Commitments)

These are generally where the Charitable Funds Committee have agreed funding for non-recurring expenditure. Following the recent two investment portfolio cash withdrawals totaling £1.400m, the CFC have approved a number of projects, the majority of which are anticipated to be spent in the 2019/20 financial year, hence the high cash balances as outlined in the finance report for the period ending January 2018/19. **It is important to note that the cash balance only supports cash flow monitoring, and it is not in addition to the fund balances.**

Listed below is a summary of the recent CFC approved commitments which are funded from General Purpose Funds which puts significant pressure on the balance available to continue supporting further expenditure.

Description	£
Third Sector Grants 2019/20	33
Horatio's Garden	500
Nutrition and Hydration - Medical Wards	295
Lung Research Studies	170
Barry Hospital Refurbishment	100
IBD Service	20
BSL Training Awareness	29
Art Strategy	130
CF Visibility	18
Total	1,295

A significant investment loss could easily use up the remaining General Purpose balances and possibly reduce existing commitments.

Investments Gains & (Losses)

Obviously this has a large impact upon any Charity's finances and the previous two years have been very successful for the Charity. The Charity has to date withdrawn £1.400m from the investment portfolio as cash. Please note that market values can change at any time. The Charity's Investment advisor's attend the CFC twice a year in order to provide guidance and advice on the portfolio.

The Charity's gains/losses are charged to the Unrestricted General Purpose Funds.

Reserves

The reserves of the Charity are part of the unrestricted funds that is freely available to spend on any of the charity's purposes as determined by the Trustee. Any target for the level of reserves to be held should reflect the particular circumstances of the individual charity.

The Charity's current reserve policy states that:-

- A separate fixed asset investment reserve, based on 10% of the value of fixed asset investments (**£0.596m**).
- A minimum of **£0.500m** to ensure that there is sufficient funds for on-going commitments.

Therefore the reserve requirement of £1.096m is required as per the current reserve policy and this would still be compliant after our current known commitments, mainly due to the funds available in delegated unrestricted funds.

The Charity's current reserves policy has also been particularly prudent and given that the previous policy was written in conjunction with the Charity's own position a couple of years ago it is intended that the policy be reviewed in 2019/20 to reflect the current circumstances of the charity.

Conclusion

The Charity is currently in a good financial position which is underpinned by a strong balance sheet which includes substantial cash balances helped by the withdrawal of £1.400m from the investment portfolio as cash. The CFC have made substantial commitments during the past 18 months totaling approximately £1.300m.

The commitments are anticipated to be spent in 2019/20. The Charity is therefore highly committed from the General Purpose pot of reserves and should be mindful of possible future investment losses which will both impact upon the Charity's liquidity and overall spending ability. The Charity will continue to monitor and report its financial position to the CFC and as stated will review the reserves policy to ensure it is fit for purpose going forward.

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.

Shaping our Future Wellbeing Strategic Objectives

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

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

Five Ways of Working (Sustainable Development Principles) considered

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

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

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Report Title:	HORATIO'S GARDEN- UNIVERSITY HOSPITAL LLANDOUGH					
Meeting:	Charitable Funds Committee Meeting			Meeting Date:	19 th March 2019	
Status:	For Discussion		For Assurance	X	For Approval	For Information
Lead Executive:						
Report Author (Title):	Simone Joslyn, Head of Arts and Health Charity					

SITUATION

This report provides the Charitable Funds Committee (the Committee) with an update on progress with the Horatio Garden Project on the University Hospital Llandough site.

BACKGROUND:

In 2016 Cardiff University Health Board (UHB) was contacted by the Charity known as “Horatio’s Garden” to see if the UHB would be interested in working in partnership with them to provide a purpose built designed garden at University Hospital Llandough for the new Spinal/Head Injuries Unit.

Horatio’s Charity confirmed that it would pay for the installation and maintenance of the garden for an initial period of 10 years subject to the UHB leasing this area to them for this period. However, it was identified that there was a significant issue to be addressed which the Horatio’s Garden Charity could not fund. The preferred area is a raised landscape covering a boundary area and will need significant civil engineering works to level the area and make the area safe through the building of a major “walled” embankment. The Capital Estates Department indicated that the cost circa for this work was circa. £500k.

The Charitable Funds Trustees considered a request to support a loan of approximately £500k for the works required to enable the establishment of Horatio’s Garden at University Hospital Llandough on 25 January 2018. This proposal had received prior approval by the Charitable Funds Committee. The then Director of Corporate Governance explained that the amount would be repaid on the sale of Rookwood Hospital. The Trustees were not comfortable with a loan-type arrangement, and so agreed that given the financial balance of the Charity, a donation from UHB charitable funds should be used to fund the garden. It was also agreed that the Charitable Funds Committee would receive regular progress reports; this is the first such report.

ASSESSMENT:

A letter of intention between Cardiff and Vale University Health Board, the Cardiff and Vale Health Charity and Horatio’s Garden was sent to the Chair of Trustees for the Horatio Garden Charity on 9 January 2019. The letter confirmed that:

- The UHB and Cardiff & Vale Health Charity fully supported 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.

- Cardiff & Vale Health Charity had committed to fund up to £500,000 enabling works to create the garden.
- A small committee consisting of the Chair of the UHB and Health Board and Health charity staff and Horatio's Garden would be set up to meet regularly at the UHB during the design and build phases and then beyond.
- A designated individual from the UHB would be responsible for the project as the first line of communication with Horatio's Garden.
- The UHB would work closely with Horatio's Garden towards a leasehold agreement between the two parties.
- The UHB understood that Horatio's Garden would commit to managing the garden in the long term both maintenance and events and activities for patients.
- The designated area of land for the garden would include a partitioned section (area to be agreed, but not more than 25% of the whole garden site) 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 with a proportion of costs, dependent on the % area paid by the hospital charity.
- Horatio's Garden would choose the garden designer to create a beautiful garden in consultation with all stakeholders
- That there was significant community benefit with new volunteers becoming involved
- That fundraising was unlikely to impact on the Cardiff & Vale Charities and their own fundraising income.

Detailed costing for the enabling works were provided by Capital, Estates & Facilities Directorate on 18 February 2019 and these confirmed that costs are within the agreed funding limit of £500,000.

ASSURANCE is provided by:

- Legal advice has been provided by Geldard's regarding use of charitable monies to support the enabling work for Horatio's Garden.

Going Forward:

- A small committee consisting of the Chair of the UHB and Health Board and Health charity staff and Horatio's Garden being set up to meet regularly at the UHB during the design and build phases and then beyond.
- A designated individual from the UHB being allocated responsibility for the project as the first line of communication with Horatio's Garden.
- Further progress reports will be submitted to the Committee at key points in the project.

RECOMMENDATION:

The Committee is asked to: note this report.

Shaping our Future Wellbeing Strategic Objectives

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

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

Five Ways of Working (Sustainable Development Principles) considered

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

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

Yes / No / Not Applicable

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

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Report Title:	DRAFT ANNUAL REPORT 2018/19 – CHARITABLE FUNDS COMMITTEE						
Meeting:	Charitable Funds Committee				Meeting Date:	19.03.19	
Status:	For Discussion	x	For Assurance		For Approval	x	For Information
Lead Executive:	Director of Corporate Governance						
Report Author (Title):	Director of Corporate Governance						

SITUATION

The purpose of the report is to provide Members of the Charitable Funds Committee with the opportunity to discuss the attached Annual Report prior to submission to the Trustee for approval.

REPORT

BACKGROUND

It is good practice and good governance for the Committees of the Board (in this case the Trustee) to produce an Annual Report from the Committee to demonstrate that it has undertaken the duties set out in its Terms of Reference and provide assurance to the Board that this is the case.

ASSESSMENT

The attached Annual Report 2018/19 of the Charitable Funds Committee demonstrates that the Committee has undertaken the duties as set out in its Terms of Reference. The Committee has achieved an overall attendance rate of 81% and has met on 4 occasions during the year.

RECOMMENDATION

The Charitable Funds Committee is asked to:

REVIEW the draft Annual Report 2018/19 of the Charitable Funds Committee.

RECOMMEND the Annual Report to the Trustee for approval.

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	x	7.Be a great place to work and learn	x
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		9.Reduce harm, waste and variation sustainably making best use of the	

entitled to expect		resources available to us	
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	
Five Ways of Working (Sustainable Development Principles) considered			
Sustainable Development Principles: Five ways of working	Prevention	x Long term	Integration Collaboration Involvement
Equality and Health Impact Assessment Completed:	Not Applicable		

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Annual Report of the Charitable Funds Committee 2018/19

1.0 INTRODUCTION

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

2.0 MEMBERSHIP

The Committee membership is a minimum of six Members of the Board (three of which must be Independent Members) and during the financial year 2018/19 the Committee comprised 4 Board Members (3 Independent Members and 1 Executive Director Member). Therefore, the Trustee will need to review its Membership for the forthcoming financial year to ensure that the minimum Membership requirements are adhered to. In addition to the Membership, the meetings are also attended by the Board Secretary (Director of Corporate Governance), Deputy Director of Finance, Charitable Funds Accountant, Chair of Charitable Funds Bids Panel and Director of Communications, Arts, Health Charity and Engagement.

3.0 MEETINGS AND ATTENDANCE

The Committee met four times during the period 1 April 2018 to 31 March 2019 in line with its Terms of Reference and has discharged its responsibilities by requesting reassurances from Trust Officers and colleagues. The Charitable Funds Committee achieved an attendance rate of 81% (80% is deemed to be an appropriate level of attendance) during the period 1st April 2018 to 31st March 2019 as set out below:

CFC Committee Meeting Attendance

	20/03/2018	11/09/2018	11/12/2018	19/03/2019	Attendance %
Maria Battle	✓	✓	✓	✓	100%
Akmal Hanuk	✓	✓	✓	✓	100%
John Union	✓	✓	x	✓	75%
Fiona Jenkins	x	✓	x	✓	50%
Total	75%	100%	50%	100%	81%

4.0 TERMS OF REFERENCE

The Terms of Reference were reviewed and approved by the Committee on 19th March 2019 and were approved by the Trustee on 28th March 2019.

5.0 WORK UNDERTAKEN

During the financial year 2018/19 the Charitable Funds Committee reviewed the following key items at its meetings:

- Review of the Terms of Reference of the Committee
- Bids Panel Report
- Screen Bid
- Charity Model Ward Application Expenditure Greater Than £25k Charitable Funds Bid
- Away Day
- Review of the Fundraising Policy
- Feedback from the NHS Confederation
- Czenove
- Update on Staff benefits
- Update on Horatio's Garden
- Offa's Dyke Walk
- Finance Monitoring Report & Financial Outlook for 2018/2019
- Fundraising Report
- Fundraising Policy and EHIA
- Funding for a Courtesy Car
- Charity Fund Application – Inflammatory Bowel Disease Treatment and Education Centre
- Charitable Funds Bid Staff Recognition Awards 2019
- Barry Hospital/Rookwood Hospital
- Breast Centre
- Better Life Appeal
- Committee on "Time Out" in December
- Arts Fund Proposal
- Arts & Wellbeing Programme/CFC Arts Co-Ordinator Bid
- CFC Arts Bid/Staff Lottery Prize, Health Charity Promotion
- Financial Position Report
- Annual Report Health Charity with Finance
- Internal Audit Report on Charitable Funds
- WIFI 2018/2019
- First Impressions – Barry Hospital

- IBD Service at UHL – Enhancing Patient Experience
- BSL Training and Awareness
- Patient Experience/Waste Report
- Promoting Health and Health Charity Messaging Visibility

6.0 REPORTING RESPONSIBILITIES

The Committee has reported to the Board after each of the Charitable Funds Committee meetings by presenting a summary report (introduced from November 2018) of the key discussion items at the Charitable Funds Committee. The report is presented by the Chair of the Committee.

7.0 OPINION

The Committee is of the opinion that the draft Charitable Funds Committee Report 2018/19 is consistent with its role as set out within the Terms of Reference. However the Trustee needs to review the Membership of the Committee to ensure it reflects the requirements of the Terms of Reference.

Akmal Hanuk
Committee Chair

Report Title:	TERMS OF REFERENCE – CHARITABLE FUNDS COMMITTEE					
Meeting:	Charitable Funds Committee				Meeting Date:	19.03.19
Status:	For Discussion	x	For Assurance		For Approval	x For Information
Lead Executive:	Director of Corporate Governance					
Report Author (Title):	Director of Corporate Governance					

SITUATION

In line with the UHB's Standing Orders, Terms of Reference for Committees of the Board, should be reviewed on an annual basis.

This report provides Members of the Charitable Funds Committee with the opportunity to review the Terms of Reference prior to submission to the Board for approval.

REPORT

BACKGROUND

The Terms of Reference for the Charitable Funds Committee were last reviewed in June 2018 so very few changes have been recommended.

ASSESSMENT

The Terms of Reference for the Charitable Funds Committee have been reviewed by the Director of Corporate Governance. There are a limited number of changes to the document, these have been tracked and left in the draft so Committee Members can identify the changes that have been made.

RECOMMENDATION

The Charitable Funds Committee is asked to:

APPROVE the changes to the Terms of Reference for the Charitable Funds Committee and **RECOMMEND** the changes to the Trustee for approval.

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	x	7. Be a great place to work and learn	x
3. All take responsibility for improving our health and wellbeing		8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	

4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us	
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	
Five Ways of Working (Sustainable Development Principles) considered			
Sustainable Development Principles: Five ways of working	Prevention	x Long term	Integration Collaboration Involvement
Equality and Health Impact Assessment Completed:	Not Applicable		

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Charitable Funds Committee

Terms of Reference and Operating Arrangements

Presented for Discussion and Approval at the Charitable Funds
Committee ~~June 2018~~^{19th} March 2019

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1. INTRODUCTION

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

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

2. PURPOSE

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

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

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

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

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

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

- Trustee Act 2000
- The Charities Act 1993
- The Charities Act 2006
- The Charities Act 2011

- [The Charities Act 2016](#)
- Terms of the Funds' Governing documents

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

3. DELEGATED POWERS AND AUTHORITY

Delegated Powers and Duties of the Director of Finance

- 3.1 The Director of Finance has prime responsibility for the UHB Charitable Funds as defined in the UHB Standing Financial Instructions. The specific powers, duties and responsibilities delegated to the Director of Finance are:-
 - Administration of all existing charitable funds;
 - To identify any new charity that may be created (of which the UHB is trustee) and to deal with any legal steps that may be required to formalise the trusts of any such charity ;
 - Provide guidelines with regard to donations, legacies and bequests, fundraising and trading income;
 - Responsibility for the management of investment of funds held on trust;
 - Ensure appropriate banking services are available;
 - Prepare reports to the ~~T~~rustee including the Annual Accounts;

Authority

- 3.2 The Committee is empowered with the responsibility for:-
 - Overseeing the day to day management of the investments of the charitable funds in accordance with the investment strategy set

down from time to time by the **T**rustee and the requirements of the UHB Standing Financial Instructions;

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

- Regularly reviewing investments to see if other opportunities or investment services offer a better return;
- Overseeing the work of the Charitable Funds Bids Panel

3.3 The Committee is authorised by the Board to:

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

Access

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

Sub Committees

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

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

4. MEMBERSHIP

Members

A minimum of six (6) members, comprising:

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

the Director was unable to attend.

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

Attendees

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

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

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4.3. By invitation:

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

Secretariat

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

Member Appointments

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

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

Support to Committee Members

4.7 The Board Secretary (Director of Corporate Governance), on behalf of

the Committee Chair, shall:

- Arrange the provision of advice and support to committee members on any aspect related to the conduct of their role; and
- Ensure the provision of a programme of development for committee members in conjunction with the Director of Workforce and Organisational Development.

5. COMMITTEE MEETINGS

Quorum

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

Frequency of Meetings

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

- ~~5.3 The Committee will also hold an "Annual Time Out" to discuss Strategic issues associated with the work of the Committee~~

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Withdrawal of Individuals in Attendance

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

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

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

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

- 6.3 The Committee shall embed the UHB's values, corporate standards, priorities and requirements, e.g., equality, diversity and human rights through the conduct of its business.

7. REPORTING AND ASSURANCE ARRANGEMENTS

- 7.1 The Committee Chair shall agree arrangements with the UHB Chair to report to the Board in their capacity as trustee. This may include, where appropriate, a separate meeting with the Board.
- 7.2 The Board Secretary (Director of Corporate Governance), on behalf of the Board, shall oversee a process of regular and rigorous self-assessment and evaluation of the Committee's performance and operation.

8. APPLICABILITY OF STANDING ORDERS TO COMMITTEE BUSINESS

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

9. REVIEW

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

Report Title:	TERMS OF REFERENCE – STAFF LOTTERY BIDS PANEL					
Meeting:	Charitable Funds Committee				Meeting Date:	19.03.19
Status:	For Discussion	x	For Assurance		For Approval	x For Information
Lead Executive:	Director of Corporate Governance					
Report Author (Title):	Interim Head of Governance					

SITUATION

This report provides Members of the Charitable Funds Committee with the opportunity to review and approve the Terms of Reference of the Staff Lottery Bids Panel.

REPORT

BACKGROUND

The Terms of Reference of the Staff Lottery Bids Panel were last reviewed in 2017. A number of changes to the Terms of Reference are recommend to strengthen accountability and governance arrangements.

ASSESSMENT

The Terms of Reference for the Staff Lottery Bids Panel have been reviewed by the Interim Head of Governance. A number of changes have been made to the document, these have been tracked and left in the draft so Committee Members can identify the changes that have been made.

RECOMMENDATION

The Charitable Funds Committee is asked to:

APPROVE the changes to the Terms of Reference of the Staff Lottery Bids panel and **RECOMMEND** the changes to the Trustee for approval.

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	x	7. Be a great place to work and learn	x
3. All take responsibility for improving our health and wellbeing		8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	
4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us	

5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time			10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	
Five Ways of Working (Sustainable Development Principles) considered				
Sustainable Development Principles: Five ways of working	Prevention	x	Long term	Integration Collaboration Involvement
Equality and Health Impact Assessment Completed:	Not Applicable			

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MAKE IT BETTER STAFF LOTTERY BIDS PANEL TERMS OF REFERENCE

BACKGROUND

The Make it Better Staff Lottery Bids Panel (the Bids Panel) has been delegated authority responsibility for the to consider and approve evaluation of funding applications for funding, up to a value of £10,000 from monies held in the Staff Lottery fund.

The panel will meet quarterly. Dates of the panel meetings will be published on the UHB's intranet site together with the process for submitting applications.

PURPOSE

The purpose of the Bids Panel is to consider applications from Clinical Boards and departments of the UHB for non-recurrent funding up to a maximum of £10,000 against the criteria agreed by the Charitable Funds Committee. In fulfilling this function the Bids Panel will:

- Meet to consider the merits of applications for funding from the Staff Lottery fund, and evaluate their suitability against pre-set criteria.
- Ensure the most efficient and effective use of the Staff Lottery funds.
- Look to eliminate duplication in funding and promote co-operative work across the UHB.
- Make recommendations as to which applications should be approved and monitor their effectiveness.
- Agree the terms under which the funding application is approved and monitor compliance with these.

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CRITERIA FOR EVALUATION

~~In determining whether a bid should be approved, the following guiding principles must be considered by the panel:-~~

- ~~• Does the expenditure meet charitable purposes to deliver an enhanced service provision over and above statutory or core NHS responsibilities;~~
- ~~• Is there demonstrable public benefit;~~
- ~~• Does it meet one of the agreed priorities:
 - ~~- Patient and Staff environment, including art and other aesthetic and betterment improvements;~~
 - ~~- Patient dignity and respect including amenity improvements and cultural awareness;~~
 - ~~- Promote health and wellbeing;~~
 - ~~- Promote quality and safety;~~
 - ~~- Staff development, training and education to support these themes.~~
 - ~~- Innovation and training to support these themes~~~~
- ~~• Does it represent an effective use of monies compared to alternative expenditure proposals~~
- ~~• Does it support the requirement to spend 50% of monies on staff related matters~~
- ~~• Does it support a reasonable distribution across the Health Board.~~

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RESPONSIBILITIES

- ~~• The purpose of the panel is to consider applications from Clinical Boards and other departments for funding of non-recurrent bids up to a maximum of £10,000 against the agreed criteria.~~
- ~~• Prepare reports to the Charitable Funds Committee regarding the outcome of the meeting and subsequent approval.~~
- ~~• Monitor the balance of monies held within the fund ensuring it is updated to reflect the actual cost of goods compared to estimate.~~
- ~~• To ensure that all expenditure (where appropriate) is ordered through the Procurement process to the maximum value of the approved expenditure.~~

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MEMBERSHIP

~~Representatives-~~ The membership of the Bids Panel is are drawn made up of nominated representatives from ~~from nominations provided by:~~

- Clinical Boards (x 8)
- Governance
- Public Health
- Finance
- Fundraising
- Planning
- Patient Experience
- Staff representatives (x2)
- Communications and Engagement
- Health & Wellbeing

Clinical Boards and corporate department are encouraged to identify nominees from operational as well as management backgrounds.

~~Expressions of Interest for~~The Chair and Vice Chair will be ~~sought from nominated~~ from members of the Bids Panel and approved by the Charitable Funds Committee. Appointments will be for a period of two years. The Chair will be expected to attend the Charitable Funds Committee once a year to report on the activities of the panel.

The ~~Bids P~~panel will need to have a minimum of 6 members at the meeting (including Chair or Vice Chair; 2 representatives from Clinical Boards and 1 staff representative) to be quorate.

SUPPORT TO COMMITTEE MEMBERS

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The Board Secretary (Director of Corporate Governance), on behalf of the Committee Chair, shall arrange the provision of advice and support to panel members on any aspect related to the conduct of their role; and

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COMMITTEE MEETINGS

Quorum

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The Bids Panel will need to have a minimum of 6 members at the meeting (including Chair or Vice Chair; 2 representatives from Clinical Boards and 1 staff representative) to be quorate.

Frequency of Meetings

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The Bids Panel will meet quarterly. Dates of the Bids Panel meetings will be published on the UHB's intranet site together with the process for submitting applications.

Meeting dates will be aligned with those of the Charitable Funds Committee to enable timely reporting

Secretariat

The Fundraising Department will be responsible for providing secretarial support to the Panel. This will include the maintenance of the constitution of the membership, the circulation of agenda and minutes and notification of meetings.

RELATIONSHIP AND ACCOUNTABILITIES WITH THE BOARD AND ITS COMMITTEES/GROUPS

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The Bids Panel is directly accountable to the Charitable Funds Committee, for its performance in exercising the functions set out in these terms of reference.

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The Bids Panel shall embed the UHB's values, corporate standards, priorities and requirements, e.g., equality, diversity and human rights through the conduct of its business.

REPORTING AND ASSURANCE ARRANGEMENTS

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The Bids Panel Chair shall agree reporting and assurance arrangements with the Charitable Funds Committee Chair. This may include, where appropriate, a separate meeting with the Charitable Funds Committee.

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A Bids Panel report will be submitted to each meeting of the Charitable Funds Committee.

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

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REVIEW

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These terms of reference and operating arrangements shall be reviewed on an annual basis by the Charitable Funds Committee.

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SECRETARIAT

~~The Fundraising Department will be responsible for providing secretarial support to the Panel. This will include the maintenance of the constitution of the membership, the circulation of agenda and minutes and notification of meetings.~~

FREQUENCY OF MEETING

~~The Panel will meet quarterly. However, this is dependent on the availability of funds. One meeting will be used as a "Timeout" session.~~

CRITERIA FOR EVALUATION AGREED BY THE CHARITABLE FUNDS COMMITTEE

In determining whether a bid should be approved, the following guiding principles must be considered by the panel:-

- Does the expenditure meet charitable purposes to deliver an enhanced service provision over and above statutory or core NHS responsibilities;
- Is there demonstrable public benefit;
- Does it meet one of the agreed priorities:
 - Patient and Staff environment, including art and other aesthetic and betterment improvements;
 - Patient dignity and respect including amenity improvements and cultural awareness;
 - Promote health and wellbeing;
 - Promote quality and safety;
 - Staff development, training and education to support these themes.
 - Innovation and training to support these themes
- Does it represent an effective use of monies compared to alternative expenditure proposals
- Does it support the requirement to spend 50% of monies on staff related matters
- Does it support a reasonable distribution across the Health Board.

Report Title:	WORK PLAN 2019/20 – CHARITABLE FUNDS COMMITTEE						
Meeting:	Charitable Funds Committee				Meeting Date:	19.03.2019	
Status:	For Discussion	x	For Assurance		For Approval	x	For Information
Lead Executive:	Director of Corporate Governance						
Report Author (Title):	Director of Corporate Governance						

SITUATION

The purpose of the report is to provide Members of the Charitable Funds Committee with the opportunity to review the Charitable Funds Committee Work Plan 2019/20 prior to presentation to the Charity Trustee for approval

REPORT

BACKGROUND

The work plan for the Committee should be reviewed annually by the Committee prior to presentation to the Trustee to ensure that all areas within its Terms of Reference are covered within the plan.

ASSESSMENT

The work plan for the Charitable Funds Committee 2019/20 has been based on the requirements set out within the Charitable Funds Committee Terms of Reference which assumes that the Committee meets on a quarterly basis.

RECOMMENDATION

The Charitable Funds Committee is asked to:

REVIEW the Work Plan 2019/20

APPROVE the Work Plan 2019/20

RECOMMEND approval to the Charity Trustee

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	x	7.Be a great place to work and learn	x
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		9.Reduce harm, waste and variation sustainably making best use of the	

entitled to expect		resources available to us	
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	
Five Ways of Working (Sustainable Development Principles) considered			
Sustainable Development Principles: Five ways of working	Prevention	x Long term	Integration Collaboration Involvement
Equality and Health Impact Assessment Completed:	Not Applicable		

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Charitable Funds Committee Work Plan 2019 - 20					
A -Approval D- discussion I - Information	Exec Lead	19-Mar	11-Jun	10-Sep	10-Dec
Agenda Item					
Charitable Funds Strategy - fundraising - budgets - Priorities - spending Criteria - investment decisions	BC/CL		A		
Investment Update	BC/CL		D		D
Fundraising Report	BC/JB	D	D	D	D
Scheme of Delegation	BC/CL/NF		A		
Charitable Funds Bids Panel Report	BC/CL	D	D	D	D
Annual Accounts	BC/CL				A
Charitable Funds Update Report	BC/JB				
New Charitable Fund Applications	ALL	A	A	A	A
Update on Staff Benefits	BC/MD	D	D	D	D
Finance Monitoring Report	BC/CL	D	D	D	D
Charitable Funds Committee Governance					
Annual Work Plan	NF	A			
Self assessment of effectiveness	NF	A	D		
Review Terms of Reference	NF	A			
Produce Charitable Funds Committee Annual Report	NF	A			
Minutes of Charitable Funds Committee Meeting	NF	A	A	A	A
Action log of Charitable Funds Committee Meeting	NF	D	D	D	D

Report Title:	SELF ASSESSMENT – CHARITABLE FUNDS COMMITTEE						
Meeting:	Charitable Funds Committee				Meeting Date:	19.03.19	
Status:	For Discussion	x	For Assurance		For Approval	x	For Information
Lead Executive:	Director of Corporate Governance						
Report Author (Title):	Director of Corporate Governance						

SITUATION

The purpose of the report is to provide Members of the Charitable Funds Committee with the opportunity to discuss the attached self-assessment and associated process to be undertaken by the Director of Corporate Governance.

REPORT

BACKGROUND

It is good practice and good governance for the Committees of the Board to undertake an assessment of their effectiveness on an annual basis. It is also a requirement of the UHB's Standing Orders that Committees of the Board review their effectiveness.

ASSESSMENT

Attached to the report is an effectiveness assessment to be undertaken by the Members and the Executive Lead of the Charitable Funds Committee. The assessment will be sent out to Members to complete and then the results will be analysed by the Director of Corporate Governance. The results of the review and an action plan to improve will then be reported back to the next meeting of the Charitable Funds Committee.

RECOMMENDATION

The Charitable Funds Committee is asked to:

APPROVE that the attached effectiveness review is undertaken and results and action plan reported back to the next meeting of the Committee.

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	x	7. Be a great place to work and learn	x
3. All take responsibility for improving our health and wellbeing		8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	

4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us	
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	
Five Ways of Working (Sustainable Development Principles) considered			
Sustainable Development Principles: Five ways of working	Prevention	x Long term	Integration Collaboration Involvement
Equality and Health Impact Assessment Completed:	Not Applicable		

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Charitable Funds Committee – Self Evaluation 2019

Key to status (shown in Status column where applicable): 1=must do 2=should do 3=could do

Establishment, Composition, Organisation, Resources, Duties		Status	Strong	Adequate	Needs Improvement	Comments
1	The Charitable Funds Committee terms of reference clearly, adequately & realistically set out the Committee's role and nature and scope of its responsibilities in accordance with guidance and have been approved by the committee and the full board.	1				
2	The Trustee was active in its consideration of Charitable Funds Committee composition	2				
3	The Charitable Funds Committee actions reflect independence from management, ethical behaviour and the best interests of the Trustee (Health Board) and its stakeholders.					
4	The Charitable Funds Committee meeting packages are complete, are received with enough lead time for members to give them due consideration and include the right information to allow meaningful discussion. Minutes are received as soon as possible after meetings.	2				
5	The Charitable Funds Committee meetings are well organised, efficient, and effective, and they occur often enough and are of appropriate length to allow discussion of relevant issues consistent with the committee's responsibilities.	2				
6	Appropriate internal or external support and resources are available to the Charitable Funds Committee and it has sufficient membership and authority to perform its role effectively.	1				
7	The Committee informs the Trustee on its significant activities, actions, recommendations and on its performance through minutes and regular reports and has appropriate relationships with other committees	2				

Establishment, Composition, Organisation, Resources, Duties		Status	Yes	No	Comments
8	Are the terms of reference reviewed annually to take into account governance developments and the remit of other committees within the organisation?	2			
9	Are changes to the committee's current and future workload discussed and approved at Trustee level?	2			
10	Are committee members independent of the Charitable Funds management team?	1			

Agenda Management and Oversight of Process		Status	Strong	Adequate	Needs Improvement	Comments
11	The Charitable Funds Committee agenda-setting process is thorough and led by the Charitable Funds Committee chair.					

Agenda Management, Compliance with the Law and Regulations Governing the NHS and Internal Control		Status	Yes	No	Comments
12	Has the Committee established a plan for the conduct of its work across the year?	2			
13	Has the committee formally considered how its work integrates with wider performance management and standards compliance?	2			
14	Has the committee reviewed whether the reports it receives are timely and have the right format and content to ensure its responsibilities are discharged?	2			
15	Does the Trustee ensure that Committee members have sufficient knowledge of the organisation to identify key risks and to challenge line management on critical and sensitive matters?	2			
16	Is induction training provided to Committee Members	2			
17	Is the committee satisfied that the Trustee has been advised that assurance reporting is in place to encompass all the organisations responsibilities?	2			

Continuous Improvement		Status	Strong	Adequate	Needs Improvement	Comments
18	The Charitable Funds Committee's self-evaluation process is in place and effective	2				

Overall Evaluation		Status	Strong	Adequate	Needs Improvement	Comments
18	What is your overall assessment of the performance of the Charitable Funds Committee?					

Additional Comments:

Name

Position

Report Title:	MEMORANDUM OF UNDERSTANDING						
Meeting:	Charitable Funds Committee				Meeting Date:	19.03.19	
Status:	For Discussion	x	For Assurance		For Approval	x	For Information
Lead Executive:	Director of Corporate Governance						
Report Author (Title):	Director of Corporate Governance						

SITUATION

The purpose of the report is to provide Members of the Charitable Funds Committee with the opportunity to review and discuss the attached Memorandum of Understanding between Cardiff and Vale Health Charity and Cardiff and Vale University Health Board

REPORT

BACKGROUND

The Memorandum of Understanding provides authority to the Charity Committee to act on behalf of the Corporate Trustee (Cardiff and Vale University Health Board).

ASSESSMENT

The attached MOU has been drafted by Giselle Davies who is a consultant working for Geldards with an expertise in Charity and Social Enterprise.

This MOU firms up the arrangement between Cardiff and Vale University Health Board and the Charity to authorize the Charity Committee to enter into arrangements on its behalf.

The MOU will also be reviewed by the Trustee and once approved will be signed off by parties from the Health Board and the Charitable Funds Committee.

RECOMMENDATION

The Charitable Funds Committee is asked to:

APPROVE the attached Memorandum of understanding between Cardiff and Vale Health Charity and Cardiff and Vale University Health Board.

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	x	7.Be a great place to work and learn	x
3.All take responsibility for improving our health and wellbeing		8.Work better together with partners to deliver care and support across care	

								sectors, making best use of our people and technology	
4. Offer services that deliver the population health our citizens are entitled to expect								9. Reduce harm, waste and variation sustainably making best use of the resources available to us	
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time								10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	
Five Ways of Working (Sustainable Development Principles) considered									
Sustainable Development Principles: Five ways of working	Prevention	x	Long term		Integration		Collaboration		Involvement
Equality and Health Impact Assessment Completed:	Not Applicable								

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MEMORANDUM OF UNDERSTANDING between Cardiff and Vale University Health Board (CVUHB) of University Hospital of Wales, Cardiff, CF14 4XW and Cardiff & Vale Health Charity (CVHC) of University Hospital of Wales, Cardiff, CF14 4XW.

1. Aim and purpose of the memorandum

- 1.1. This memorandum records the understanding of CVUHB and CVHC in respect of their common objectives relating to mutual interest, primarily (area of interest). It sets out a framework through which the parties seek to enhance the delivery of mutual objectives by sharing knowledge and information.
- 1.2. This Memorandum recites the responsibilities of the parties and establishes the general principles for their cooperation.
- 1.3. This Memorandum shall be effective for the date recorded above and it will be regularly reviewed in accordance with paragraph (6) of this Memorandum.

2. Roles and functions of the signatories

2.1. Cardiff and Vale University Health Board

2.1.1 Cardiff and Vale University Health Board is one of the largest NHS organisations in Europe. The Health Board employ approximately 14,500 staff, and spends around £1.4 billion every year on providing health and wellbeing services to a population of around 472,400 people living in Cardiff and the Vale of Glamorgan. The UHB also serves a wider population across South and Mid Wales for a range of specialties.

2.1.2 Cardiff and Vale University Health Board is a teaching Health Board with close links to the university sector, and together are training the next generation of healthcare professionals, while working on research that will hopefully unlock the cures for today's illnesses.

2.1.3 Cardiff and Vale University Health Board Services

Primary and community based services: GP practices, Dentists, Pharmacy and Optometry and a host of community led therapy services via community health teams.

Acute services through our two main University Hospitals and Children's Hospital: providing a broad range of medical and surgical treatments and interventions.

Public Health: we support the communities of Cardiff and Vale with a range of public health and preventative health advice and guidance.

Tertiary centre : we also serve a wider population across Wales and often the UK with specialist treatment and complex services such as neuro-surgery and cardiac services.

2.2. Cardiff & Vale Health Charity

2.2.1. CVHC (registered charity number 1056544) is the official charity supporting all the work of Cardiff and Vale University Health Board. Cardiff and Vale University Health Board (UHB) acts as the corporate trustee of CVHC, and has delegated the day to day responsibility for the function of corporate trustee to the Cardiff & Vale Health Charity Charitable Funds Committee.

2.2.2. CVHC's charitable purpose is 'For any charitable purpose or purposes relating to the National Health Service wholly or mainly for the service provided by Cardiff and Vale University Health Board In 'layman's terms' this means CVHC is there to enhance and support the vital healthcare provided by the Health Board every day to the almost 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. Donations are spent by the Charity on the recommendations of senior doctors and nurses working on each ward.

2.2.3 CVHC maintains 300+ separate funds, providing 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

2.2.4 CVHC does not use donations to replace NHS core funding.

3. Principles of working together

3.1. CVUHB and CVHC each recognise the independent remit of the other party and the requirement for each party to exercise its own discretion in all decision making but will aim to:

- collaborate and cooperate where appropriate in the achievement of their shared and respective objectives;
- engage in open discussion in areas of mutual interest to achieve their respective objectives ;
- operate in a transparent way while undertaking their responsibilities;
- Involve and work with each other in areas of shared interest or concern, with other relevant delivery partners included, where appropriate and agreed;
- Share and keep each other informed of any data, research, collected information or other work or development that either party believes would be helpful to the other in connection with the decisions or activities of either party, taking account of their respective obligations under GDPR 2018 and subject to intellectual property or confidentiality restrictions placed on the parties;
- Explore further opportunities to develop shared working practices and reduce duplication of effort. Where such opportunities are identified, the specific terms on which the parties share working practices will be negotiated and agreed outside the terms of this Memorandum; and
- Seek to deliver consistent and coordinated messages when working together on projects and when working with Government, delivery partners and the public.

4. Governance

4.1 The parties agree that this Memorandum is not legally binding between them and does not create any form of partnership or legal rights or obligations. It is however, a statement of their shared intention to work together in a spirit of co-operation in pursuance of the matters outlines above.

4.2 Nothing in this Memorandum of Understanding shall fetter the discretion of CVUHB and its duties to be impartial, fair to all affected persons and to exercise (and be seen to exercise) its functions in accordance with the requirements of relevant legislation at all times. Accordingly, nothing in this Memorandum is to be taken as limiting or affecting in any CVUHB 's exercise of its powers and duties.

4.3 There is an expectation of everyone who works within the CVHC or attends a CVHC site to comply with CVUHB policies and procedures including:

- Safeguarding
- Infection Prevention and Control (IP&C)
- Dignity and Privacy
- Health & Safety policies, inc. Smoke Free, Visiting, advocacy and Chaperoning policies

5. Announcements

The parties will endeavour to keep each other informed in advance (taking into account confidentiality and other obligations owed to third parties) of any forthcoming significant public or policy announcements on material matters of mutual interest including, for example only, early notice of non – restricted significant business developments and non-routine asset sales

6. Review and Appraisal of the Memorandum

6.1 In addition to ad hoc meetings as business dictates, CVUHB and CVHC will also meet approximately every six months (these meetings may be via video conferencing) (“the Biannual Meeting”) to review the shared wider strategic context of the environments in which they operate and explore opportunities for the improvement of joint working practices.

6.2 This Memorandum will be reviewed:

- (a) At the Cardiff & Vale Health Charity Charitable Funds Committee Meeting; and
- (b) whenever substantial changes occur to the policies, external relationships and structures of the parties concerned, or to the interaction between governments within the UK; and any amendments to this Memorandum consequent upon those reviews will be incorporated into it by the parties by mutual agreement.
- (c) Review date: March 2020

7. Primary and Secondary Contacts

Primary Contact for CVUHB – Maria Battle.....

Secondary Contact for CVUHB – Len Richards.....

Primary Contact for CVHC – Akmal Hanuk.....

Secondary Contact for CVHC – Robert Chadwick.....

These named contacts will be responsible for encouraging a fluent and (where the commercial interests of the parties allow) transparent relationship between **CVUHB** and CVHC; resolving difficulties and monitoring the smooth operation of this Memorandum.

8. Signatories

8.1. The parties agree to the terms set out in this Memorandum

Signature (on behalf of CVUHB)

Signature (on behalf of CVHC)

.....

.....

Maria Battle
Chair, Cardiff and Vale University Health Board

Akmal Hanuk
Chair, Charitable Funds Committee

Date

Date

Report Title:	CORE AND NON CORE FUNDING GUIDANCE						
Meeting:	Charitable Funds Committee				Meeting Date:	19.03.19	
Status:	For Discussion	x	For Assurance		For Approval	x	For Information
Lead Executive:	Director of Corporate Governance						
Report Author (Title):	Director of Corporate Governance						

SITUATION

The purpose of the report is to provide Members of the Charitable Funds Committee with the opportunity to review and discuss the attached guidance on Core and Non-Core Funding which has been produced by Barbara Johns, Business/Operational Manager, Communication, Arts, Health Charity and Engagement Team.

REPORT

BACKGROUND

The Core and Non Core Funding Guidance has been developed to help members of staff, who are making bids, make the right decisions in relation to core and non core expenditure. It should however, be noted that charitable spending must be in line with the charities objectives which states: For any charitable purpose or purposes relating to the National Health Service wholly or mainly for the service provided by Cardiff and Vale University Health Board.

ASSESSMENT

The attached guidance has been produced by Barbara Johns and has been reviewed by Giselle at Geldard's.

It should be noted that there will always be bids and expenditure which does not neatly fall into these categories and all bids should be reviewed and discussed on their own merits.

RECOMMENDATION

The Charitable Funds Committee is asked to:

APPROVE the attached guidance for core and non-core expenditure.

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	x	7.Be a great place to work and learn	x

3. All take responsibility for improving our health and wellbeing		8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	
4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us	
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	
Five Ways of Working (Sustainable Development Principles) considered			
Sustainable Development Principles: Five ways of working	Prevention	x Long term	Integration Collaboration Involvement
Equality and Health Impact Assessment Completed:	Not Applicable		

Kind and caring
Caredig a gofalgar

Respectful
Dangos parch

Trust and integrity
Ymddiriedaeth ac uniondeb

Personal responsibility
Cyfrifoldeb personol

Guidance on core and non-core expenditure for charitable funds applications

(to be used in conjunction with advice provided from Geldards LLP)

The Public perception test

When considering applying for charitable funds, ask yourself the following:-

- *Would someone who puts a pound in a collection box be happy for it to be spent in this way?*
- *Would you be proud to tell a donor about this expenditure and the difference it will make?*
- *Is this a justifiable charitable purchase or should it come from an NHS budget?*
- *Is there a more effective use of the funds available?*

The Charitable Funds Committee has recommended the following list of items that could be considered for funding from charitable funds, staff lottery and departmental endowment funds. These recommendations are guided by the principles of the Charities Act 2011 and are subject to disclosure requirements.

Items that COULD be funded by charitable funds	Items that can-not be funded by charitable funds
1. Equipment & Consumables	
Medical and surgical equipment and its maintenance for NHS patient care, education and research (<i>in exceptional circumstances, when it cannot be paid for out of revenue</i>).	Medical and surgical equipment and its maintenance for private patient care unless such use is incidental to its main NHS use (i.e. less than 2% of total activity).
Medical and surgical consumables for new charitable equipment when ordered together. Incidental 'start up' stock to constitute no more than the first year's supply.	Ongoing medical and surgical consumables (e.g. dressings, implants, cannulas, hypodermic syringes, needles).
Specialist furniture, fixtures and fittings for areas used by patients, including specialist beds and chairs. Refurbishment works or furniture, fixtures and fittings for use in non-clinical areas by staff, including staff rest-rooms and external areas, where charitable monies have been specifically raised for such projects; or would result in an improvement in staff welfare facilities, where such enhancement would not normally be funded by NHS resources.	Furniture, fixtures and fittings for use in non-clinical areas by staff to perform duties of role/core business activities, e.g. furniture for offices, bedroom furniture for staff accommodation.

IT equipment and software where used in direct patient care (e.g. attached to radiography equipment, tablet computers for use in direct diagnosis or care).	IT equipment and software where used in administrative and support roles (e.g. patient administration or business support).
	Office equipment and materials for use in administrative and support roles (e.g. stationery, filing cabinets, notes trolleys)
	Health and safety items (e.g. antibacterial gels, cleaning products/equipment, access equipment, industrial dishwashers).
Fans and air conditioning units for patient care areas.	Fans and air conditioning units in support and office areas (<i>conditional on area making request i.e. if environment deemed detrimental to staff H&S</i>).
	Communication and navigation equipment (mobile phones and chargers, satellite navigation systems).
Items that COULD be funded by charitable funds	Items that can-not be funded by charitable funds
2. Education & Training All requests must comply with the UHB's Learning & Development Policy Applications for study leave must be made for all education and training	
Education and training (courses and conferences), over and above that provided by the NHS which will improve staff knowledge and performance in their roles within the NHS. Where no NHS resources are available, 100% of fees and associated costs can be funded in line with NHS subsistence rates.	Statutory, mandatory or essential education and training (e.g. required by law or identified as necessary for staff to undertake their roles within the NHS or required for maintenance of professional registration). Backfill for staff attending education and training programmes.
Higher award and academic studies for which significant benefit to the UHB can be quantified through training and development objectives. All applications will be referred to the Charitable Funds Committee for consideration on a case by case basis.	Education and training (courses and conferences) defined as 'Continuing Development 2' in the UHB's Learning and Development Policy, which is not normally supported by the UHB. Backfill for staff attending education and training courses.
Running costs associated with internally or externally run courses or conferences (including team skills development days) which are linked to identified education and training needs. e.g. speaker fees, room/ equipment hire, refreshments, honorariums, visiting speakers' accommodation. (<i>*proof required that most cost-effective venue and/or accommodation option has been sourced</i>)	Alcohol for course refreshments. Honorariums above and beyond out of pocket expenses, in line with HMRC guidelines. Team building days/time out.
Overseas courses and conferences where there is clear patient benefit and no UK provision available within 12 months. Maximum of 75% of all reasonable costs, in line with NHS subsistence	Cost of accompanying family members. (<i>requests for overseas courses and conferences must be received at least 3 months in advance</i>).

rates. Accommodation for a maximum of 1 night before and 1 night after the event.	
Library facilities and resources.	Requests which have not received study leave approval from the Learning & Development Department.
	Requests which have not complied with the UHB's Learning and Development Policy or received the relevant approvals.
	Applications for education and training which has already taken place.
Items that COULD be funded by charitable funds	Items that can-not be funded by charitable funds
3. Patient Welfare	
Items for patients (e.g. arts and crafts materials, children's themed curtains and duvet covers, patient library facilities).	
Furniture, fixtures and fittings in patient, or family/visitor rest areas.	
Additional snacks where there is a clear clinical need (e.g. for chemotherapy patients).	Tea, coffee, water coolers (adequate patient hydration is a mandatory requirement in the NHS).
Christmas extras for ward areas, gifts of nominal value (£5 each or less) for those inpatients in hospital on Christmas Day. <i>Allocation of Christmas monies is coordinated centrally on an annual basis.</i>	Gifts or distributions of money to patients at any time. All presents at Christmas must be non-monetary.
Items that COULD be funded by charitable funds	Items that can-not be funded by charitable funds
4. Staff Benefit	
Books, educational DVD's, posters, leaflets, information screens for patient care and/or staff education.	Televisions, games or other entertainment for staff.
	Staff celebrations or parties (including weddings, special birthdays or retirements), or gifts, including flowers.
Ward/departmental subscriptions to clinical journals where such journals are not available from the local staff library.	Personal subscriptions/memberships and professional insurance fees (can be offset against personal additional taxable income).
	Regulation staff uniforms, protective clothing, theatre shoes, non-static shoes, staff lockers (if over and above that provided by the UHB).

Items that COULD be funded by charitable funds	Items that can-not be funded by charitable funds
5. Building, Refurbishment & Environment	
Building and/or refurbishment works where charitable monies have been specifically raised for such projects.	Planned preventative maintenance or maintenance repair works (building and engineering).
	Health and safety expenditure consequent upon charitably funded works, e.g. safe asbestos removal.
	Upgrading/replacement of existing infrastructure or fixed plant (e.g. boilers, central switchgear) unless consequent on a charitable funded scheme. Where absolutely required and where no NHS exchequer funds are available, charitable funding of such works should never exceed 20% of total costs.
Items that COULD be funded by charitable funds	Items that can-not be funded by charitable funds
6. Research & Development	
Non-commercial medical research with direct benefits to NHS patients where ethical approval has already been granted and no other source of funding exists.	Commercial research or non-medical research.
Research where clear public/patient benefit potential is anticipated and where the results will be made publicly available. Funding will generally be limited to the balances in those funds that are raised and held specifically for purposes of research.	Research where the charity or UHB is unable to secure the intellectual property or other rights of the research is successful.
Items that COULD be funded by charitable funds	Items that can-not be funded by charitable funds
7. Other	
Staff posts for a limited time period (maximum of three years) where no other source of funding exists e.g. projects piloting new models of care or part of a wider service development offering the most effective use of the funds available. <ul style="list-style-type: none"> <i>Applications must outline the benefits to patients and the wider NHS and include a detailed exit strategy.</i> <i>All staff posts and expenditure greater than £25k requires the approval of the CFC.</i> 	
Healthy living and health promotion initiatives.	

Report Title:	CLINISMART HEALTHCARE WASTE SYSTEM					
Meeting:	Charitable Funds Committee			Meeting Date:	19/03/2019	
Status:	For Discussion		For Assurance		For Approval	✓ For Information
Lead Executive:	Abigail Harris					
Report Author (Title):	Sarah Maggs, CEF Service Improvement Team					

SITUATION

As a result of feedback from patients, relatives, carers and staff regarding the occasional unpleasant odours and cluttered appearance experienced on wards, a review was conducted to find the best solution to improve the ward environment.

A system called Clinismart (by Sharpsmart Ltd) was identified, which is a bag to bed to bin system that includes specifically designed procedures, education tools and products to ensure optimisation of waste disposal at point of care. This provides cost effective, compliant and safe management of healthcare waste over and above the levels that health providers are normally required to provide. The system allows for offensive waste bins to be removed from patient areas by allowing new segregation methods supported by educational training and information boards throughout the clinical environment. The system ensures that when nursing staff treat patients in their beds, the waste is segregated at the bed side and removed from the patient environment to the sluice room.

The Clinismart system simplifies the waste segregation process in line with Controlled Waste Regulations and provides education at ward level by utilising a learning approach to enhance compliance with the Health and Social Care Act 2008.

BACKGROUND

Cardiff and Vale UHB is very well advanced in the segregation of healthcare waste following the roll out of the Hazardous Waste Regulations in the clinical areas. However, with the further waste streams needing segregation education and training is vital to support a change in culture to ensure all waste is placed in the correct waste stream. When the requirements for the offensive waste stream was introduced, it led to an increased number of bins in clinical areas. The rise in the number of these bins led to an increased unpleasant odour and the risk of injury to Housekeeping staff having to lift more heavy bags.

Working closely with an approved NHS supplier, namely Sharpsmart, we have been given an opportunity to optimize our system with their Clinismart solution to contain any offensive waste away from the patient areas which would benefit patients, carers, visitors and staff.

An initial trial / pilot of the system was held on UHW on wards C5, C6, C7 and a maternity ward earlier this year. Following positive feedback, the trial was extended to UHL on wards E6, E7, E8 and E16. The trial has been an overwhelming success in all these areas with positive feedback and comments being made by clinical staff, ancillary staff, patients and visitors (a

selection of this feedback is attached to this application).

The improvements centre around:

Environment: less unpleasant odours; more space on the ward - less cluttered; less housekeeping activity - quieter wards as no central bin emptying required; less infections; cleaner wards - less spillages

Education: helps staff to consider which patients are infectious; promotes correct waste streams; encourages a consistent approach across all wards; pictorial education posters are easy to understand; helps to inform agency and bank staff.

Staff: no heavy bags to lift - reduces risk of injury; more pleasant environment in which to work; quicker and easier to change pads; easier to attend barrier patients; unpleasant odours confined to sluice and waste rooms.

Patients, Carers and Visitors: eliminates unpleasant odours on wards; gives confidence that quality care is being provided; more room beside some beds as less space required for bins; better access to sink areas (less bins); reduced risk of contamination;

Staff from wards in UHW and UHL not included in the trial have been enquiring as to why their wards haven't got the Clinismart system in place.

ASSESSMENT

Quality Improvement Opportunities

Quality improvement opportunities based on the review findings are aligned to the mutually supportive goals recommended within Parliamentary Review of Health & Social Care in Wales

- Improve population health and wellbeing through a focus on prevention
- Improve patient experience and quality of care for individuals and families;
- Enrich the wellbeing, capability and engagement of the health and social care workforce ;
- Increase the value achieved from funding of health and care through improvement, innovation, use of best practice, and eliminating waste.

ASSURANCE is provided by:

- Throughout the implementation and trial period the Waste Compliance Management consulted with Ward Managers and their teams to get feedback and assurance that the system was working and improving the environment.
- A survey was also undertaken by Sharpsmart personnel as part of the evaluation process. The department staff were asked to complete a short questionnaire, and feedback any comments around the change and introduction of the Clinismart system. From 80 responses, the following feedback was gathered:

Staff Feedback

☐ 53% of staff said 'Yes' the introduction of the new system made them think more about the

actual infection status of the patient

☐ 62% of those asked said 'No', the transfer of waste (via a small bag) from the procedure area to the sluice (and not a ward based bin), did not greatly affect the day-to-day nursing activity on the ward

☐ 67% of those asked said 'Yes' they have noticed an improvement in the Patient/Staff Environment - due to reduced odour

☐ 45% said 'Yes' they have noticed an improvement in the Patient/Staff Environment - due to reduced noise (through banging bin lids at night time)

☐ 50% said 'Yes' they had noticed an improvement in the Patient/Staff Environment - due to less interruptions for patients (emptying bins etc.)

☐ 68% said 'Yes' they have noticed an improvements in the Patient/Staff Environment – due to more space in the caring environment

☐ 95% said 'Yes' they have found the educational printed materials clear/easy to understand.

- Comments made by Housekeeping staff involved with the trial have been very positive in that their working practices (lifting of heavy bags) have improved and that the environment on the wards have improved.
- There have been numerous verbal and written compliments of the system from patients, visitors and clinical staff. A selection of written compliments are attached.

RECOMMENDATION

The Board is asked to:

Consider funding this initiative in all wards at UHL and UHW with exception of critical care and CHFW (these two areas will require further review and consultation with clinical staff due to assess any possible impact on care levels). It is also envisaged that if this application is successful, a further audit and review of community inpatient sites will be conducted with a view to implementing the further roll-out of the system. ITU and the Children's hospital are being reviewed separately as it is thought that due to the type of patients in these areas, a different system may be more appropriate.

To acknowledge Cardiff & Vale Health Charity as a grant funder for this initiative, it is intended to include the Health Charity logo together with a brief explanation of the environmental benefits of the system on the educational posters that are displayed in the ward areas which are visible to patients, carers, visitors and staff. There will also be both internal and external media communication to promote the implementation of the initiative which will promote the fact that it has been funded by the Health Charity.

Costs of implementation.

The cost includes the system being implemented in a total of 38 wards across UHW and UHL which includes an audit of requirements, delivery and fixing of equipment and provision of educational notices together supported by training. On completion, the full system and accessories will transfer ownership to the Health Board and there will be onward support comprising of quarterly audits. The total cost is £59,805 excl VAT which equates to £1,574 per ward. There are no identified on-going revenue costs associated with implementation of this system and on-going savings are anticipated from the diversion of waste into the correct streams once the system is fully implemented.

Any additional resources or accessories are available if required for an additional cost - if ward numbers increase due to developments etc.

Shaping our Future Wellbeing Strategic Objectives

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

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

Five Ways of Working (Sustainable Development Principles) considered

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

Prevention	✓	Long term	✓	Integration		Collaboration	✓	Involvement	✓
Equality and Health Impact Assessment Completed:		Not Applicable <i>If "yes" please provide copy of the assessment. This will be linked to the report when published.</i>							

My name is Nicci and I am fulltime housekeeper at UHL working the flexi shift covering all wards, over the last few months we have had a new bin system in place on three of our wards E6 E7 and E8 of which I am led to believe is a trial. I would like to express what a huge difference this has made not just for housekeepers but for all staff visitors and most important the patients.

The wards no longer smell of urine or feces which was a big problem because of the nature of the patients, (bedbound incontinent etc). This making working atmosphere and patients hospital experience much better.

I am sure I speak on behalf of my colleagues, that we think this trial should remain in place as a permanent thing and also be placed on all of the East Side of UHL.

N S Thomas

N S Thomas

From: Sian Brookes (Cardiff and Vale UHB - Medicine Clinical Board)

Sent: 12 June 2018 10:04

To: Lee Wyatt (Cardiff and Vale UHB - Capital Estates) <Lee.Wyatt@wales.nhs.uk>; Sarah Maggs (Cardiff and Vale UHB - Patient Experience) <Sarah.Maggs@wales.nhs.uk>

Subject: Clinical waste bags system UHL.

Hi Both

I cover East 6 7 and 8 and West 2 at UHL and some of these wards are using the new clinical waste system. I would like to express how good I think this system is from a nursing perspective.

It ensures that all PPI and clinical waste is removed from the patient area after every patient. The aroma in the rooms and on the ward in general is much better and there is less bin clutter in the patient areas. These bags when needing emptying are quite heavy to lift out of the bins so the system lends itself to better manual handling management.

The only negative which could be addressed by having 1 portable bin, is the distance the nurses need to walk between each patient to take the bag to the identified waste room as there is often only 1 on the ward which is not near the patients but as I say this can be addressed by a small wheeled bin.

Thanks for trialling it with us. I hope it is given the opportunity to continue.

Regards

Sian

Sian Brookes

Senior Nurse

Clinical Gerontology

Medicine clinical board

From: Faye Mortlock (Cardiff and Vale UHB - Infection Prevention and Control)
Sent: 06 November 2018 14:25
To: Andrew Phillips (Cardiff and Vale UHB - Operational Services)
Cc: Ellen Davies (Cardiff and Vale UHB - Infection Control)
Subject: IPC Study Day and Waste Management Trial

Hi Andrew,

Thanks so much to yourself and Mary for attending our IPC Link Prac Study Day. Your session on Waste Management was very well received and generated a lot of discussion and interest amongst those attending. We wanted to 'get the word out' about the trial and I think that was successful this morning.

I know East 6, 7 and 8 have been using the new waste management system for quite some time now and the feedback that we have had from the areas, when we've called up to the wards, has been really positive. Staff like the fact they can easily access a waste bag then directly dispose of the patient waste at the point of care (and this is also a big positive from an IP&C perspective, especially if there is a known infection etc., that all waste is 'bagged up' and sealed before being carried across the ward/clinical area for disposal – it reduces the risk of cross infection). It has also reduced odour in patient bays from any incontinence waste that may be in the bigger bins, therefore improving the environment for the patients.

Staff on other wards have been asking us if they'll be getting the new system, I think they've heard good things from the other areas.

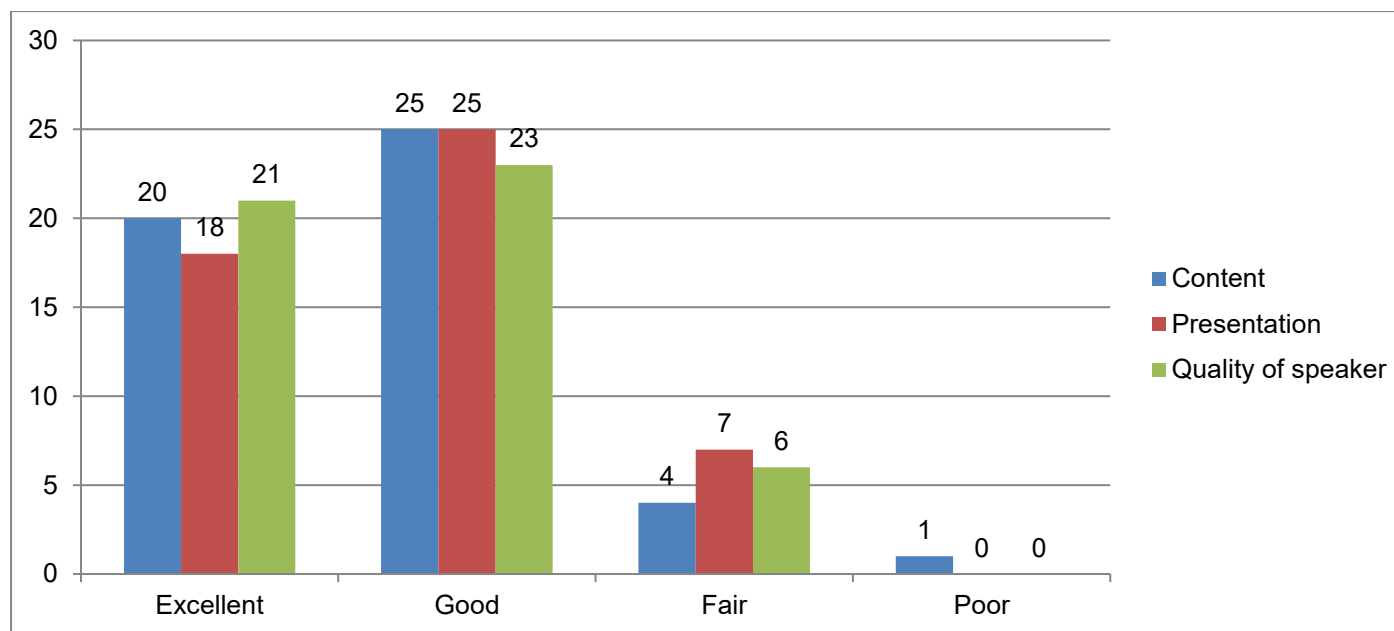
Thanks again for today.

Kind regards,
Faye

Infection Prevention & Control Link Practitioner Study Day
Feedback
6th November 2018

Speaker 5

Mary Fotheringham & Andrew Phillips - Waste Management update



Comments:

This was a very good presentation and needs to be put on all wards ASAP.
Interesting, like we used to do years ago.
Interesting trial.

Report Title:	SUSTAINABLE TRAVEL FOR CAV UHB PATIENTS AND STAFF						
Meeting:	Charitable Funds Committee				Meeting Date:	19 th March 2019	
Status:	For Discussion		For Assurance		For Approval	X	For Information
Lead Executive:	Len Richards						
Report Author (Title):	Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement Simone Joslyn, Head of Arts and Health Charity						

SITUATION

Aim of the NHS and a Healthier Wales is to improve the health and wellbeing of patients but also NHS staff. This is also in line with our strategy Shaping our Future Wellbeing.

One of the ways in which CAV UHB seeks to support longer term sustainable health is via its sustainable travel plan, supporting and encouraging both staff and patients to make healthier choices, better for themselves and the environment.

The key aims are:

1. To promote a healthy active lifestyle by encouraging more cycling and walking on the commute to work but also across sites
2. Encouraging less reliance on cars, resulting in less air pollution in better air quality in and around our sites
3. To support physical but also mental wellbeing- taking the stress out of parking and an easier stress free travel experience
4. The longer term sustainability is based upon encouraging staff to look at alternatives provided by the health board. The bids in this paper are outside of core business as there is no obligation for UHB's to provide alternative travel options etc. but is in line with its values of being a caring and responsible employer.

BACKGROUND

The estate of the UHB has outgrown its capacity to provide sufficient parking for all patients and staff. The UHB would like to invest in a significant and ambitious sustainable travel plan that would not only ease the current situation but ultimately promote the health and wellbeing of staff via more eco-friendly modes of transport and improve the air quality for all across the Cardiff and Vale area with less cars parking and using the roads.

The two main hospital sites have been developed considerably and the increase in volumes of patients, staff, students and visitors has resulted in a difficult parking conditions for all and has negatively impacted upon both the patient experience and quality of the service that patients and their families receive at CAV UHB but has also contributed to increased stress levels and issues relating to mental wellbeing.

ASSESSMENT

Capital Planning and Estates has developed a sustainable travel plan that considers all of the benefits associated with alternative modes of transport and the health and wellbeing benefits

this brings to all.

Some of the key ways in which we consider would make a considerable improvement to the health and wellbeing of all patients and staff is the development of a sustainable travel hub that would encourage and support staff and patients to make alternative arrangements and healthier choices.

The current park and ride system (P&R) has been successful with over XX people using it each week. The improvements to congestion and therefore air quality on site has been noticeable and the staff are reporting a great service, easy to park, no stress and also that they feel as if they are contributing to reducing our carbon footprint. Patients are reporting of getting to their appointments on time and with less hassle- stress free.

The development of a sustainable travel Hub at UHW to include:

1. Extend UHW service hours from 8pm to 11pm - £45,000
2. Increase frequency to 10 mins of UHW service - £ 122,000
for 12 months (at current hours) – extra £20,000 to run service till 11pm

Reduce congestion and traffic and support staff and patient travel between the main hospital and HQ sites

3. 12 month contract to run service from Toys R Us to UHL on 20 min cycle = £122,000
4. Mini bus shuttle UHW to Woodlands House to UHL in circuits on a leased 17 seater bus arrangement plus 2 x band 2 posts - £72,854

Future consideration – to consider once costed

5. Promotion of the health benefits and the service to both patients and staff groups - £10,000
6. Expansion of the NEXT bikes schemes - £XX,XXX
7. Additional Security for current bike storage - £XX,XXX
8. Regular attendance of Sustrans cycle maintenance - £XX,XXX
9. Staff Cycle Safety free courses to encourage staff to cycle safely - £XX,XXX
10. Improved all weather facilities at the P&R bustops - £XX,XXX

ASSURANCE

Is provided by regular monitoring of the uptake of the service from Capital estates and planning.
Reports to the Board

Reports to the Charitable Funds Committee

Any audit committee, to assess ongoing costs in line with service delivery

Reduction in reported issues and concerns with both patients and staff

RECOMMENDATION

The Committee is asked to:

- Approve the following improvements towards a sustainable travel eco-system at CAV UHB for a pilot period of one year.
- Approve the costs associated with each pilot area of improvement
- Approve an overall cost of £269,854 with a contingency for additional mileage etc.
A grand total of £361,854.00

Shaping our Future Wellbeing Strategic Objectives

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

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

Five Ways of Working (Sustainable Development Principles) considered

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

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

Kind and caring
 Caredig a gofalgar

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 Dangos parch

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 Ymddiriedaeth ac uniondeb

Personal responsibility
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**CARING FOR PEOPLE
KEEPING PEOPLE WELL**



**GIG
CYMRU
NHS
WALES**

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

Report Title:	REMINISCENCE INTERACTIVE THERAPY & ACTIVITIES (RITA)					
Meeting:	Charitable Funds Committee			Meeting Date:	19 March 219	
Status:	For Discussion		For Assurance		For Approval	✓ For Information
Lead Executive:						
Report Author (Title):	Joanne Wilson, Directorate Manager, Mental Health Services and Older People					

SITUATION

In order to improve the patient experience and to enhance therapeutic activities on the wards it is requested that the UHB purchases four Reminiscence Interactive Therapy & Activities (RITA) packages from “My Improvement Network”, Altrincham, Cheshire.

Each package consists of one large touchscreen (22”) with a 10” tablet, including a three year warranty, as well as ongoing support, media license and on-site training. There are no further costs associated with the package. The large screen comes with its own large trolley making it a standalone mobile unit which complies with our infection control requirements and is compact and easily stored. Delivery is included as part of the cost.

REPORT

BACKGROUND

This pre-loaded system can be used by patients themselves or with nurses/therapists/carers and visitors to engage patients with a wide variety of activities, including relaxation music, BBC archive clips, photos and images from British Press Association, interactive games, famous speeches etc. The system has access to Welsh National Archive materials such as tv clips, local news reports, poetry, songs and local films in English and Welsh

RITA also has an easily utilised ‘life collage or life story book’ facility, which can be completed by relatives and / or staff to further personalise care and help us to get to know our patients personal likes and dislikes quicker. Personal photos and records of likes and dislikes can be recorded against a patient’s own private password, which is managed safely by a Ward System Manager. Using RITA minimises distress as it records things about patients and saves ‘re-inventing the wheel’ with staff changeover/shifts and staff turnover. No internet is required.

Although we would be looking for the system to support our patients with a dementia or a functional mental illness, the system is already in use within other areas of the UHB including Medicine wards. The system has been successful in A&E departments, in rehabilitation and palliative care settings, by Occupational Therapists in Mental Health Units, and of course, as there is a 10” tablet as well as the larger 22” touch screen unit, it has the flexibility to be taken into bedrooms and quiet areas. The company are looking to expand RITA into local Care and residential homes, allowing patients to experience a smoother transition.

The RITA system will benefit the patient and staff environment as it is a great form of interaction between the two, enabling patients to engage with the staff with the use of RITA. It has been found that wards using RITA have seen a reduction in patient falls (76.9% in North Cumbria when used over a three month period). RITA has been effective in reducing specialising costs by calming distressed or anxious patients as its bright and varied content has something for everyone, quickly accessible at the touch of a button. It is wholly expected that the system will therefore reduce behaviour that challenges and associated need for restraint techniques such as SIMA on our wards.

RITA also promotes health & wellbeing as it is a meaningful distraction; the group activities stimulate patients to move around and involve themselves, improving mentality and engagement within the ward.

RITA also promotes health & safety, as we have evidence that the use of the system has reduced falls. It has done this by acting as an appropriate distraction, meaning that patients are stimulated during the day which has an effect on patients getting out of bed during the night – significantly reducing falls.

Benefits for the Hospital

- Stimulated inpatients have reduced fall rates and have an improved inpatient experience, aiding a more prompt recovery
- Reduction in LOS in hospital - Less bed days
- Frees up valuable resource as less need for 1-1 Care i.e. could be used by students and volunteer sitters and reduce the need for specialising. Hospitals using the system have seen significant reduction in their specialising costs and falls
- Helpful as a distraction therapy tool.
- Promotes interaction with staff on wards, builds confidence and promotes discussion
- Aids person centered care as Hospitals learn more about the person
- Reduction in budgetary costs on 1 – 1 Specialising
- Reduction in challenging behaviours
- Enhanced activities available for us by our Dementia Care Mapping Team
- Greater Staff morale through improved results
- Can “cast” onto ward televisions, meaning groups of patients can watch tv and films, have quizzes or play games such as bingo
- RITA is well established; developed in 2010, with a lifetime warranty and free upgrades
- No requirement for the internet
- My Improvement Network company is on the National Procurement framework (Since July 2018)

Benefits to the Individual

- Calms and Stimulates
- On admission to the ward, a patient can state their favourite films, tv, music etc, which can then be used to calm a patient if distressed
- Reduces Isolation through Group activities
- More interest around meal times as groups come together – nutritional and hydration benefits
- Potential for reduction in anti-psychotic medication
- Reduction in patient falls – North Cumbria found a 76.9% reduction when used for a three month period

- Easy armchair exercises can improve physical health
- Enhanced reminiscence materials through access to local news clips, tv programmes, music, poetry and films via Welsh National Archives
- Collage & Life Story Building – People learn more about them
- Easing agitation and reducing challenging behaviour
- Relatives can become involved and learn more about the person through the collage and life story.
- Improving Engagement during visits leaves patients happier for the rest of the day

Warwick Hospital of South Warwickshire NHSFT, as part of their criteria before authorising a 'special', now have to have used the RITA system first, therefore, potentially removing the need for paying Specialising costs in many cases.

Shaun Lever, of The Royal Liverpool Hospital is also pioneering the use of RITA for all patients, having experienced the difference this makes to patient care, and is progressing units being used in every single room in their new build.

Bradford Hospital have shown significant improvement in mood, with reduced falls and improved nutritional intake as a result of introducing this system.

There are no further costs associated with RITA – the initial payment includes training, ongoing licenses and support with both the software and hardware.

ASSESSMENT AND ASSURANCE

A positive experience for Older People with mental health needs must include non-medical support such as therapeutic interventions and stimulating activities. The RITA system is already working well in Medicine wards and we would like to expand on this by offering the system to patients with a dementia or functional mental illness.

The system is adaptable and would therefore be a great support to patients with an advanced dementia, a functions illness such as Schizophrenia and for those with a Young Onset Dementia (aged under 65).

As well as the improvements to activities offered, the benefit of the system would be measured by the levels of specialising and 1:1 care as well as patient, carer and staff satisfaction.

RECOMMENDATION

- The Committee is asked to AGREE to making Charitable Funds available to support the purchase of four RITA units: 3 for the 5 Older People's Mental Health Assessment wards in UHL,
- one for the Functional Mental Health ward in Llanfair Unit; and
- one for the Young Onset Dementia ward in Barry Hospital.

The units are portable so the UHL unit can easily be shared with the Assisted Recovery Day unit in UHL. The unit cost of a RITA is £5,995 plus VAT. A total cost of £28,776 including VAT for 4 units

Shaping our Future Wellbeing Strategic Objectives

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

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

Five Ways of Working (Sustainable Development Principles) considered

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

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

~~Yes / No / Not Applicable~~

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

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

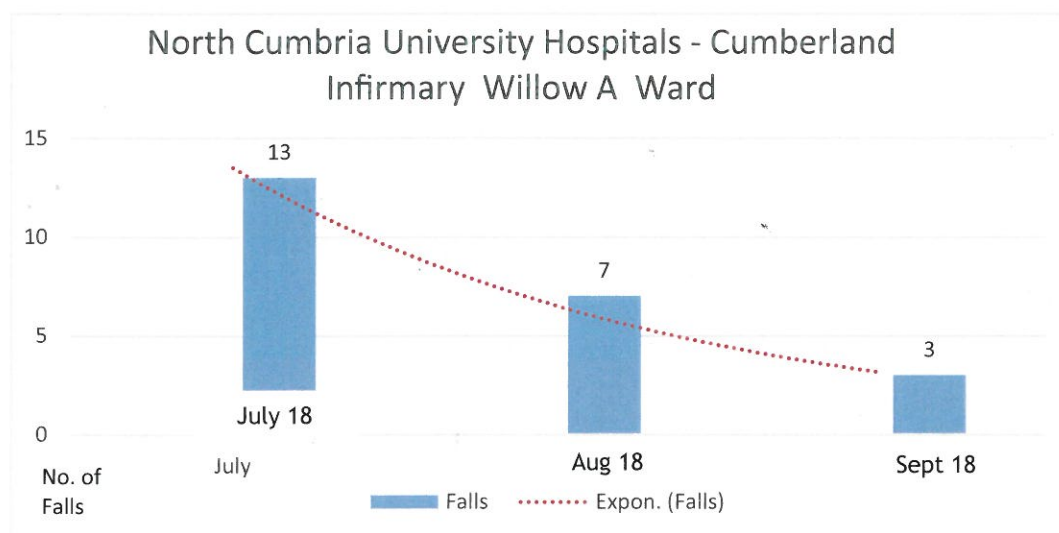


North Cumbria Hospitals reduce falls by 76.9%

Who Cares about Falls? RITA Does! Zero Falls in 22 days

Update: Committed to the ongoing successes at North Cumbria University Hospitals. We were invited to meet with the Teams at Cumberland Infirmary where we met Liz Klein (*Head of Nursing clinical standards*), Mairi Clarke – *Falls Prevention Lead (Member of National Falls Practitioner Working Group.)* They were delighted to advise that during the period Nov – Dec 2018, they had 22 consecutive days without falls, which they advised had been unheard of and felt it was something that should be published. **“We are very proud of this”!** The Trust have been able to report the usage of the ‘RITA’ units on the wards and measure against their mandatory falls reporting.

As a result of these outcomes, they have committed to purchase 2 further ‘RITA’ packages to use as part of their embedded care plan at the Trust and we continue to support the training with this initiative.



Over the 3 months since July to September, we have been able to reduce our falls by 76.9% and we have no reason to suspect that this positive reducing trend will not continue.

Ongoing results to follow.

Further, we had the opportunity to delve a little deeper into the last comments illustrated in an earlier case study and report these as follows. The findings in the case study were on an Elderly Ward

- **You stated that it is helpful in stimulating the elderly patients. In what way?** – “It helps in alleviating their boredom, it represents a trigger for conversation. It connects patients with their families.
- **You stated that it had reduced your falls in the published 3 months. In what way?** – “Patients are using their energy during the day by involvement in the various activities. It also has been a means of settling patients at night before they go to sleep”
- **You stated that it has been easier for the Delirium Outreach Teams to work with the patients, why is this?** – Patients have previously been too agitated to allow the Delirium Outreach Teams to work with them. ‘RITA’ has offered a means of stimulation, so patients are more settled and make the Delirium Outreach Teams much more able to make informed assessments in supporting, patients, carers and staff.

- **You said that there was an improvement in staff morale, can you explain how and why?** – “Everyone is so much happier, not only are the patients singing along with ‘RITA’, but the staff are too”.
- **How was it recognised that the patient’s needs had been met?** – “We have reduced our falls. We are getting patients home sooner. There is greater interaction with the families.

A harmed fall can cost the Trust upwards of £70K. However, I am strongly of the view that any fall causes harm! So, this was one of the many areas where we decided to place significant focus and how we can improve the patient experience for the elderly and particularly those living with dementia and reduce the risk to meet with our over-riding strategic aim of high quality, safe and effective service for our patients.

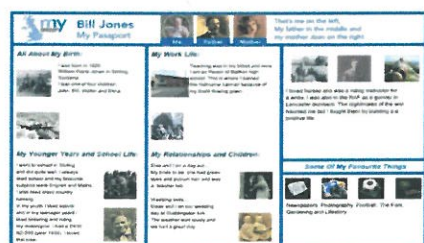
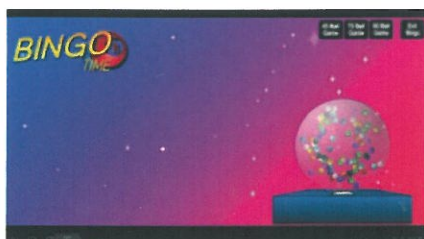
Having conducted a great deal of research into many different alternatives, we decided to try ‘RITA’. This has been our additional resource and it has been powerful in stimulating the elderly patients on Elm C Ward. We noticed the falls rate on our other ward, Willow A had increased and as Falls Prevention Lead, quickly realised this was something we needed to address. We brought ‘RITA’ onto Willow A Ward, the change was significant.

- Other significant impacts have been that our Delirium Outreach Team have been able to work with patients that previously they have been unable to work with because of their need to be isolated. This arrival of ‘RITA’ has been able to change the mood and stimulate our patients so that they are able to engage in more meaningful activities.
- Relatives have commented on the mood of their family member and how they have been able to engage in discussion with them and talk about the different activities they have been involved in. It was less of struggle to find something to talk about.
- Staff morale has also improved.
- Staff found it very easy to use in a short period of time, so was very efficient
- Patients were much more settled whilst being entertained, so relatively less restless.
- Great tool for creating good communication with patients.

Mairi Clark -Falls Prevention Lead

Member of the National Falls Practitioner Working Group

North Cumbria University Hospitals NHS Trust is an acute hospital trust dedicated to providing the best possible care, serving a population of around 320,000 people. We are located in one of the most geographically remote areas and serve the third most sparsely distributed population in England. Around 51% of the total Cumbrian population live in rural communities.



My Improvement Network are delighted to be able to support the **RCN Project** and their mission to increase awareness around delirium in older people with dementia.

The integration and use of technology within healthcare offers significant benefits in both primary and secondary care settings. These benefits can extend across nursing practice from improving person centered care to enhancing daily workflows. Providing educational tools that empower and guide nursing staff through this digital revolution is critical and will help facilitate successful incorporation and safe implementation of technologies within nursing, by nurses.



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NHS Hospital

EVIDENCE OF 1-1 SPECIALLING COSTS
SINCE INTRODUCTION OF TECHNOLOGY

Estimated Savings Costs prior to My Life

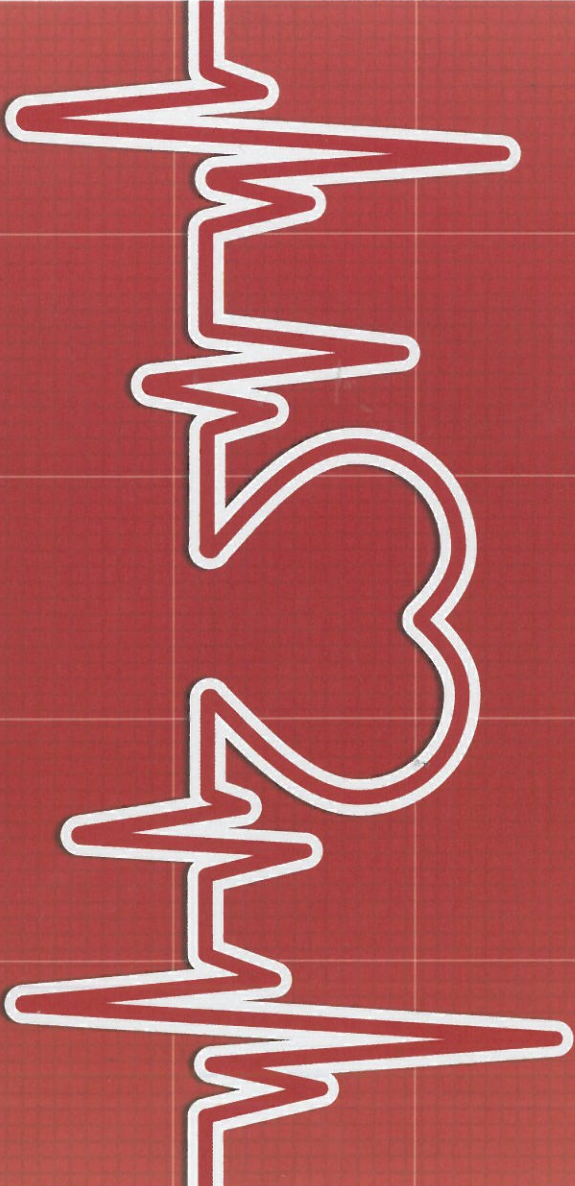
Average Shifts Booked pw	56
Cost per week	£4410
Annual Cost	£229,320

Costs post implementation

Average Shifts Booked pw	16
Cost per week	£1260
Annual Cost	£65,520

*** Please note - other work was undertaken to reduce the specials spend, therefore not all can be attributable to "My Life"

Hospital Investment £66k. Saving Year 1 = £164k
5 Year Saving = £820k, less initial investment =
£754k over 5 year period

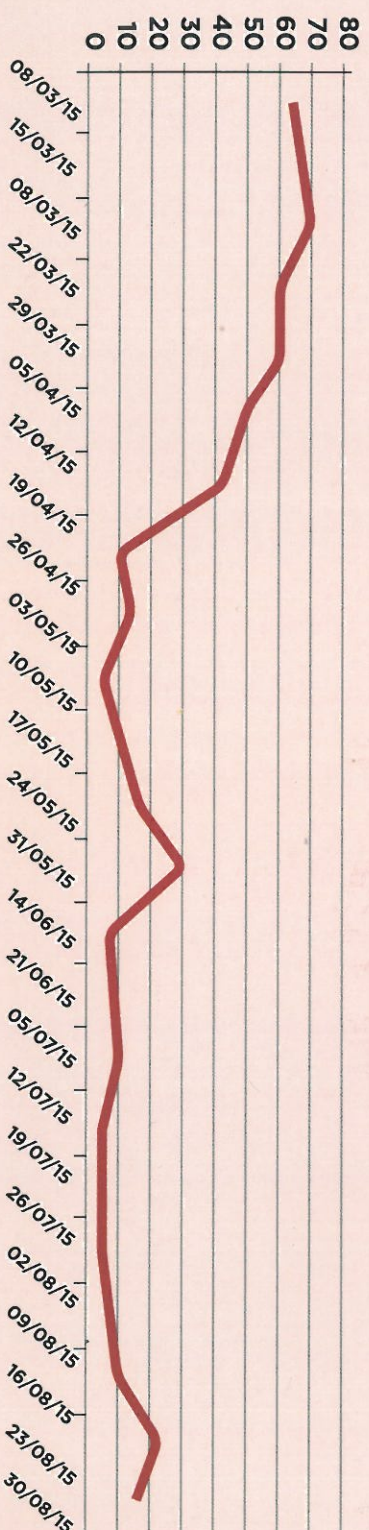


Special Shifts - March 2015 to August 2015

Directorate ELDERLY
 Booking Reasons (Multiple Items)
 Sum of Shifts
 Worked Date

Location	08/03/15	15/03/15	22/03/15	29/03/15	05/04/15	12/04/15	19/04/15	26/04/15	03/05/15	10/05/15	24/05/15	31/05/15	07/06/15	14/06/15	21/06/15	28/06/15	05/07/15	19/07/15	26/07/15	09/08/15	16/08/15	23/08/15	30/08/15	GRAND TOTAL
Ward F15	36	31	29	18	37	33	25	7	9		6	12	13											256
Ward 6	25	14	19	21	21	14	15						13	4	4	6	1		1		5	18	13	194
Ward EMU 2										1					2									3
Ward 16		18	21	19							3							1		5	1			68
Grand Total	61	63	69	58	58	47	40	7	9	1	9	12	26	4	6	6	1	1	1	5	6	18	13	521

Total booked shifts for nursing specials



Report Title:	ANNUAL FUNDRAISING REPORT BREAST CENTRE APPEAL UHL							
Meeting:	Charitable Funds Committee				Meeting Date:	19 th March 2019		
Status:	For Discussion		For Assurance		For Approval		For Information	✓
Lead Executive:	Peter Welsh							
Report Author (Title):	Members of the Breast Centre Fundraising Group							

SITUATION

The Breast Centre at the UHL was opened in 2010 to provide a “one stop shop” for patients requiring breast care services. At that time, an Appeal was launched, with the support of the Charitable Funds Committee (CFC), to raise funds to further enhance services available within the Centre. This included the completion of the first floor which now provides:

- Enhancements to patient services/environment provided at the Breast Centre to compliment the core NHS services already provided;
- Improved patient experience and outcomes;
- Promoting health and wellbeing;
- Promoting quality and safety in patient care through professional managed exercise sessions and complimentary therapies (to be funded via the Breast Centre Appeal);
- Dedicated multidisciplinary teaching/training facility for breast care services

The funding to complete this work was jointly provided from the Appeal and the CFC, on the basis of a five year repayment at an annual cost of £14,400 from the Appeal. To date, all payments have been made.

REPORT

The CFC receives an annual report on fundraising activities and expenditure in this regard for 2018

BACKGROUND

In the previous annual report received by the CFC the importance of the following were highlighted:

- On-going professional fundraising support at a reduced level of support, focusing on three/four major events per year, at a cost of £3,000 per annum.
- Continuation of the CFC loan repayment structure of £14,400 per annum over a five year period

The fundraising activity has continued to be very successful and has funded enhancements to patient care as well as the annual loan repayment installment of £14,400, which was made in September 2015.

ASSESSMENT

During 2018 the fundraising awareness/activities has continued to go from strength to strength. During the year, the main highlights have included:

- Strictly Top Dancer 2018 – made a total profit of £43,732
- Annual Christmas Gala Ball – raised £6,145
- Cardiff Half Marathon 2018 – to date this event has raised nearly £98,000 with a number of runners supporting the Breast Centre Appeal.
- Sponsorship by Matalan to sell Breast Centre merchandise across a range of stores in South Wales £1,289 to date (£10,128 over last 4 years).
- South Gwent Breast Cancer Support Group donated £3,465 in May 2018 – The Group closed after over 20 years, many of whom had had their treatment at UHL and wanted to show their appreciation by donating this money.
- Series of other fundraising activities including sponsored sports events raffles, etc.
 - Gerry Stacey raised £1,164 cycling over 200 miles in 3 days in France in May 2018 – his wife has received treatment for breast cancer (he has raised £2,791 over the last 3 years).
 - Mike Rossiter raised £1,536 by completing the Snowdonia Marathon in October 2018 – Mike has previously received treatment for breast cancer.
 - Mike Hill and friends raised £1,260 by completing the Welsh 3 Peaks in October 2018 – Mike's mum works and has received treatment at the Breast Centre
 - Anita Braine and Marianna Majzonova raised £960 during the month of October for Breast Cancer Awareness month – Marianna is currently receiving treatment for breast cancer and held talks, did office fundraisers and her colleague Anita even dyed her hair pink!
 - Christmas Raffle 2018 organised by staff at the Breast Centre and raised £430
 - Sarah Fisk and Bev Dobbs – St Mellons Golf Club – Bev raised £637 running the Cardiff Half Marathon last year, and Sarah is already on £1,650 on her JustGiving page prior to walking Pen y Fan in February 2019. Sarah is the lady Captain of St Mellons Golf Club and has chosen to support the Breast Centre Appeal during her term which ends in March 2019.
 - Soraya Kelly raised £2000, by holding a charity ball. Soraya is a previous patient of the Breast Centre, and has launched 'The Gloves are On' campaign raising awareness of all cancers.
 - Rachel O'Toole left a legacy of £2,000.
 - Patricia Barry left a legacy of £254.
 - Asda Foundation Leckwith gave £200 as part of the Green Token Giving scheme.
- To note, regular fundraiser, Irene Hicks, at the time of writing has raised £97,000 and is working towards her £100,000 target (£20,000 in 2018/19 – Up to December 2018). Irene raises funds for the Breast Centre Appeal through her own efforts e.g. clothes selling site on Facebook, curry nights, bingo nights, raffles, etc. Irene does not have access to corporate networks/sponsorship and is a member of the public whose family member has been a service user.

- Grant funding from the Bevan Commission of £7,000 for the Baps App. The Breast Axilla Postoperative Support app, otherwise known as the BAPS App has been designed by physiotherapists, a breast cancer surgeon (including Donna Egbeare, Consultant Surgeon at the Breast Centre) and some breast cancer survivors. The app has been designed following constructive feedback from patients about the information on post-operative exercise that is currently available.
-
- This App was launched on Friday 25th January 2019.

As a direct consequence of the above fund raising activities, patient care was further enhanced through a variety of initiatives, including:

- Purchase of enhanced 3D mammogram/biopsy kit – £98,289.20
- Physiotherapy in the McCarthy Suite Gym to provide prehabilitation and rehabilitation for those having treatment at the Breast Centre. This service is proving so popular for patients that a Physiotherapy Assistant funded through the Breast Centre Appeal has been agreed to meet demand and to ensure that all patients having treatment for breast cancer can benefit from this incredibly valuable service.
- Ladies Pamper Evenings
- Complementary Therapies
- Fundraising event costs for Breast Centre Appeal fundraising.
- Administration Support - Wize
- Thank you event for fundraisers to recognise their contributions. This event on 22nd June 2018, which was attended by the Vice Chair, included the formal opening of the gymnasium, which was named The McCarthy Suite. The “Thank You” event will become an annual celebration.

Money raised for the Breast Centre Appeal fund:

2017/2018 was £95,276.45

2018/2019 (up to month 10) is £125,774.56.

Main Breast Centre Fundraising Events Scheduled for 2019:-

- Strictly Top Dancer – May 2019
- Cycling Around the World – June 2019
- Cardiff Half Marathon – October 2019
- Pink Tie Gala Ball – December 2019

The Breast Centre Appeal, forms part of and is managed by Cardiff & Vale Health Charity. Registered Number 1056544.

Account balance at end of March 2018 was £152,000, plus the Mellor legacy of £23,700.

Income for the year was circa £55,000, of which, over £25,000 was directly attributable to the professional fund raising support (which cost £3,000).

The Breast Centre Appeal, forms part of and is managed by Cardiff & Vale Health Charity. Registered Number 1056544.

ASSURANCE is provided by: Compliance with Internal Audit Reports on Fundraising

RECOMMENDATION

The Charitable Funds Committee is asked to:

- **NOTE** the continued success of the Breast Centre Appeal and associated fundraising events/activities undertaken during 2018.

Shaping our Future Wellbeing Strategic Objectives

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

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

Five Ways of Working (Sustainable Development Principles) considered

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

Prevention	✓	Long term		Integration		Collaboration	✓	Involvement	✓
Equality and Health Impact Assessment Completed:		No							

