

Bundle Charitable Funds Committee 11 June 2019

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- 6 Review of the Meeting
- 7 Date and time of next meeting
- 7.1 10th September 2019, Woodlands House



AGENDA
CHARITABLE FUNDS COMMITTEE
11th June 2019 at 9am
Coed y Bwl, Ground Floor, Woodlands House

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 19 th March 2019	Akmal Hanuk
1.5	Action Log of the meeting held on 19 th March 2019	Akmal Hanuk
2.	Items for Review and Assurance	
2.1	Financial Position Report	Chris Lewis
2.2	Fundraising Activity Report	Simone Joslyn
2.3	BSL Training and Awareness update report	Angela Hughes
2.4	Investment Update	Alex Baily (Verbal)
2.5	Staff Benefits Group Update	Peter Welsh
2.5.1	Staff Benefits Group Report	Peter Welsh
2.6	Self assessment of Effectiveness	Nikki Foreman
2.7	Horatio's Garden (garden and costs)	Simone Joslyn
2.8	Scheme of Delegation	Chris Lewis / Nikki Foreman
2.9	Disposal of Rookwood status	Geoff Walsh
2.10	UHB Transport timeframes	Geoff Walsh (verbal)
3.	Items for Approval/Ratification	
3.1	Bids Panel Report	Peter Welsh / Mike Jones
3.2	New Charitable Funds Application	All
3.3	Reminiscence Interactive Therapy & Activities	Ian Wile
3.4	Patient Information Screens	Eira Yassein
3.5	Cardiff and Vale Health Charity Website Proposal	Simone Joslyn
3.6	Arts Programme Report	Simone Joslyn
4.	Items for Noting and Information	
4.1	Barry Hospital Update	Simone Joslyn
5.	Items to bring to the attention of the Board/Committee	Akmal Hanuk
6.	Review of the Meeting	Akmal Hanuk
7.	Date and time of next Meeting	Akmal Hanuk



7.1	10 th September 2019, HQ, Woodlands House	Akmal Hanuk
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**CONFIRMED MINUTES OF CHARITABLE FUNDS COMMITTEE
HELD AT CORPORATE MEETING RM, HQ, UHW
19th MARCH 2019**

Present:

Akmal Hanuk AH Chair

In Attendance:

Joanne Brandon	JB	Director of Communications and Engagement
Mandy Collins	MC	Interim Head of Governance
Nicola Foreman	NF	Executive Director of Corporate Governance
Angela Hughes	AH	Assistant Director of Patient Experience
Fiona Jenkins	FJ	Director of Therapies and Health Sciences
Barbara John	BJ	Business and Operational Manager
Mike Jones	MJ	Trade Union Staff Side
Simone Joslyn	SJ	Head of Arts and Health Charity
Chris Lewis	CL	Deputy Finance Director
Dawn Ward	DW	Independent Member – Trade Unions
John Union	JU	Independent Member – Finance
Peter Welsh	PW	Llandough Hospital General Manager
Alun Williams	AW	Acting Financial Services Manager

Secretariat:

Sheila Elliot

Apologies:

Maria Battle MB Chair

CFC19/03/001	WELCOME AND INTRODUCTIONS	ACTION
	<p>The Chair welcomed everyone to the meeting.</p> <p>Mandy Collins, Interim Head of Governance introduced herself and was welcomed by Akmal Hanuk, Chair and the Committee</p>	
CFC19/03/002	APOLOGIES FOR ABSENCE	
	Apologies for absence were noted.	
CFC19/03/003	DECLARATIONS OF INTEREST	
	No interests were declared.	
CFC19/03/004	MINUTES OF CFC MEETING HELD 11 DECEMBER 2018	
	Resolved - that	

	(a) The Committee received and approved the minutes of the last meeting	
CFC19/03/005 CFC 18/075	<p>ACTION LOG FOLLOWING THE LAST MEETING</p> <ul style="list-style-type: none"> British Sign Language Training and Awareness was an ongoing activity and training sessions were spread over the year. A report will be received at the next meeting <p>Resolved - that</p> <p>(a) The Committee received the Action Log from the December meeting and noted the update.</p>	AH
CFC19/03/006	<p>BENEFITS OF COLOUR ENHANCING THE PATIENTS MEALTIME An update was presented by Peter Welsh and discussed.</p> <ul style="list-style-type: none"> Crockery had been delivered to all sites and was in use. It had proved extremely popular with patients, staff and relatives. The crockery was easy to use with the high lip, eye-catching and homely. One or two items had broken or gone missing and some items damaged as they were not microwave-safe, but apart from that they had a life-time guarantee This initiative supports our nutrition and good eating habits Fiona Jenkins, Director of Therapies and Health Science would check whether there has been less food waste since the crockery had been introduced A note on the menus, would be made stating that the crockery had been provided by the Charitable Funds Committee There was discussion on whether patients, staff and relative could buy items. The proceeds could be used to replace stock. It was noted that some people would not be able to afford to buy items, alternatively, we could ask for a charitable donation. If there was a Charitable Funds shop in the Concourse items could be sold or donations made. The Director of Corporate Governance would check whether the Charitable Funds Committee would be able to sell items, from a governance perspective <p>Resolved – that:</p> <p>(a) The Committee noted the update on the enhancing crockery scheme.</p>	FJ FJ NF
CFC19/03/007	<p>FOOD SENSE WALES The Head of Arts and Health Charity introduced the report which was for noting and there was some discussion.</p> <ul style="list-style-type: none"> It was noted that this was good for those who did not always have the chance to eat healthily 	

	<ul style="list-style-type: none"> • The Director of Therapies and Health Science would check on the success of this project at the next Nutrition and Catering Meeting and would report back to the Committee • It was noted that it would have been helpful to have a cover sheet included with the report as there was no one present to explain it further. • It was noted that the assurance risk was the responsibility of Nutrition and Catering and not the Charitable Committee <p>Resolved – that:</p> <p>(a) The Committee noted the report</p>	FJ
CFC19/03/008	<p>BIDS PANEL REPORT Mike Jones, Trade Union Staff Side introduced the report.</p> <ul style="list-style-type: none"> • It was noted that the Panel was working well and most bids were now accepted as the correct criteria was being followed • Recent bids had primarily been for wards and departments. • Communications was improving and the profile of the Charitable Funds Committee was more visible. Recent initiatives had helped. • A representative from the Clinical Board should be present when a bid is requested – otherwise the bid won't be reviewed • The staff recognition awards was a great event and was a good staff incentive. • Discussion followed regarding requests for new awards, of which there were quite a few. This should be limited so that the evening event would not take too long • A celebration meeting was suggested as an alternative to an award and this could showcase the good things which have occurred as a result of the funds provided by the Charitable Funds Committee and the impact the monies can make • To be discussed further at the next meeting <p>Resolved – that:</p> <p>(a) The Committee noted the report</p>	SJ
CFC19/03/009	<p>FINANCIAL POSITION REPORT Chris Lewis, Deputy Director of Finance introduced the report</p> <ul style="list-style-type: none"> • The investment portfolio was looking good, despite the fact that £750k was taken out of the account earlier in the financial year • Internal Audit of the Committee funds noted there were a large amount of dormant funds. • It could be that some dormant funds could be moved into the active funds after a period of time, maybe six months • Dormant funds with the value of £10k were being targeted with a view to spending the money appropriately <p>Resolved – that:</p>	

	(a) The Committee noted the report	
CFC19/03/010	<p>FUNDRAISING REPORT The Head of Arts and Health Charity introduced the report.</p> <ul style="list-style-type: none"> • It was agreed that the website was unwieldy and the support company were slow to respond to change requests. • The contract was up for renewal in May 2019. There were ongoing discussions on whether the website would be brought in house • £100k was raised following the Cardiff half-marathon which was a good result • The team acknowledge that not all events should be based on physical activity and were trying to be creative in organising different types of events • The format of this report is helpful. However it would be good to include how much an event costs to host, to ensure complete transparency • It was noted that events would provide ‘hidden benefits’ such as raising the profile of the Committee • Costs setting up an event should be charged against the appeal, not against Charitable funds • It was noted that one member of the general public had raised just over £100k single-handedly which was a huge achievement <p>Resolved – that:</p> <p>(a) The Committee noted the report</p>	
CFC19/03/011	<p>FINANCIAL OUTLOOK 2019/2020 The Deputy Director of Finance introduced the report.</p> <ul style="list-style-type: none"> • There are some large commitments over the next year and therefore monies available from the General Purpose Fund would decrease • It should be noted that the General Purpose Fund was affected by the stock market, be it good or bad • There was a strong cash balance and liquidity • It was suggested that we look at the delegated funds at a workshop or the next Board Development day <p>Resolved – that:</p> <p>(a) The Committee noted the update</p>	NF/CL
CFC19/03/012	<p>HORATIO’S GARDEN The Head of Arts and Health Charity introduced the report.</p> <ul style="list-style-type: none"> • Care was needed that the project demonstrated transparency and governance, particularly as the project had a large ceiling of £500k (inc VAT). The expected costs at the moment were circa £425,000. • After discussion the Committee requested assurance that the money would be well-spent and that good value for money would be achieved 	

	<ul style="list-style-type: none"> • It was suggested that the Rookwood Fund might be a more appropriate place for the monies to be granted rather than Charitable Funds. However, it had already been agreed previously that the monies would come from Charitable Funds. • The original agreement needed to be looked at more closely as members of the Committee were not aware of the detail of the project. The neuro garden was incorporated in the development of Horatio's garden, although the upkeep of the neuro garden going forward would be provided by another source • The proposal needs greater scrutiny and clarity. A more detailed paper needs to be brought to the next meeting which brought all the elements of the garden together including costs. <p>Resolved – that:</p> <p>(a) The Committee requests further clarity on the project</p>	SJ
CFC19/03/013	<p>ANNUAL REPORT OF THE CHARITABLE FUNDS COMMITTEE The Director of Corporate Governance introduced the item for approval</p> <ul style="list-style-type: none"> • The Annual Report of the Committee was brought to ensure that the Committee was fulfilling its' purpose. • There should be three Independent Members and three Executive Directors. The current number of Executive Directors need to be addressed. <p>Resolved – that:</p> <p>(a) The Committee approved the report</p>	NF
CFC19/03/014	<p>TERMS OF REFERENCE CHARITABLE FUNDS COMMITTEE The Director of Corporate Governance introduced the item for approval</p> <ul style="list-style-type: none"> • It is important to ensure correctness and that the right people with the right experience are on the right committees across the Board. <p>Resolved – that:</p> <p>(a) The Committee approved the report</p>	
CFC19/03/015	<p>TERMS OF REFERENCE BIDS PANEL The Director of Corporate Governance introduced the item for approval</p> <ul style="list-style-type: none"> • Any comments need to be forwarded to Nicola Foreman before Thursday 21st March in time for inclusion in the Trustee's meeting on 28th March 2019 <p>Resolved – that:</p> <p>(a) The Committee recommended the report be approved by the Board.</p>	

CFC19/03/016	<p>WORKPLAN The Director of Corporate Governance introduced the item for approval</p> <ul style="list-style-type: none"> • The Work-plan was based upon the Terms of Reference. • A three-year strategy needed to be put in place to ensure direction of travel. • A draft paper is to be brought to the June meeting • Investment Fund Managers present to us twice a year. This contract is up for renewal in 2019/2020. • The Trustees signed this off following recommendation from the committee <p>Resolved – that:</p> <p>(a) The Committee recommended that the work-plan be approved by the Board.</p>	JB/SJ
CFC19/03/017	<p>ANNUAL EFFECTIVENESS REVIEW The Director of Corporate Governance introduced the item for approval</p> <ul style="list-style-type: none"> • Self-assessment was important and would be carried out via Survey Monkey • An action plan will be brought to the June meeting <p>Resolved – that:</p> <p>(a) The Committee approved the format of the Effectiveness review</p>	NF
CFC19/03/018	<p>MEMORANDUM OF UNDERSTANDING The Director of Corporate Governance introduced the item for approval</p> <p>Resolved – that:</p> <p>(a) The Committee recommended approval the MOU which would be approved by the Trustee.</p>	
CFC19/03/019	<p>CORE / NON-CORE FUNDING GUIDANCE The Director of Corporate Governance introduced the item for approval</p> <p>Resolved – that:</p> <p>(a) The Committee noted this had received legal-signoff and recommended approval by the Trustee.</p>	
CFC19/03/020	<p>CHARITABLE FUNDS EXPENDITURE APPROVAL (WASTE BINS)</p> <ul style="list-style-type: none"> • Discussion was carried out on the report and it was decided that this item did not fall under the Charitable Funds remit. • The Director of Corporate Governance will notify the appropriate parties of the decision 	NF

	<p>Resolved – that:</p> <p>(a) The Committee will not approve this item</p>	
<p>CFC19/03/021</p>	<p>UHB TRANSPORT SOLUTION PAPER</p> <p>The Director of Communications and Engagement introduced this report.</p> <ul style="list-style-type: none"> • There was full and detailed discussion regarding this solution. • The parking situation was a huge, emotive issue both at UHW and UHL and staff and patients were suffering. • A large car park at UHL had been removed. • Cardiff Bus are reducing the current bus services to Llandough. • On both sites clinics and operations had been affected, staff were frustrated and unhappy, and the situation in part contributing to sickness absence. • Patients were very distressed when they missed their appointments due to inability to park. • The current situation was intolerable, causes excessive and unnecessary stress and needed addressing. • The Committee were in complete agreement with the proposals which were improving the health and wellbeing of staff and patients alike. • The proposal was in line with the Health and Lifestyle Travel policy of the Board which encouraged a more active lifestyle, encouraged people to use public transport and not their cars. It aligned with the development of the Cardiff and Vale sites and also the Sustainable Travel policy of the Welsh Government. • The cost of the total solution from Cardiff Bus for one year was estimated at £381,854. • The Committee were worried that once the pilot project was in place (if successful) it could not be taken away. Therefore there would be recurrent annual charges of circa £382k. • The Committee were worried that if they financed the pilot project they would be expected to continue financing this project every year, which is an unsustainable option for the Committee, and also not the purpose of the Committee Funds. • There was discussion on whether some dormant funds could be utilised but it was then agreed that this was not appropriate. Therefore there was discussion on the right way forward. • It was thought that the Welsh Government would not provide funds for this • It was thought that if the pilot were successful then annual charges would thereafter be incorporated within the operational costs. However, the Committee would like this to be confirmed. • Various discussions then took place on how the cost of £382k could be reduced. • Trusts and Estates had been liaising with Cardiff bus with regards to the proposal and Cardiff Bus had said that the shortest pilot period they would consider was one year. The Committee would refer to Trusts and Estates to request a shorter pilot period reducing the costs. • There should be some measurements on the success of the pilot 	

	<p>project. If the project was shortened to either three or six months this would still give indications on whether the project would be a success.</p> <ul style="list-style-type: none"> • There were discussions on whether all items included in the proposal were equally important and which the biggest priorities were. • As part of the Welsh Government Transport Policy all local parties had been involved, including the Local Authority, Cardiff Bus, Cardiff Council, Enterprise cars and data from these consultations was available. • Priorities of the use of Charitable funds were discussed • Chris Lewis, Deputy Director of Finance was concerned that £382k expenditure for this project from the General Purpose Funds could impact on other already agreed commitments which might have to be deferred due to lack of funds. <p>Resolved – that:</p> <p>(a) The Committee were in complete agreement with the proposals which would improve the health and wellbeing of staff and patients alike. The benefits were seen but the costs unsustainable to the Charitable Funds Committee.</p> <p>(b) It was agreed that a discussion would be held at the Trustee Meeting in March</p>	NF
CFC19/03/022	<p>REMINISCENCE INTERACTIVE THERAPY AND ACTIVITIES (RITA) No lead executive to introduce this.</p> <ul style="list-style-type: none"> • This would be reviewed at next meeting when there will be confirmation on whether four or five items are to be purchased • The Director of Corporate Governance will notify the appropriate parties of the decision <p>Resolved – that:</p> <p>(a) The Committee noted the report</p>	NF
CFC19/03/023	<p>TEAM SUSTAINABILITY</p> <ul style="list-style-type: none"> • There was the ability to sign up for events on website <p>Resolved – that:</p> <p>(a) The Committee noted the report</p>	
CFC19/03/024	<p>PLATFORM EVENTS</p> <ul style="list-style-type: none"> • A nursing conference was held bi-annually at the City Hall with good attendance costing £20k to host. Chris Lewis, Director of Finance would arrange for funds to be available for the next conference. <p>Resolved – that:</p>	CL

	(a) The Committee noted the update.	
CFC19/03/025	<p>ANNUAL FUNDRAISING REPORT BREAST CENTRE APPEAL</p> <p>The General Manager of UHL introduced the paper and gave an update on the appeal</p> <p>Resolved – that:</p> <p>(a) The Committee noted the paper</p>	
CFC19/03/026	<p>REVIEW OF MEETING</p> <p>There were some difficult business cases to discuss and it was felt that the meeting went well overall.</p>	
CFC19/03/027	<p>DATE AND TIME OF NEXT MEETING</p> <p>The next meeting will be held on the 11th June 2019 9.00am – 12.00pm Corporate Meeting Room, Headquarters</p>	
CFC19/03/028	<p>ANY OTHER URGENT BUSINESS</p> <p>There was no other business to raise.</p>	

ACTION LOG
FOLLOWING CHARITABLE FUNDS COMMITTEE MEETING
19th March 2019

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
Actions Completed					
CFC19/03/020	Charitable Funds Expenditure Approval (Waste Bins)	Advise that this is not a Charitable Funds Committee matter		Nicola Foreman	Completed
CFC19/03/013	Annual Report of CFC	Agree three Executive Directors for the Committee		Nicola Foreman	Completed - Approved by Board 30 May
CFC 19/03/021	UHB Transport Solution Paper	Agreed that a discussion would be held at the Trustee meeting in March		Nicola Foreman	Completed
Actions In Progress					
181/075	BSL Training and Awareness	Report back to Committee	11/06/2019	Angela Hughes	To Committee in June
CFC19/03/006	Benefits of colour enhancing patients mealtime	Has there been less food waste since the introduction of new crockery	11/06/2019	Fiona Jenkins	To Committee in June – verbal update
CFC19/03/006	Benefits of colour enhancing patients mealtime	Make a note on the menus that the CFC provided the crockery not the NHS	11/06/2019	Fiona Jenkins	To Committee in June – verbal update
CFC19/03/006	Benefits of colour enhancing patients mealtime	Can the Charitable Funds Committee sell items?	11/06/2019	Nicola Foreman	To Committee in June – verbal update
CFC19/03/007	Food Sense Wales	Report on success of the project	11/06/2019	Fiona Jenkins	To Committee in June
CFC19/03/008	Bids Panel Report	Further Discussion on new awards or a 'Celebration meeting' instead	11/06/2019	Simone Joslyn	To Committee in June – verbal update

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
CFC19/03/010	Fundraising Report	Advise on charging costs against the appeal and not the charity	11/06/2019	Nicola Foreman	To Committee in June
CFC19/03/011	Financial Outlook	Look at delegated Funds at workshop or next Board Development day		Nicola Foreman / Chris Lewis	A workshop of the CFC to be arranged in September.
CFC190301	Horatio's Garden	In-depth report into the details of the garden and costs	11/06/2019	Simone Joslyn	To Committee in June
CFC19/03/016	Workplan	Investment Fund Managers Contract	11/06/2019	Chris Lewis	To Committee in June – verbal update
CFC19/03/017	Annual Effectiveness Review	Produce Action Plan	11/06/2019	Nicola Foreman	To Committee in June
CFC19/03/022	Reminiscence Interactive Therapy & Activities	Request further information regarding proposal	11/06/2019	Steve Curry	To Committee in June
CFC 19/03/007	Food Sense Wales	The Director of Therapies and Health Science would check on the success of the project at the next Nutrition and Catering Meeting and report back to the committee	11/06/2019	Fiona Jenkins	To Committee in June
Actions referred to committees of the Board					
CFC19/03/021	UHB Transport Solution Paper	Further discussion at March Board		Nicola Foreman	Discussed and agreed at Charity Trustee 28.03.2019 – Completed

Report Title:	CHARITABLE FUNDS FINANCIAL POSITION REPORT FOR THE PERIOD ENDING MARCH 2019			
Meeting:	Charitable Funds Committee			Meeting Date: 11th June 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 12 month period ended 31st March 2019.

Statement of Financial Activities

The Statement of Financial Activities covers the financial transactions that have taken place throughout the period ended 31st March 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 March 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	1,096	902	1	1,999
Total Resources Expended	-1,258	-677	-2	-1,937
Net Incoming/(outgoing) Resources	-162	225	-1	62
Gains/(Losses) on Investment Assets	237	99	1	337
Net Movement in Funds	75	324	0	399
Fund Balances carried forward March 2019	6,134	1,987	2,523	10,644

The above table shows the Charity generated £1.999m of income, it also spent £1.943m and therefore had net expenditure of £0.056m.

In addition, the charity also had market value gains on its investments of £0.337m 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 £0.399m.

Summary Balance Sheet as at 31st March 2019

	Opening Balance 1.4.18 £'000	Closing Balance 31.03.19 £'000
Fixed Assets	8,957	8,594
Net Current Assets / Liabilities	1,288	2,050
Total Net Assets	10,245	10,644
Unrestricted Funds	2,523	2,523
Restricted Funds	1,663	1,987
Endowment Funds	6,059	6,134
Total Funds	10,245	10,644

Of the closing fixed asset balance, £2.480m relates to Rookwood Hospital with the balance of £6.114m relating to the investment portfolio.

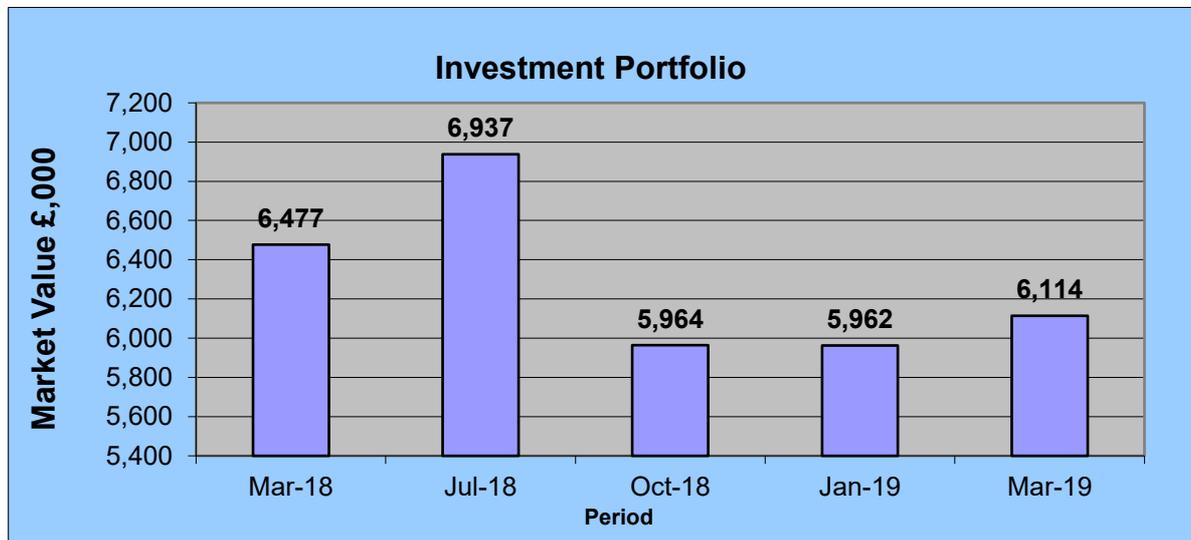
Of the net current assets closing balance of £2.050m, some £1.848m is supported with cash with the balance being net current assets of £0.202m.

The fund balances have increased by £0.399m in the period to £10.644m.

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

	Fund Balances 31st March 2019 £,000
Unrestricted Non-Delegated	444
Unrestricted Delegated	5,690
Total Unrestricted	6,134
Diabetes	12
UHW General	355
Education & Training	20
Staff and Patient Welfare	972
Research and Development	626
ECCO	2
Total Restricted	1,987
Catherine Jenkins	43
Rookwood Hospital	2,480
Total Endowment	2,523
Total Funds	10,644

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



Finance Summary

The investment portfolio started the financial year with a market value of £6.477m. The value has decreased to £6.114m at the end of March 2019, however this includes a withdrawal of a realised gain of £0.700m, therefore resulting in a market value gain for the period of £0.337m 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 £0.399m in the current year to £10.644m. This increase represents net income of £0.062m and market value gains of £0.337m.

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>			



Report Title:	Fundraising Report				
Meeting:	Charitable Funds Committee			Meeting Date:	11 th June 2019
Status:	For Discussion	For Assurance	For Approval	√	For Information
Lead Executive:	Executive Nurse Director				
Report Author (Title):	Head of Arts and Health Charity				

SITUATION

Cardiff and Vale Health Charity (“the Health Charity”) is the official charity and working/trading name of Cardiff and Vale University Health Board General Purposes Charitable Fund, Charity Registration Number 1056544.

The day to day work related to the Health Charity is performed by the Health Charity Team and the Charity Office. The function of the Charity Office is to maintain a register of fundraising activities, support fundraising activities, and ensure that fundraising activities are undertaken in accordance with principles of best practice and pose no risk to the reputation of the UHB and the brand of the Health Charity.

This report is provided to the Charitable Funds Committee on a quarterly basis.

REPORT

BACKGROUND

This report covers the progress and activities of the Health Charity for the period 1st March - 31st May 2019.

ASSESSMENT

Attached documents:- Fundraising Report

ASSURANCE is provided by:

- Increased visibility and awareness of the Health Charity across Cardiff and the Vale of Glamorgan
- Increased patient, staff and public engagement with Health Charity events and fundraising
- Fundraising performance during the report period

RECOMMENDATION

The Charitable Funds Committee is asked to:

APPROVE the progress and activities of the Health Charity as advised.

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>								

CARDIFF & VALE HEALTH CHARITY FUNDRAISING REPORT MAY 2019

Cardiff & Vale Staff Lottery

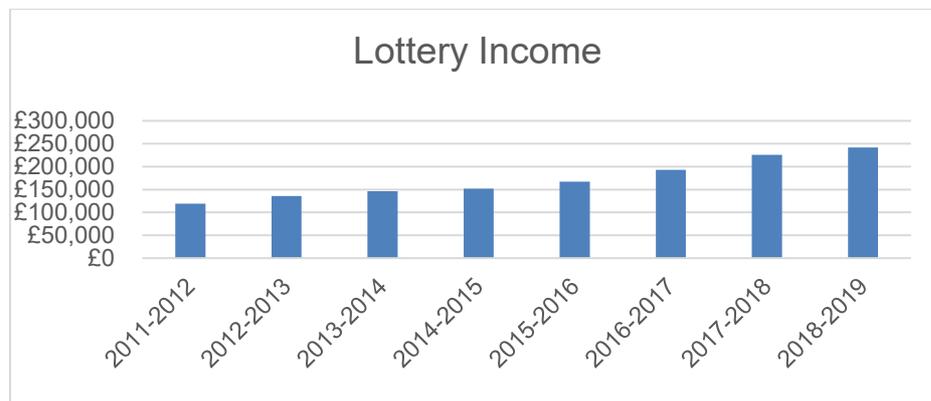
The Staff Lottery Super Draw will take place on Friday 27 September 2019 at the Boardroom, University Hospital Llandough, and will include four £1,000 winners and a grand prize of £5,000.

As of the beginning of May 2019, there are currently 4661 numbers assigned to the Staff Lottery.

We proposed that attracting 96 new members to the Staff Lottery would recoup the cost of the Super Draw prize over the following 12 month period. The Health Charity is 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 2018/19.



Communications update:

We have designed a graphic that has been used across Facebook, Twitter and the display screen network to promote sign-ups for the Staff Lottery Super Draw. This has gone extremely well with lots of likes, comments, shares and retweets across all channels which has encouraged more people to sign up to the Staff Lottery.

APPEALS



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

- Haverfordwest Ladies Circle have been fundraising for the Better Life Appeal over the previous year and raised £6000. They recently visited the Cystic Fibrosis Ward at Llandough to handover a cheque to Dr Ketchell and his team.
- Kathie Martin-Rudge MBE held a Caribbean fundraising evening on Saturday 18th May and raised £1,100. The event was a great success, selling out of all the tickets and holding a raffle and auction on the night.
- The Inaugural Mouse Racing Championships at Afan Tavern Pub in Cwmavon took place recently and was organised by Katie Davies and her dad David. They raised £1352.00 from this event and they are continuing to fundraise for the rest of this year by having collection tins in their uncle's bar and hosting other fundraising events. This will culminate in a final event in January 2020 at a triathlon in Australia.



Upcoming events

Beth Clarke, a patient at the Cystic Fibrosis Unit is organising an 80's music night at the Paget Rooms in Penarth on 26th July and also a Great Gatsby evening in November to raise money for the Better Life Appeal.

The Better Life Appeal Committee will be organising a barn dance on 19th October at Colwinston Village Hall, Cowbridge. There will be 100 tickets at £20 each, plus raffle and auction on the night.

Our Orchard • Ein Berlan



Our Orchard exhibited a show garden at the Royal Horticultural Show (RHS) in Cardiff, on 12th-14th April 2019. It was a great success and we are pleased to announce we won a Silver-Gilt medal and the Best Blossoming Bed awards in the competition. The entry was designed by Eileen Wood and supported by Hester Adams.

It was a team effort with support from Men's Shed Cardiff, Natural Resources Wales, the activities team at Hafan y Coed and the Health Charity Team.

Awareness of the Orchard was increased significantly during the three days at the show with plenty enquires of how to sponsor a tree as well as giving out 700 booklets and flyers with information relating to Our Orchard.

Our Fundraising Team are currently sourcing community grant opportunities and have applied to Tesco Community Fund, Screwfix Community Fund, Toyota, Renishaw Engineering, EvaBuild, Tata Steel and Savills amongst others.

We are currently looking at ways of increasing our engagement of community groups of volunteers into the Orchard this year. This includes contacting local businesses who release staff for volunteering days, whilst facilitating the volunteering days at the Orchard each week.

A Welsh Three Peaks event is being organised for 22nd September to raise money for the Orchard. We are working on gaining sponsors for the event and encouraging staff and the local community to sign up for the challenge by contacting local gyms, leisure centres and walking groups.

Communications Update

The main focus of our communications activities for Our Orchard was RHS Cardiff. We designed a promotional booklet and leaflet on how to sponsor a tree and we gave out 700 copies to visitors to the stand.

Our Orchard website hosted a specific section relating to the RHS Cardiff entry and information about our entry. We also published a blog on the website which we then shared on social media. The blog was read 376 times.

We wrote news five stories which were picked up by Penarth Times, Wales 247 and Cardiff Times. We appeared on the TV on Ffermio, Prynawn Da and Clic. We also appeared on BBC Radio Wales Wynne Evans Show live broadcast from RHS Cardiff talking about Our Orchard.

We used social media to tell everyone about the work we were doing for RHS Cardiff, Facebook, we created 65 posts reaching 51,530 people, Twitter, we created 202 posts reaching 71,540 people **Total social reach of RHS Cardiff - 123,070 people**



Fundraising awareness and activities for the Breast Centre Appeal continues to go from strength to strength.

- **Strictly Top Dancer 2019** – This event is due to run on Saturday 18th May 2019 – money raised via Just Giving has already reached £11,411.00.

- This annual event has been altered to have dancing couples this year, but there is already discussion of returning to team dances next year which increases the fundraising capability.
- **Pink Tie Gala Dinner 2019** – ticket sales are already going well for this event being held in December 2019 – half of the available seats have already been sold, and we are actively promoting this through our usual channels.
- At the time of writing, Irene Hicks' fundraising total has reached £107,000, with an incredible £9,000 being donated since March 2019. The Health Charity and Breast Centre Committee held a thank you event for Irene and her volunteers in April which was very well received, and Irene continues to pay in large sums of money to the Breast Centre appeal on a regular basis.
- A special mention should go to one of our own team, Jayne Catherall, who ran the London Marathon for the Breast Centre Appeal in April 2019. This was a lovely story to follow to enable us to raise awareness of our appeal and show how committed we are as a team of fundraisers. Jayne raised a total of £1,720.00 by completing this incredible challenge.
- The planned cycle event due to be held in June 2019 has been cancelled due to unforeseen circumstances. There were no costs incurred by the Health Charity or Breast Centre Appeal.



Breast Centre Appeal fund totals raised:

- 2017/2018 – year end fig. £95,276.45
- 2018/2019 – year end fig. £141,695.56

Communications Update:

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

Since the last report, Breast Centre stories have included:

- Irene Hicks and team thank you event.
- Physiotherapy assistant employed to assist the physiotherapist in providing pre-rehabilitation and rehabilitation for those having treatment at the Breast Centre.

- Lending library has been established, funded by the Breast Centre Appeal to enable free and easy access to recommended reading for those receiving treatment, and their families.
- Cardiff artist Rachel Hannah who generously donated a piece of artwork for the Breast Centre appeal at the end of last year is continuing to support the appeal. Through this initial contact, Rachel is currently exhibiting her artwork outside the Hearth Gallery at Llandough Hospital.

NHS Big Tea

The NHS Big Tea campaign will run from Monday 24th June – Sunday 7th July. The aim of the campaign is to encourage everyone to hold their own tea parties to celebrate the anniversary of the NHS.

Our Fundraising Team are engaging with the local community to discuss the possibility of holding their tea parties in local schools, cafes and community groups.

The Catering Teams within the Health Board are planning to provide a cake for each patient with their afternoon tea round on Friday 5th July. The Health Charity will support wards with the provision of bunting and balloons to create a tea party atmosphere. A collection tin will be provided to each area for Health Charity donations.

Colleagues from Unison are holding tea parties during May to help create awareness and income for the campaign, whilst the Management Executive Team Meeting will be holding a tea party on 17th June.

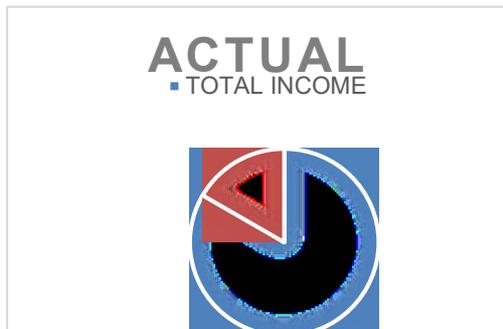
Fundraising Events

Bed Push 2019

Blue skies and high fives were the order of the day as Cardiff and Vale University Health Board staff came out in force to support their local hospital charity at the annual Cardiff Bay Bed Push event on Sunday 12 May 2019.



Hundreds of people came down to Cardiff Bay Barrage for the second Bed Push Challenge to support Doctors, Nurses, Allied Health Professionals, Health Board Staff and corporate supporters Admiral Law who were raising money for wards and departments through Cardiff & Vale Health Charity.



Income £3,140
Expenditure £626
Profit £2,514

The atmosphere was electric, with music and cheers of encouragement which could be heard from one side of Cardiff Bay to the other.



Fourteen teams took part in the Battle of the Beds, hoping to be crowned fastest team, racing their themed bed from one side of the barrage to the other. There were also prizes also for the most amount raised for Cardiff & Vale Health Charity as well as for the best decorated bed.

Team Pod Pushers won the Bed Push Challenge with the fastest time and the team 'Choose Life' won the Bed Dressed Bed competition with their 1980's themed entry.

PROP Summer Fun Day

The Prop Appeal's family fun day in the lovely green gardens of Rookwood Hospital will be held on Saturday 3rd August and will bring together families of patients currently at the Neurosciences Specialist Rehabilitation Unit for a wonderful afternoon of fun.

The day will include food, all kinds of games, face painters and music. There will also be some great raffle prizes on offer. Funds from the raffle will help the Prop Appeal support patients from all over Wales who are rehabilitating from brain injuries at the unit; many of whom will spend a long time in hospital before they go home.



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.

Once again, music band Pip and the Cherries, have donated their services for free and preparations are well underway.

PROP Appeal fund totals:

- 17-18 Income £16,265.17 Closing Balance £38,044.63
- 18-19 Income £46,666.53 Closing Balance £46,118.68

Communications Update

The Cardiff Bay Bed Push Challenge was widely publicized on social media, our website and display screen network. We wrote five news stories which appeared in the Penarth Times, Cardiff Times and on the Wales 247 website.

We reached almost 84,000 people with our messages on social media. Twitter - 67 Tweets reached 45,813 people. Facebook - 36 Facebook posts reached 38,037 people
Video - 153 views.

Brain Injury Awareness Week was held on 20-24 May and we promoted the work of the PROP Appeal in improving patient experience across our social media channels.

Cardiff Half Marathon – 2019

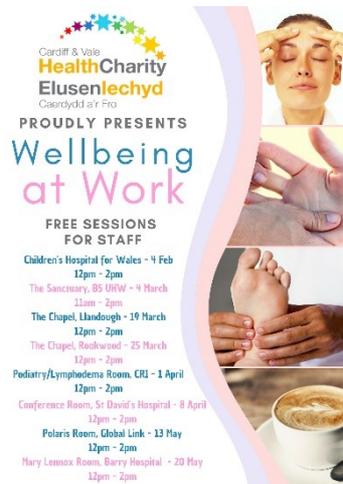
Looking forward to October, the Health Charity is keen to continue the success of the 2018 run. We have committed to the Platinum package which includes 100 charity running spaces and are delighted to have allocated over 50 spaces. Social media campaign is taking place to drum up runners for #teamhealthcharity and display screen images have been designed for this for use across all hospital sites looking forward to October, 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 and are delighted to have allocated over 50 spaces.



Communications Update

We are regularly posting information about our Cardiff Half Marathon spaces on social media. On the display screen network and in local running groups to encourage people to sign up.

Wellbeing @ Work



We are halfway through the Wellbeing@Work programme for this year with 16 wellbeing events already taken place. We have a further 15 events planned until December this year.

The Wellbeing@Work sessions have attended the Surgery and C&W celebration events which have proved very popular and the aim now is to attend smaller venues within departments and clinical areas so that a member of staff can take over this initiative in the future.

Feedback from members of staff attending the events has been extremely positive and they have enjoyed the break to indulge in a relaxation massage.

Recruitment for charity champions, staff lottery, 'In for a Penny' and our fundraising events has increased due to these 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.

Our Legacy income for 2018 -'19 was **£ 739,841.86**. We look forward in 2019 to focussing on developing our Legacy Strategy and Legacy Awareness raising campaign which will assist us in increasing our incomes through 'Gifts in Wills' from our supporters

We have commenced an awareness campaign to promote and share information with our supporters, staff and patients. We are further developing this to engage more widely with the general public in Cardiff and the Vale of Glamorgan in a variety of ways, to maximize our potential legacy donations.

We are developing our staff so that they become confident in introducing the subject of legacy giving into fundraising conversations, in a sensitive and considerate manner. We will liaise with CAVUHB Governance Department and our legal consultant in charity law, to ensure our Gift in Will information complies with legal requirements and advises prospective donors of the appropriate sources to receive legal advice.

Communications update

We have produced and circulated an information leaflet to advise supporters and donors that they can leave a gift in their will to Cardiff and Vale University Health Board. This has been used on social media to encourage donations to the Health Charity.



Health Charity website

The current contract with Big Pixel has expired and we are currently out to tender for a new provider. We have continued to post news stories, events and updates to the website and share them across our social media channels.

Social Media accounts – Facebook and Twitter

We have been increasingly using social media to get messages out to our followers, during the past three months, Facebook has increased 340 likes and Twitter has increased by 177 followers.

We've been lucky to engage with some really influential tweeters such as Michael Sheen, Wyburn and Wayne and Cardiff Times.

Events in 2019

June-July	NHS Big Tea	UHB Wide
3 rd August	Prop Summer Fund Day	Prop Appeal- Rookwood Hospital Grounds
22 nd September	Welsh Three Peaks Challenge	Orchard/Make it Better fund
18 th October	Blue Tie (Prop) Ball	Prop Appeal – Cardiff City Football Club
7 th December	Pink Tie Gala Dinner	Breast Centre Appeal

Other Communication updates

- We were delighted to attend the Cardiff Life Awards on 21st March 2019, as Finalists in the “Charity of the Year” category.

Staffing Update

- We have recruited a Fundraising Support Officer, funded by the Orchard Project whose remit includes: increasing volunteer activity; liaising with onsite clinical services to provide therapeutic activity in the area and linking with community payback team.
- We have recruited 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 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).

Our discussions with Finance to discuss the long term sustainability of the Health Charity and Arts & Engagement Team are ongoing. The proposal for this will be submitted for consideration and approval to the Charitable Funds Committee meeting in September 2019.

Report Title:	BSL Training and Awareness Update Report				
Meeting:	Charitable Funds Committee			Meeting Date:	11 th June 2019
Status:	For Discussion		For Assurance	For Approval	For Information x
Lead Executive:	Executive Nurse Director				
Report Author (Title):	Assistant Director of Patient Experience				

SITUATION

This report provides and update on BSL Training and Awareness.

REPORT

This paper provides an update to the Committee following the support of this bid.

Following a Public Meeting in January 2018 we took some immediate, short term and longer term actions based upon the feedback from the deaf/ hard of hearing community.

In July 2018 we met with members of the deaf community to ensure that our plans were changes that they wanted to the service.

It was clear that we needed multi-channel communication.



There has been significant work undertaken in Medical Records to identify people on our system who require either a BSL interpreter or a technological solution. We are booking interpreters promptly, recording preferences for named interpreters etc

BSL Training

We have over the next year 2019 planned training sessions for staff. Feedback has been very positive. The poster acknowledges the support of the charity.

- 1) BSL Equality Training
- 2) BSL Taster sessions

BSL Charter

June 19th 2019 the Health Board will sign the BDA charter with the deaf community. This is a public commitment to the pledges'. We will be the first Health Board in Wales to sign the charter. The Charity is acknowledged on the charter.

Pledges

1. Ensure access for Deaf people to information and services

Pledge: Deaf people will get the same quality of provision, information and standards and the same right to be consulted as everyone else.

This will make more Deaf people (include those who have problems with written information) aware of services and able to access these independently. It will also ensure compliance with the Equality Act 2010.

2. Promote learning and high quality teaching of British Sign Language (BSL)

Pledge: The families of deaf children and Deaf young people and local authority/public service employees will have access to BSL lessons from suitably qualified teachers.

This will improve communication and bonding between parents/carers, children and siblings, reduce Deaf people's isolation and improve relations between Deaf and hearing people.

3. Support Deaf children and families

Pledge: At the point of diagnosis of deafness, health and education providers will offer parents genuinely informed choices, including a bilingual/bicultural approach.

This will increase Deaf people's academic achievement and job opportunities and enhance family life by improving communication between children, parents/carers and siblings.

4. Ensure staff working with Deaf people can communicate effectively in BSL

Customer-facing staff will have basic BSL skills. Specialist staff will have higher-level BSL skills so they can deliver good services to Deaf people without needing interpreters.

This will improve customer satisfaction and reduce the need for BSL/English interpreters when providing specialist services for Deaf people.

5. Consult with the local Deaf community on a regular basis

Pledge: Deaf people will have the right to be consulted on services or changes to services that affect them and to have input into consultations alongside other forums and user groups.

This will improve services for Deaf people, empower Deaf people and free them up to contribute more to the local community.

We will then work with the BDA to help fulfill the pledges that we sign up to;

Over the next year we will deliver 6 **Deaf Awareness Training and Start to Sign** with Action on Hearing loss

This will focus on our environment, characteristics of deafness, communication methods

There will be consideration of the ways in which we can support our deaf/ hard of hearing patients to improve their experience

In summary we have listened to our deaf community and worked with them to try to improve their access to services and their experience of the services. This has been a true partnership and their support has been invaluable

Actions to date

- An immediate action was to establish an E mail dedicated to deaf people pe@wales.nhs.uk
- All Wales Task and Finish group to improve access for people who are deaf/ hard of hearing to raise concerns –this has been completed and will be shared across Wales
- From April 2019 in the concerns team we have a sign video number in use for people who are deaf/ hard of hearing to contact us directly
- We have made Improvements in our medical records department to book interpreters
- We are thanks to the Charity’s kind support undertaking a programme of Deaf awareness training and basic BSL training for over 500 staff
- We are increasingly using technology –in primary and secondary care we have a project in 3 GP practices which is part of the Bevan Exemplar program.

RECOMMENDATION

The Committee is asked to:

- Note the update report and that a further report will be provided to the Committee once the evaluation work has been completed.

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	
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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>				



Report Title:	Staff Benefits Group Update				
Meeting:	Charitable Funds Committee			Meeting Date:	11/06/19
Status:	For Discussion	For Assurance	For Approval	√	For Information
Lead Executive:	Executive Director of Workforce and OD				
Report Author (Title):	Peter Welsh, Hospital General Manager UHL/Barry Hospital – Chair, Staff Benefits Group				

SITUATION

Cardiff and Vale University Health Board Staff Benefits Group was established in 2017, to explore and co-ordinate discounts and benefits offered by external organisations for UHB employees. The Staff Benefits Group would ensure and agree 'best deals' for staff and in governance terms would report their work to the Charitable Funds Committee and the Local Partnership Forum.

The purpose of this paper is to inform the Charitable Funds Committee of staff benefits discussed and agreed by the Group for the six month period November 2018 - April 2019. A similar situation report has also been presented to the Charitable Funds Committee. Local Partnership Forum.

BACKGROUND

The Staff Benefits Group meets on a bi-monthly basis and has the following membership:

- Senior Management Representative
- Senior Health Charity representative
- Senior Workforce Manager
- Staff Side representative
- Communications representative
- Sustainable Travel Manager
- Procurement Representative

Staff benefits are displayed on a dedicated link on the UHB website intranet page.

Businesses and suppliers who wish to provide discounted goods or services to staff are invited to email the Communication, Arts, Health Charity and Engagement Team at News@wales.nhs.uk. New proposals are taken to the Staff Benefits Group for discussion and approval and subsequently advertised on the Staff Benefits website page.

ASSESSMENT

In accordance with best practice and good governance, the Staff Benefits Group provides a six monthly report to the Charitable Funds Committee and Local Partnership Forum, setting out how the Committee has met its Terms of Reference during the preceding period.

TERMS OF REFERENCE

The Staff Benefits Group is of the opinion that its practices are consistent with its role as set out within the draft Terms of Reference (*attached*). The draft document is submitted to the Charitable Funds Committee for consideration and approval.

RECOMMENDATION

The Charitable Funds Committee is asked to:

- **APPROVE** the Staff Benefits Group Terms of Reference

STAFF BENEFITS GROUP REPORT

The attached is a six month report of the Staff Benefits Group.

RECOMMENDATION

The Charitable Funds Committee is asked to:

- **APPROVE** the Staff Benefits Group 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	
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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:

Not Applicable
If "yes" please provide copy of the assessment. This will be linked to the report when published.

STAFF BENEFITS GROUP REPORT
CFC MEETING -11.06.19

STAFF BENEFIT PROVIDERS

Discount providers - the following staff benefits have been approved in the last 6 months:

- Local restaurants
- Local gym membership
- Casual/sporting clothing suppliers
- Children's indoor/outdoor activity schemes (Cardiff and Vale/Newport)
- Wedding photography
- Holiday resort/spa accommodation

STAFF LOTTERY FUNDING

Staff Parking

The Staff Benefits Group submitted a successful bid to the Cardiff & Vale Staff Lottery for funding to extend the Park and Ride scheme, to provide a shuttle bus at UHL and Barry.

Vectis Card (Icom)

The Vectis Card contract end date was 31st March 2019. Icom has proposed a three year extension to supply the card at no cost to the Health Board. The proviso to this is that a lease car option for staff with a partner company* is publicised on our staff benefit webpage.

The Staff Lottery Panel agreed to fund a 6 month extension of the current contract, at a cost of £5,000 with an option for a further 6 month extension, to allow ongoing discussions with the supplier. It is anticipated these discussions will be finalised in the next few months.

STAFF BENEFITS PROPOSALS

Icom Marketing

Icom delivered a presentation to the Staff Benefits Group in relation to the following proposed staff benefits:-

- Tusker (Green Car salary sacrifice scheme)*
- Halfords Cycle 2 Work scheme
- Neyber Ltd. (financial services)

The group requested further information re: resource implications to the UHB of managing these and a follow-up meeting will take place in July and feedback provided to the next LPF meeting.

PARTNERSHIP AGREEMENTS

- **Griffin Mill Car Sales**

Following a previously successful informal partnership with Griffin Mill (under the trading name of Lookers Car Dealers), the Health Charity entered into a 3 year agreement in June 2018, where Griffin Mill agreed to provide staff discounts plus the provision of a health charity vehicle at a discounted rate.

The Chair of the SBG and Health Charity staff meet quarterly with Griffin Mill to discuss and review these benefits and discounts. Unfortunately, despite repeated attempts at communication in the past six months, Griffin Mill appear to be increasingly reluctant/ unable to proactively engage with this agreement, which is impacting on the delivery of the agreed benefits to our employees.

The Staff Benefits Group proposes an early withdrawal from this agreement with a view to contacting local car dealerships and inviting expressions of interest in partnering with the Health Charity to re-provide the above benefits.

- **Change Account – online banking service for staff**

In early 2018 the UHB was contacted by Change Account digital banking platform to discuss potential of using their services as part of the programme of Staff Benefits.

Several meetings and discussions have taken place between the Health Charity and Change Account representatives since November 2019 in respect of launching the scheme in early 2019. The Health Charity continues to await marketing material from the Change Account and is therefore unable to progress this proposal further.

In summary, in addition to exploring further enhancements / improvements for staff on the above, the Group will be concentrating for the remaining part of this financial year on the following initiatives:

- Increasing the promotion of Staff Benefits providers on social media and via CAV website
- Further links with Health and Wellbeing events being held across Cardiff and Vale UHB

- Discussions relating to extending opportunities for long services recognition awards are ongoing and will be reported back to the next LPF meeting.

Operational Management

The Business/Operational Manager in the Communication, Art, Health Charity and Engagement Team has joined the Staff Benefits Group to provide operational and secretariat support. The post-holder will act as a liaison between the Staff Benefits Group, discount suppliers and our partners to provide a streamlined and consistent approach to managing our staff benefits programme.



GIG
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WALES

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

STAFF BENEFITS GROUP

Terms of Reference and Operating Arrangements

1. PURPOSE

The role of the Staff Benefit Panel is to consider applications from external companies / organisations to provide benefits to staff for using their services / products. In general terms this will take the form of a discounted price for staff for the goods / service.

In fulfilling this function, the Group will:

- Ensure all staff benefits comply with policies of the Health Board
- Evaluate the suitability of the Staff Benefits to ensure all staff can benefit from the discount being offered.
- Ensure the most efficient and effective use of benefits to staff
- Avoid duplication of staff benefits schemes

2. ROLE AND FUNCTION

- a) The Staff Benefits Group will explore and implement opportunities for staff to benefit from exclusive deals from external organisations.

These benefits will include:

- Eating in/out
- Education and Childcare
- Entertainment
- Financial Services
- Health and Beauty
- Home and Garden
- Hotels, Travel and Holidays
- Motoring and Servicing
- Retail outlets
- Sports and Recreation
- Utilities
- Weddings
- Mobile phones
- Salary Sacrifice Scheme for a range of products
- Staff Lottery
- Staff Wellbeing

- b) The Group works closely with Cardiff & Vale Health Charity to maximise opportunities for partnership working and fundraising with key external partners.
- c) The work of the Group, and when necessary recommendations for the Group, will be reported twice a year to the Local Partnership Forum and Charitable Funds Committee twice a year.

3. MEMBERSHIP – FREQUENCY OF MEETINGS

The Membership of the Group consists of:

- Chair – General Manager UHL/Barry Hospital
- Director of Staff Side
- Head of Staff Side
- Head of WOD Governance
- Head of Procurement / Senior Representatives
- Communications Representatives
- Fundraising Representatives
- Sustainable Travel Manager
- Assistant Finance Director

The Group will need a minimum of 5 members attending the meeting to be quorate.

The meetings will be held quarterly.

4. REPORTING AND ASSURANCE ARRANGEMENTS

The Staff Benefits Group will report to the following Committees of the Board:

- Local Partnership Forum (LPF)
- Charitable Funds Committee

5. SECRETARIAT

Cardiff & Vale Health Charity will be responsible for providing operational support to the Group.

6. REVIEW

The Terms of Reference will be reviewed every 3 years.

Report Title:	Committee Effectiveness Review – Results and Actions					
Meeting:	Charitable Funds Committee				Meeting Date:	11 th June 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

It is good practice and good governance for Committees of the Board to undertake an effectiveness review on an annual basis.

The questions which were asked by Members of the Committee were agreed at the meeting of the Committee in March. It was also agreed that Survey Monkey would be used as a tool to gather the feedback.

ASSESSMENT

Attached at appendix 1 are the results for the Committee Effectiveness review undertaken by Committee Members in addition to the Executive Director Lead for the Committee.

Attached at appendix 2 is a proposed action plan to improve the results which fall below 100%.

RECOMMENDATION

The Committee is asked to:

- Note the results of the Committee Effectiveness Review for 2019.
- Approve the action plan for improvement to be completed by March 2020 in preparation for the next Effectiveness Review.

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		9. Reduce harm, waste and variation sustainably making best use of the resources available to us	
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	

Five Ways of Working (Sustainable Development Principles) considered

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

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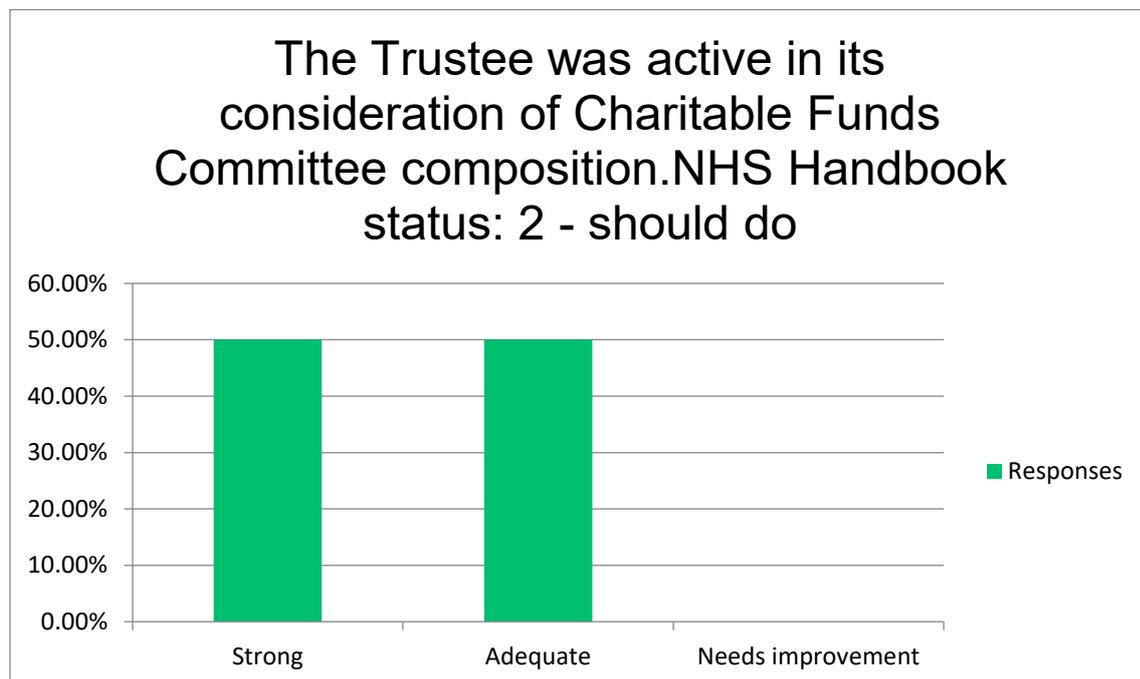
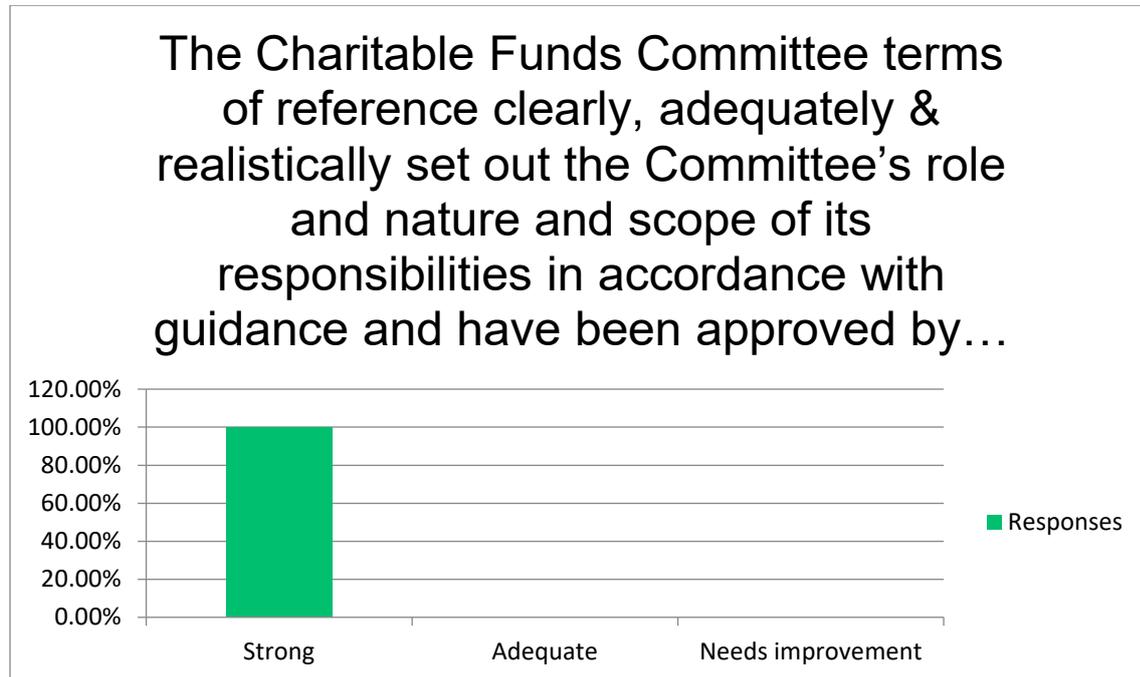
Equality and Health Impact Assessment Completed:

Yes / No / Not Applicable
If "yes" please provide copy of the assessment. This will be linked to the report when published.

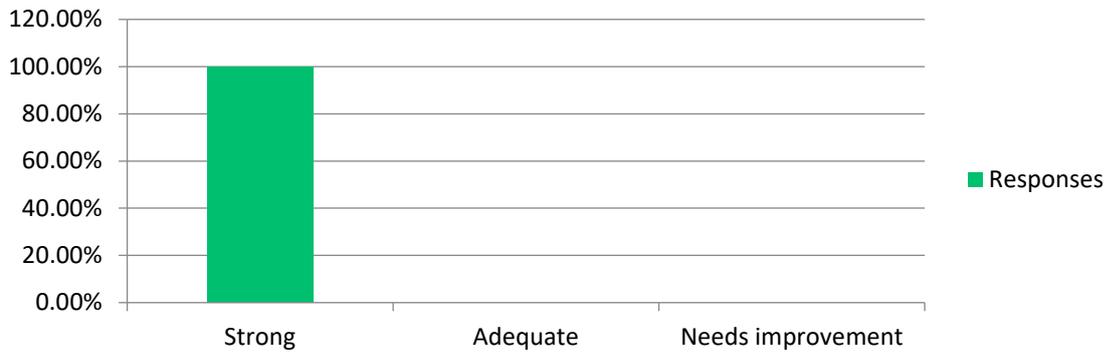


Appendix 1

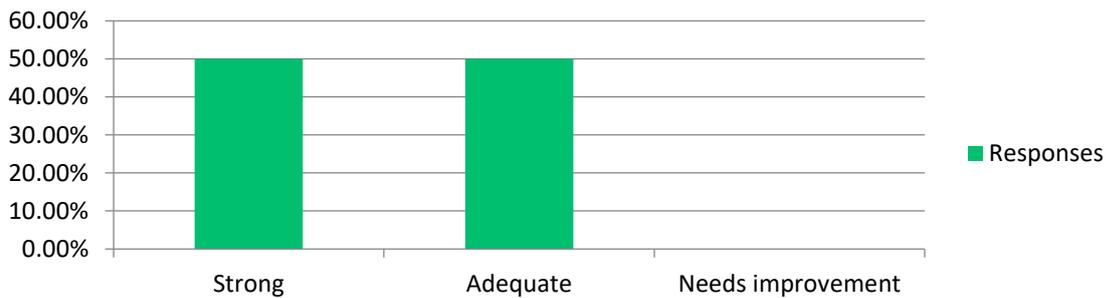
Results of the Effectiveness Review of the Charitable Funds Committee



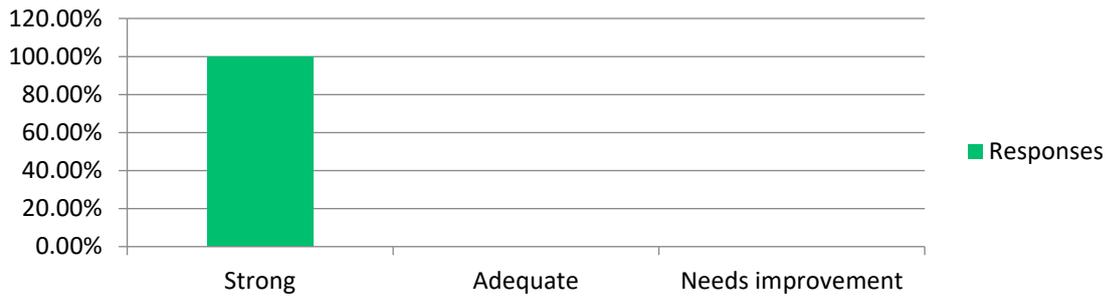
The Charitable Funds Committee actions reflect independence from management, ethical behaviour and the best interests of the Trustee (Health Board) and its stakeholders.



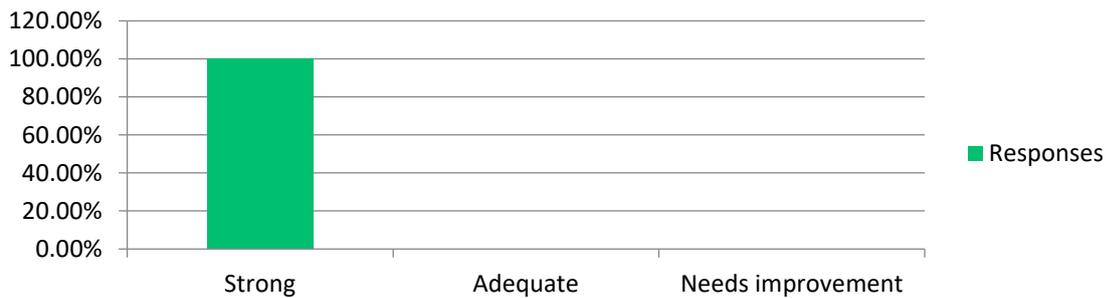
The Charitable Funds Committee meeting packages are complete, are received with enough lead time for members to give them due consideration and include the right information to allow meaningful discussion. Minutes are...



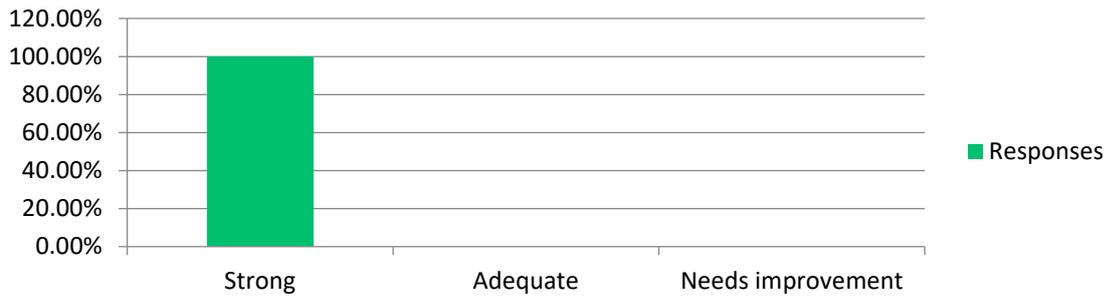
The Charitable Funds Committee meetings are well organised, efficient, and effective, and they occur often enough and are of appropriate length to allow discussion of relevant issues consistent with the committee's...



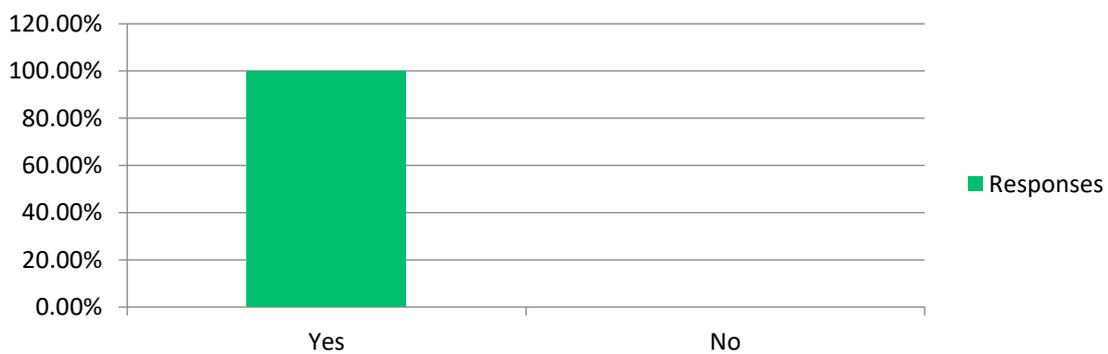
Appropriate internal or external support and resources are available to the Charitable Funds Committee and it has sufficient membership and authority to perform its role effectively. NHS Handbook status: 1 - must do



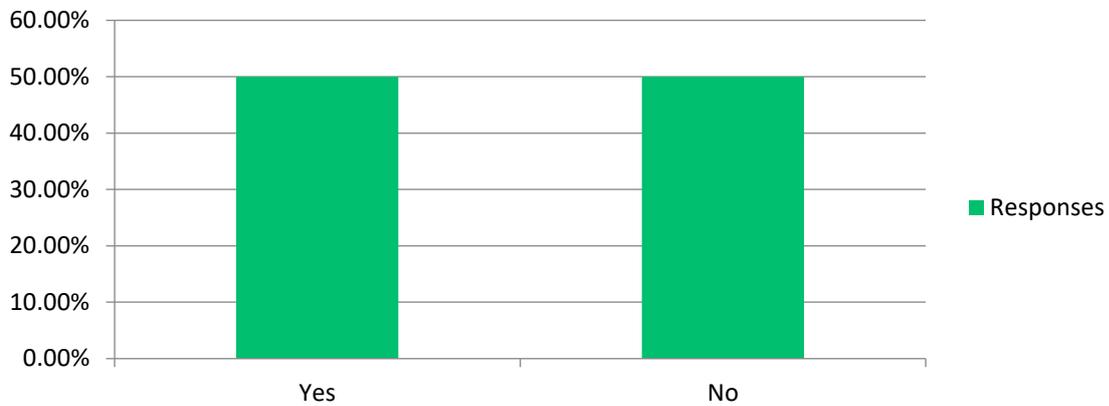
The Committee informs the Trustee on its significant activities, actions, recommendations and on its performance through minutes and regular reports and has appropriate relationships with other committees. NHS Handbook status: 2 - ...



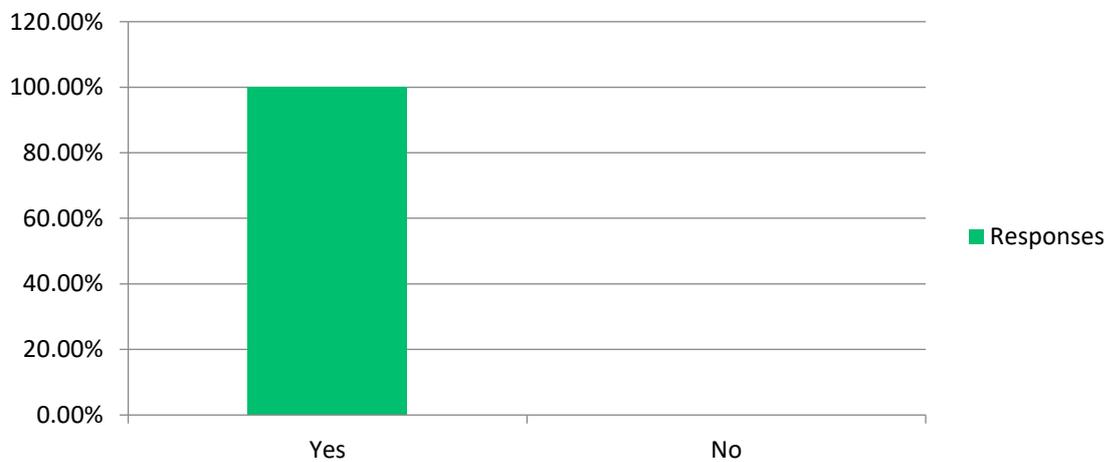
Are the terms of reference reviewed annually to take into account governance developments and the remit of other committees within the organisation? NHS Handbook status: 2 - should do



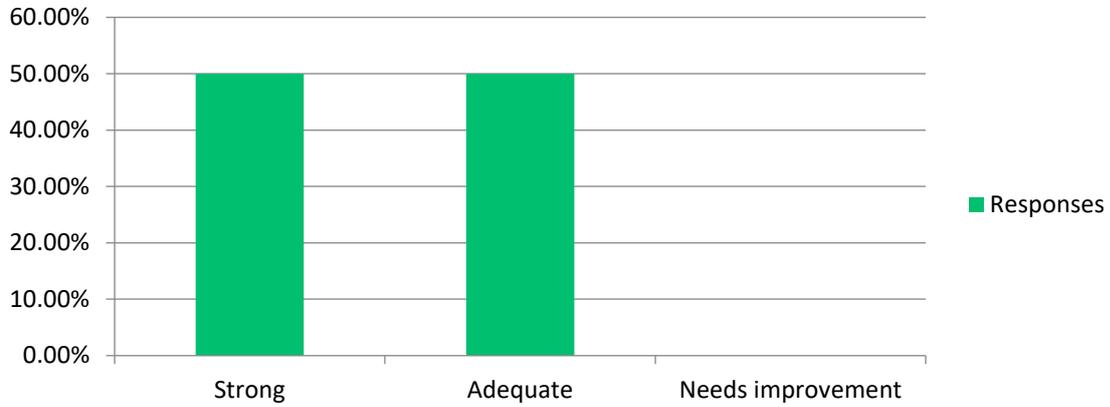
Are changes to the committee's current and future workload discussed and approved at Trustee level? NHS Handbook status: 2 - should do



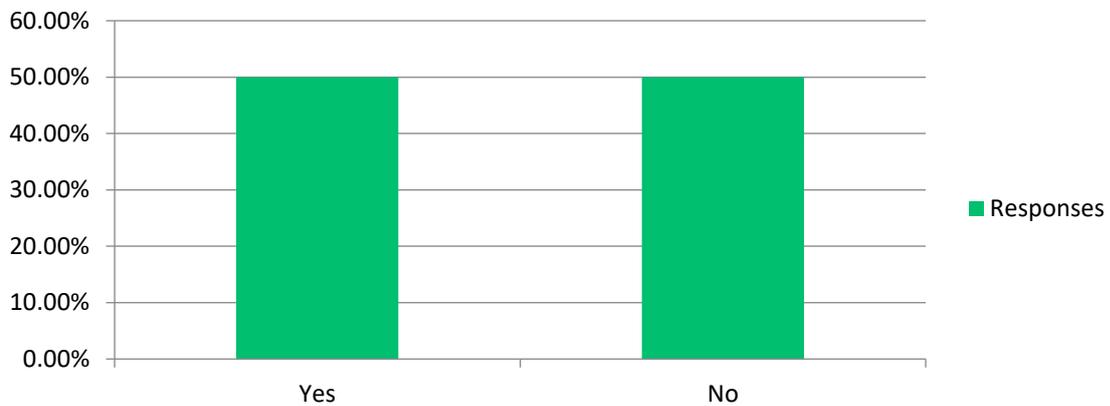
Are committee members independent of the Charitable Funds management team? NHS Handbook status: 1 - must do



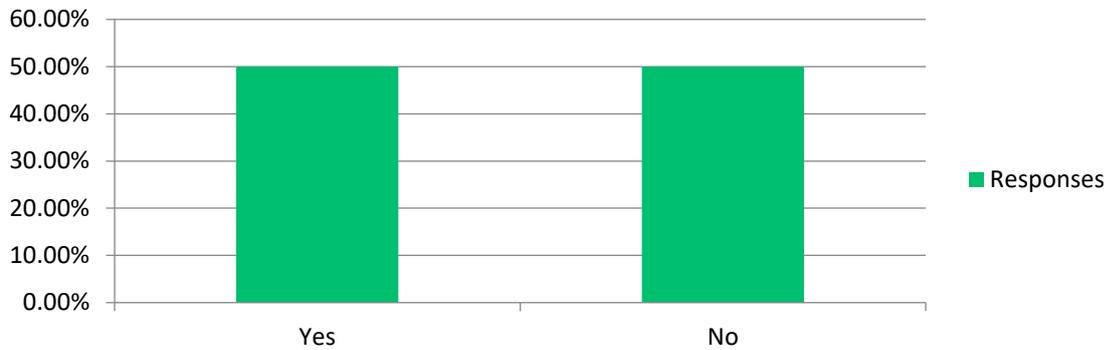
The Charitable Funds Committee agenda-setting process is thorough and led by the Charitable Funds Committee chair.



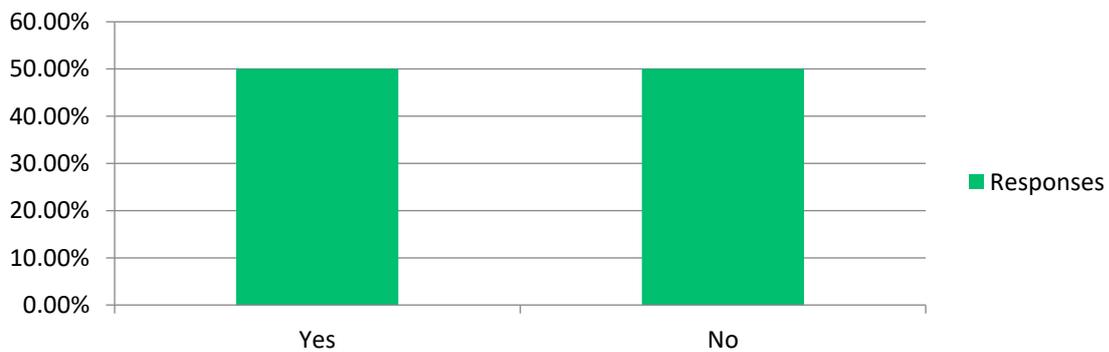
Has the Committee established a plan for the conduct of its work across the year? NHS Handbook status: 2 - should do



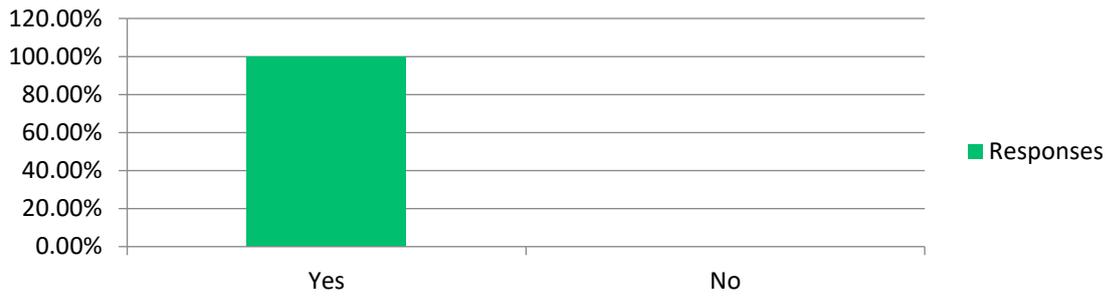
Has the committee formally considered how its work integrates with wider performance management and standards compliance? NHS Handbook status: 2 - should do



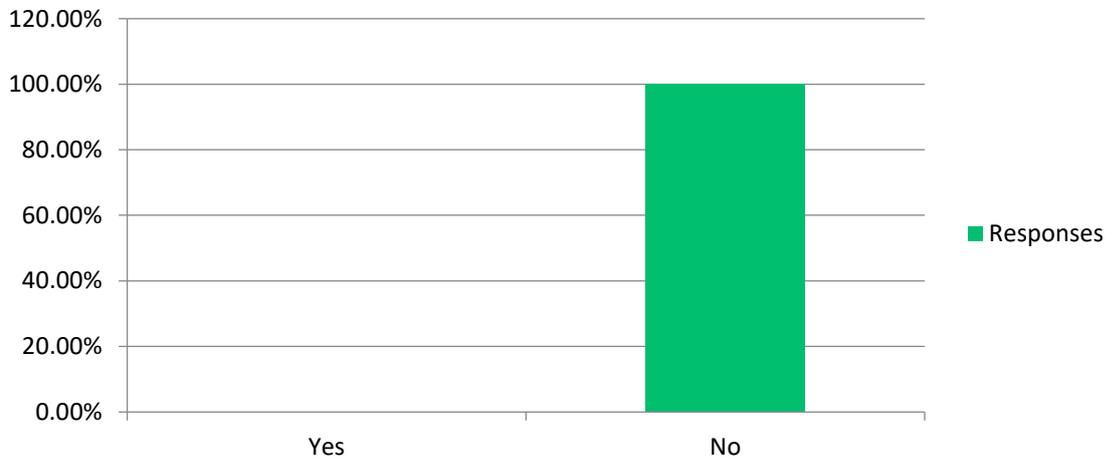
Has the committee reviewed whether the reports it receives are timely and have the right format and content to ensure its responsibilities are discharged? NHS Handbook status: 2 - should do



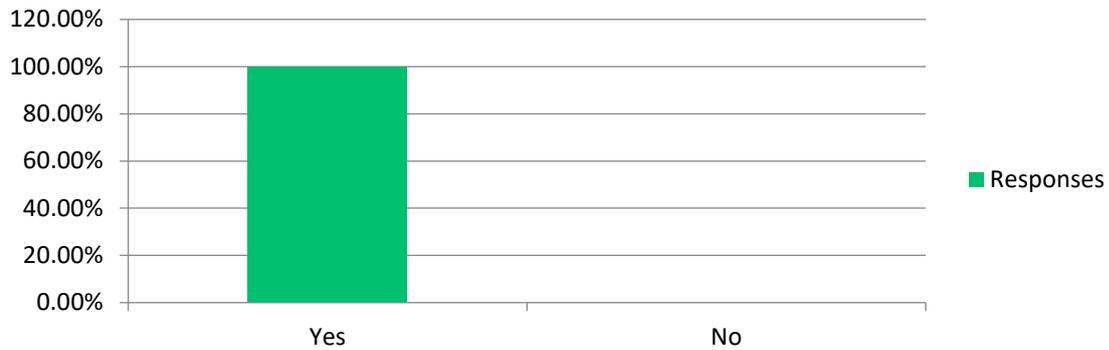
Does the Trustee ensure that Committee members have sufficient knowledge of the organisation to identify key risks and to challenge line management on critical and sensitive matters? NHS Handbook status: 2 - should do



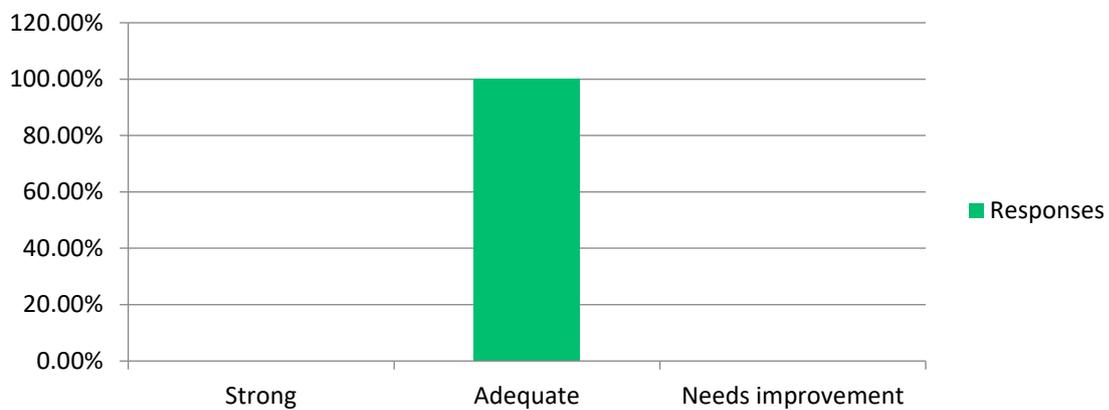
Is induction training provided to Committee Members? NHS Handbook status: 2 - should do



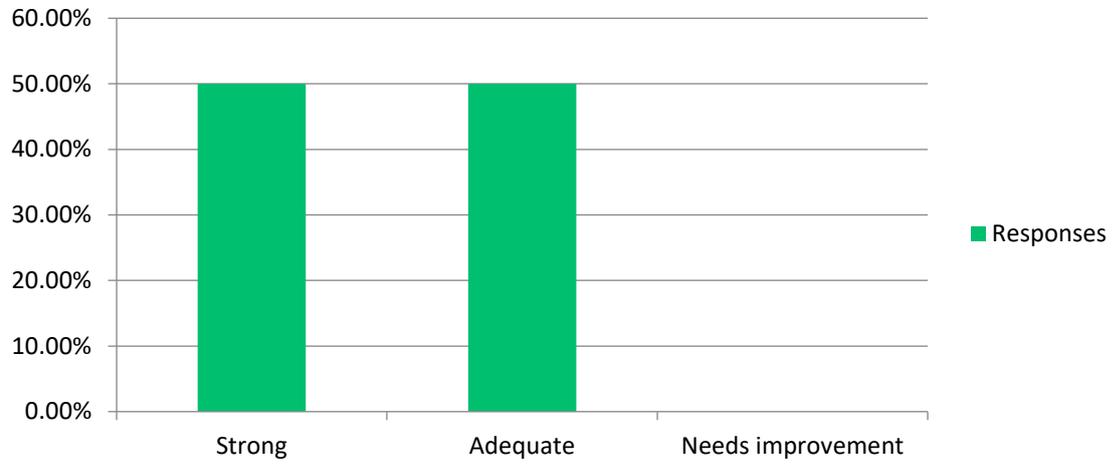
Is the committee satisfied that the Trustee has been advised that assurance reporting is in place to encompass all the organisation's responsibilities? NHS Handbook status: 2 - should do



The Charitable Funds Committee's self-evaluation process is in place and effective. NHS Handbook status: 2 - should do



What is your overall assessment of the performance of the Charitable Funds Committee?



Charitable Funds Committee – Self Evaluation 2019 Action Plan

Question asked	Action Required	Lead	Timescale to complete
The Trustee was active in its consideration of the Charitable Funds Committee composition	The Board approved the composition of the Committee at its meeting on 30 th May 2019. In future this will be reviewed and confirmed on an annual basis.	Director of Corporate Governance	March 2020 for next review
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.	Meeting packages need to be reviewed and uploaded within the timescales set out within standing orders. This is an area which requires improvement. The Corporate Governance Department are being set clear timescales for delivery but it also required Executive Directors to ensure their reports are submitted on time. In future and in discussion with the Chair reports not submitted within the deadline will be removed from the agenda	Director of Corporate Governance / Committee Chair	From June 2019
Are changes to the Charitable Funds Committee workload discussed and agreed with the Trustee	At the March meeting of the Trustee the Committees ToR and Work plan were approved. Any changes to the work plan will be highlighted going	Director of Corporate Governance	From September 2019

Question asked	Action Required	Lead	Timescale to complete
	forward to the Trustee.		
The Charitable Funds Committee agenda setting process is thorough and lead by the Chair	This process will now be easier due to the fact that the Committee has a work plan in place. In addition to the Chair, with the support of the Director of Corporate Governance will ensure that items on the agenda are appropriate	Chair/Director of Corporate Governance	From August 2019
Has the Committee established a plan for the conduct of its work across the year	Plan for 2019/20 approved by the Trustee in March 2019. This will now be done as part of the annual process	Director of Corporate Governance	By January 2020.
Has the committee formally considered how its work integrates with wider performance management and standards compliance?	Performance Management standards discussion to take place and any action as a result to be implemented	Committee Chair and Director of Corporate Governance	By September 2019
Has the Committee reviewed whether the reports it receives are timely to have the right format and content to ensure its responsibilities are discharged.	This will now be done by the Director of Corporate Governance when checking all reports prior to presentation to the Committee. Timescales for reports to be produced are now also been implemented to ensure that agendas are uploaded in a timely manner	Director of Corporate Governance	From June 2019

Question asked	Action Required	Lead	Timescale to complete
Is induction training provided to Committee Members	This will now be carried out each time that a new Member joins the Committee. The Committee Membership has recently been approved by the Board, therefore training will be required for new Members	Director of Corporate Governance	By September 2019
The Charitable Funds committee self-evaluation process is in place and effective	This is the first review of Committee effectiveness which has taken place. This will be done on a 12 month basis with action plan for improvement then developed for areas requiring improvement	Director of Corporate Governance	Review for this year complete and action plan developed. Next review to take place by March 2020
What is your overall assessment of the performance of the Charitable Funds Committee?	Overall assessment should improve with the completion of the action plan	Director of Corporate Governance	March 2020 is when the next review takes place so improvements can be measured then when results are received

Report Title:	Charitable Funds Scheme of Delegation					
Meeting:	Charitable Funds Committee				Meeting Date:	11th June 2019
Status:	For Discussion		For Assurance	x	For Approval	x For Information
Lead Executive:	Executive Director of Finance					
Report Author (Title):	Deputy Director of Finance					

SITUATION

To support good governance, it is timely to review the scheme of delegation that is in place for the Heath Board's charitable funds. This paper sets out the current arrangements and makes proposals to strengthen them.

REPORT

BACKGROUND

The scheme of delegation for Charitable Funds has evolved over a number of years, generally in response to operational issues. Changes have been approved by the Charitable Funds Committee and limits are included within financial control procedures.

The scheme of delegation for charitable funds is different to exchequer funds. These are also not included the UHB's scheme of delegation.

ASSESSMENT

The charitable funds delegation limits are as follows:

Non Delegated Funds

All expenditure approved by the Charitable Funds Committee.

Delegated Funds

Up to £25,000 – Fund Holder and Director of Operations (or equivalent in corporate depts.)

£25,000 and above – Charitable Funds Committee

All new staff expenditure – Charitable Funds Committee

Staff Lottery

Up to £250 – can be approved by Small Bids Panel (Fast-track)

£250 to £10,000 – Lottery Bids Panel

Over £10,000 – Charitable Funds Committee

What is missing from this scheme of delegation, is an upper limit above which spending approval should be referred to the Trustee. Currently this is determined on a case by case basis by the Charitable Funds Committee where spending plans that are either deemed high or novel and contentious are referred to the Trustee for approval.

To support good governance the Charitable Funds Committee should be working within a set delegated limit. It is proposed that this should be aligned with the UHB's revenue scheme of delegation set for an Executive Director. Therefore the following addition is proposed for delegated and non delegated funds.

£125,000 and above - Trustee

It is also proposed that the charitable funds scheme of delegation is included within the UHB's overall scheme of delegation.

ASSURANCE

Assurance is provided by reviewing current governance arrangements.

RECOMMENDATION

The Charitable Funds Committee is asked to:

- **AGREE** the proposed changes to the charitable funds scheme of delegation;
- **SUPPORT** the formal adoption of these through the UHB's governance processes.

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	x

5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time				10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives			
Five Ways of Working (Sustainable Development Principles) considered <i>Please tick as relevant, click here for more information</i>							
Prevention		Long term	x	Integration		Collaboration	Involvement
Equality and Health Impact Assessment Completed:		Not Applicable If "yes" please provide copy of the assessment. This will be linked to the report when published.					



Report Title:	Disposal of Rookwood Hospital				
Meeting:	Charitable Funds Committee			Meeting Date:	11th June 2019
Status:	For Discussion	For Assurance	For Approval	x	For Information
Lead Executive:	Executive Director of Finance				
Report Author (Title):	Deputy Director of Finance				

SITUATION

The UHB has had its business case approved by Welsh Government for a new build on the UHL site for the provision of neuro and spinal rehabilitation services. This means that most of the current Rookwood Hospital site will become surplus to requirements. This paper sets out the proposed disposal strategy for the Rookwood Hospital site.

REPORT

BACKGROUND

Rookwood Hospital is a fixed asset owned by the Charity. It was bequeathed as a charitable donation to the health service as an asset to be used in perpetuity to support paraplegic patients. This has expanded and changed over time and now supports neuro and spinal injury rehabilitation services. The asset is no longer fit to be used as a modern healthcare facility and upon completion of the new build at the UHL site in 2020/21 will become surplus to requirements. It does however have a considerable value and in line with the intentions of the donor, the Trustee on advice from the Charitable Funds Committee, have agreed the framework on how this resource will be applied.

It is clearly not in the interests of the charity to have a vacated deteriorating asset that cannot be usefully applied to support the wishes of the donor. The spirit of the original donation can however be maintained if the asset is sold and the receipts are applied to support the services currently delivered there. At its meeting in July 2016 the trustee agreed the sale of the asset and also agreed that to maintain the longevity of the donation future expenditure will be capped at:

- The utilisation of investment income received;
- The application of part of the capital limited to an annual value of a maximum of 5% of the value of the original net sales receipts.

Enquiries setting out the background and the changes being made to service provision at Rookwood Hospital have already been made with the Charity Commission. They confirmed in principle in 2015 that when services are transferred to UHL, the asset can be sold as it would no longer fit with the original intentions of the donor. They have also confirmed in principle that it would be permissible to widen the objects of this part of the Charity.

The UHB has now had its business case approved for a new build on the UHL site for the provision of neuro and spinal rehabilitation services. Work has started on the new build which is planned to be completed and opened in early 2021. Therefore, the Charity needs to consider and agree a disposal strategy for the Rookwood Hospital site.

ASSESSMENT

The Estates Department have engaged Savills and have been working with them and NWSSP Facilities Services to support the disposal process. Their first task has been to provide a professional assessment of the open market value of the site in its current state. This has been done and the value of the site has been estimated as follows:

- £6m - Main Hospital
- £3.6m - Artificial Limb and Appliance Centre
- £0.6m - Rookwood Lodge

The detailed valuation report for Rookwood Hospital is attached for information.

Upon opening of the new facility at UHL, only the main hospital will be vacated for disposal as the other two areas will continue to provide clinical services. Disposal proposals in this report therefore, only relate to the main hospital site and the other two areas of land will continue to be owned by the charity.

The Rookwood site is identified as a non-strategic housing site within the Cardiff Council Local Development Plan. It therefore has policy support for residential development and there are very good prospects of securing planning permission for residential development on the site.

Rookwood Hospital is a listed building and it is likely that the planning authority will support its conversion into residential units within the existing structure. This sort of development opportunity tends to attract specialist operators rather than volume housebuilders. The site also has potential for commercial use. Therefore it is expected that there will be strong demand for the site and a disposal strategy to maximize the development potential and capital receipt needs to be agreed.

A two stage disposal process is recommended as follows:

- Firstly invite expressions of interest for the property from a wide market audience and to for this to be lotted for various parts of the site. This would establish the full level of interest in the property and structure a sale which maximises net sale receipts.
- The second stage would entail a competitive informal tender process inviting those selected from stage 1 to submit detailed proposals.

There is no material advantage in the UHB demolishing buildings prior to the sale. Given the range of potential uses for the site the proposed route would be to invite bids on either unconditional or more likely subject to planning permission with the responsibility of obtaining this resting with the selected tenderer. Prior to marketing it is recommended that planning advisors engage with the local authority and agree a planning report which sets out parameters for the future development of the site.

The detailed Disposal Strategy for Rookwood Hospital is attached for information.

The costs of progressing this disposal strategy are assessed at circa £155k and are detailed in Appendix 1. It is proposed that this is met by the Health Charity and reimbursed upon completion of the sale. The funds available for the future investments will be the capital receipt net any disposal costs.

If this disposal strategy is agreed, the intention is to start the disposal process in July 2019.

ASSURANCE

Assurance is gained by the specialist and technical support services being provided to support the sale of Rookwood Hospital and the strategy to maximise net capital receipts.

RECOMMENDATION

The Charitable Funds Committee is asked to:

- **AGREE** the disposal strategy, including the up front costs of circa £155k;
- **AGREE** to the commencement of the disposal process;
- **CONSIDER** if this disposal strategy needs to be approved by the Trustee.

Shaping our Future Wellbeing Strategic Objectives

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

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

Five Ways of Working (Sustainable Development Principles) considered

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

Prevention	Long term	x	Integration	Collaboration	Involvement
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.				



Appendix 1

Estimated Disposal Costs for Rookwood Hospital

Item	Budget Cost (excl VAT)		VAT	Comments
Marketing Agent	£	30,000.00	£ 6,000.00	Based on sale at £6m.
Legal – disposal	£	20,000.00	£ 4,000.00	Variable depending on negotiations
SI (intrusive)	£	20,000.00	£ 4,000.00	
Planning Advisor	£	20,000.00	£ 4,000.00	
Ecology – bat surveys	£	5,000.00	£ 1,000.00	Allowance for update to previous.
Listed building structural reports	£	5,000.00	£ 1,000.00	
Marketing - Aerial photographs, Brochures etc	£	5,000.00		
Traffic survey	£	5,000.00	£ 1,000.00	
Valuation	£	5,000.00	£ 1,000.00	
Drainage – foul & surface water	£	4,000.00	£ 800.00	
Marketing Agent - Fixed Consultancy Fee	£	3,000.00	£ 600.00	
Planning Report	£	3,000.00	£ 600.00	
Utilities Report	£	2,000.00	£ 400.00	
Topographical Survey	£	1,000.00	£ 200.00	Allowance for update to previous.
Tree survey	£	1,000.00	£ 200.00	Allowance for update to previous.
Legal – report on title	£	-	£ -	Previously provided.
Asbestos Report				UHB to provide
Floor Plans				UHB to provide

£ 129,000.00 £ 24,800.00



Disposal Strategy

Land and buildings at Rookwood Hospital, Llandaff, Cardiff

Prepared on Behalf of

The Rookwood Hospital Charity and Cardiff & Vale UHB

CONTENTS

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APPENDIX 1 - SITE PLAN

APPENDIX 2 – INDICATIVE DISPOSAL PROGRAMMES

1. INTRODUCTION

Savills were appointed by Cardiff & Vale University Health Board (the UHB) in October 2011 as property agent in contemplation of declaring part of the Rookwood Hospital site surplus to requirements and implementing a sale for development purposes.

For a variety of reasons, that process was delayed but a business case has since been approved and works commenced to enable the relocation of neuro and spinal rehabilitation services to a new unit at University Hospital Llandough (UHL).

As a result, it is expected that patients will transfer to UHL during 2020 meaning that a significant element of Rookwood Hospital will become vacant during the early part of 2021 and this report considers an appropriate disposal strategy, setting out the next steps required to bring the site forward for ultimate disposal with timescales aligned to closure of the facility in order to limit (or avoid entirely) void cost liabilities.

2. THE SITE

The extent of the Rookwood Hospital site is shown edged red, blue and green on the plan attached in **Appendix 1**. The gross area within the red line is 4.26 hectares (10.53 acres). The area shaded red indicates the approximate extent of surplus land currently identified for disposal. This area measures approximately 3.26 hectares (8.06 acres) but could be subject to further amendment.

The surplus area can be divided into three distinct elements. Firstly, the southernmost portion of the site features a range of low rise purpose-built accommodation, some of which comprise interconnected buildings used for operational purposes. Secondly, Rookwood House comprises a substantial former private residence which has been adapted, converted and extended to provide mainly office accommodation. To the rear of this building is a range of further purpose-built surplus accommodation. Thirdly, the gardens which lie to the west of Rookwood House comprise an area of lawns and woodland within which is a dilapidated summer house and underground vaulted chamber.

The site has extensive frontage to Fairwater Road which is a principal thoroughfare leading from the centre of Llandaff Village. The surplus part of the site is generally level, however, it rises from grade as its eastern end and there is approximately a 2 metre difference in level between Fairwater Road and the site at its western end.

Principal access to the hospital site adjoins the former lodge along the eastern boundary. This roadway currently provides access to most of the buildings on the surplus site and encloses Rookwood House providing access to various car parks. It also provides access to the retained part of the site. At the western edge of the Rookwood site there is a secondary access off Fairwater Road.

Rookwood House is principally a two storey building; however, part of the rear wing has accommodation in the roof void. The building is a Grade II listed structure and features original architectural detail both internally and externally. The aforementioned summer house and vaulted chamber below is also Grade II listed. The whole of the area designated for disposal is included within the register of landscapes parks and gardens of historic interest in Wales (Grade II).

The surplus area features a significant number of substantial mature trees covered by a Tree Preservation Order. Other ecological constraints are the likely presence of bats and nesting birds.

Property surrounding the majority of the site is predominantly residential detached and semi-detached high value private housing. Immediately to the north of the Rookwood site are the grounds of the BBC Cymru Wales administration block and adjoining Cardiff Metropolitan University (formerly UWIC) halls of residence. BBC have agreed a sale of the their administration facilities, to

Taylor Wimpey for residential development on vacant possession being available, which is expected by the end of 2019/early 2020.

3. PLANNING CONTEXT

The Rookwood Hospital site comprises previously developed, or “brownfield” land lying within the built-up area and is sustainably located for public transport and access to community facilities and local services. Although the site is not located within the Llandaff Conservation Area, it has a number of environmental constraints including:

- two listed buildings (Grade II): Rookwood House and the summerhouse and underground vaulted chamber, the latter being seriously dilapidated;
- the site’s inclusion in Cadw’s non-statutory *Register of Landscapes, Parks and Gardens of Special Historic Interest in Wales* (Grade II);
- the existence of a large number of trees, groups of trees and an area of woodland which are statutorily protected by Tree Preservation Orders;
- the presence of bats (all species of which are statutorily protected) and breeding birds.

The site is identified as a Non-Strategic Hosing Site with an estimated capacity of 90 units within the Cardiff Local Development Plan (LDP) which was adopted in January 2016 and as such there is policy support for residential redevelopment, but any planning application for residential development will need to carefully consider the following:

- landscape;
- open space;
- listed buildings;
- nature conservation;
- trees; and
- traffic generation.

Overall, there are considered to be very good prospects of securing planning permission for residential development (and a range of other potential uses for conversion of the main house) on the site. It is a very sustainable location for new residential development and presents an outstanding opportunity to create a quality environment. However, given the significant environmental constraints, the local planning authority will expect an application for planning permission to present a clear, compelling strategy as to why permission should be granted. Key to this will be proposals:

- to secure the future well-being of the listed buildings;
- to retain and manage the historic garden and protected trees; and
- to create a quality residential scheme.

4. DISPOSAL STRATEGY

4.1 Disposal Strategy

The Rookwood Hospital site is situated in a prime residential area of the city of Cardiff where end sales values are some of the highest in South Wales.

Development opportunities of this quality in this part of Cardiff are limited and historic infill developments has featured larger executive housing, examples of which are found along Fairwater Road and indeed adjoining the western boundary of the site (Llandaff Chase). The most recent new-build developments in Llandaff Village have been undertaken by retirement operators on two adjoining sites on Cardiff Road and we understand that there remains a desire from this type of

operator to provide extra-care or retirement accommodation in this location, many of which pay a premium above residential land values. Other nearby development worthy of comment are the redevelopment of Churchill Hotel (Portabella) and Penhill Bowls Club (Waterstone Homes), both of which have delivered new executive style housing.

Rookwood House is a listed structure and as such it is likely that the planning authority will (subject to detailed design criteria) support its conversion to a number of residential units within the existing structure, possibly with some new-build additions. This sort of development opportunity tends to attract specialist operators rather than volume housebuilders as the latter specialise only in new-build accommodation. In addition to the residential potential, we would not rule out demand for the building for some form of commercial use such as education, childcare, hotel or the provision of consulting rooms associated with a healthcare operation.

Overall, we expect strong levels of demand for this development opportunity from PLC and regional housebuilders, retirement and care operators, local high net worth investors and potentially a range of non-residential developers for the main house (such as a care home, children's crèche or boutique hotel use). As such, the disposal strategy needs to consider alternative disposal options that could maximise the development potential and capital receipt.

In order to do so, we would recommend a two stage disposal process which firstly invites expressions of interest for the property from a wide market audience with a variety of end uses. We would recommend that at this stage, the property is identified as capable of being lotted, so that developers have the opportunity to express interest in either specific parts such as (i) the main house, (ii) a smaller development parcel suitable for retirement use, or the whole. This will enable us to establish the full level of interest in the property and structure a sale which maximises value by producing a comprehensive development of the site with the highest end use value, assuming that there are good prospects of obtaining an appropriate planning permission for the proposed uses.

The second stage of the process would entail a competitive informal tender process inviting those selected from the Stage 1 process to submit detailed development proposals along with their financial bid for consideration and selection of a preferred party/ies.

In order to ensure that robust bids are received and to limit the amount of bid conditionality we recommend that a comprehensive information pack is produced at bid stage, to include:-

- Site Plan
- Title Report
- Topographical Survey
- Tree Condition Survey and Plan
- Asbestos Report
- Existing Floor Plans
- Intrusive Site Investigation incl. porosity testing and foundation solution
- Ecology Survey (incl. Bat Survey)
- Structural Report on summerhouse and Listed building
- Traffic Survey
- Drainage and Utilities Report
- Demolition Quotes
- Planning Report (see section 4.2)

Assuming the programme as set out in Section 5, we see no material advantage in the UHB demolishing buildings prior to sale. To some degree it will be safer for these to remain in place until planning permission is secured for the proposed re-development, with permission for the demolition forming part of the developers planning submission.

4.2 Planning Strategy

The property now benefits from a non-strategic housing allocation in the LDP and as such, there is in principal support for residential development at the site. However, the environmental and heritage constraints will strongly influence the form and capacity of development.

Given the presence of listed buildings which will form part of the proposed development, it is expected that a full or at least hybrid planning application would need to be submitted along with Listed Building consent for works to Rookwood House and the dilapidated summerhouse and for the demolition of the curtilage listed buildings (those built before 1 July 1948), regardless of their apparent lack of architectural or historic merit.

However, given the range of uses and form of development that could take place on the site, and the relative time (and money) incurred in submitting and supporting the planning process, we consider the most appropriate route would be to invite bids on either an un-conditional or (more likely) a subject to planning basis, whereby the responsibility for obtaining planning permission and listed building consent would rest with the selected tenderer. In assessing tenders, consideration would need to be given not only to the financial offers received but also to the likelihood of the tenderer's proposals being granted planning permission. The contract with the successful tenderer would need to include provisions to enable the UHB's advisers to be consulted on the tenderer's planning strategy and its implementation.

Prior to marketing, however, we would recommend that planning advisors engage with the local planning authority (LPA) and prepare a planning report which sets out parameters for the future development of the site in terms of uses, constraints, access, height, developable area and capacity and impact on the Listed Building and gardens which can be provided to interested parties as part of the information pack in order to guide proposals and enable the consultant team to consider the appropriateness of any proposed development.

We would recommend that as part of the planning consultation with the LPA an EIA screening opinion is made at an early stage in the process to establish whether the local planning authority would require the planning application to be accompanied by an EIA. If this is the case, we will need to consider a revision to the programme below.

5. DISPOSAL PROGRAMME

We have considered the timescales required in order to implement the strategy as set out above and have enclosed at **Appendix 2** an indicative programme which aims to align with the proposed vacant possession timescale anticipated for early 2021.

As can be seen from the programme, there is sufficient time between now and the vacant possession date to procure a suitable development partner/s and for them to obtain planning permission for their proposed development ensuring that risks, maintenance liabilities and costs incurred in holding the building post vacant possession are minimised, or at best eliminated completely, but there is very little headroom in the programme and should planning permission be refused and an appeal required, this would pose a risk to the programme with completion likely to be delayed by potentially up to twelve months.

Should planning permission be granted prior to the vacant possession date, the contract will provide for a delayed completion until such time as the UHB are able to deliver vacant possession.

It is recommended that progress is made swiftly in order to adhere to the identified programme.

6. BUDGET COSTS TO PROGRESS DISPOSAL STRATEGY

We have set out below budget costs that are required in order to implement the disposal strategy referred to above. These budget estimates do not include the professional fees of WYG Planning

and Design, Savills (UK) Ltd or the UHB's legal advisors costs associated with the disposal, which have been dealt with in separate submissions of appointment.

A number of surveys have already been procured, so the table below sets out the estimate costs going forward and not the costs to date.

Costs Relating to the Marketing and Disposal of the Site		
Item of Expenditure	Estimated Cost (£)	
Topographical Survey	1,000	Previously procured. Budget sum allowed in the event that updates are required.
Tree Survey	1,000	Previously procured. Budget sum allowed in the event that updates are required.
Site Investigation	20,000	
Report on Title		Previously provided
Ecology (incl. Bat Survey)	5,000	Previously procured but updates required.
Listed Building Structural Report	5,000	Reports provided previously. Budget sum provided in the event of additional work required.
Traffic Survey	5,000	
Drainage Report	4,000	
Utilities Report	2,000	
Asbestos Report	Nil	To be provided by UHB
Floor Plans	Nil	To be provided by UHB
Planning Report	3,000	
Aerial Photographs/ Brochures/Adverts	5,000	
TOTAL	51,000	

The approximate overall costs amount to approximately £51,000. However we would suggest the allowance of a contingency to cater for any unexpected requirements that are either required by the LPA or additional works which may flow from results of some of the technical survey work that is undertaken and therefore, we would suggest an allowance in the order of £60,000.

7. RECOMMENDATIONS

Now that there is certainty of delivering vacant possession in agreed timescales, the extent and form of final development (including the variety of uses) is not known and the time period between now and vacant possession is relatively constrained, we would recommend that the UHB offer the property to the market with a comprehensive information pack on an unconditional or subject to planning basis as described within this report.

This will enable maximum flexibility and exposure of the property to the market and should shorten the planning programme slightly, when compared with the scenario of the LHB submitting their own hybrid application followed by developer reserved matters applications (and potentially a fresh full application on the house).

Our proposed two stage marketing campaign will help to ensure that capital receipts are maximised, and in doing so approval is required for the expenditure as set out in section 6 relating to the marketing and disposal of the site which will enable the consultants to procure the necessary technical and survey work to bring the property to market, commencing in July 2019, in accordance with the programme.

APPENDIX 1

APPENDIX 2

ROOKWOOD HOSPITAL - SUBJECT TO PLANNING DISPOSAL

								2020												2021			
	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	
Preparation and update to Technical Information	Yellow	Yellow																					
Preparation of Planning Report & Marketing Collateral	Yellow	Yellow																					
Expressions of Interest Stage			Yellow	Yellow																			
Second Stage Marketing Campaign					Yellow	Yellow																	
Appoint Selected Developer(s)						Yellow																	
Legal							Yellow	Yellow	Yellow														
Exchange of Conditional Contracts										Yellow													
Developer Planning Period											Yellow												
Completion (Following receipt of planning)																							Yellow

Note: Programme assumes that permission is granted at committee and therefore an appeal is not required. If permission is refused, an appeal could add a further 12 months to the programme.

Report & Valuation

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Cardiff, CF5 2YN



28 February 2019

Ref: 434618

Cardiff & Vale University Health Board
University Hospital of Wales
Heath Park
Cardiff
CF14 4XW

For the attention of Jonathan Nettleton

Dear Jonathan,

PROPERTY: ROOKWOOD HOSPITAL, FAIRWATER ROAD, LLANDAFF, CARDIFF, CF5 2YN

In accordance with the instructions contained in your email to us dated 16 January 2019, as confirmed in our letter to you dated 25 January 2019, we have inspected the property and made such enquiries as are sufficient to provide you with our opinion of value on the basis stated below. Copies of your instruction letter and of our letter of confirmation are enclosed at **Appendix 1**.

We draw your attention to our accompanying Report together with the General Assumptions and Conditions upon which our Valuation has been prepared, details of which are provided at the rear of our report.

We trust that our report meets your requirements, however should you have any queries, please do not hesitate to contact us.

Yours faithfully

For and on behalf of Savills (UK) Limited

Scott Caldwell MRICS
RICS Registered Valuer
Director

Andrew Weeks MRICS
RICS Registered Valuer
Associate Director

Abbey Bennett MRICS
Surveyor



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Appendices

Appendix 1 – Confirmation of Instruction Letter

Appendix 2 – Site Plan

Appendix 3 – Property Market Overview

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Executive Summary

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Background and Proposal

Cardiff and Vale University Health Board (the Health Board) are considering declaring part of the property as surplus to requirements and are therefore looking to internally apportion for accounts purposes value between the elements of the property it proposes to retain and those which it is considering declaring surplus.

Property Overview

The property extends to a total gross area of 10.53 acres (4.26 hectares). The property is irregular in shape and generally level, albeit, the site rises in gradient from east to west with an approximate split level of 2m between Fairwater Road and the site at its western end. There are two access points along the southern boundary of the site via Fairwater Road; the access at the eastern side being the primary access.

The property is valued in three elements as described fully within the report but in summary as follows:

- Site 1: Rookwood Lodge - Building at the entrance to the site on a plot of approximately 0.30 acres (0.122 hectares).
- Site 2: Artificial Limb & Appliance Centre – A single storey red brick building on a site of 2.17 acres (0.88 hectares) located in the north eastern corner of the overall site.
- Site 3: Rookwood House, Former Stables and Southern Area of Site on a total site of 8.06 acres (3.26 hectares).

Tenure

Assumed unencumbered freehold with vacant possession.

SWOT Analysis

Strengths	Opportunities
<ul style="list-style-type: none">▪ High value residential location.▪ Close proximity to transport links.▪ Close proximity to local facilities and services.	<ul style="list-style-type: none">▪ Allocated for approximately 90 units within the Local Development Plan.▪ Clearance of unsightly buildings.▪ Creating a viable new use for Grade II Listed Rookwood House.▪ Enabling restoration of dilapidated Grade II Listed summer house.
Weaknesses	Threats
<ul style="list-style-type: none">▪ Development of the property will maximise value.▪ Environmental constraints which include TPO's, listed buildings and an historic park.	<ul style="list-style-type: none">▪ Potential for extensive planning obligations.▪ Costs associated with Listed Building requirements.▪ Uncertainty in the market with Brexit.

Principal Valuation Considerations

- Located in a prime suburb of Cardiff where there is a sustained demand for good quality housing;
- Assumed that ground conditions are suitable for development without significant abnormal costs being required;
- Anticipated that there will be good levels of demand for residential development land and new homes in this location;
- Anticipated that there will be a level of interest from care operators;
- Good re-development prospects given the site is brownfield and situated in a built up area.

Approach to Valuation

In arriving at our opinion of Market Value, we have adopted the comparable method of valuation having considered the sale of other development sites within the area.

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Valuations

No.	Map Key	Site	Market Value
1	Green	Rookwood Lodge	£600,000
2	Blue	Artificial Limb & Appliance Centre	£3,600,000
3	Red	Rookwood House, Former Stables and Southern Area of Site	£6,000,000
Total:			£10,200,000

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1. Instructions and Terms of Reference

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1.1. Instructions

1.1.1. Instructions and Basis Of Valuation

You have instructed us to provide our opinions of value on the following basis:

- The Market Value of the freehold interest subject to full vacant possession (“Market Value”).

1.1.2. General Assumptions and Conditions

All our valuations have been carried out on the basis of the General Assumptions and Conditions set out in the relevant section towards the rear of this report.

1.1.3. Date of Valuation

Our opinions of value are as at the date of this report, 28 February 2019. The importance of the date of valuation must be stressed as property values can change over a relatively short period.

1.1.4. Definition of Market Value

In undertaking our valuations, we have adopted the RICS definition of Market Value, as detailed below:

Valuation Standard VPS 4 1.2 of the Red Book defines Market Value (MV) as:

“The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm’s length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.”

1.1.5. Purpose of Valuations

You instruct us that our valuations are required for internal purposes.

1.1.6. Conflicts of Interest

As you are aware we were appointed as the selling agent for the property in October 2011. For the purpose of this valuation we will be acting as External Valuers and will be providing you with an independent valuation.

1.1.7. Valuer Details and Inspection

The due diligence enquiries referred to below were undertaken by Scott Caldwell MRICS and Abbey Bennett MRICS. The valuations have also been reviewed by Andrew Weeks MRICS and Gareth Carter.

The property was inspected on 18 February 2019 by Scott Caldwell MRICS and Abbey Bennett MRICS. We were able to inspect the whole of the property, both externally and internally, but limited to those areas that were easily accessible or visible. The weather on the date of our inspection was cloudy.



Scott Caldwell MRICS and Andrew Weeks MRICS are also RICS Registered Valuers. Furthermore, in accordance with VPS 3.7, we confirm that the aforementioned individuals have sufficient current local, national and international (as appropriate) knowledge of the particular market and the skills and understanding to undertake the valuation competently.

1.1.8. Extent of Due Diligence Enquiries and Information Sources

The extent of the due diligence enquiries we have undertaken and the sources of the information we have relied upon for the purpose of our valuation are stated in the relevant sections of our report below.

Where reports and other information have been provided, we summarise the relevant details in this report. We do not accept responsibility for any errors or omissions in the information and documentation provided to us, nor for any consequences that may flow from such errors and omissions.

1.1.9. Liability Cap

Our letter confirming instructions at **Appendix 1** includes details of any liability cap.

1.1.10. RICS Compliance

This report has been prepared in accordance with Royal Institution of Chartered Surveyors' ("RICS") Valuation – Global Standards 2017 incorporating the IVSC International Valuation Standards issued June 2017 and effective from 1 July 2017, and the RICS Valuation – Global Standards 2017 - UK national supplement issued 14 November 2018 and effective from 14 January 2019, together (the "RICS Red Book"), and in particular in accordance with the requirements of VPS 3 entitled Valuation reports and VPGA 2 Valuation of interests for secured lending, as appropriate.

Our report in accordance with those requirements is set out below.

1.1.11. Verification

This report contains many assumptions, some of a general and some of a specific nature. Our valuation is based upon certain information supplied to us by others. Some information we consider material may not have been provided to us. All of these matters are referred to in the relevant sections of this report.

We recommend that you satisfy yourself on all these points, either by verification of individual points or by judgement of the relevance of each particular point in the context of the purpose of our valuation. Our valuation should not be relied upon pending this verification process.

1.1.12. Confidentiality and Responsibility

Finally, in accordance with the recommendations of the RICS, we would state that this report is provided solely for the purpose stated above. It is confidential to and for the use only of the party to whom it is addressed, and no responsibility is accepted to any third party for the whole or any part of its contents. Any such parties rely upon this report at their own risk. Neither the whole nor any part of this report or any reference to it may be included now, or at any time in the future, in any published document, circular or statement, nor published, referred to or used in any way without our written approval of the form and context in which it may appear.

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1.2. Background

Cardiff and Vale University Health Board (the Health Board) are considering declaring part of the property surplus to requirements and are therefore looking to internally apportion for accounts purposes value between the elements of the property it proposes to retain and those which it is considering declaring surplus.

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2. The Property, Statutory & Legal Aspects

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2.1. Location

The property is located in Llandaff, a suburb of Cardiff approximately 2.5 miles north-west of Cardiff city centre, and approximately 3 miles from Junction 32 of the M4 motorway.

Cardiff is the capital city of Wales and its main commercial and cultural centre, with a wide range of leisure, commercial and retail facilities. It is home to the Wales Millennium Centre, the Millennium Stadium, St David's Shopping Centre and the International Sports Village. Cardiff has excellent road links to the M4 at junction 33 from the west, junction 32 from the north and junctions 29 and 30 from the east. Cardiff Central railway station has rail services to London Paddington with journey times of just over 2 hours. Cardiff Wales Airport is approximately 12.5 miles (20.11 km) west of the city.

Cardiff has an urban population of 346,090 (2011 Census) and 682,767 within 21km of the centre. The city has a socio economic structure which is very typical of other UK cities, with the main employment sectors being other services (29.6%), banking, financial and business services (17.4%) and retail (15.9%).

We enclose below a General Location Map showing the location of Llandaff in its regional context.



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2.2. Situation

The property is located in Llandaff, an affluent suburb of Cardiff situated approximately 2.5 miles north-west of the city centre. Access to the property can be gained via Fairwater Road which is located to the south of the property.

The surrounding area to the property is primarily made up of low/ medium density housing. The former BBC Cymru headquarters offices are located to the north of the property where planning permission has been granted for 360 residential dwellings. Other surrounding uses include Llandaff Cathedral, Llandaff Primary School, Bishop of Llandaff High School and a number of public houses, all situated within 0.3 miles of the property.

The property benefits from good public transport with Fairwater railway station situated 0.5 miles from the property and a number of bus stops situated within close proximity.

We enclose below a plan showing the situation of the property.



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2.3. Description

The property extends to a total gross area of 10.53 acres (4.26 hectares). The property is irregular in shape and generally level, albeit, the site rises in gradient from east to west with an approximate split level of 2m between Fairwater Road and the site at its western end. There are two access points along the southern boundary of the site via Fairwater Road; the access at the eastern side being the primary access.

The extent of the property is shown as three separate parcels for the purposes of this valuation, edged red, green and blue, on that plan attached at **Appendix 2** and can be best described as follows:-

Site 1 (Green): Rookwood Lodge

Rookwood Lodge is a two storey property of stone construction with Bath stone facings. The hipped roof is overlaid with clay tiles and features two chimneys. The property dates back to 19th Century when Rookwood House was built.

A single storey extension was built to the north of the lodge in the 1970s and this property is now used as a National Centre for Electronic Assistive Technology by the Health Board.

The gross area of this site is 0.30 acres (0.122 hectares).

Site 2 (Blue): Artificial Limb & Appliance Centre

The Artificial Limb and Appliance Centre is a purpose built property of single storey brick construction under a pitched roof overlaid with clay tiles. There are two surface car parks to the east and south of this property; the southern car park provides access to a detached gymnasium hall. To the south of the gymnasium comprises tank, boiler and generator houses which service the hospital.

The gross area of this site is 2.17 acres (0.88 hectares).

Site 3 (Red): Rookwood House, Former Stables and Southern Area of Site

Rookwood House is a Grade II Listed former private residence of stone construction with Bath stone facings, built in 1866. The property has been converted and extended to provide office accommodation for the hospital and is somewhat institutionalised. To the west of Rookwood House there are gardens comprising lawns and woodland within which is a dilapidated Grade II Listed summer house.

The southern area of the site is made up of a range of poor quality, low rise purpose-built hospital accommodation, some of which comprise interconnected buildings used for operational purposes.

The former stables comprises a detached property of stone construction with Bath stone facings. The property is currently used as an Engineer's Workshop. This property dates back to 19th Century when Rookwood House was built but is not identified in the listing.

The gross area of this site is 8.06 acres (3.26 hectares).

Photographs of the property taken on the date of our inspection are provided overleaf.

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Site Entrance off Fairwater Road



Rookwood Lodge and Adjoining Building



Gymnasium Building



Main Car Park



Artificial Limb & Appliance Centre



Dilapidated Summer House

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Rookwood Hospital, Fairwater Road, Llandaff, Cardiff, CF5 2YN



Rookwood House



Rookwood House



Southern Site Boundary



Road running parallel to Fairwater Road

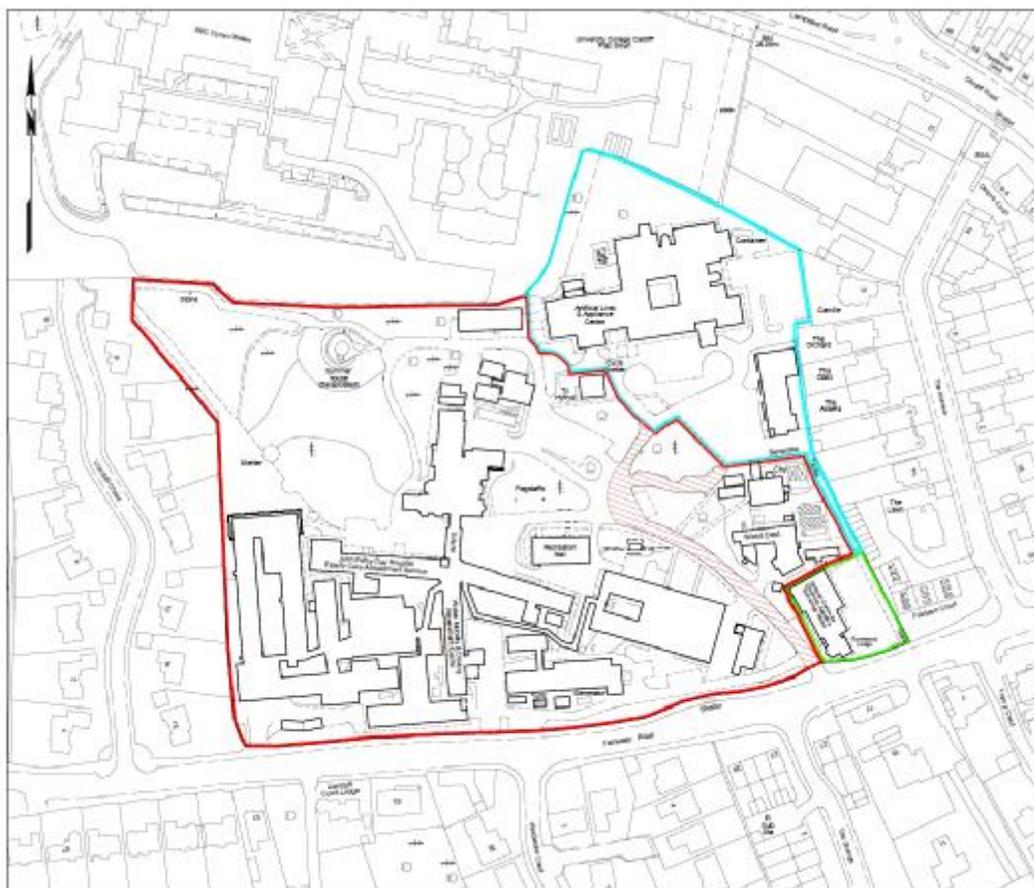
2.3.1. Site Area

The site of the property is irregular in shape and is bounded by Cardiff Metropolitan University and the former BBC Wales Headquarters to the north, residential dwellings to the east and west and Fairwater Road to the south.

By reference to the plan below, we have been informed by the Health Board that the property has a total gross site area of 10.53 acres (4.26 hectares) which can be broken down as follows:

- Land edged red: 8.06 acres (3.26 hectares);
- Land edged blue: 2.17 acres (0.88 hectares);
- Land edged green: 0.30 acres (0.122 hectares).

We attach an Ordnance Survey extract provided by the Health Board overleaf and at **Appendix 2**.



2.4. Existing Accommodation

Each of the buildings provide the following internal accommodation. These areas have been provided by the Health Board. We assume they are complete and correct, and are the gross internal floor areas measured in accordance with the RICS Property Measurement 2nd edition, published in January 2018, which updated the RICS Code of Measuring Practice 6th Edition.

Building	Floor	Sq Ft	Sq M
Rookwood House	Basement	363	33.7
	Ground	8,516	791.1
	First	5,676	527.3
	Second	1,395	129.6
		15,950	1,481.7
Rookwood Lodge	Ground	3,748	348.23
	First	346	32.19

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Building	Floor	Sq Ft	Sq M
		4,094	380.42
Works Department (former stables block)	Ground	2,085	193.67
	First	1,694	157.34
		3,779	351.01
Summer House (Dilapidated)	Ground	261.99	24.34
		261.99	24.34

2.5. Condition

As instructed, we have not carried out a structural survey, nor have we tested any of the services. However, we would comment, without liability, that during the course of our inspection for valuation purposes, we observed that some of the buildings appear to be in poor condition, whereas others were in fair condition. During the course of our inspection we noted that repair works were being undertaken to the roof covering of the main house.

2.6. Environmental Considerations

2.6.1. Informal Enquiries

As instructed, we have not carried out a soil test or an environmental audit on the site in relation to the potential presence of contamination, albeit we expect that the hospital is constructed on made ground and that asbestos is present in underground pipework etc. There is potentially the possibility of contamination hotspots across the site.

We would stress that we have not carried out, nor are we qualified to carry out an Environmental Audit. We would recommend for an Environmental Audit to be undertaken to gain a better understanding the extent of any contamination on site.

2.6.2. Assumption

We have valued the property on the basis that there is the potential for contamination at the site but should it be established that significant land contamination exists at the property, or on any neighbouring land, then we would wish to review our valuation advice.

2.6.3. Flooding

We have made enquires with regard to potential flooding at the Natural Resources Wales website, www.naturalresources.wales and note that the property is located in an area considered to be at little or no risk of fluvial or coastal/ tidal flooding.



2.7. Town Planning

2.7.1. Statutory Background

We have made informal enquiries of the local planning authority, Cardiff City Council, who inform us that the statutory plan covering planning policy and development control for the area is the Cardiff Local Development Plan (LDP), which was adopted in January 2016.

The property is identified within the LDP as a non-strategic housing site (Site Ref: H1.3), allocated for approximately 90 units. The property is not stated to be located within a conservation area albeit there are a number of environmental constraints associated with the site which include the following:

- Two listed buildings (Grade II): Rookwood House and the summerhouse and underground vaulted chamber, the latter being seriously dilapidated;
- The site's inclusion in Cadw's non-statutory Register of Landscapes, Parks and Gardens of Special Historic Interest in Wales (Grade II);
- The existence of a large number of trees, groups of trees and an area of woodland which are statutorily protected by Tree Preservation Orders;
- The presence of bats (all species of which are statutorily protected) and breeding birds.

2.7.2. Planning History

Planning decisions relating to the property revealed by our enquiries are as follows:

Application No	Description of Development	Date of Decision	Decision
99/00872/W	To provide additional car parking space and covered parking area for disabled drivers assessment	13-07-1999	Permission
13/00940/DCO	Construction of new footpath	10-07-2013	Permission
18/02058/MNR	Restoration and repair works to roof and internal roof structure	14-12-2018	Permission

2.7.3. Summary

In valuing the property we have assumed that the buildings are used in accordance with their present lawful uses and that the buildings comply with current planning laws and building regulations and that they are not subject to any adverse proposals or possible enforcement actions. However, our valuations are predicated on the basis of the property's redevelopment.

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2.8. Taxation

2.8.1. Rates

From informal enquiries of the Valuation Office Agency Internet Rating List www.voa.gov.uk, we understand that the following entry appears on the 2017 Valuation List:

Property Address	Description	Rateable Value
Rookwood Hospital, Fairwater Road, Cardiff, CF5 2YN	Hospital and premises	£142,000
	Total	£142,000

The Uniform Business Rate in Wales for 2018/19 financial year is 0.514 pence in the pound. We calculate that the rates currently payable are £72,988 excluding any transitional or other relief.

2.8.2. VAT

Our valuation is exclusive of VAT.

2.9. Tenure

The property is registered at the Land Registry under title number CYM505439, with the registered proprietors stated as Cardiff and Vale University Local Health Board.

We have not been provided with a report on title and have not seen a copy of the title deeds. We have assumed that full rights of access are enjoyed and that no third parties enjoy any rights over the property. Your solicitors should confirm that there are no onerous restrictions or obligations as part of the due diligence process.

It is assumed for valuation purposes that the property is not subject to any unusual or onerous covenants that are likely to affect the valuations herein provided.

We would strongly advise that your legal advisors confirm our understanding to be correct and to ensure that there are no further elements, restrictions or charges contained that are likely to have a detrimental effect upon the valuations as herein reported. We reserve the right to revise our valuation should it subsequently emerge our assumptions relating to the legal title are incorrect.

Report & Valuation

Rookwood Hospital, Fairwater Road, Llandaff, Cardiff, CF5 2YN



Report & Valuation

Rookwood Hospital, Fairwater Road, Llandaff, Cardiff, CF5 2YN



3. Market Commentary

Report & Valuation

Rookwood Hospital, Fairwater Road, Llandaff, Cardiff, CF5 2YN



3.0. Property Market Overview

We enclose a Property Market Overview at **Appendix 3**.

3.1. Healthcare Market

The health and care services that we require have changed dramatically over the last 50 years. We live longer, our population is larger and as medicine has advanced our healthcare needs have evolved. Reforming health and care to match these needs will be all the more difficult in an era of constrained public finances. Combined local authority and NHS capacity has now fallen to 6.5% of total supply. With public sector unit costs running at double or more the independent sector equivalent, the public sector share of provision is expected to decline even further in the future.

In the recent years, there has been a shift in focus by the NHS, who are slowing moving investment from the secondary care and hospital sector to primary and community care facilities.

The Healthcare Intelligence Specialists, Laing and Buisson, reported that the UK's total expenditure on healthcare in 2017 totalled £192 billion, up 3.6% on the 2015 total. It was forecast that this expenditure would rise by £20 billion in 2018.

In October 2018 Laing and Buisson released a Healthcare Construction UK Market Report. The report advised that the government have announced a forward pipeline of approximately £5.7 billion worth of healthcare capital projects taking place between now and 2020 and beyond. There are around 597 individual health projects under almost 700 schemes with a combined value of circa £5.7 billion.

3.2. RICS Housing Market Survey

House prices dropped 0.7% in December according to Nationwide. That surprisingly weak performance coincided with raised political uncertainty leaving annual house price growth at 0.5% for 2018, marginally undershooting their forecast of 1.0%. Annual growth varied across the regions: it was strongest in the East Midlands at 4.0%, followed by Wales at 3.9% and Yorkshire & the Humber at 3.7%. After a long period of outperformance that has left affordability constrained, London has fared the worst, with values down 2.2% since the start of the year. Wales was the strongest performer in Q4, whilst the East and West Midlands slowed. This is in line with their forecast that house price growth in Wales and the North will overtake the Midlands over the next two years.

Although house price growth was weaker than expected at the end of 2018, transaction volumes appear to have stabilised across all regions in October. That stability continued into November at a national level, according to data from HMRC. But new instructions and enquiries both continued to fall in December, according to the RICS survey. They reached their lowest levels since the immediate aftermath of the Brexit vote.

Brexit is the most cited cause (according to the RICS survey) for reduced activity, and housing market uncertainty is likely to continue until some clarity emerges.

The southern Welsh districts of Torfaen, Newport and Caerphilly saw the strongest house price growth, all up approximately 10% during the year to October 2018. London continued to struggle, with the largest falls in Westminster, Hammersmith & Fulham and Camden, of -9.0%, -5.2% and -4.8% respectively.

3.3. Local Market Summary

According to the most recent Land Registry House Price Index, annual growth in Cardiff was 4.02%, lower than the average rise for Wales of 5.48%. The Land Registry average house price in Cardiff in November 2018 was £207,976, showing a -0.32% price drop from the previous month. The average price of a detached house in Cardiff was £388,201 in November 2018, having grown 4.58% from the previous year where the average price was £371,212.

The majority of sales in Llandaff during the last year were semi-detached properties, selling for an average price of £316,242. Terraced properties sold for an average of £224,458, with flats fetching £186,599. Llandaff, with an overall average price of £293,438, was similar in terms of sold prices to nearby Danescourt (£298,572), but was more expensive than Llandaff North (£237,698) and Fairwater (£177,044).

3.4. Sales Transactions

In reaching our opinion of value for the property we have had regard to a number of sales of comparable properties for both development land and completed units in the vicinity and discussions with both our own agents and local agents.

We have highlighted comparable sales and made adjustments to the comparable evidence to reflect the individual characteristics of each property, including: location, size, outside space and condition.

Our valuation is based on market evidence which has come into our possession from numerous sources. That from other agents and valuers is given in good faith but without liability. It is often provided in verbal form. Some comes from databases such as the Land Registry or computer databases to which Savills subscribes. In all cases, other than where we have had a direct involvement with the transactions, we are unable to warrant that the information on which we have relied is correct although we believe it to be so.

3.4.1. Comparable Evidence

The Rise, Penhill Road, Pontcanna



This 0.61 acre brownfield site with detached 19th Century villa extending to 10,990 sq ft sold at auction for £1,600,000 in October 2017, reflecting £2,622,951 per acre and £145.59 per sq ft. The site has since been cleared and planning permission granted for the development of 8 no. five storey townhouses, 1 no. detached house and 4 no. semi-detached houses.

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The Orchards, Llanishen



This 2.06 acre brownfield site sold for £3,800,000 in March 2017, reflecting £1,844,660 per acre. The property was bought by McCarthy & Stone and has since been developed as a Later Living scheme and Assisted Living Complex.

Suffolk House, Llandaff Road/ Romilly Road, Canton



This 0.67 acre brownfield site with three storey detached locally listed building extending to 5,387 sq ft sold for £800,000 in February 2017, reflecting £1,194,030 per acre and £148.51 per sq ft. Since the sale a planning application has been submitted for part demolition of modern extensions to Suffolk House and re-development to provide 10 no. apartments and construction of 7 no. townhouses.

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Lozelles, Church Road, Lisvane



The site extending to 0.89 acres with outline planning permission for 3 detached plots whilst retaining the existing residence. The site sold for £1,425,000 in June 2016, reflecting £1,600,000 per acre. The site has since received full planning permission in February 2018 for a development of 2 houses and 11 self-contained apartments. The S106 agreement obligations equal £257,187.

Land Between 3 and 5 The Avenue, Llandaff



This greenfield site adjoining the property extending to 0.40 acres sold for £700,000 in February 2015, reflecting £1,750,000 per acre. The site has since been developed and comprises 1 no. detached and 2 no. semi-detached new build houses.

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Former BBC Wales Headquarters, Llantrisant Road, Llandaff



This brownfield site adjoining the property and extending to 17.45 acres (gross)/ 11.7 acres (net) formed as two separate parcels sold on a subject to planning and vacant possession basis for £20,050,000 in 2014, reflecting £1,148,997 per gross acre and £1,713,675 per net acre. The site is proposed for 360 dwellings, 20% of which will be on site affordable units. The BBC have yet to provide vacant possession which is anticipated at the end of 2019/ early 2020. We understand that terms of purchase require a revaluation 3 months prior to legal completion

Churchills Hotel, Cardiff Road, Llandaff



This Grade II Listed 23-bed hotel building and row of cottages offering 9 additional rooms occupying a 0.96 acre site sold for £2,400,000 in June 2015, reflecting £2,500,000 per acre. The site has since been redeveloped, converting the main hotel building into a pair of semi-detached houses, cottages demolished and 7 no. new dwellings built in the grounds of the hotel.

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Trenewydd, 5 Fairwater Road, Llandaff



This detached property extending to 7,728 sq ft formerly used as offices by the Health Board occupying a 0.30 acre site sold for £650,000 in March 2014, reflecting £2,166,667 per acre and £84.11 per sq ft. The property has since gained planning permission for re-development into a 5-bed residential dwelling.

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Rookwood Hospital, Fairwater Road, Llandaff, Cardiff, CF5 2YN



4. Valuation Advice

Report & Valuation

Rookwood Hospital, Fairwater Road, Llandaff, Cardiff, CF5 2YN





4.1. Principal Valuation Considerations

The principal matters that impact on the value of the property are as follows:

4.1.1. Location and Situation

The property is in a prime north Cardiff suburb where house prices are higher than the Cardiff average and where there is a sustained demand for good quality housing.

4.1.2. Planning

The property does not benefit from planning permission for re-development. However the site is allocated within the Local Development Plan as a non-strategic housing site for approximately 90 units. In arriving at our valuation, we have assumed that planning permission will be forthcoming in a suitable form. Our valuation does not allow any discount to reflect an unconditional sale without planning, but instead assumes that the Health Board would dispose of the property on a subject to planning basis.

4.1.3. Environmental Considerations

There are a number of environmental constraints associated with the site which include the presence of two Listed Buildings, a large number of Tree Protection Orders, bats and breeding birds and the inclusion in Cadw's non-statutory Register of Landscapes, Parks and Gardens of Special Historic Interest in Wales (Grade II).

4.1.4. Potential Contamination

The property is a brownfield site and it is therefore possible that land contamination exists. We recommend that further investigation is undertaken to establish this position but our valuation assumes, in the absence of this information, that ground conditions are suitable for development without any significant abnormal costs being required. We have made allowances for demolition within our valuations where we consider this is likely to enable redevelopment.

4.1.5. Tenure

The property is held freehold and is occupied by the freeholder, Cardiff & Vale UHB. Our valuations assume that good freehold title is available for the property, that rights for access are available and that there are no onerous restrictions or obligations on title.

4.1.6. Market

Given that Llandaff is considered a desirable residential suburb, we expect the continuation of good levels of demand for residential development land and new homes in this location. We also anticipate that there will be a level of interest from care and retirement operators. The listed building could potentially be utilised for a variety of uses including the conversion to residential, institutional use, hotel and/or restaurant.

4.2. Approach To Valuation

We have valued the three distinct elements of the site, as shown on the plan at **Appendix 2**, in isolation of one another to arrive at our opinion of value for the property as a whole.

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We have considered the sale of development sites within the area. Each development site has its own peculiarities and different development difficulties. We have therefore adjusted and analysed our comparables to reflect these differences. The comparables show a wide range in values demonstrating the importance of understanding the location, proposed development, costs and marketing of individual development sites.

We provide a summary of our valuation methodology for the three distinct sites as follows:

Site 1 (Green): Rookwood Lodge

In arriving at our opinion of value for the area shaded green on the site plan we have adopted the comparable method of valuation. We have applied a value of £600,000 to this site which reflects £1,714,286 per acre and £147 per sq ft. Our opinion of value is supported by the following comparable evidence.

The sale of the land between 3 and 5 The Avenue proved a useful comparable as it is located within close proximity to Rookwood Lodge and had a similar site area extending to 0.40 acres. The property sold for £700,000 in February 2015, reflecting £1,750,000 per acre. The sale of The Rise on Penhill Road also proved a useful comparable. The property sold for £1,600,000 in October 2017, reflected £146 per sq ft.

Site 2 (Blue): Artificial Limb & Appliance Centre

In arriving at our opinion of value for the area shaded blue on the site plan we have adopted the comparable method of valuation. We have assumed a net developable area in the order of 2 acres and applied a value of £3,600,000 to this site which reflects £1,800,000 per net acre. Our opinion of value is supported by the following comparable evidence.

The sale of The Orchards in Llanishen proved a useful comparable as the site had a similar site area to the subject property, extending to 2.06 acres. The property sold for £3,800,000 in March 2017, reflecting £1,844,660 per acre. The property has been re-developed for care and retirement living which is potentially an appropriate use for the future development of the subject site.

Site 3 (Red): Rookwood House, Former Stables and Southern Area of Site

In arriving at our opinion of value for the area shaded red on the site plan we have adopted the comparable method of valuation. We have assessed the site in three parts; Rookwood House, the former stables (on the basis that there may be some pressure to retain this building) and the southern area of the site.

We have applied a value of £250,000 to the former stables part of the site which reflects £1,515,152 per acre. The sale of the land between 3 and 5 The Avenue proved a useful comparable for this part of the site as it is located within close proximity. The property sold for £700,000 in February 2015, reflecting £1,750,000 per acre, albeit the site of the former stables is slightly more constrained and as such we have applied a slightly lower pro-rata value.

We have applied a value of £500,000 to Rookwood House and the land lying to the west. This is a unique asset which makes it more difficult to make direct comparisons with. Suffolk House is our most useful comparable in terms of its location and the property is a locally listed building. The property sold for £800,000 in February 2017. It is possible that a sale of Rookwood House in isolation would achieve a higher value. However, in consideration of Site 3 as a whole we consider the most likely purchaser would be a housebuilder who would view Rookwood House as a constraint, and therefore we have adopted a more cautious approach to its valuation.

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We have assumed a net developable area of the southern area of the site of circa 4 acres and have applied a value of £5,300,000, reflecting £1,250,000 per acre. This takes into consideration costs associated with putting the summer house into repair estimated at £260,000, S106 and off-site affordable housing contributions, demolition and some abnormal costs. The sale of the former BBC Wales Headquarters proved a useful comparable due to its close proximity to the subject site. A sale was agreed in 2014 for £20,050,000, reflecting £1,713,675 per acre.

In addition, we are aware of serviced parcels on the Plasdwr strategic development site on the northern outskirts of Cardiff transacting at values equivalent to approximately £1,300,000 per net acre, which is helpful in understanding the tone of values that national housebuilder are paying for good quality mainstream housing sites in this location.

4.3. Valuation

Having carefully considered the property, as described in this report, we are of the opinion the current Market Value of the three elements of property with full vacant possession, and on the assumption that they are sold on a subject to planning basis is in the order of:

No.	Map Key	Site	Market Value
1	Green	Rookwood Lodge	£600,000
2	Blue	Artificial Limb & Appliance Centre	£3,600,000
3	Red	Rookwood House, Former Stables and Southern Area of Site	£6,000,000
Total:			£10,200,000

£10,200,000

(TEN MILLION TWO HUNDRED THOUSAND POUNDS)

We consider that a period of 18-24 months is a reasonable period within which to negotiate completion of a sale by private treaty of the property at the level of our valuation on a subject to planning basis, taking into account the nature of the property and the state of the market.

Report & Valuation

Rookwood Hospital, Fairwater Road, Llandaff, Cardiff, CF5 2YN





5. General Assumptions & Conditions to Valuations

Report & Valuation

Rookwood Hospital, Fairwater Road, Llandaff, Cardiff, CF5 2YN



5.1. General Assumptions and Conditions

5.1.1. General Assumptions

Unless otherwise stated in this report, our valuation has been carried out on the basis of the following General Assumptions. If any of them are subsequently found not to be valid, we may wish to review our valuation, as there may be an impact on it.

1. That the property is not subject to any unusual or especially onerous restrictions, encumbrances or outgoings contained in the Freehold Title. Should there be any mortgages or charges, we have assumed that the property would be sold free of them. We have not inspected the Title Deeds or Land Registry Certificate.
2. That we have been supplied with all information likely to have an effect on the value of the property, and that the information supplied to us and summarised in this report is both complete and correct.
3. That the building has been constructed and is used in accordance with all statutory and bye-law requirements, and that there are no breaches of planning control. Likewise, that any future construction or use will be lawful (other than those points referred to above).
4. That the property is not adversely affected, nor is likely to become adversely affected, by any highway, town planning or other schemes or proposals, and that there are no matters adversely affecting value that might be revealed by a local search, replies to usual enquiries, or by any statutory notice (other than those points referred to above).
5. That the building is structurally sound, and that there are no structural, latent or other material defects, including rot and inherently dangerous or unsuitable materials or techniques, whether in parts of the building we have inspected or not, that would cause us to make allowance by way of capital repair (other than those points referred to above). Our inspection of the property and this report do not constitute a building survey.
6. That the property is connected, or capable of being connected without undue expense, to the public services of gas, electricity, water, telephones and sewerage.
7. That in the construction or alteration of the building no use was made of any deleterious or hazardous materials or techniques, such as high alumina cement, calcium chloride additives, woodwool slabs used as permanent shuttering and the like (other than those points referred to above). We have not carried out any investigations into these matters.
8. That the property has not suffered any land contamination in the past, nor is it likely to become so contaminated in the foreseeable future. We have not carried out any soil tests or made any other investigations in this respect, and we cannot assess the likelihood of any such contamination.
9. That the property does not suffer from any risk of flooding. We have not carried out any investigation into this matter.
10. That the property either complies with the Disability Discrimination Acts and all other Acts relating to occupation, or if there is any such non-compliance, it is not of a substantive nature.
11. That the property does not suffer from any ill effects of Radon Gas, high voltage electrical supply apparatus and other environmental detriment.



12. That there are no adverse site or soil conditions, that the property is not adversely affected by the Town and Country Planning (Assessment of Environmental Effects) Regulations 1988, that the ground does not contain any archaeological remains, nor that there is any other matter that would cause us to make any allowance for exceptional delay or site or construction costs in our valuation.

5.1.2. General Conditions

Our valuation has been carried out on the basis of the following general conditions:

1. We have made no allowance for any Capital Gains Tax or other taxation liability that might arise upon a sale of the property.
2. Our valuation is exclusive of VAT (if applicable).
3. No allowance has been made for any expenses of realisation.
4. Excluded from our valuation is any additional value attributable to goodwill, or to fixtures and fittings which are only of value in situ to the present occupier.
5. Energy Performance Certificates (EPCs) are required for the sale, letting, construction or alteration of all residential buildings on non-domestic residential buildings over 538 sq ft (50 sq m) in England and Wales and on all buildings in Scotland. The effect of EPCs on value is as yet unknown, given that the market has yet to respond to their introduction. Therefore, we have not considered the property's EPC rating in forming our opinion of value. However, should this position alter, we reserve the right to reconsider our opinion of value.
6. No allowance has been made for rights, obligations or liabilities arising under the Defective Premises Act 1972, and it has been assumed that all fixed plant and machinery and the installation thereof complies with the relevant UK and EU legislation.
7. Our valuation is based on market evidence which has come into our possession from numerous sources. That from other agents and valuers is given in good faith but without liability. It is often provided in verbal form. Some comes from databases such as the Land Registry or computer databases to which Savills subscribes. In all cases, other than where we have had a direct involvement with the transactions, we are unable to warrant that the information on which we have relied is correct although we believe it to be so.

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Appendices

Report & Valuation

Rookwood Hospital, Fairwater Road, Llandaff, Cardiff, CF5 2YN



Report & Valuation

Rookwood Hospital, Fairwater Road, Llandaff, Cardiff, CF5 2YN



Appendix 1

25 January 2019



Jonathan Nettleton
Cardiff & Vale University Health Board
University Hospital of Wales
Heath Park
Cardiff
CF14 4XW

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Dear Jonathan

PROPERTY: ROOKWOOD HOSPITAL, FAIRWATER ROAD, LLANDAFF, CARDIFF, CF5 2YN

Confirmation of terms of engagement for the provision of valuation advice

1. Thank you for your email to us dated 16 January 2019. We are grateful to you for your kind instructions to advise and now write to confirm the terms upon which Savills (UK) Limited (**Savills, we or us**) will provide Cardiff & Vale University Health Board (**you**) with a valuation report (the **Valuation or Report**) in respect of the above property (**Property**).
2. Our Valuation will be undertaken on the terms set out in this letter, including its appendices.
3. Please sign and return a copy of this letter to us to confirm your acceptance of the terms set out herein. In particular, we draw your attention to the fact that when signing this letter you are confirming your agreement to the limitation of our liability set out at paragraphs 8 -12 inclusive.
4. Please note we will be unable to formally issue our final Report to you, and you will be unable to rely upon the contents of our Report, until such time as we have received your signed copy of this letter.
5. To the extent that there is conflict or inconsistency between this confirmation of instruction letter and your email referred to above, this confirmation of instruction letter will prevail.
6. **Conflicts of Interest**

We confirm that Savills (UK) Limited does not have a material connection or involvement with the subject property or any other parties and there are no other factors that could limit the valuer's ability to provide an impartial and independent valuation. Therefore, the valuer will report an objective and unbiased valuation.

RICS Red Book

7. We shall prepare our Valuation in accordance with the RICS Valuation – Global Standards 2017 (incorporating the IVSC International Valuation Standards) and the RICS Valuation – Global Standards 2017 - UK national supplement, together the "**Red Book**". Accordingly, we confirm that:
 - (a) Identification and status of the Valuer
 - (i) The Valuation will be the responsibility of and the Report will be signed by Scott Caldwell MRICS, RICS RV, Director (the **Valuer**). The Valuer will work with colleague(s) as

Offices and associates throughout the Americas, Europe, Asia Pacific, Africa and the Middle East..

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Registered office: 33 Margaret Street, London, W1G 0JD



appropriate, and the Report will be counter-signed by at least one other RICS Registered Valuer;

- (ii) The Valuer has sufficient current knowledge of the particular market(s) and sufficiently developed skills and understanding to undertake the valuation competently.

(b) Identification of the client and other intended users

The client is the addressee of this letter. We will address our Report to Cardiff & Vale University health board (the **Addressee**).

(c) Identification of the asset or liability to be valued

- (i) The Property address is Rookwood Hospital, Fairwater Road, Llandaff, Cardiff, CF5 2YN
- (ii) The interests to be valued is freehold. The Property will be valued with vacant possession, details to be confirmed in our Report.
- (iii) The interest to be valued comprises an operational hospital proposed for residential development following relocation of the service and is currently held for owner occupation but is expected to be declared surplus to requirements and available for redevelopment.

(d) The valuation will be in pounds sterling

(e) Purpose of the valuation

The Valuation is required for internal purposes. It is important that the Report is not used out of context or for the purposes for which it was not intended. We shall have no responsibility or liability to any party in the event that the Report is used outside of the purposes for which it was intended, or outside of the restrictions on its use set out at sub-paragraph (l) below.

(f) Basis of value

The basis of our Valuation will be Market Value the definitions (and source) of which are set out at **Appendix 1** (attached).

(g) Valuation date

The Valuation date will be the date of our report. You will appreciate that in providing you with our Valuation, we shall have regard to market conditions as at the Valuation date. Naturally, these are subject to change and it is therefore important that the Addressees take account of any such change in conditions that may occur from the Valuation date before making any binding decision in relation to the Property. Please do not hesitate to contact us ahead of making any binding decision which takes account of our Valuation if you have any concerns in this respect.

(h) Extent of investigation

We will carry out an inspection of the Property and undertake investigations to the extent necessary to undertake the Valuation. We will not carry out a structural survey or test the services and nor will we inspect the woodwork and other parts of the structures which are covered, unexposed or inaccessible.

- (i) Nature and source of information to be relied upon
 - (i) We will carry out our Valuation on the information listed below:
 - (ii) To the extent that you have provided us with information and / or instructed us to obtain it from a third party you agree, unless it is otherwise agreed by us in writing, that we can safely rely upon the accuracy, completeness and consistency of this information without further verification and that you will not hold us responsible in the event that any dispute regarding the Valuation arises from the accuracy of such information.
 - (iii) Floor areas: We will not be measuring the Property. It is agreed that we will rely on floor areas provided to us by you.
 - (iv) We will not make formal searches with local planning authorities, but shall rely on the information provided informally by the local planning authority or its officers. We recommend you instruct lawyers to confirm the position in relation to planning and that the Report is reviewed in light of advice from your solicitors in this respect.
 - (v) For the avoidance of doubt, we accept no liability for any inaccuracy or omission contained in information disclosed by you or any third party or from the Land Registry or any database to which we subscribe. We will highlight in our Report where we have relied on such information.
- (j) Assumptions and Special Assumptions

Unless otherwise agreed, our Valuation will be reported on the basis of the general assumptions attached at **Appendix 2**.
- (k) Format of Report

We will adopt the relevant Savills (UK) Limited long form / short form valuation report template, adapted, as necessary, to accommodate your instructions.
- (l) Restrictions on use, distribution or publication
 - (i) Our Report shall be confidential to, and for the use only of, the Addressee and no responsibility shall be accepted to any third party for the whole or any part of its contents.
 - (ii) Neither the whole nor any part of our Report or any reference to it may be included in any published document, circular or statement, nor published, reproduced, referred to or used in any way without our prior written approval (with such approval to be given or withheld at our absolute discretion).
 - (iii) Where any addressee is a lender, in the event of a proposal to place the loan on the Property in a syndicate, you must notify us so that we can agree the extent of our responsibility to further named parties. If this is not done or we do not agree to be responsible to further named parties, we shall have no responsibility to any party other than the Addressee(s).
 - (iv) Draft reports, if provided, will be sent on the basis that they are provisional (i.e. subject to completion of our final report) and for your internal purposes only. They must not be published or disclosed and you will not be entitled to rely upon them for any purpose whatsoever. Savills neither owes nor accepts a duty of care to you in connection with any drafts and shall not be liable to you for any loss, damage, cost or expense of whatever nature caused by your use of or reliance on them. Should you choose to rely upon a draft

you do so entirely at your own risk and you are responsible for carrying out your own independent investigations.

- (v) We confirm that our valuation will be undertaken in accordance with the RICS Valuation – Global Standards (2017) which incorporate the International Valuation Standards (IVS) and the RICS Valuation – Global Standards 2017 - UK national supplement, together the “Red Book”.
- (m) The basis on which the fee will be calculated
 - (i) The agreed fee for the provision of the Valuation is £5,000 plus VAT but inclusive of expenses and is payable in pounds sterling.
 - (ii) Our agreed fee and any expenses, together with any VAT (at the prevailing rate) on such amounts, shall become due and payable by you to us within 30 days of us issuing you with a valid VAT invoice in respect of such amounts. In the event that our fee is not paid by the date for payment we reserve the right to charge default interest at a rate of 4% above the Barclays Bank base rate for payment.
 - (iii) In the event of our instructions being terminated at any time prior to completion of our work, a fee will become payable on a time basis (at our prevailing rates) for work carried out up to the date of termination, subject to a minimum of 50% of the agreed fee, together with all expenses incurred.
 - (iv) If we incur any expenditure on solicitors or other third parties in order to recover the fee due, such amounts will be payable by you.
 - (v) If we perform any additional services for you, we will agree an additional fee with you in respect of such services and such fee shall be payable in the manner set out above.
 - (vi) You acknowledge that you shall not be entitled to rely upon our Report until such time as our fees have been paid as detailed here.
- (n) Savills Complaints Handling Procedure

A copy of our Client Complaints Handling Procedure can be made available to you on request.
- (o) Monitoring under RICS conduct and disciplinary regulations

Savills (UK) Limited is regulated by the RICS. Compliance with the standards set down in the Red Book may be subject to monitoring by the RICS under its conduct and disciplinary regulations.

Limitations on Liability

- 8. Subject to paragraph 12 below, our aggregate liability to any one, or more, or all of the Addressees or any other party who otherwise becomes entitled to rely upon the Report under or in connection with this agreement and our Valuation, however that liability arises (including, without limitation, a liability arising by breach of contract, arising by tort, including, without limitation, the tort of negligence, or arising by breach of statutory duty) shall be limited to the lower of:
 - (a) 25% of the Value (as defined below) of the Property stated in our Report; and
 - (b) £75M.

9. In paragraph 8, **Value** means:
- (a) where more than one value is stated for the same Property on different bases, the highest valuation figure recorded in our Report; and
 - (b) in the case of valuations of portfolios, estates, shopping centres and other multi-unit properties within one Report, the aggregate of our valuations included in the one Report.
10. You acknowledge and agree that we shall not be liable under or in connection with this agreement and the provision of our Valuation in tort (including negligence), breach of contract, breach of statutory duty or otherwise due to, under and/or arising out of or in connection with this agreement to the extent such loss or damage is consequential, indirect, special or punitive.
11. You acknowledge and agree that none of our employees, partners or consultants individually has a contract with you or owes you a duty of care or personal responsibility. You agree that you will not bring a claim against any such individuals personally in connection with our services.
12. Nothing in this agreement shall exclude or limit our liability for death or personal injury caused by our negligence or for any other liability that cannot be excluded by law.

Insurance

13. During the period that we are producing our Valuation and for a period of six years thereafter, we will maintain in force, with insurers or underwriters approved by the RICS, professional indemnity insurance in an amount not less than the amount of our liability cap, as calculated pursuant to clause 8 above and shall, on your request, produce confirmation of the same from our insurance broker.

Reliance

14. As stated above, we accept responsibility for our Report only to the Addressees and no third party may rely on our Report. We do not accept any responsibility to, and shall have no liability in respect of, any third parties unless otherwise agreed writing even if that third party pays all or part of our fees, or is permitted to see a copy of our Valuation. In addition, the benefit of our Report is personal and neither you nor any other Addressee may assign the benefit of our Report to any third party without our prior written consent (with such consent to be given or withheld at our absolute discretion). You acknowledge that if we agree to extend reliance on our Report to any third party or to the benefit of our Report being assigned, we will require the relevant third party or assignee to enter into a reliance letter before such party is entitled to rely upon our Report. We will provide you with a copy of our reliance letter on request. If we agree to any such extension or assignment, we may charge you an additional fee.

Confidentiality

15. Neither party shall disclose any confidential information relating to the affairs, business, customers or clients of the disclosing party to any other party without the disclosing party's prior written consent except to those of the disclosing party's employees, officers, representatives and/or advisors who need to know the information for the purposes of carrying out the receiving party's obligations under this agreement (save to the extent that the receiving party is compelled to disclose such information by law).
16. Our Report is confidential to and for the use only of the Addressees, but the Addressees may disclose the Report on a non-reliance and without liability basis to their directors, officers, employees and professional advisers provided the relevant Addressee procures any person to whom our Report is disclosed pursuant to this paragraph 16 keeps the Report confidential and does not disclose it to any other party.

Data Protection

17. We may use your personal information in our provision of services to you. Please see our Privacy Notice for details of how your personal information will be used. Our Privacy Notice can be found at the following web address: <http://www.savills.co.uk/footer/privacy-policy.aspx>

Reinstatement Costs

18. If you have instructed us to report on the reinstatement cost of the Property for insurance purposes, we will provide you with an approximate opinion of such cost only. You acknowledge and agree that the provision of our opinion of the reinstatement cost is provided to you strictly without liability and on a non-reliance basis. If you require a reinstatement cost figure on which you may rely, please let us know and we will ask our building surveying colleagues to provide a fee estimate.

Sub-Contracting

19. We may sub-contract the provision of any services to be performed by us pursuant to this agreement (including, without limitation, to other companies that are direct or indirect subsidiaries of Savills plc) provided that we will remain responsible to you for the provision of those services and the provision of our Report. We may request that you pay any sub-contractor directly for those of our fees which relate to work carried out by the sub-contractor. In these circumstances, the fees in question are to be paid by you directly to the sub-contractor and we will be entitled to assign to the sub-contractor any rights that we have in respect of those fees.

Money Laundering

20. You shall promptly, upon request, provide us with any information reasonably required to enable us to comply with our obligations under the Money Laundering Regulations and our internal compliance policies relating to the same. For the avoidance of doubt, searches may also be conducted on your directors and "beneficial owners" as is required by the legislation. You agree that we may retain such information and documentation for these purposes and make searches of appropriate databases electronically. If such information is not provided within a reasonable time or you do not meet the requirements set out in our relevant internal policies, we may terminate this instruction immediately upon written notice to you.

Health and Safety

21. If we are undertaking physical inspections of the Property, you shall take reasonable steps to procure that the owner and/or occupier of the Property: (a) advises us of any hazards to which our staff may be exposed at the Property (b) provides us with any relevant health and safety policies and (c) arranges for any site visits to the Property to be hosted by a representative of the owner/occupier of the Property.

Jurisdiction

22. This agreement and any dispute arising from the Valuation is subject to English jurisdiction and law.



Appendices

23. Your attention is drawn to the attached appendices which form part of the agreement between us and on which our Valuation will be reported. By signing a copy of this letter you are also confirming your agreement to them.

Yours sincerely

**Scott Caldwell MRICS Registered Valuer
Director**

Client Acceptance

I confirm Cardiff & Vale University Health Board's agreement to this letter and the attached appendices and, in particular, confirm that the limitation on liability set out in paragraph 8 above is acknowledged, considered reasonable and accepted:

Signed by **Cardiff & Vale University
Health Board** by its duly authorised
signatory

Name in capitals

Position

Date

Appendix 1: Definitions and Bases of Valuation - definitions

Assumption: A supposition taken to be true. It involves facts, conditions or situations affecting the subject of, or approach to, a valuation that, by agreement, do not need to be verified by the valuer as part of the valuation process. (RICS Valuation – Global Standards, 2017)

Depreciated Replacement Cost: The current cost of replacing an asset with its modern equivalent asset less deductions for physical deterioration and all relevant forms of obsolescence and optimisation. (RICS Valuation – Global Standards, 2017)

Existing Use Value: The estimated amount for which an asset or liability should exchange on the Valuation date between a willing buyer and a willing seller in an arm's length transaction after proper marketing and where the parties had acted knowledgeably, prudently and without compulsion, assuming that the buyer is granted vacant possession of all parts of the asset required by the business and disregarding potential alternative uses and any other characteristics of the asset that would cause its market value to differ from that needed to replace the remaining service potential at least cost. (RICS Valuation – Global Standards 2017 – UK national supplement)

NB Existing Use Value is to be used only for valuing property that is owner occupied by a business, or other entity, for inclusion in financial statements.

External Valuer: A valuer who, together with any associates, has no material links with the client, an agent acting on behalf of the client or the subject of the assignment. (RICS Valuation – Global Standards 2017). Unless otherwise stated, External Valuer does not refer to the role of an external valuer within the context of the Alternative Investment Fund Managers Directive 2011/61/EU and its implementing provisions in the United Kingdom unless agreed otherwise in writing.

Equitable Value The estimated price for the transfer of an asset or liability between identified knowledgeable and willing parties that reflects the respective interests of those parties. (IVS 104 – Bases of Value).

Fair Value: The definition adopted by the International Accounting Standard Board (IASB) is: The price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Investment Value (worth): The value of an asset to a particular owner or prospective owner for individual investment or operational objectives. (IVS 104 paragraph 60.1)

Market Rent: The estimated amount for which an interest in real property should be leased on the valuation date between a willing lessor and a willing lessee on appropriate lease terms in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion. (IVS 104 paragraph 40.1)

Market Value: The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion. (IVS 104 paragraph 30.1)

Special Assumption: An assumption that either assumes facts that differ from the actual facts existing at the valuation date or that would not be made by a typical market participant in a transaction on the valuation date. (RICS Valuation – Global Standards, 2017)

Appendix 2: General assumptions and conditions applicable to all Valuations

Unless otherwise agreed in writing and /or stated in our report, our Valuation will be carried out on the basis of the following general assumptions and conditions in relation to each Property that is the subject of our Report. If any of the following assumptions or conditions are not valid, this may be that it has a material impact on the figure(s) reported and in that event we reserve the right to revisit our calculations.

1. That the Property is not subject to any unusual or especially onerous restrictions, encumbrances or outgoing and good title can be shown. Should there be any mortgages or charges, we have assumed that the property would be sold free of them. We have not inspected the Title Deeds or Land Registry Certificate.
2. That we have been supplied with all information likely to have an effect on the value of the Property, and that the information supplied to us and summarised in this Report is both complete and correct.
3. That the building(s) has/have been constructed and is/are used in accordance with all statutory and bye-law requirements, and that there are no breaches of planning control and any future construction or use will be lawful.
4. That the Property is not adversely affected, nor likely to become adversely affected, by any highway, town planning or other schemes or proposals, and that there are no matters adversely affecting value that might be revealed by a local search, replies to usual enquiries, or by any statutory notice (other than those points referred to above).
5. That the building(s) is/are structurally sound, and that there are no structural, latent or other material defects, including rot and inherently dangerous or unsuitable materials or techniques, whether in parts of the building(s) we have inspected or not, that would cause us to make allowance by way of capital repair (other than those points referred to above). Our inspection of the Property and our Report do not constitute a building survey or any warranty as to the state of repair of the Property. Our Valuation is on the basis that a building survey would not reveal material defects or cause us to alter our Valuation materially.
6. That there is unrestricted access to the Property and that it is connected, or capable of being connected without undue expense, to the public services of gas, electricity, water, telephones and sewerage.
7. Sewers, mains services and roads giving access to the Property have been adopted, and any lease provides rights of access and egress over all communal estate roadways, pathways, corridors, stairways and the use of communal grounds, parking areas and other facilities.
8. That in the construction or alteration of the building(s) no use was made of any deleterious or hazardous materials or techniques, such as high alumina cement, calcium chloride additives, woodwool slabs used as permanent shuttering and the like (other than those points referred to above). We have not carried out any investigations into these matters.
9. That the Property is free from environmental hazards and has not suffered any land contamination in the past, nor is it likely to become so contaminated in the foreseeable future. We have not carried out any soil tests or made any other investigations in this respect, and we cannot assess the likelihood of any such contamination.
10. That any tenant(s) is/are capable of meeting its/their obligations, and that there are no arrears of rent or undisclosed breaches of covenant.

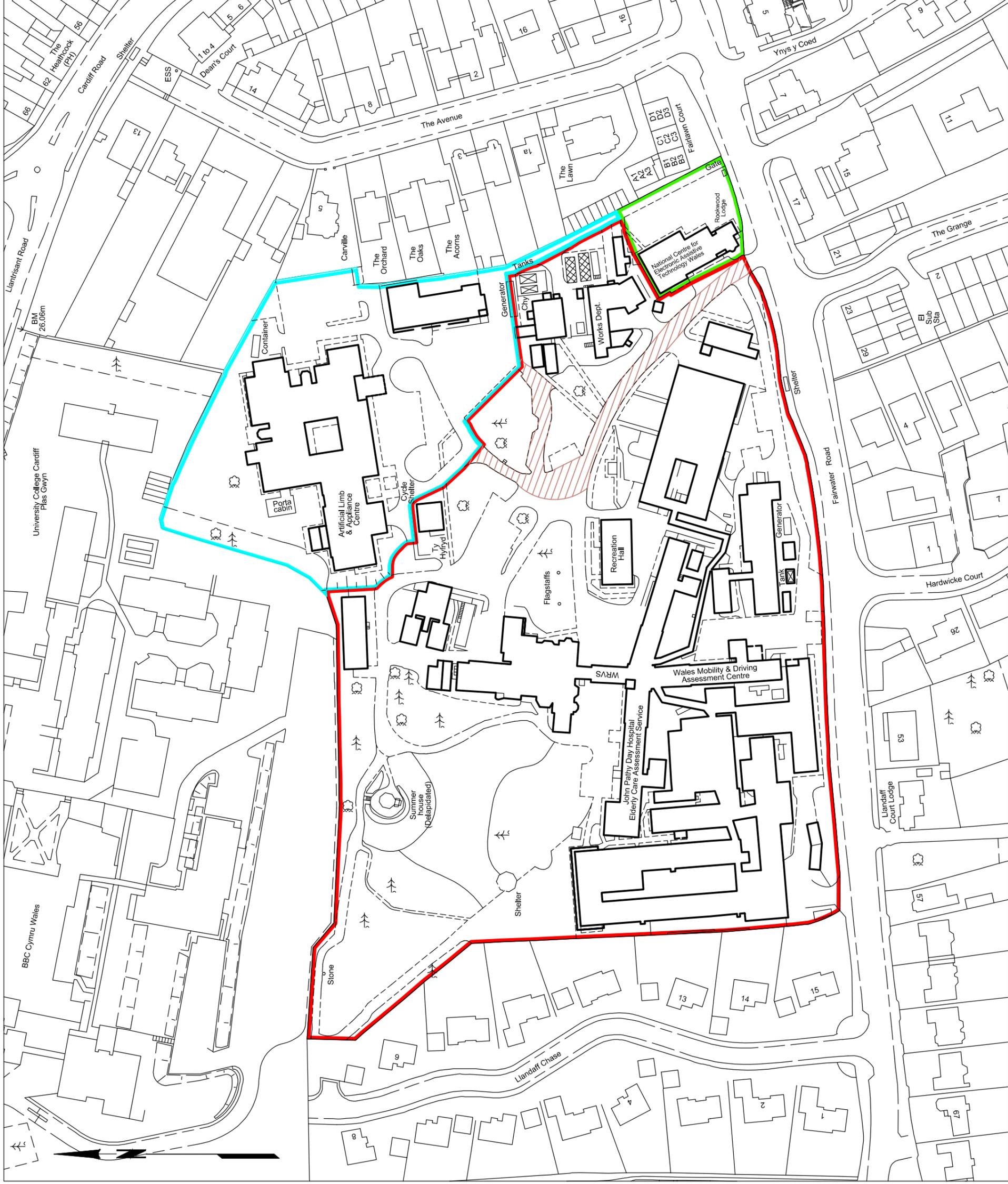
11. In the case of a Property where we have been asked to value the site under the special assumption that the Property will be developed, there are no adverse site or soil conditions, that the Property is not adversely affected by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 that the ground does not contain any archaeological remains, nor that there is any other matter that would cause us to make any allowance for exceptional delay or site or construction costs in our Valuation.
12. We will not make any allowance for any Capital Gains Tax or other taxation liability that might arise upon a sale of the Property.
13. Our Valuation will be exclusive of VAT (if applicable).
14. No allowance will be made for any expenses of realisation.
15. Excluded from our Valuation will be any additional value attributable to goodwill, or to fixtures and fittings which are only of value in situ to the present occupier.
16. When valuing two or more properties, or a portfolio, each property will be valued individually and no allowance will be made, either positive or negative, should it form part of a larger disposal. The total stated will be the aggregate of the individual Market Values.
17. In the case of a Property where there is a distressed loan we will not take account of any possible effect that the appointment of either an Administrative Receiver or a Law of Property Act Receiver might have on the perception of the Property in the market and its/their subsequent valuation, or the ability of such a Receiver to realise the value of the property(ies) in either of these scenarios.
18. No allowance will be made for rights, obligations or liabilities arising under the Defective Premises Act 1972, and it will be assumed that all fixed plant and machinery and the installation thereof complies with the relevant UK and EEC legislation.
19. Our Valuation will be based on market evidence which has come into our possession from numerous sources, including other agents and valuers and from time to time this information is provided verbally. Some comes from databases such as the Land Registry or computer databases to which Savills subscribes. In all cases, other than where we have had a direct involvement with the transactions being used as comparables in our Report, we are unable to warrant that the information on which we have relied is correct.

Report & Valuation

Rookwood Hospital, Fairwater Road, Llandaff, Cardiff, CF5 2YN



Appendix 2



N.H.Davies
 BSc (Hons), Dip Proj Man (RICS),
 MRSA, MRICS, FHEEM
Director
Specialist Estates Services

Crown copyright and database rights 2011
Ordnance Survey [100025847]
Hawffrant y Goron a hawliau cronfa ddata 2011
Arolwg Ordnans [100025847]

ORDNANCE SURVEY TILE ST 1578
 NATIONAL GRID REFERENCE ST 150780

Clive Ball BSc (Hons) MRICS
 Head of Property
 Specialist Estates Services

Title
**Rookwood Hospital,
 Llandaff,
 Cardiff.**

Disposal area = 3.26 ha
8.06 acres

Scale
1:1250 @ A3

Produced by
CLKB/TJE

Date Issued
TJE 25/01/19

Date Created
January 2019

Drawing Number

C37_01S /1

Report & Valuation

Rookwood Hospital, Fairwater Road, Llandaff, Cardiff, CF5 2YN



Appendix 3

UK Housing Market Update



First Time Buyers overtake Home Movers as largest buyer type

House prices rose 0.3% in January, according to Nationwide. This put annual growth at 0.1%, the lowest figure for 6 years. In part this is because January 2018, the strongest month of last year, has dropped out of the annual growth number.

The RICS Survey reflects this slowing growth. The number of surveyors expecting price falls increased for the 6th consecutive month and near-term sales expectations were at their lowest level since the series started in 1999. Numbers of new enquiries and instructions continued to fall, although slightly fewer surveyors reported falls than in the previous month. Transaction numbers remained largely flat in November for most regions, except in Wales, which saw a modest increase, and London, which continued its gradual downward trend.

Transaction numbers have been boosted in recent years by rising numbers of First Time Buyers and they are now the largest buyer type, having overtaken Home Movers. The last time First Time Buyers were the largest buyer type was 1995. They have been strongly supported by government policy, notably Help to Buy, while Home Movers have struggled to climb the housing ladder. The high street banks remain keen to grow their lending to this group. Lloyds recently announced a new 100% mortgage for First Time Buyers, to be secured by a family member opening a savings account, a move that seeks to further capitalise on the 'Bank of Mum and Dad'. Competition for borrowers was also reflected in slight falls in the average interest rate on fixed term mortgages between October and November last year.

The southern Welsh districts of Blaenau Gwent and Torfaen saw the strongest price growth of approximately 11%, followed by Newport at 10%, in the year to November 2018, albeit from a low base in both cases. London continued to struggle, with the largest falls in high value Westminster (-10%), followed by Camden and Ealing, both down approximately 5%.

Rental growth continues to be the strongest in the East Midlands with annual growth at 2.5%, followed by the West Midlands at 1.9%. London rental growth continues to be the weakest, up 0.1% on the previous year.

Figure 1 – Average price versus 2007/8 peak, Nov-18

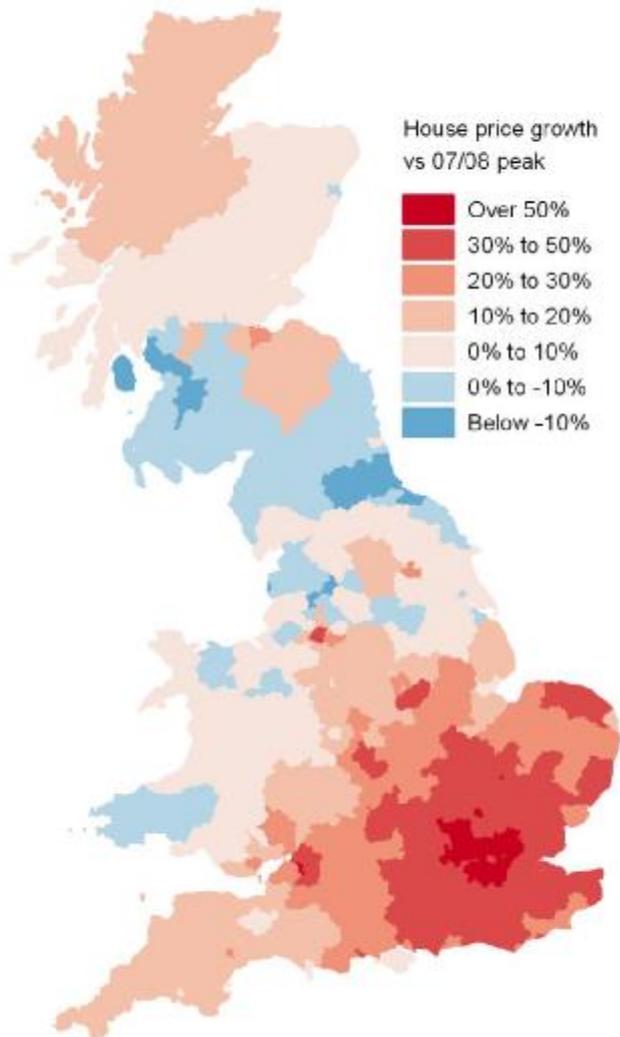
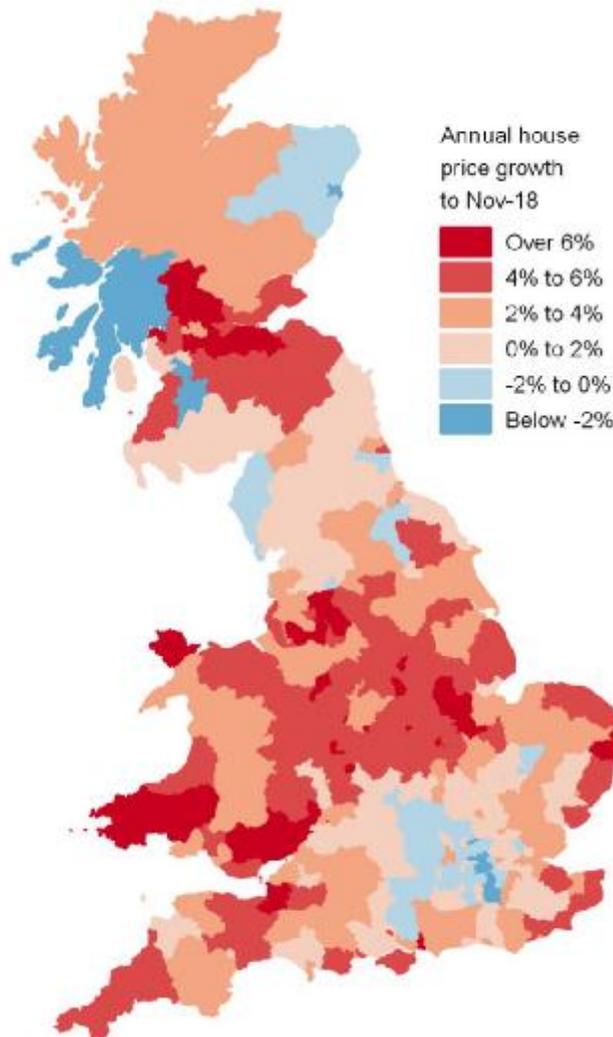


Figure 2 – Average price growth, year to Nov-18



Source: Savills using HM Land Registry and Registers of Scotland (6 month smoothed)*

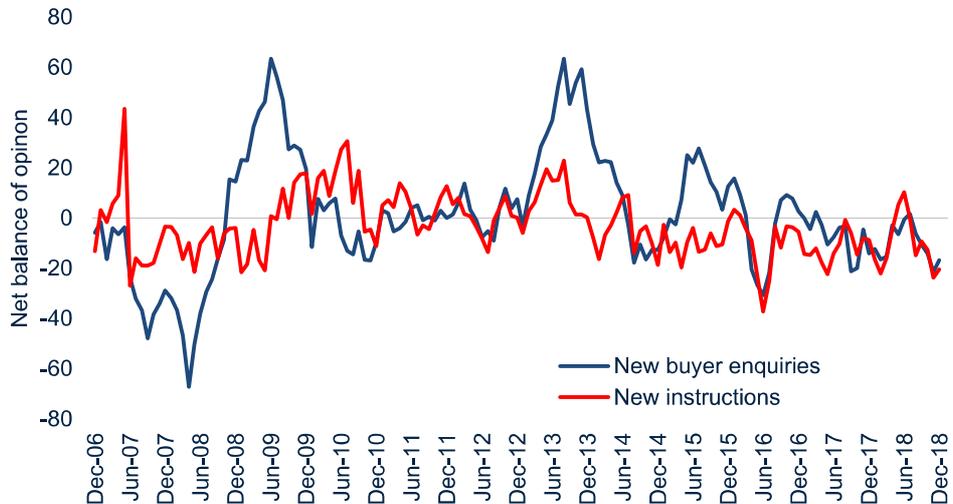


The number of surveyors reporting rising numbers of instructions and enquiries has been on a steep downward trend since June last year.

The most recent month, December, saw a slight uptick in sentiment, with reports of both new instruction and enquires rising slightly.

Both measures are still negative, with the majority of surveyors reporting falls.

Figure 3 – Survey sentiment remains subdued



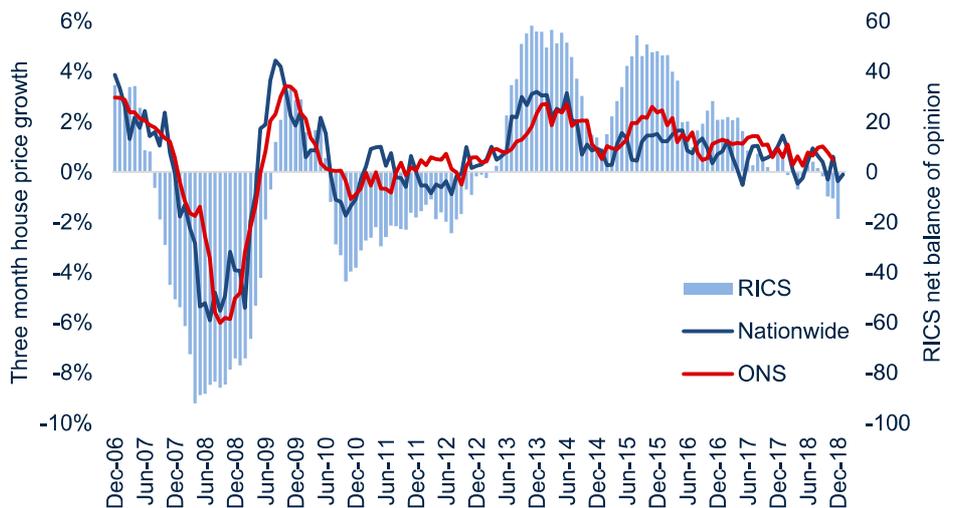
Source: RICS (seasonally adjusted)

The RICS Survey has, at times, been a good forward indicator of house price movements.

Surveyor perception of price growth currently sits firmly in negative territory at -19, the lowest it has been since 2012. Nationwide three-month price growth is flat, after the large fall in December.

The ONS index, two months behind Nationwide, is tracking downwards, which is likely to bring it more in line with the other measures.

Figure 4 – Price growth continues to struggle



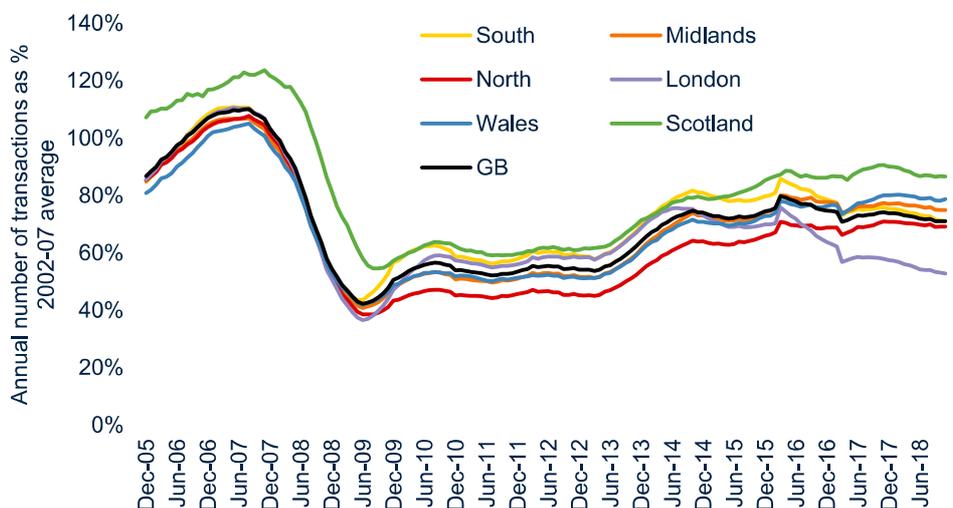
Source: RICS, Nationwide, ONS

Transactions at a national level and across most regions were flat in November, with the notable exceptions being Wales and London.

Wales saw transactions rise 0.7%. They were still down 1.6% on the previous year, but that was the smallest annual fall of any region.

London continues its downward trajectory, with the 12 months to November 2018 having an estimated 7.2% fewer transactions than in the preceding 12 month period.

Figure 5 – Transactions flatten out



Source: Savills using HM Land Registry (adjusted for count lag) and Registers of Scotland

Recent house price growth

	Nationwide (to Dec-18 for regions, to Jan-19 for UK)			ONS (to Nov-18)			Savills (to Nov-18)		
	m/m	q/q	y/y	m/m	q/q	y/y	m/m	q/q	y/y
UK	0.3%	-0.1%	0.1%	0.1%	0.5%	2.9%	0.2%	0.9%	2.7%
London	n/a	0.1%	-2.2%	-0.3%	-0.3%	-0.6%	-0.3%	-0.3%	-1.8%
South East	n/a	-0.2%	-0.5%	0.4%	0.1%	1.1%	0.0%	0.4%	1.4%
East of England	n/a	0.0%	1.4%	1.0%	0.9%	2.6%	0.2%	0.7%	2.2%
South West	n/a	0.8%	1.5%	1.1%	1.5%	4.3%	0.4%	1.0%	3.4%
East Midlands	n/a	0.0%	2.9%	0.5%	0.6%	4.4%	0.5%	1.4%	4.7%
West Midlands	n/a	0.2%	1.6%	0.0%	1.2%	4.7%	0.5%	1.6%	5.1%
North East	n/a	0.6%	-1.7%	1.1%	2.6%	4.0%	-0.1%	0.3%	1.5%
Yorks & Humber	n/a	-0.3%	1.3%	-0.9%	-0.9%	2.0%	0.4%	1.2%	3.8%
North West	n/a	-0.2%	1.5%	-0.6%	0.7%	3.1%	0.4%	1.2%	4.1%
Wales	n/a	1.8%	1.8%	0.8%	1.0%	5.5%	0.7%	1.9%	5.6%
Scotland	n/a	-0.3%	1.7%	-0.8%	0.0%	3.0%	0.0%	1.4%	4.2%

Source: Savills using HM Land Registry and Registers of Scotland*, Nationwide (seasonally adjusted), ONS (seasonally adjusted)

Five year forecasts (first published November 2018)

	2019	2020	2021	2022	2023	5-year
UK	1.5%	4.0%	3.0%	2.5%	3.0%	14.8%
London	-2.0%	0.0%	2.5%	1.5%	2.5%	4.5%
South East	0.0%	2.0%	2.5%	2.0%	2.5%	9.3%
East of England	0.0%	2.0%	2.5%	2.0%	2.5%	9.3%
South West	0.5%	3.5%	2.5%	2.5%	3.0%	12.6%
East Midlands	3.0%	5.0%	3.5%	3.0%	3.5%	19.3%
West Midlands	3.0%	5.0%	3.5%	3.0%	3.5%	19.3%
North East	2.0%	5.0%	3.5%	2.5%	3.5%	17.6%
Yorks & Humber	2.5%	5.5%	4.0%	3.0%	4.0%	20.5%
North West	3.0%	6.0%	4.0%	3.0%	4.0%	21.6%
Wales	2.0%	5.5%	4.0%	3.0%	3.5%	19.3%
Scotland	2.5%	5.0%	3.5%	2.5%	3.5%	18.2%

Source: Savills

Contacts



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*Savills index is an unadjusted repeat sales index based on HM Land Registry and Registers of Scotland price paid data. Note that Savills national index (labelled UK) is for Great Britain, not including Northern Ireland.

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Report Title:	Staff Lottery Bids Panel					
Meeting:	Charitable Funds Committee				Meeting Date:	11/06/19
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 delegated responsibility from the Charitable Funds Committee in overseeing the financial management of the Staff Lottery Bids Panel. This paper provides details of the bids approved at the Panel Meeting held on 8th May 2019.

BACKGROUND

The Board of Trustees of the Cardiff & Vale Health Board Charity have delegated responsibility to the Charitable Funds Bids Panel for consideration and approval of bids up to a maximum of £10,000.

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

ASSESSMENT

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

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

ASSURANCE is provided by:

- Strong governance arrangements
- Increasing staff income

RECOMMENDATION

The Committee is asked to:

- **NOTE** the bids supported by the Staff Lottery Bids Panel in their meeting in February 2019

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					



Staff Lottery Bids Panel

A total of 22 applications totalling **£88,005** were received for consideration and the panel approved 12 applications to the value of **£83,653**. Bid No 617 was deferred as no representative from the relevant Clinical Board attended the meeting.

A summary of the bids is provided below.

No	Applicant's Name	Destination	Amount	Description	Patients Benefit	Staff Benefit	Outcome
BP597 Resubmitted	Stella Regan	Elm Ward	£4,250	Elm Ward Fitness Ward	Yes	Yes	Approved
BP602 Chairs Action	Pauline Jarvis	Sterile Services	£4,690	Refurbishment of staff rooms in HSDU		Yes	Approved
BP603 Chairs Action	Abigail Holmes	Obstetrics & Gynaecology	£2,125	Exercise floor mats for yoga sessions for pregnant women	Yes		Approved
BP604 Chairs Action	Stuart Davies	CFPU Manager	£1,207	Nutrition Week. Afternoon tea for patients across the UHB	Yes		Approved
BP605 Chairs Action	Simone Joslyn	Communications, Arts, Health Charity & Engagement Team	£1,000	Somali Awards Sponsorship	Yes	Yes	Approved
Chairs Action BP606	Peter Welsh	General Manager UHL & Barry	£5,000	Vectis Staff Loyalty Card		Yes	Approved
BP607	Carole Broad	Physiotherapy	£7,824	Bladder Scanner	Yes	Yes	Approved
BP608	Victoria Wilson	Porters Theatres UHL	£4,033	New base equipment, including, microwave, fridge and chairs for relocation of porters from Rookwood to UHL		Yes	Approved
BP609	Jane James	Phlebotomy	£9,200	Upgrade of suite 15 patient area and new ticket machine.	Yes	Yes	Approved
BP610	Suzanne Hardacre	Obstetrics & Gynaecology	£2,262	12 Televisions for patient and relative areas	Yes		Approved
BP611	Dr Katja Empson & Dr Ben McIlwham	Emergency Unit	£1,500	Emergency ultrasound training room	Yes	Yes	Approved
BP612	Jenny Davies	East 6 , Clinical Gerontology	£300	Washing machine for patients	Yes		Approved

BP613	Sarah Spencer	Obstetrics & Gynaecology	£8,450	Llandough sky tiles	Yes	Yes	Approved
BP614	Catherine Marshall	Physiotherapy Clinical Service	£4,765	Improving staff changing environment and promote active travel		Yes	Approved
BP615	Bryn Kentish-Andy Jones	Communications Team and Surgery	£8,000	Learning Disability Champion training film in partnership with Hijinks Theatre	Yes	Yes	Approved
BP616	Jenny Davies	East 6 , Clinical Gerontology	£429	Television for patient area	Yes		Approved
BP617	Dan Crossland	Vale Locality Mental Health Team	£4,352	Create a recovery orientated recovery environment	Yes	Yes	Deferred
BP618	Laura McGuinness & Shaun Thomas	Renal Support Team, Nephrology & Transplant	5,000	Welsh Transplant Games. Patient participation	Yes	Yes	Approved
BP619	Peter Welsh	General Manager UHL & Barry	9,500	Staff kitchen refurbishment, Barry Hospital		Yes	Approved
BP620	Carolyn Alport	Obstetrics & Gynaecology	1,711	New furniture for current quiet room	Yes	Yes	Approved
BP621	Sarah Simon	South East Community Resource Team	£1,007	Branded merchandise for pop up clinics to work alongside the UHB's home first strategy	Yes	Yes	Approved
BP622	Rose Lewis	Equality Department	£1,400	Art installation to promote Health Board and Health Charity at Pride		Yes	Approved
			£88,005				

Small Bids Process

A total of 8 bids have been received and approved via the Fast Track System. Summary of bids is provided below, to the value of **£1,628**.

No	Applicant's Name	Destination	Description	Amount £
SBP75	Lynne Driscoll	Orthodontics	3 Microwaves	210
SBP76	Katy Wells	Oral Surgery Dental	Kitchen Ware and Utilities	250
SBP77	Rebecca Boore	Community Child Health	Fridge	159
SBP78	Spiro Pezaros	Heath Massive Run Club Leader	Club Affiliation- Welsh Athletics	200
SBP79	Helen Ludlow	Gastroenterology	Support for Mr Rob Thomas Staff Member	250
SBP80	Craig Walters	Ward East 18	The 40s in 49 Minutes	200
SBP81	Lisa Franklin	LED	Staff Refreshment Area	250
SBP82	Cara O'Toole	Community Dietitian	Staff Room Table Top Fridge	109
			TOTAL	1,628

Report Title:	Employee Wellbeing					
Meeting:	Charitable Funds Committee				Meeting Date:	11th June 2019
Status:	For Discussion		For Assurance		For Approval X	For Information
Lead Executive:	Director of Workforce and OD					
Report Author (Title):	Head of Employee Health and Wellbeing Services					

SITUATION

In 2018, 27.5% of the total sickness absence within Cardiff and Vale UHB was attributed to Anxiety/Depression/Stress/Other Mental Health, which represents a salary bill of approximately £5.45 million.

Over the past two years there has been a 43% increase in the number of self-referrals to the Employee Wellbeing Service (EWS) rising from 438 in 2016 to 587 in 2017 and 628 in 2018.

As a result of the increase in referrals, waiting times are also increasing. Average waiting times as of February 2019 :

- 12 working days from receipt of referral to initial resource appointment
- 21 weeks from resource appointment to counselling*

*(waiting times in EWS are calculated by taking an average of the current number of ongoing clients, i.e. clients currently undertaking counselling)

Whilst this is below the welsh government target of 26 weeks, it is acknowledged that waiting 21 weeks for counselling can delay recovery and ultimately increase the likelihood of sickness absence and presentism for those in work at the time of referral and delay a return to work for those staff who are already off work.

Matrics Cymru, developed by the National Psychological Therapies Management Committee (NPTMC), first published in 2017, provides guidance for delivering evidence based psychological therapies in Wales. It promotes efficient and effective psychological therapy and interventions, seeking to minimise variations in practice. This is the benchmark guidance used by EWS to ensure the services offered are in line with national developments.

BACKGROUND

It is widely reported that one in four individuals will experience a mental health problem each year. If applied to Cardiff and Vale UHB, this means that over 3,500 of our employees will experience mental ill health in 2019.

An ACAS report from 2014 highlighted that Mental illness led to the loss of 70 MILLION working days in 2013, up 24% since 2009 and that 3 in 4 of people suffering from mental illness get no treatment at all.

The financial impact is however not the sole concern, equally important is the impact that staff's well-being has on patient care, as there is a strong link between stress and poor performance. The Francis report (2013) emphasized the need to protect compassion and empathy in our workforce. Evidence shows that stress and burnout can lead to "compassion fatigue" which increases the risks of errors and increases the vulnerability of patients in our care.

The EWS was established over 10 years ago to provide a self-referral counselling service for employees presenting with mild to moderate mental health conditions. EWS is not a crisis service and is not appropriate for individuals requiring long term and/or multi-disciplinary team interventions.

The EWS team consists of:

0.6 wte Band 7 lead counsellor

0.1 wte Band 7 clinical supervisor

1.8 wte Band 6 Counsellors (consisting of 4 part time counsellors)

0.5 wte clinic coordinator

The Cardiff and Vale UHB is the only LHB in Wales with a designated PTSD service for employees who have experienced traumatic events at work. This service provides rapid assessment and access to evidence-based treatments such as EMDR and trauma-focused CBT, delivered by a specialist Psychologist. The service is accessed through Occupational Health or the Employee Wellbeing Service.

In 2015, a new referral pathway was introduced in EWS, whereby all referrals are seen for an hour-long resource appointment. Informed by principles of prudent healthcare, the purpose is to establish the most appropriate intervention required e.g. self-help, counselling or onward signposting to GP and other specialist services, rather than going straight on to a counselling waiting list. Evaluation of this model of delivery has shown that approximately 40% of self-referrals are discharged at the resource appointment stage.

For those whom counselling is identified as an appropriate intervention, they are advised on the options available to them and on how to access this. This includes:

- EWS
- GP
- Trade Union – if available
- RCN counselling
- Health for Health Professionals Wales – Welsh Government funded service for Doctors
- Third Sector
- Private sector

ASSESSMENT

A review of national guidance on mental health wellbeing in the workplace has illustrated a number of areas of good practice that should be considered within Cardiff and Vale UHB.

NHS Executive guidance cited by RCN, recommends a ratio of 1 wte counsellor per 2,000 staff. Using this guidance to calculate the counselling resources required for Cardiff and Vale UHB employees, indicates the need for at least 7 wte counsellors.

At present Cardiff and Vale UHB has 1.8 wte counsellors, which is a 75% deficit according to NHS Executive recommendations.

Each additional wte counsellor would provide counselling support for approximately 127 clients per year. At present the 1.8 wte counsellors provide counselling support for approx. 229 per year

Number of Additional wte Counsellors	Number of additional Clients seen per year	Total Number of Clients Seen per year	Percentage increase in capacity
1	127	356	55%
2	254	483	110%
3	381	610	166%
4	508	737	222%
5	635	864	277%
6	762	991	332%
7	889	1118	388%

Current activity indicates that the number of employees who will require counselling in 2019 will be in the region of 430. This is based upon the increase in self-referrals seen over the past 2 years, minus the number (40%) discharged at resource appointment stage.

Matrics Cymru highlights the importance of a stepped /tiered model approach with high volume low intensity interventions, being delivered to those with the least complex difficulties and more complex cases are given high intensity intervention, such as counselling. At present the EWS counselling team provides self-help resources to clients however Matrics Cymru advocates the use of guided self-help such as silver cloud as a more effective therapeutic intervention. Guided self-help requires increased clinician intervention, which within the current EWS model would reduce the capacity for higher intensity interventions e.g. counselling. Therefore, in keeping with prudent healthcare, a new EWS staffing model is being proposed. This involves the introduction of Band 4 Well-being practitioners who can undertake the low intensity interventions such as guided self-help, mindfulness and well-being workshops, thereby releasing the Counselling team to undertake higher intensity therapeutic interventions.

The Health Education England (HEE) 2019 report on NHS employee mental wellbeing calculates that the costs of poor mental health in the NHS Workforce, equates to £1,794-£2,174 per employee per year. If this calculation is applied to the 3,500 Cardiff and Vale UHB employees who are likely to be affected by mental health in 2019, the cost to the UHB will be **£6,279,000 - £7,609,000**. The report further claims that the return on investment in work-place mental health intervention is:

£4.20 for every £1 spent

ASSURANCE is provided by:

The proposed recommendation to increase employee well-being resources would be fully evaluated over the two-year period to establish the impact on employee wellbeing and enable a long term service delivery model to be established using a proven evidence base. This will be done by considering:

- EWS waiting times
- Post treatment outcome measures – Core 10, PHQ9 and Gad7
- Service users' feedback
- UHB sickness absence data
- Staff engagement scores
- Number of employees accessing wellbeing workshops

The above information would be reported on a quarterly basis to the Director of Workforce and OD as well as a range of groups/committees including LPF and H&S Operational Group

RECOMMENDATION

The Charitable Funds Committee is asked to consider funding the Employee Wellbeing Service for a period of 2 years

- **Option 1** fund an additional 5.2 wte Counsellors to ensure that Cardiff and Vale UHB is working within the NHS Executive guidance which recommends a ratio of 1 wte counsellor per 2,000 staff. This option would provide a 388% increase in counselling resources, radically reduce waiting times and increase access to well-being support. However, it would also require additional staffing resources such as admin and clinical supervision* support as well as non-staffing resources such as clinic space to host these additional counsellors.

Staff and non-staff costs over two years:

Year one: £291,665

Year two: £289,665

Total: £581,320

- **Option 2** fund an additional 2 wte counsellors. This option would double the number of counsellors, thereby reducing waiting times and increase access to counselling support. There would be limited opportunity to expand on low intensity therapies such as guided self-help and mindfulness. Additional admin and clinical supervision* support would be required however current clinical environment would be sufficient to absorb additional staff.

Staff and non-staff costs over two years:

Year one: £112,261

Year two: £111,261

Total: £231,522

- **Option 3** fund an additional 2 wte counsellors and 2 wte well-being practitioners. This option would double the number of counsellors and according to current activity data provide sufficient capacity to cover demand, thereby reducing waiting times and increase access to support. Introducing the well-being practitioners into EWS would enable a prudent healthcare approach for the delivery of services, with the wellbeing practitioner undertaking and expanding the range of low intensity therapies such as guided self-help (silver cloud), mindfulness and well-being workshops thereby releasing the counsellors to focus on higher intensity interventions such as counselling. Additional admin and clinical supervision* support would be required however current clinical environment would be sufficient.

Staff and non-staff costs over two years:

Year one: £177,043

Year two: £175,543

Total: £352,586

- **Option 4** fund 2 wte well-being practitioners. Introducing the well-being practitioners into EWS would enable a prudent healthcare approach for the delivery of services, with the wellbeing practitioner undertaking and expanding low intensity therapies such as guided self-help (silver cloud), mindfulness and well-being workshops thereby releasing the counsellors to focus on higher intensity interventions such as counselling. Impact on waiting times would be minimal. Additional admin and clinical supervision* support would be required however current clinical environment would be sufficient.

Staff and non-staff costs over two years:

Year one: £77,501

Year two: £76,501

Total: £154,002

* Regular clinical supervision for counsellors is essential to the maintenance and development of professional practice. It is also a requirement of membership of the professional bodies for counselling and psychotherapy

For details see embedded spreadsheet:



breakdown of
costs.xlsx

The Board is asked to:

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

References:

[ACAS 2014: Is it time wellbeing grew up](#)

[Health Education England 2019: NHS Staff and Learners' Mental Wellbeing Report](#)

[Matrics Cymru Guidance for Delivering Evidence-Based Psychological Therapy in wales 2017](#)

[RCN 2002: Counselling for Staff in health service settings](#)

[Report of the Mid Staffordshire NHS Foundation Trust Public Inquiry](#)

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								

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

Report Title:	Reminiscence Interactive Therapy & Activities (RITA)				
Meeting:	Charitable Funds Committee			Meeting Date:	11 th June 2019
Status:	For Discussion	For Assurance	For Approval	✓	For Information
Lead Executive:	Executive Nurse Director				
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 behavior 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

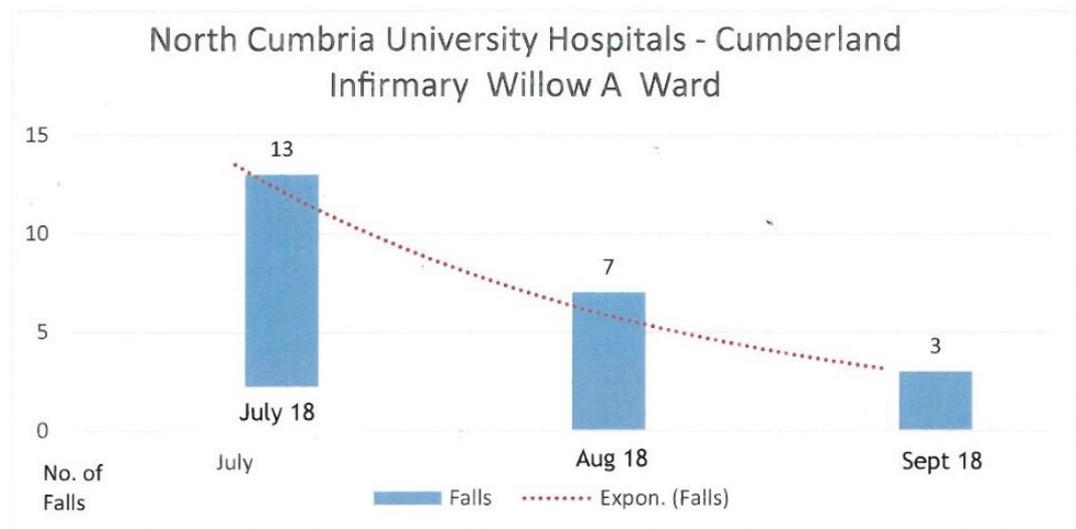


North Cumbria Hospitals reduce falls by 76.9%

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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Scotland Office
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 Edinburgh
 EH12 9RG

Ireland Office
 Pembroke House
 28-32 Upper Pembroke
 Street
 Dublin
 D02 EK84

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

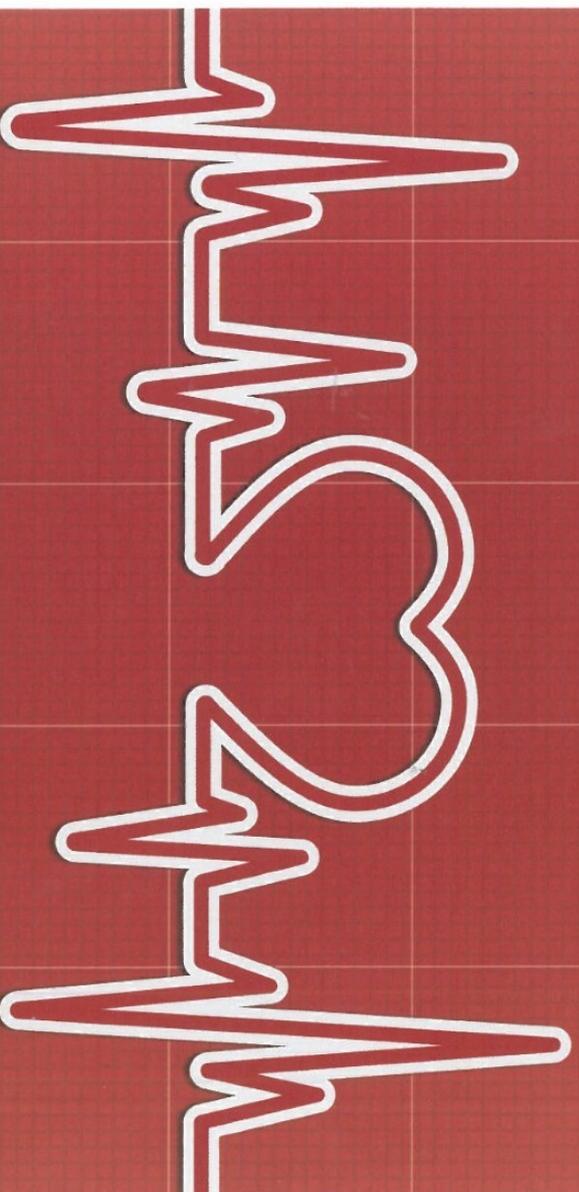
Costs post implementation

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



NHS Hospital

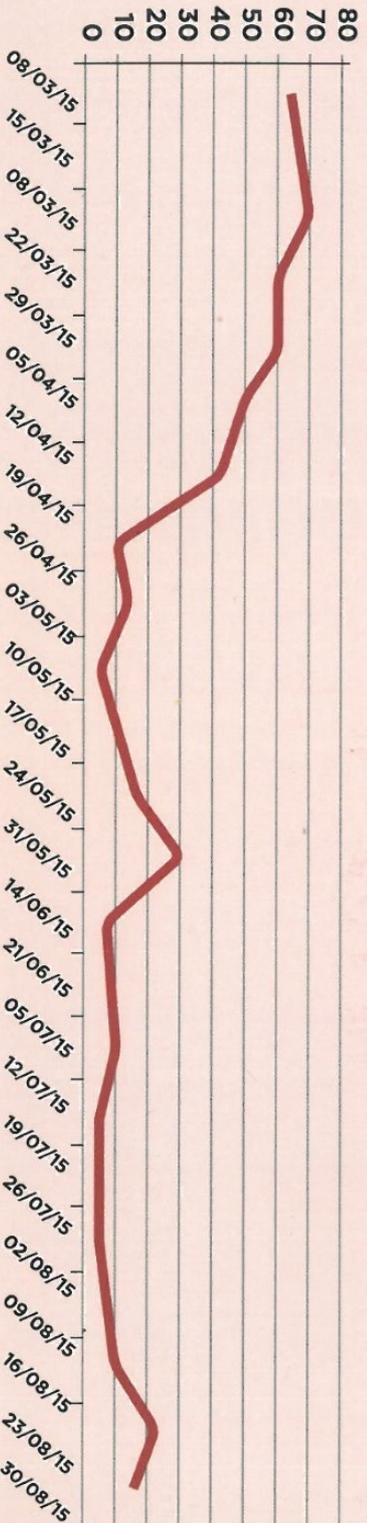
Evidence since introduction of Technology

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	17/05/15	24/05/15	31/05/15	07/06/15	14/06/15	21/06/15	28/06/15	05/07/15	12/07/15	19/07/15	26/07/15	02/08/15	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		4	4	6	1										256
Ward 6	25	14	19	21	21	14	15							13	4	4	6	1				1				5	18	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	6	1	1	1	1	1	5	6	6	18	521	

Total booked shifts for nursing specials



Report Title:	Patient Information Screens for the University Dental Hospital				
Meeting:	Charitable Funds Committee			Meeting Date:	11.06.2019
Status:	For Discussion	For Assurance	For Approval	For Information	
Lead Executive:	Chief Operating Officer				
Report Author (Title):	Eira Yassien, Directorate Manager, Dental Directorate, Surgery Clinical Board				

SITUATION

The University Dental Hospital has approximately 100,000 outpatient appointments per year. There is already 1 waiting area which has a TV screen and this has proved helpful. The feedback from the use of screens in the rest of the UHB has also been well received. Therefore we would like to furnish 4 other waiting areas in the University Dental Hospital with similar screens.

Patients attending the University Dental Hospital are often in pain and very anxious. Dental phobia is a well documented condition.

It is a known fact that digital signage reduces perceived waiting times by drawing attention away from the wait itself and occupies the mind acting as a distraction technique.

The University Dental Hospital would like to reduce Cancellations and Non attendance and the information that can be provided on the screens would educate the patients of the importance of keeping appointments and also provide information on how to contact the hospital in the event that they are unable to attend an appointment. Vital information can also be provided around car parking which is one of the main reasons patients give for missing appointments. We would also like to provide information on Oral Health Care and information on what actions should be taken in a dental emergency. Information on the Health Charity for their support with this project and other works within the Hospital will be displayed and promoted.

REPORT

Please provide your report in no more than 2 sides of A4 using the headings below. Essential supporting documentation can be provided as an appendix.

BACKGROUND

On a recent walkaround by the Chief Operating Officer and an Independent Member to meet staff, learn about safety issues and encourage and support improvements, the COO enquired why we had no information screens available in our waiting areas which could provide valuable information to our patients.

ASSESSMENT

We reviewed all our waiting areas for suitability to place the screens. We spoke to Communications for advice on how screens are being used in other areas of the UHB and how well received by the patients. The feedback was extremely positive and we would be able to get out valuable information relating to the patient's who visit the University Dental Hospital.

The cost to install the screens and purchase the software is £13,084.80.

ASSURANCE is provided by: Jeff Smith, Indigo- the future in vision who has assessed the areas, provided a quote and is able to undertake the installation. This is the same Company that provided the screens elsewhere in the UHB.

RECOMMENDATION

The Committee is asked to:

Consider funding for four television screens for the four waiting areas within the University Dental Hospital and associated installation and software costs.

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

Report Title:	Cardiff & Vale Health Charity Website Proposal				
Meeting:	Charitable Funds Committee			Meeting Date:	11/06/2019
Status:	For Discussion	For Assurance	For Approval	√	For Information
Lead Executive:	Executive Nurse Director				
Report Author (Title):	Head of Arts and Health Charity				

SITUATION

Cardiff & Vale Health Charity has its own website www.healthcharity.wales which is currently managed by Big Pixel Creative. The Health Charity entered into a three year contract with Big Pixel Creative to provide and manage this website service on 01/06/2016, which expires on the 31st May 2019.

REPORT

BACKGROUND

The website provides an essential source of information and material on all events, appeals and fundraising activities of the Health Charity. It is required to increase visibility and awareness of the Health Charity across Cardiff and the Vale of Glamorgan, both internally and externally

ASSESSMENT

During the period of the three year contract there have been numerous issues of concern regarding the services provided by Big Pixel. Based on this negative user experience, the Health Charity does not wish to renew the contract and have subsequently sought tenders from three new website providers as outlined in the attached report.

ASSURANCE is provided by:

- the delivery of a professional, innovative and informational website
- raising awareness, encouraging donations, promoting the Health Charity and educating our audience about its objectives and activities
- Receiving online donations to the charity, either on a one-off basis or set up regular ongoing payments.
- Integration with our social media channels and Health Board website to provide a suite of information about the Health Charity and the University Health Board.

RECOMMENDATION

The Board is asked to: APPROVE the proposal for the engagement of a new website provider for Cardiff and Vale Health Charity.

Shaping our Future Wellbeing Strategic Objectives

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

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

Five Ways of Working (Sustainable Development Principles) considered

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

Prevention		Long term		Integration		Collaboration	√	Involvement	√
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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.



Website Requirements

Introduction

Our Health Charity relies heavily on the generosity of the public to help raise funds by donating money, time and goods i.e. raffle prizes etc. Without these donations our charity wouldn't exist, which is why having a website is crucial for raising awareness, encouraging donations and maintaining relationships with supporters to keep the all-important funds flowing.

The website allows us to raise awareness, promote and educate our audience about what we're trying to achieve. By publishing good news stories and emotive content, it reflects how any donations made will support and help patients, staff, visitors and the community.

The website helps us to create a buzz around fundraising activities and events and with opportunity to develop a new website, we can design and fully integrate a payment facility for events and tickets which will save the charity money instead of using Eventbrite.

The website is a key tool in driving online donations to the charity, with a donate button on the front page and options to donate to the individual appeals, either on a one-off basis or set up regular ongoing payments.

The website is the hub of the charity, which integrates with our social media channels and Health Board website to provide a suite of information, not only about the charity but the Health Board as a whole.

Background

Cardiff & Vale Health Charity has its own website, www.healthcharity.wales which is currently managed by Big Pixel Creative. The current website is based on a WordPress CMS but it has been locked down so we cannot make admin changes to the main layouts etc. There have been numerous issues with Big Pixel; the turnaround times on changes to the website have taken them months to implement and the look and feel of the current website is outdated and needs refreshing. The contract with Big Pixel Creative expires on 31 May 2019 and based on user experience, we would not wish to continue with the contract.

We wish to incorporate a payment system for events and ticketing as the current website doesn't have this facility, which will save the Health Charity money but not using systems such as Eventbrite for hosting events and give a better end user experience.

The cost of the Big Pixel website was £14,424 inc vat which included: the development and design of a CMS website plus two days staff training; annual website hosting; domain and support including two days training a year.

Three quotes have been sought from website development companies as follows:

Uprise VSI – Gareth Hill (in house designed CMS not Wordpress)

Website design £10500

Hosting £1800 for three years

Total: £12200 ex VAT

What we get

- Website UX Design
- Website Development & Testing
- Content Transfer
- Testing
- Training
- Hosting, Licensing & Support Fees (3 years)

Celf Creative – Mark Thomas (Wordpress based)

Website design, development and content migration £10240

Hosting £1170 for three years

Total: £11410 ex VAT

What we get

- Framework Setup
- Donation Form
- Further Functionality
- Design Breakdown
- Prototypes
- Visuals
- Transfer content

Yogi Creative – Andrew McMullen (Wordpress based)

Design and build of website

Total: £12040 ex VAT plus hosting arranged by use which they will set up

What we get

- Design and build of Wordpress website with the following specifications
- Transfer content from existing website
- Free support for first 6 months

Equivalent in-house Band 6 Website Developer costs @ one day a week for three years = £20,791.68 (not including on-costs)

Summary (prices ex VAT)

		IDEATION	PRODUCT BUILD				ONGOING SUPPORT		
		Prototypes/ UX Design	Dev & Build	Content Transfer	Donation /transaction functionality	Testing	Trainin g	Hostin g	Support
Uprise VSI	£13,200 + VAT	✓	✓	✓		✓	✓	✓ 3 years	✓ 3 years
Celf Creative	£12,410 + VAT	✓	✓	✓	✓	✓	✓	✓ 3 years	✓ 6 months
Yogi Creative	£13,040 + VAT		✓	✓					✓ 6 months

Uprise VSI	Celf Creative	Yogi Creative	CAVUHB Staff Cost
£12200	£11410	£12040	£20791.68

Recommendations

Based on the information provided to the Health Charity from the quotes requested, **Celf Creative** is the preferred website provider. They are the most reasonably priced to deliver the services we require. They currently manage web accounts and printing/design services for Noah's Ark Charity which are of a high standard and include all the functionality we require for improving the efficiency of donations and ticketing management.

Report Title:	Arts Programme Report					
Meeting:	Charitable Funds Committee			Meeting Date:	11 th June 2019	
Status:	For Discussion		For Assurance		For Approval	For Information ✓
Lead Executive:	Executive Nurse Director					
Report Author (Title):	Head of Arts and Health Charity					

SITUATION

At the Charitable Funds Committee Meeting held on 11th December 2018, the following proposals for funding of an Arts Programme was considered:-

- **Match Funding - Arts Council Wales**
£59,494 match funding needed to secure funding from the Arts Council in Wales for a Band 6 Arts Project Manager.
- **Arts Fund Ring Fenced Monies £70k per annum**
£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.

The Committee **APPROVED** and **AGREED** ring fencing monies for the Arts Fund (as above).

The Committee **AGREED IN PRINCIPLE** to support the NHS Confederation/Arts Council of Wales resource opportunity to embed arts in the health charity (as above)

REPORT

BACKGROUND

This report informs the Charitable Funds Committee of the progress and activities undertaken by the Arts Programme for the six month period from December 2018.

ASSESSMENT

Attached documents:- Arts Programme Report

ASSURANCE is provided by:

- The achievements of the Arts Programme in line with the approved Arts Strategy

RECOMMENDATION

The Board is asked to:

- Note the progress and activities of the Arts Programme

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>								



Update Report Dec 2018 – June 2019

The Arts Team within Cardiff and Vale UHB is going from strength to strength, following the creation of the Arts Fund in December 2018. These are just a few highlights of our achievements so far:

Achievements

- Our Arts website continues to grow and develop. Since its launch, it has had tens of thousands of unique visitors generates a large number of enquiries and interaction from the general public.
- Development and production of a 5-year arts in health strategy, *Improving Lives with Art*, which is available online and has been granted the accolade of being published bilingually in the National Library of Wales.
- Development of business tools, including a toolkit for collaborators with a comprehensive “Artists’ Guide” and other practical and policy information they may need.
- As a team, focusing on ‘working better’ by maximising resources and streamlining systems to ensure smooth running of the team as a business unit. This supports the arts programme in achieving a level of self-sustainability to help ensure their future.
- Increased the reach of the arts team via social media and art networks; recent call outs for artists generated over 60,000 impressions on social media, which led to over 400 enquiries and submissions from artists all over the world that wished to work with the team.
- Fostering international relationships and working with partners across the globe to boost the profile and highlight the importance of art in healthcare.
- Growing and further developing our music programme, bringing live performances to all areas within the UHB, improving environment and quality of life for our most vulnerable patients.
- Secured funding from the Arts Council of Wales to recruit an Arts in Health Project Manager. The post will work to concentrate on community-based projects and the social prescribing agenda, ensuring a joined up approach to using arts to enhance the experiences of our patients while focusing on health promotion and preventative health messages.

- Curating a growing catalogue of collaborators that work with us and donate work to us; this is expanding rapidly as more people understand the value of the arts following the promotional work we have been doing.
- Development and launch of suite of animations entitled “Getting the Message Across”. These films were developed in conjunction with the UHB’s Adult Eating Disorder Service, Valley and Vale Community Arts centre and BAFTA award-winning animator Jane Hubbard. The aim of the films was to destigmatise eating disorders while providing candid information about their symptoms. The films were launched in front of a packed cinema at Chapter Arts Centre and have been viewed hundreds of times online since then.



- A successful weekend at the Royal Horticultural Show where we entered a 'Blossoming Bed' competition to highlight the importance of nature as part of the Arts, specifically our work on 'Our Orchard' as a community space. The artists that contributed to the bed are also both working with us on the 'Our Orchard' project itself and, as a team, we were fortunate to win the 'Best Blossoming Bed' category and also the Silver Gilt

medal, all of which helped increase the awareness of Arts for Health and Wellbeing to the general public and allowed us to foster new relationships with artists and potential collaborators.

British Council Delegation to Rome

The Hearth Gallery was selected by the British Council as part of their April 2019 delegation to Rome for the UK/Italy 2020 Season. The gallery was awarded £500 and took part in networking events at the British Ambassador's Residence and Palazzo Massimo in Rome with the Italian Ministry of Culture, British Council representatives, and prestigious arts organisations, galleries and museums from the UK and Italy. Relationships were made with creative practitioners, curators, and representatives from the Museums and Contemporary Arts Sectors in both countries, and we are working towards the possibility of a collaborative project for young adults utilising skype and focussing on third culture.



We have also successfully achieved a large amount of funding since December, with more bids currently being developed for more grants in the future. Achieved so far:

- Arts Council for Wales - £25,000
- Gibbs Charitable Trust - £1,000
- Colwinston Trust - £4,000
- Regus Housing - £250.00 (pending)
- Arts Council for Wales R&D Grant - £5000 (awaiting final decision)

Current projects

Across Health Board projects

- We have secured further collaborations with the Welsh National Opera, Harmoni, and Music in Hospitals and Care to provide live music performances for all areas within the hospital sites.
- Development of a bespoke training video suite for healthcare staff in conjunction with Hijinx Theatre. This internationally renowned production company casts actors with learning disabilities to challenge perceptions of what adults with LD are capable of. It is our hope that these films will be launched with Welsh Government support and rolled out across Wales once completed.

University Hospital of Wales

- Cardiff Camera Club photography Exhibition – As part of our focus on UHW as an arts space, we are turning the Urology Corridor in UHW into an exhibition space with the assistance of the Community Payback team, who are decorating the space, and Cardiff Camera Club who will be exhibiting their work and also staging their annual exhibition there in the autumn.

- B6 Mural - After a successful call out for artists, Adele Pask was chosen from hundreds of applicants to create a mural for the patients on B6. The work will stimulate memories and reminiscence as well as improving their environment



- B6 will also be collaborating with a local primary school, with patients and pupils working together to design the decoration of the corridor leading to the ward. This project is in the planning stage and will be started at a tea party we are holding for the patients and the pupils from the school, where they will meet and share their ideas.

- Collaboration with Yinhu Elementary School, Fuyang, Hangzhou, Peoples Republic of China – Exhibiting work from the school to highlight a globally responsible Wales and the importance of Art in Healthcare



- Improving environment for the young patients in the Cardiology ward cubicles through art by decorating a space specifically for the younger patients that are on the ward. We have also donated VR equipment for the patients to use.
- Lullaby Hour – live music for the wards in the Children’s hospital for Wales, singing the children to sleep.
- ICU Hear – Live music for the families and patients of the Critical Care Unit, helping to ease anxiety and make the environment less clinical.
- Splish Splash returned to the Children’s hospital for another successful performance with the children, which was again excellently received.

University Hospital Llandough

- Pilot project to improve the health and wellbeing of post-operative patients at the Breast Centre by bringing dance, movement and mindfulness work to the patients via a weekly workshop.
- Further programme of work with the Forget me not Chorus, providing musical workshops for patients with dementia and an exhibition for their families and carers

- Rubicon - a number of other wards, E7, E8 and E18 are also interested in taking these sessions forward A new commission of Rubicon dance starting in September
- Boxing group for male patients with dementia to support activity and muscle strengthening and deter falls
- *Gwanwyn Festival Community Project - Mnemonic V3.*

A film project supported by Cardiff & Vale Health Charity and Age Cymru's Gwanwyn Festival 2019, saw a successful collaboration between The Hearth Gallery, Solace and film maker Jorge Lizalde. Working and recording in the Highlight Centre in Barry, members of the Solace Group -carers of dementia sufferers, recorded



their strong memories through writing and conversation, with a reconstruction of these memories as part of the video installation. Solace staff members, carers and dementia sufferers attended an opening view of the film in the gallery. Giving carers a voice through these stories proved to be a poignant and valuable experience by everyone who took part.

- *Tai Chi Sessions in Day Rehabilitation, Gwanwyn 2019*
Tai Chi sessions were delivered during May (into June) as part of this year's Gwanwyn Festival in UHL with the support of Age Cymru and Cardiff & Vale Health Charity. The focus was on Parkinson's patient groups, falls prevention, and cardiac patients with two practitioners, and the results have been promising.
- *Wellbeing: Nature, Spaces and The Feminine*
A Mindfulness Session piloted in the gallery with the kind support of Dr Kerry-Ann Holder, Consultant Clinical Psychologist and Head of Child Health Psychology, Dr Nicole Parish, Clinical Psychologist, Child Health Psychology , utilising the gallery as a relaxing, recuperative space.
- *Nuclear Medicine Injection Room*
A call-out to the Women's Art Association for donation of artworks received an enormous number of donations. The injection room is an area where women begin their journey for treatment of breast cancer and WAA were eager to support us in improving the environment.
- *Stroke Unit*
Following the success of the Rubicon Movement and Music sessions in the Stroke Unit last year, permanent sessions are now in progress. We are collating information as part of a full case study.

- *Hands Physiotherapy UHL*
We are currently collaborating with staff members and artist Rob Kennedy exploring the use of art for wayfinding and improving the environment in the department.
- Continuing to support the UHL Community Choir in performances and helping them to look at methods to partly self-fund the programme in the future

Rookwood Hospital



- We have commissioned Louise Jenson to provide “Between the Trees” a project that will research to find out the significance of what the family did regarding the planting of trees, explore references to trees and woodland on the house itself such as leaves and woodland creatures in the stonework, create a map, organise a guided walk through

the grounds and document the different leaves for use in art workshops.

- Secured an artist residency for a project titled, ‘Touch a Flower, Talk to Me’ to create interactive, embellished felt flower heads with patients, staff, carers, volunteers and school children using simple embroidery, florist accessories and digital, touch technology
- Working with Beth Morris workshop, based at Insole court, working with Silver Lining Group (people who have suffered head injury) to produce a project “ Roots” to assist in the transition of services from Rookwood to Llandough Hospital
- Commissioned Cardiff Camera Club to produce 6 images for the day room of Ward 7 to provide interest, orientation and start creative conversation, as well as brightening up an uninspiring room
- Identified an artist to produce a mural for the large day area of Ward 7
- On-going historical project with Glamorgan Archive to celebrate the history of Rookwood Hospital resulting in bi lingual history boards, now on display at the Boardroom

Our Orchard

- Developing our Orchard sculpture trail.
Facilitating the installation of Orchard and outdoor art by coordinating a number of sculptures and art pieces as part of the community orchard space, working with both Dilys Jackson and Gideon Peterson

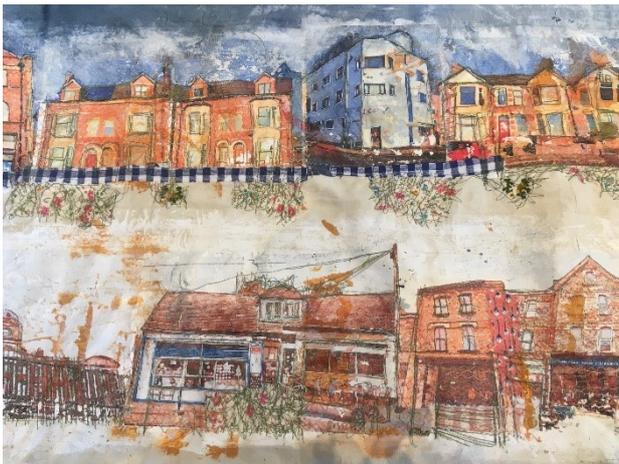
- *The Bee Project*

Artist Nick Davies has been commissioned to deliver an educational arts- in-health project through collaboration between Llandough Primary School, Our Orchard, MHSOP staff and patients and Professor Baille at Cardiff University. A series of workshops with school children and patients and staff on MHSOP will look at environmental concerns and responsibility, nature, the importance of wellbeing activities, introduce new skills, and provide an opportunity for creative expression whilst creating artworks and planters for the gardens in MHSOP, Llandough Primary School and Our Orchard.



Barry Hospital

- We have commissioned an artist to lead the arts contribution to the 25th anniversary celebrations of the hospital.



- We commissioned Haf Weighton to complete a piece of mixed textile to be exhibited in the Mary Lennox community room to celebrate Barry.

- We have identified an artist to complete a mural in the children's phlebotomy room to aid the experience for children and young people.

- We are working with Michaela

Ismael to photograph local landmarks to be displayed on the main corridor.

- Working in partnership with Year 9 pupils Bro Morgannwyg School to produce a series of work based on "Patterns in Nature".
- We have exhibited the coffee portraits of Aneurin Bevan, Sir Mansel Aylward, Julian Tudor Hart and Betsi Cadwalder and the NHS@70 quilt
- We have displayed the Time to change photography winning images close to the entrance for the Vale Community Mental Health Team
- Liaising with Criw Celf to provide a programme that introduces young people to a rich and varied programme of art activities (e.g. painting, sculpture, ceramics, textiles, 3D work, film, jewellery making etc.) and opens their eyes

to the vast possibilities that the arts can provide. The scheme is aimed at engaging young people aged between 11-19 with the arts and creativity.

- We have purchased a hanging system to have an exhibition area at Barry Hospital and have initial conversations with Cowbridge arts society, VOGA and others regarding future exhibitions

St David's Hospital

- We are currently in discussion to introduce some projects at this site to include Techniquet, dance and music to the wards and art and sculpture to the Wales Gender service

Community projects

- *Urdd Eisteddfod – Get Well Soon*
A collaboration between the Health Board and The Makers Guild in Craft in the Bay, 6 artists workshops during Urdd Eisteddfod May 2019. *Get well soon* workshops will be conducted in the Welsh Language and explored Welsh culture, identity, belonging, and the NHS as a Welsh icon of caring. Young participants will be encouraged to learn new skills, creating emblems, symbols, paper sculpture and cards which were added to a growing installation in the gallery. At the end of the exhibition, the greeting cards are to be distributed to older patients in St. David's and Barry hospitals as a Get Well Soon message from the young.
- *A Brief History of Healing*
A collaborative project between the Hearth Gallery, Arcade Gallery Cardiff and Made in Roath Director, Gail Howard, has received funding from Arts Council Wales and Cardiff & Vale Health Charity. The project will be launched at the Hafan y Coed Garden Party in July and will continue as a participatory project in the plaza exhibition space in August and in the Hearth Gallery during September. The pilot study will be evaluated and measured as an arts-in-health case study.

Report Title:	Barry Hospital Update					
Meeting:	Charitable Funds Committee			Meeting Date:	11 th June 2019	
Status:	For Discussion		For Assurance		For Approval	For Information ✓
Lead Executive:	Chief Operating Officer					
Report Author (Title):	Head of Arts and Health Charity					

SITUATION

At the Charitable Funds Committee Meeting held on 11th December 2018, a proposal for funding of the Barry Hospital First Impression Fund was submitted for consideration, to include:-

- provision of first floor facilities
- recruitment of a part time Receptionist at £6/7k
- place an Aroma in the conservatory
- increase Health Charity publicity at Barry Hospital
- improve the rundown appearance
- engage the support of volunteers at Barry Hospital
- onsite car parking
- signage at front of hospital
- redevelopment of Mary Lennox Suite

The Committee **APPROVED**: a maximum budget of £99,500.00

REPORT

BACKGROUND

The Charitable Funds Committee requested a six monthly update on how the approved funds are being spent (attached)

ASSESSMENT

Attached documents:- Barry Hospital Updates

ASSURANCE is provided by:

- The achievements of the Barry Hospital First Impressions Programme in line with the proposal of works

The Board is asked to:

- **Note the progress and activities of the Barry Hospital First Impressions Programme**

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:

Not Applicable
If "yes" please provide copy of the assessment. This will be linked to the report when published.

Barry Hospital Update - March 2019



Mary Lennox community room has been refurbished with the help of Community Payback scheme members. The official relaunch of the room took place on 14 February 2019. Jane Hutt AM attended and cakes were kindly provided by Ysgol Y Deri with music from Harmoni Cymru. Maria Battle gave thanks at the event.

The Love Barry Hospital logo was launched on 14 February 2019 as part of the relaunch of Mary Lennox community room. The campaign and logo will be used for community engagement and to gather stories for the 25th anniversary next year.



Art is playing a large part in the improvements in Barry Hospital. Local artist Haf Weighton has designed a tapestry for the Mary Lennox community room. A local photographer will be capturing a series of images of Barry and local landmarks. Time to Change Wales images have been installed around the hospital. NHS at 70 artwork has also been installed. Harmoni Cymru will be regularly performing for patients.

Staff wellbeing sessions have been arranged for the next six months. These sessions have received positive feedback from the staff at Barry Hospital. Next session will take place on 20 May 2019 between 12-2pm in the Mary Lennox community room.



Colcot Clinic accommodates Health Visitors, District Nurses and Speech Therapy Staff. The building does not offer suitable accommodation for the needs of the service. The Health Board is working on the transfer these services from Colcot Clinic to Barry Hospital in the coming months. These services will be located at the rear of the hospital and work has commenced on their accommodation.

Barry Hospital will celebrate its 25th anniversary in 2020. We are already exploring opportunities to engage with the Hospital and community to mark this anniversary. If you have any ideas/suggestions on how we can mark this occasion for patients and staff please let us know.



The first impression project is well underway thanks to funding from Cardiff & Vale Health Charity. There will be new external and internal signage, redecoration of the ground floor corridor, improvements to the floor covering at the main entrance and waiting areas, improvements to the appearance of the internal courtyards, there will be artwork from local schools and community art groups and to change the outpatient ticket system for phlebotomy and introduce a phlebotomy service for paediatric patients from March 2019.

Barry Hospital Update - May 2019



Elderfit specialise in exercise for the older person. Their aim is to reduce falls through strength and balance exercises, as well as offering a socially stimulating environment. The sessions are designed to be fun, educational and increasingly challenging- but most importantly they are engaging, thus reducing isolation and loneliness. Elderfit provides an environment where individuals can meet like-minded people, make friends, and get fitter whilst doing it. Trial sessions of Elderfit have started on Monday afternoons from 1pm-2pm in the canteen area at Barry Hospital. Organiser Tom is trialling the use of Barry Hospital for a few weeks to see if it is a suitable venue for those attending.

Harmoni Cymru have been visiting the wards at Barry Hospital to play music and have been welcomed with open arms by both the staff and patients. Harmoni Cymru are a group of musicians who believe in the value of music in healthcare, and they are holding regular, weekly interactive music sessions at various wards in throughout Cardiff and Vale University Health Board.



Staff wellbeing sessions have been arranged for the next six months. These sessions have received positive feedback from the staff at Barry Hospital. Next session will take place on 20 May 2019 between 12-2pm in the Mary Lennox community room.

Through the first impressions project via Cardiff & Vale Health Charity, work has begun on the paediatric phlebotomy room. The room has been decorated and flooring laid, and mural artist visited in April to discuss a design based on Barry Island which will hopefully distract children during their procedure. This area will be completed during the first phase of the project with new equipment ordered so this area will be in use as soon as possible.



For more information email: sue.dickson-davies2@wales.nhs.uk

#LoveBarryHospital

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Cardiff & Vale Health Charity has been working with the Head of Art at Ysgol Gymraeg Bro Morgannwg on a project for one of the corridors at Barry Hospital – the project 'Patterns in Nature' by Year 9 students will commence in the middle of May.

Local photographer Michaela Ismail has been commissioned to produce some images of local areas to brighten the corridors.

Artist Nathan Wyburn was commissioned for our St. David's Day celebration to create portraits of people who have been influential to healthcare in Wales, celebrating our health heritage through art. Three portraits of Professor Sir Mansel Aylward, Julian Tudor Hart, and Betsi Cadwaladr will soon be displayed at Barry Hospital

A 'Barry Hospital 25th Anniversary Celebrations Group' has been set up, and the first meeting will be held in June 2019. If you have any stories, photographs or information to share at this group, please let us know, please use the hash tag #LoveBarryHospital on social media with information/news on Barry Hospital.

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Through the first impressions project, funding has been secured for a part-time receptionist at Barry Hospital. Jo Thomas has commenced in the post and is settling in well and getting to know the hospital and its many staff. Jo has already provided help and support for various areas within the hospital, as well as carrying out general reception duties. Jo is filling a much needed role at Barry Hospital, please make yourself known to her if you haven't already. Please provide Jo with an up to date list of staff in your area along with contact details so that this information can be kept on reception.

We are working with Beautiful Barry to work on some of the outside areas at Barry Hospital. The Community Payback team have already made significant changes to the entrance area and the garden next to the Mary Lennox Room, and Beautiful Barry will be working on the area accessed from outpatients. There are other community projects we are exploring, all with the aim to improve the overall environment and 'first impression' of Barry Hospital.



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