

## Bundle Charitable Funds Committee 10 September 2019

### Agenda attachments

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  - 5 Items to bring to the attention of the Board / Committee
  - 6 Review of the Meeting
  - 7 Date & Time of next Meeting: Tuesday 10th December 2019, Life Science Hub, Cardiff Bay - Away Day



**Agenda**  
**Charitable Funds Committee**  
**10 September 2019 9am – 12pm**  
**Nant Fawr 1 & 2 Ground Floor, Woodland House**

<b>1.</b>	<b>Preliminaries</b>	
1.1	Welcome & Introductions	Akmal Hanuk
1.2	Apologies for Absence	Akmal Hanuk
1.3	Declarations of Interest	Akmal Hanuk
1.4	Minutes of the Committee Meeting held on 11 June 2019	Akmal Hanuk
1.5	Action Log of the meeting held on 11 June 2019	Akmal Hanuk
<b>2.</b>	<b>Items for Approval/Ratification</b>	
2.1	New Charitable Funds Bids  (a) Grow Well Project (b) Mura Bid (c) Staff Connect (d) Aroma, Barry Hospital (e) Amplify 2025 (f) Sustainable Travel (g) Childrens Rights	Isla Horton Joanne Brandon Joanne Brandon Geoff Walsh Rachel Gidman Abigail Harris Paula Davies
2.2	Wales for Africa Steering Group	Simone Joslyn - Verbal
<b>3.</b>	<b>Items for Review and Assurance</b>	
3.1	Food Sense Wales – Report on Project Success	Fiona Jenkins
3.2	Sign, Sight and Sound Report	Angela Hughes - Verbal
3.3	Governance regarding Charitable Funds Committee Project Funding	Simone Joslyn
3.4	Endowment Order	Andrew Turton
<b>4.</b>	<b>Items for Noting and Information</b>	
4.1	Fundraising Report 2018/19	Simone Joslyn
4.2	Annual Report 2018/19	Simone Joslyn
4.3	Health Charity Strategy 2019 - 2024	Simone Joslyn
4.4	Health Charity Branding Guidelines	Simone Joslyn
4.5	Sustainable staffing paper	Simone Joslyn
4.6	Horatio's Garden	Simone Joslyn
4.7	Staff Lottery Bid Panel report	Mike Jones
4.8	Finance Monitoring Report	Chris Lewis
4.9	Staff Benefits Group – Car Dealership	Peter Welsh
4.10	Staff Benefits Meeting Minutes	Barbara John
<b>5.</b>	<b>Items to bring to the attention of the Board/Committee</b>	Akmal Hanuk

<b>6.</b>	<b>Review of the Meeting</b>	Akmal Hanuk
<b>7.</b>	<b>Date and time of next Meeting:</b> Tuesday, 10 December 2019 Life Science Hub, Cardiff Bay – Away Day	Akmal Hanuk

**Confirmed Minutes of the Charitable Funds Committee  
Held at Coed Y Bwl, Ground Floor, Woodlands House  
11<sup>th</sup> June 2019 at 9am**

**Present:**

Akmal Hanuk	AH	Committee Chair and Independent Member - Community
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**Members:**

Dr Fiona Jenkins	FJ	Executive Director of Therapies and Health Science
John Union	JU	Committee Vice Chair and Independent Member - Finance

**In Attendance:**

Maria Battle	MB	UHB Chair
Alex Baily	AB	Portfolio Director, Cazenove Capital ( <i>for part of the meeting</i> )
Joanne Brandon	JB	Director of Communications and Engagemen ( <i>joined the meeting at 9.35am</i> )
Martin Driscoll	MD	Executive Director of Workforce and OD ( <i>for part of the meeting</i> )
Nicola Foreman	NF	Director of Corporate Governance
Angela Hughes	AH	Assistant Director of Patient Services
Mike Jones	MJ	Chair of Staff Lottery Bids Panel
Simone Joslyn	SJ	Head of Arts and Health Charity
Chris Lewis	CL	Deputy Executive Finance Director
Alun Williams	AW	Head of Financial Services
Beverly Withers	BW	Dental Nurse Manager ( <i>for part of the meeting</i> )

**Secretariat:**

Laura Tolley	LT	Corporate Governance Officer
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**Apologies:**

Barbara John	BJ	Operational Business Manager, UHB Health Charity
Ruth Walker	RW	Executive Director of Nursing
Peter Welsh	PW	Senior Hospital General Manager, University Hospital Llandough

CFC19/06/001	<p><b>Welcome and Introductions</b></p> <p>The Chair welcomed everyone to the meeting and introduced Laura Tolley, the new Secretary to the Committee. It was noted that the meeting was not quorate so any decision made would be ratified by the Charity Trustee.</p>	<p><b>Action</b></p> <p>AH</p>
CFC19/06/002	<p><b>Apologies for Absence</b></p> <p>Apologies for absence were noted.</p>	
CFC19/06/003	<p><b>Declarations of Interests</b></p> <p>No interests were declared.</p>	
CFC19/06/004	<p><b>Minutes of the Committee Meeting held on 19<sup>th</sup> March 2019</b></p> <p>The Committee reviewed the minutes of the meeting held on 19 March 2019, and noted that the following amendment should be made:</p> <ul style="list-style-type: none"> <li>• <u>Minute CFC19/03/009</u>: the Deputy Executive Finance Director confirmed that the minute should refer to £700,000 being taken out of the account not £750,000.</li> </ul> <p><i>Actions Arising</i></p> <ul style="list-style-type: none"> <li>• <u>CFC19/03/012</u>: The Head of Arts and Health Charity confirmed that the action for this item was with the Head of Corporate Governance not herself.</li> </ul> <p><b>The Committee Resolved that:</b></p> <ol style="list-style-type: none"> <li>a) subject to the amendment noted above being made, the minutes of the meeting held on 19 March 2019 should be approved as being a true and accurate record.</li> <li>b) the action arising in relation to CFC19/03/012 be noted.</li> </ol>	
CFC19/06/005	<p><b>Committee Action Log</b></p> <p>The Committee reviewed the Action Log and noted that a number of actions would be addressed in readiness for the Committee meeting scheduled for September 2019.</p> <p><b>The Committee Resolved that</b></p> <ol style="list-style-type: none"> <li>a) the Action Log be noted.</li> </ol>	
CFC19/06/006	<p><b>Financial Position Report for the period ending 31 March 2019</b></p> <p>The Deputy Executive Finance Director introduced the Financial Position Report and confirmed that it covered the financial performance for the 12 month period ended 31 March 2019. It was noted that:</p>	

	<ul style="list-style-type: none"> <li>• during the period income and expenditure had broadly matched.</li> <li>• there had been market value gains of £0.337m on investment which was a good performance.</li> <li>• there had been a net increase in fund balances of almost £400,000 for the year.</li> <li>• during the year the Charity sold £700,000 of investment assets which had provided a very strong cash balance.</li> </ul> <p><b>The Committee Resolved that:</b></p> <p>a) The financial position of the Charity be noted.</p>	
CFC19/06/007	<p><b>Fundraising Activity Report</b></p> <p>The Head of Arts and Health Charity introduced the report which covered the progress and activities of the Health Charity for the period 1 March to 31 May 2019. It was confirmed that:</p> <ul style="list-style-type: none"> <li>• the Staff Lottery was going well and work on the Superdraw, to be held in September, was ongoing.</li> <li>• following a nomination made by the Charity, Ellie, one of the Charities fundraisers who was 10 years old, had won the Nation Radio Young Fundraiser of the Year Award. It was noted that Ellie had raised around £4000 for the Health Charity</li> <li>• fundraising for the Breast Centre continues to do well, with Irene Hicks having raised over £107,000.</li> <li>• NHS Big Tea Party campaign would run from Monday 24 June to Sunday 7 July.</li> <li>• the annual Cardiff Bed Push had gone well, and plans for the 2020 event had already started.</li> <li>• preparations for the second Blue Tie Ball and the Breast Centre Ball were going well.</li> <li>• the Charity had sponsored a 100 places for the Cardiff Half Marathon and 50 of these had already been taken up.</li> <li>• the Wellbeing at Work Events had been going very well and had been embraced by the Clinical Boards.</li> <li>• a Fundraising Support Officer had been appointed to focus on the Orchard Project and was working to increase volunteer activity. In addition, Melanie Wooten had taken up post as the Arts and Health Project Manager and an administration post had been filled.</li> <li>• the Charity was working with procurement colleagues to get the procurement arrangements for the Health Charity Pod for the Concourse at UHW in place.</li> </ul> <p>The UHB Chair commented that information related to the ‘Wales for Africa’ walk was still displayed in the UHW Concourse and that it is no longer</p>	

	<p>relevant. It was requested that it be taken down and the space use by the Health Charity.</p> <p>The Chair of Staff Lottery Bids Panel confirmed that a number of external charities used the UHW Concourse for promotion therefore correct Governance arrangements would be required for this. In response, the Director of Corporate Governance advised that the governance around external charities using the UHW Concourse should be kept on the Committee's agenda.</p> <p>The Head of Arts and Health Charity advised that she was drafting a Health Charity Strategy for the next 4-5 years and confirmed that this would be brought to the Committee for consideration before being taken to the Trustees for approval.</p> <p><b>The Committee Resolved that:</b></p> <ol style="list-style-type: none"> <li>a) the progress and activities of the Health Charity be noted.</li> <li>b) the Health Charity Strategy be considered at the meeting scheduled for September 2019 prior to approval by the Charity Trustee.</li> <li>c) the 'Wales for Africa' walk information be removed from the UHW Concourse</li> <li>d) the governance around external charities using the UHW Concourse be kept on the Committee's agenda</li> </ol>	<p>SJ</p> <p>NF</p> <p>SJ</p> <p>SJ</p> <p>NF</p>
<p><b>CFC19/06/008</b></p>	<p><b>BSL Training and Awareness Update Report</b></p> <p>The Assistant Director of Patient Services introduced the report and confirmed that:</p> <ul style="list-style-type: none"> <li>• the UHB planned to train up to 500 staff over the next year through BSL Equality Training and Taster sessions. The Committee was advised that feedback from staff had been positive.</li> <li>• on 19 June 2019 the UHB would become the first health board in Wales to sign the BSL Charter. It was noted that elements of the Charter would need to be delivered by different individuals across the organisation and the action plan being worked on with the British Deaf Association was very clear in relation to which actions sat with who.</li> <li>• Raising Deaf Awareness training had been completed.</li> <li>• the Health Charity had funded the <i>Centre of Sign, Sight and Sound</i> for a year until October 2018. It was noted that a report on the impact that this had made would will be brought to the next Committee Meeting</li> </ul> <p><b>The Committee Resolved that:</b></p> <ol style="list-style-type: none"> <li>a) the update report be noted and that a further report be brought to the Committee once the evaluation work on the Centre of Sign, Sight and Sound had been completed.</li> </ol>	<p>SJ</p>

<p><b>CFC19/06/009</b></p>	<p><i>The Portfolio Director, Cazenove Capital joined the meeting at 10am</i></p> <p><b>Investment Report</b></p> <p>The Portfolio Director provided the Committee with a presentation on the Investment Report and confirmed that:</p> <ul style="list-style-type: none"> <li>• the value of the portfolio had increased by 3.2%</li> <li>• the approach of having patience with investments when going through a poorer period had worked well</li> <li>• the Health Charity had outperformed the composite benchmark</li> <li>• the portfolio was viewed as an overall investment rather than a single trade book</li> <li>• the impact of Brexit remained the same as predicted previously. It was noted that the Portfolio generally benefited from sterling going down in value.</li> </ul> <p><b>The Committee Resolved that:</b></p> <p>a) the presentation on the Investment Report be noted.</p> <p><i>The Portfolio Director left the meeting at 11am</i></p>	
<p><b>CFC19/06/010</b></p>	<p><b>Staff Benefits Group Update</b></p> <p>The Head of Arts and Charity introduced the report which provided the Committee with information in relation to staff benefits discussed and agreed by the Group during the six month period November 2018 - April 2019. It was confirmed that:</p> <ul style="list-style-type: none"> <li>• a meeting to discuss future arrangements with Griffin Mill was planned. It was noted that other car companies had expressed an interest in supporting the Health Charity as Griffin Mill had expressed a wish to withdraw their support.</li> <li>• the Health Charity continued to await marketing material from the Change Account and was therefore unable to progress this proposal further</li> <li>• at the last Staff Benefits meeting the installation of interactive digital totems, at UHL and Barry Hospital was discussed. It was confirmed that the plan was to use the totems to share information on the Health Charity. The Committee Chair asked for clarity in relation to who had led discussions with suppliers. The Head of Arts and Health Charity confirmed it would be herself and the Hospital General Manager, Llandough.</li> </ul> <p>The Executive Director of Therapies and Health Science asked what feedback had been received on Vectus from staff and enquired whether it was still seen as a benefit. In response, the Head of Arts and Health Charity confirmed that her understanding was that Vectus was not being used as</p>	

	<p>much as originally thought and noted that the Health Charity was not looking to further invest in Vectus.</p> <p>The Committee Chair asked whether a holistic review of staff benefits was needed. The Head of Arts and Health Charity confirmed that the Health Charity was looking to update the Staff Benefits Page and take steps to raise awareness once capacity issues in the Charity team had been addressed.</p> <p><b>The Committee that:</b></p> <ul style="list-style-type: none"> <li>a) the report of the Staff Benefits Group be noted.</li> <li>b) the purchase of the totems be approved and agreed that the contract would be reviewed and signed by the Committee Chair.</li> <li>c) a position paper on Staff Benefits be scheduled for the September meeting of the Committee.</li> </ul>	<p>SJ</p> <p>NF</p>
<p><b>CFC19/06/011</b></p>	<p><b>Staff Benefits Group Terms of Reference</b></p> <p>The Head of Arts and Health Charity introduced the revised Terms of Reference for the Staff Benefits Group. The Director of Corporate Governance confirmed that they needed to go to the Charity Trustee for approval.</p> <p>The Director of Corporate Governance confirmed that she would review the Terms of Reference before they went to the Charity Trustee</p> <p>The Deputy Executive Director of Finance asked for confirmation of the reporting arrangements for the Staff Benefits Group as reports were being submitted to the Local Partnership Forum and the Charitable Funds Committee. The Director of Corporate Governance confirmed that reports went to the Local Partnership Forum for noting only, and advised that the Group reported to the Charitable Funds Committee</p> <p><b>The Committee Resolved that:</b></p> <ul style="list-style-type: none"> <li>a) the Terms of Reference of the Staff Benefits Group be referred to the Charity Trustee for consideration.</li> </ul>	<p>NF</p> <p>NF</p>
<p><b>CFC19/06/012</b></p>	<p><b>Self-Assessment of Committee Effectiveness</b></p> <p>The Director of Corporate Governance outlined the results of the Committee Effectiveness review undertaken by Committee Members and the Executive Director Lead for the Committee. The draft Action Plan developed in response to the findings of the review was discussed.</p> <p>The Director of Corporate Governance confirmed that a consistent theme arising from all effectiveness assessments undertaken by committees of the Board was the need to improve the timeliness of papers and minutes. It was confirmed that the Corporate Governance team had been given new timescales for the turnaround of minutes and papers so improvement should be seen over the coming weeks.</p>	

	<p><b>The Committee Resolved that:</b></p> <ul style="list-style-type: none"> <li>a) the results of the Committee Effectiveness Review for 2019 be noted</li> <li>b) the action plan for improvement be approved and completed by March 2020 in preparation for the next Effectiveness Review.</li> </ul>	NF
CFC19/06/013	<p><b>Charitable Funds Scheme of Delegation</b></p> <p>The Deputy Executive Finance Director introduced the report and confirmed that the scheme of delegation for charitable funds was different to exchequer funds, and was not included the UHB's scheme of delegation. An overview of the scheme of delegation for:</p> <ul style="list-style-type: none"> <li>• Non Delegated Funds</li> <li>• Delegated Funds</li> <li>• Staff Lottery</li> </ul> <p>was provided.</p> <p>Members agreed that the Committee should be working within a set delegated limit, and that this should be aligned with the UHB's revenue scheme of delegation set for an Executive Director. It also agreed that the Charitable Funds Scheme of Delegation should be included within the UHB's overall scheme of delegation.</p> <p><b>The Committee Resolved that:</b></p> <ul style="list-style-type: none"> <li>a) Scheme of delegation be approved by the Charity Trustee</li> </ul>	NF
CFC19/06/014	<p><b>UHB Transport Timeframes</b></p> <p>The Deputy Executive Finance Director confirmed that:</p> <ul style="list-style-type: none"> <li>• the frequency of the Park and Ride from Pentwyn to UHW had been increased.</li> <li>• the mini bus service would go live over the coming weeks</li> <li>• there were difficulties getting the Park and Ride operating from other sites up to UHW. It was noted that this was due to go live on 22 July 2019, however Cardiff Council had requested an additional £50,000 funding to enable the use of some of their premises</li> </ul> <p><b>The Committee Resolved that:</b></p> <ul style="list-style-type: none"> <li>(a) the UHB Transport Timeframes update be noted.</li> <li>(b) the Independent Member - Local Authority should be advised of the request from Cardiff Council for additional funding.</li> </ul>	

CFC19/06/015	<p><b>Staff Lottery Bids Panel Report</b></p> <p>The Chair of the Staff Lottery Bids Panel introduced the paper confirming that it provided details of the bids approved at the Panel Meeting held on 8 May 2019.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>• The Bids Panel process was working well.</li> <li>• Small bids were becoming less frequent</li> </ul> <p><b>The Committee Resolved that:</b></p> <p>(a) the bids supported by the Staff Lottery Bids Panel when it met on 8 May 2019 be noted.</p>	
CFC19/06/016	<p><i>The Executive Director of Workforce and OD joined the meeting at 12.03pm</i></p> <p><b>Charitable Funds Application: Employee Wellbeing</b></p> <p>The Executive Director of Workforce and OD introduced the paper and confirmed that the Committee was being asked to consider funding the Employee Wellbeing Service for a period of two years. The background to the request was outlined, including the outcomes of the recent Staff Survey, and the four funding options set out in the paper.</p> <p>The UHB Chair advised that given the level of funding being requested the matter would need to be referred to the Charity Trustee for consideration.</p> <p><b>The Committee Resolved that:</b></p> <p>(a) the application to fund the Employee Wellbeing Service be referred to the Charity Trustee.</p>	NF
CFC19/06/017	<p><b>Charitable Funds Application: Reminiscence Interactive Therapy and Activities (RITA)</b></p> <p>In the absence of the paper's author the Committee discussed the request for the Charity to support the purchase of four Reminiscence Interactive Therapy &amp; Activities (RITA) packages from "My Improvement Network", Altrincham, Cheshire.</p> <p>It was agreed that as the RITA system would benefit patients and staff the request for funding should be approved.</p> <p><b>The Committee Resolved that:</b></p> <p>(a) the purchase of four RITA units: three for the five 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 be approved</p>	NF

	(b) on submission of a bid for charitable funds, the bid lead should be reminded of the need to attend the Committee to present their bid.	LT
CFC19/06/018	<p><b>Charitable Funds Application: Patient Information Screens for the University Dental Hospital</b></p> <p>The Dental Nurse Manager introduced the paper outlining that:</p> <ul style="list-style-type: none"> <li>• the Dental hospital was a stand-alone building</li> <li>• the Dental Clinical Board had been recently merged into the Surgical Clinical board</li> <li>• the Chief Operating Officer and an Independent Member had visited the Dental Hospital and noted that there was only one waiting room area with a communication devices for patients.</li> <li>• Over 100,000 patients attended the dental hospital every year and the screens would help reduce DNA's and late attendances as they would help patients identify whether they were in the correct department and advise patients of the Park and Ride arrangements. Further, Information Screens would help disseminate information to Students within the Dental Hospital</li> </ul> <p>The Committee Chair confirmed that the bid was for four Patient Information Screens. In response to a question from the Deputy Executive Finance Director it was confirmed that all screens would be compatible with those already in place across the UHB.</p> <p>The Executive Director of Therapies and Health Science advised that the bid should be supported as the Patient Information Screens would enhance the patient experience which was an outcome that was in line with the Charities Charitable Aims.</p> <p>The Assistant Director of Patient Services supported the bid but highlighted the need for clear governance arrangements to ensure only suitable material was displayed on the screens. In relation to this the Dental Nurse Manager confirmed that all information displayed would be aligned to the UHB's core messages and stated that she was confident that the team would ensure that only appropriate content was displayed.</p> <p>The Deputy Executive Finance Director asked if the screens would be used to help promote the Charity. In response, the Dental Nurse Manager confirmed that the Dental Hospital would be keen to promote the Health Charity as it was grateful for all the support received from the Health Charity</p> <p>The Committee Chair asked if there was a measure that could be used to demonstrate the impact of the messages displayed on the screens. The Director of Communications and Engagement confirmed that this would be possible.</p> <p><b>The Committee Resolved that:</b></p> <p>(a) the bid, for four patient information screens be supported.</p>	NF

CFC19/06/019	<p><b>Cardiff and Vale Health Charity Website Proposal</b></p> <p>The Head of Arts and Health Charity introduced the paper and confirmed Health Charity had its own website which was managed by Big Pixel Creative. It was noted that the contract with Big Pixel Creative expired on the 31 May 2019.</p> <p>The Committee considered the information provided in relation to the future development of the Charities Website and the quotes received from the three development companies. The Head of Arts and Health Charity confirmed that Celf Creative was the preferred website provider and asked that the Committee approve their appointment.</p> <p><b>The Committee Resolved that:</b></p> <p>(a) the proposal for the engagement of a new website provider for Health Charity be approved</p> <p>(b) Celf Creative be appointed as the new website provider.</p>	
CFC19/06/020	<p><b>Arts Programme Report</b></p> <p>The Head of Arts and Health Charity introduced the Arts Programme Report, noting that it provided an overview of the activities and progress made by the Arts Programme during the six month period from December 2018.</p> <p><b>The Committee Resolved that:</b></p> <p>(a) the Arts Programme Report be noted.</p>	
CFC19/06/021	<p><b>Barry Hospital Update</b></p> <p>The Head of Arts and Health Charity introduced the paper and advised that it had been prepared in line with the Committee's request for a six monthly update on how the charitable funds approved by the Committee for the Barry Hospital First Impressions Programme were being spent.</p> <p><b>The Committee Resolved that:</b></p> <p>(a) that the Barry Hospital update be noted.</p>	
CFC19/06/022	<p><b>Items to bring to the attention of the Board / Committee</b></p> <p><b>The Committee Resolved that:</b></p> <p>(a) It be recommended to the Charity Trustee that the Charitable Funds Scheme of Delegation be amended to reflect the fact that any sum over £125,000 needed to be referred to the Charity Trustee for approval.</p> <p>(b) the application to fund the Employee Wellbeing Service be referred to the Charity Trustee for approval.</p>	<p>NF</p> <p>NF</p>

	(c) the disposal of Rookwood be referred to the Charity Trustee for approval.	
<b>CFC19/06/023</b>	<p><b>Review of the Meeting</b></p> <p>The Committee Chair facilitated a review of the meeting and Members noted that it had run over time considerably.</p> <p><b>The Committee Resolved that:</b></p> <p>(a) steps would be taken by the Chair and Members to improve time management during meetings.</p>	
<b>CFC19/06/024</b>	<p><b>Date and Time of Next Meeting</b></p> <p><b>Tuesday 10<sup>th</sup> September at 9am - Venue to be confirmed</b></p>	

**ACTION LOG**  
**FOLLOWING CHARITABLE FUNDS COMMITTEE MEETING**  
**June 2019**

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
<b>Actions Completed</b>					
<b>CFC19/06/013</b>	Scheme of Delegation	It be recommended to the Board of Trustees that the Charitable Funds Scheme of Delegation be amended to reflect the fact that any sum over £125,000 needed to be referred to the Board of Trustees for approval	10/09/2019	Nicola Foreman	Discussed and agreed at Charity Trustee 28.03.2019 – <b>Completed</b>
<b>CFC19/06/016</b>	Charitable Funds Application: Employee Wellbeing	The application to fund the Employee Wellbeing Service be referred to the Board of Trustees.	10/09/2019	Martin Driscoll	Discussed and agreed at Charity Trustee 28.03.2019 – <b>Completed</b>  Feedback to committee on decision at September meeting
<b>Actions In Progress</b>					
<b>CFC19/03/006</b>	Benefits of colour enhancing patients mealtime	a. Has there been less food waste since the introduction of new crockery	10/09/2019	Fiona Jenkins	As Lee sets out measuring waste particularly plate waste is complex and multifactorial and it is within the patient experience that we are seeing a significant change. Patients think that the menu has changed again but it is the look of the food on the plates that enhances the visual appeal of the food. Here are some recent

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
		<p>b. Make a note on the menus that the CFC provided the crockery not the NHS</p>		<p>Fiona Jenkins</p>	<p>comments:-</p> <ul style="list-style-type: none"> <li>• Food is very good always well cooked and always hot</li> <li>• Food is amazing, something for everyone</li> <li>• Very happy with the menus and amount of food given. Happy to see and hear that Uncle has put on weight.</li> </ul> <p>There are 2 areas where the menus are easily accessible to patients and staff - printed laminated poster menus on each ward and a link within the internet to the menus through the C and V internet page and patient experience have the wording below next to the charity logo:-</p> <p>Funding of highly coloured crockery for use with the menus has been provided by the Cardiff and Vale Health Charity. This has enabled an improved eating experience for all our patients, and positively supports the Health Board's commitment to improving the nutrition and hydration of its patients.</p>

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
		c. Can the Charitable Funds Committee sell items?		Nicola Foreman	All future plans for any printing / IT interface will also include recognition that the charity have provided the crockery.
<b>CFC19/03/007</b>	Food Sense Wales	Report on success of the project	10/09/2019	Fiona Jenkins	On September Agenda (item 3.1)
<b>CFC19/03/008</b>	Bids Panel Report	A 'Celebration meeting' was suggested as an alternative to an award. This would showcase the outcomes and results from the funds provided by the CFC	10/09/2019	Simone Joslyn	To Committee in September – verbal update
<b>CFC19/03/010</b>	Fundraising Report	Advise on charging costs against the appeal and not the charity	10/09/2019	Simone Joslyn	To Committee in September – Verbal Update (item 4.1)
<b>CFC19/03/011</b>	Financial Outlook	Look at delegated Funds at the next Board Development day  A meeting to be arranged to discuss Delegated Funds and report back to Committee.	10/09/2019	Nicola Foreman / Chris Lewis  Ruth Walker, Akmal Hanuk, Nicola Foreman, Chris Lewis	The next Board Development day is scheduled for 30 August 2019
CFC19/03/01	Horatio's Garden	An in-depth report, in chronological order, to provide the details of the garden and costs	10/09/2019	Simone Joslyn	On September Agenda (Item 4.6)
<b>CFC19/03/016</b>	Workplan	Investment Fund Managers Contract	10/09/2019	Chris Lewis	To Committee in September – Verbal Update
<b>CFC19/06/007</b>	'Wales for Africa' – UHW Concourse	Removal of the 'Wales for Africa' display at UHW Concourse as this space can be used to promote Health Charity	10/09/2019	Simone Joslyn	To Committee in September – Verbal Update
<b>CFC19/06/008</b>	Sign, Sight and	A further report be brought to the	10.09.19	Angela Hughes	On agenda for September

<b>MINUTE REF</b>	<b>SUBJECT</b>	<b>AGREED ACTION</b>	<b>COMPLETION DEADLINE</b>	<b>LEAD</b>	<b>STATUS</b>
	Sound	Committee once the evaluation work on Sign, Sight and Sound had been completed			meeting (item 3.2)
<b>CFC19/06/010</b>	Staff Benefits	A position paper on Staff Benefits be scheduled for the September meeting	10/09/2019	Peter Welsh	To Committee in December
<b>Actions referred to committees of the Board</b>					
<b>CFC19/06/011</b>	Staff Benefits Group – Terms of Reference	The Terms of Reference if the Staff Benefits Group be referred to the Charity Trustee for consideration	March 2020	Nicola Foreman	Charity Trustee

<b>Report Title:</b>	<b>Grow Well – A Social Prescribing to Therapeutic Community Gardens Project for Patients in the SW Cardiff Cluster</b>			
<b>Meeting:</b>	<b>Charitable Funds Committee</b>		<b>Meeting Date:</b>	<b>10<sup>th</sup> September 2019</b>
<b>Status:</b>	<b>For Discussion</b>	<b>For Assurance</b>	<b>For Approval</b>	<input checked="" type="checkbox"/> <b>For Information</b>
<b>Lead Executive:</b>	<b>Steve Curry, Chief Operating Officer, CV UHB</b>			
<b>Report Author (Title):</b>	<b>Isla Horton, Head of Grow Cardiff charity</b>			

## SITUATION

*'Without this project I simply would not be here. Having had a mental breakdown, losing a parent and then my job, this group and its support have helped me get my life back. I can now help others, I got back into work in February after 20 months. This project gives me confidence, I had my first interview and got the job! I am happy.'*

*Patient Volunteer, Grow Well project 2019*

'Grow Well' is a pioneering social prescribing project, established in 2016 by registered local charity, Grow Cardiff, working in close, active partnership with the SW Cardiff Cluster. Patients are referred to the project by primary care providers and other health-based voluntary services and participate in local, weekly community-based gardening sessions. Grow Well purposefully engages and supports patients with mental and physical health, social isolation and well-being issues (and very often a complex mix of these). Evaluation of our pilot project by Y Lab, Cardiff University, identified that our therapeutic approach significantly improves patient health and wellbeing (Grow Well, Social Prescribing Pilot Evaluation, Y Lab, Cardiff University).

In a short period Grow Well has become the 'flagship' social prescribing project in the SW Cardiff Cluster and has secured £9000 match funding from the Cluster over the next 3 years (see Appendix 1, Cluster Director letter of support). The project is endorsed by patients, local community members, voluntary sector services and clinicians across the Cluster as it dovetails into and enhances current service provision.

*"We think the garden project is good and benefits the whole cluster being able to sign-post patients to this project. It is good to get patients out about, doing something creative! It would be good if we could find more garden areas to work on so more choice for patients to attend."*

*Jennifer Tilley, Practice Manager, St Davids Court Surgery*

*'18 months ago I simply would never have imagined I would be doing this. The project has provided me with purpose, where previously I had none – and nothing seemed achievable or worth doing. I'm amazed every week by what we achieve (at the garden) and what I have now been able to achieve at my own GP surgery with the project's support. I have made friends, I feel supported where once I didn't. Set backs would leave me feeling lost. Now I feel I can get past these things, I'm excited by every new step we take.'*

*Patient Volunteer, Grow Well, 2019*

We want to sustain and develop Grow Well across the SW Cardiff cluster (into Riverside) and beyond to reach even more patients over the next three years. To do this we seek £96,662 funding (over the next 3 years) from the Cardiff & Vale Health Charity to realise the greater potential of this pathfinding project. (See Appendix 2: detailed, proposed budget.) There has never been a better time to do so as the project's aims resonate with Welsh Government and NHS Wales' aspirations to promote social prescribing and 'green therapy', to seamlessly knit together health and social care and to embed volunteer-led health and well-being projects in the everyday life of local communities.

*“Social prescribing can be an excellent way to provide long-term mental health support for people in their own communities and reduce reliance on prescription drugs”*

*Vaughan Gething, Minister for Health and Social Services*

We are very excited to be leading this approach in Wales, underpinned by the supportive frameworks of:

- The Well-being of Future Generations (Wales) Act 2015
- A Healthier Wales: Our Plan for Health and Social Care 2018
- Shaping our Future Wellbeing Strategy 2015-2025
- Me, My Home, My Community Cardiff and Vale of Glamorgan Regional Partnership Board, 'A Healthier Wales, Our plan for health and social care, Transformation Fund'
- Three Year Cluster Network Action Plan 2017-2020 Cardiff South West Cluster

Without your support, at this time, the future of Grow Well is uncertain.

## REPORT

### BACKGROUND

The Grow Well project is delivered by Grow Cardiff, a grassroots, registered charity (no 1161591), established in 2015 by local people for local people. Our mission is to provide hands-on support to people of all ages and backgrounds, helping them come together to create and sustain fantastic shared, edible, growing spaces across the city and beyond and in so-doing to promote health, wellbeing and wildlife. We fulfil our aims by actively working together with a host of like-minded networks, organisations, groups and local people in the community.

Through our growing projects we aim to make a positive, lasting impact on local people's physical and mental health, well-being, isolation and socialisation, in particular for those who are most marginalised and most in need. We aim to work hand-in-hand with local people, giving them the confidence and skills to create and sustain inspirational, biodiverse, green spaces in local neighbourhoods. We mentor local people helping their growing projects to become an oasis in their community where people feel safe and valued, where they can improve their diet by growing their own fresh produce, take gentle exercise, grow in confidence and new skills, meet and befriend people they may otherwise never have known. Uninspiring urban plots are transformed into nature-filled, buzzing hubs and lives and communities are transformed too.

The charity employs 2 staff and one contractor, supports 330 regular volunteers (and 800 occasional volunteers) and is overseen by an experienced board of trustees including staff from UHB and Public Health, Principal Accountant at the Wales Audit Office, the Director of Action for Caerau and Ely (ACE), a research fellow and a patient volunteer from Grow Well.

Grow Well is a principal project of Grow Cardiff's operational delivery. Since it's inception in 2016 there are very real local challenges which we have sought to redress:

- 60.6% of the Cluster population live in the most deprived two-fifths of areas in Wales, compared to 38% in the Cardiff and Vale health board population as a whole (Three Year Cluster Network Action Plan 2017-2020 Cardiff South West Cluster)
- Wards in Ely and Caerau are in the top 10% of most deprived areas for health in Wales (2014 Welsh Index of Multiple Deprivation).
- Patient volunteers frequently report strong feelings of isolation in their communities
- Patients and clinicians in the cluster recognise that medication alone does not always work. They want community-led health and well-being services on their doorstep that are genuinely co-produced.

Being always mindful of this context and underpinned by the Well-being for Future Generations work, the project has engaged with over 200 patients resident in the cluster. We have done so by establishing a new social prescribing pathway and by delivering weekly sessions at two community gardens based at Lansdowne Road Surgery and The Dusty Forge, Ely.

There is a pressing need to develop the project further. The life expectancy of males in Riverside is 9 years less than in wealthier neighbourhoods in Cardiff (Measuring Inequalities 2016, Public Health Wales Observatory). We want to reach all patients across the Cluster, including those in Riverside who do not yet have a local expression of Grow Well within close proximity and particularly those who are vulnerable and at risk of decline in health and well-being. With your support, Grow Well will continue to be run on a day-to-day basis by our experienced Grow Well Project Officer, with management support from our Development Co-ordinator. We will aim to recruit, train and mentor 30 Lead Volunteers to support patient and local people's engagement and are in talks with Cardiff University to engage Occupational Therapy students to support delivery. We envisage that an additional 400 local people (including children) will participate in the project over the next 3 years. The project will benefit more local people by giving our Grow Well Project Officer more dedicated time to promote the project, by strengthening relationships with the Cluster surgeries, giving feedback on patient progress and by engaging with public and third sector organisations who can refer patients. We will connect with new and existing partners (see below) by inviting them to see the project in action, visiting local organisations' bases and presenting at their teams meetings and local networks (e.g. ACE's social prescribing network, Dr Parady's multi-disciplinary health and well-being network, Social Farms and Gardens). Our patient volunteers are also adept at enticing people in as they walk past! We will also promote social prescribing and the 'Green NHS' agenda through C3SC, Third Sector Support Wales and our Wales-wide and NHS networks.

**ASSESSMENT** Over the last 3 years, Grow Cardiff has consulted extensively and re-shaped our practice through feedback from:

- Patients (attending the project and those in local surgeries in the cluster)
- Weekly visitors to the community gardens
- Clinician partners in the SW Cluster (Dr Parady, (Cluster Director), GPs and other primary care staff from the 11 surgeries across the cluster), including GP recruitment evening
- Other Health Partners who refer patients into the project (e.g. Pendine Adult Mental Health Unit, Physiotherapists)

- UHB Finance Department
- Voluntary sector partners (e.g. Wellbeing 4U)
- Mark McKenna, Director of Down to Earth (organisation with established successful track record in social prescribing, Swansea)
- Cardiff Council
- Our 'neighbours' at both sites: Tyrion, Lovell and Cadwyn, local school, mosque and nursery (at the Lansdowne Surgery site); and Action in Caerau and Ely (ACE), Dusty Shed (at The Dusty Forge site, Ely)
- Vaughan Gething AM
- Rt. Hon Mark Drakeford AM

## ASSURANCE

Grow Well has also been invited to present the project at:

- SW Cardiff Cluster CPET June 2019
- NHS Green Space Seminar, January 2019
- First International Social Prescribing Research Network Conference, June 2018
- SW Cardiff Cluster recruitment event June 2018
- The Cardiff RHS Flower Show, 2018 and 2019: Grow Well patients designed and created their very own show feature gardens for health and well-being which were visited by thousands of people at the shows

Vaughan Gething AM visited the Lansdowne Surgery garden in 2018 and hi-lighted it later that year in his speech at the National Primary Care Conference. Mark Drakeford AM visited the Dusty Forge garden in August 2019;

**“There are so many great projects going on at the Dusty Forge in Ely, not least their garden where people can learn to garden and grow their own food! Great to spend time there today”**

**Mark Drakeford, AM and First Minister, August 2019**

The conclusive finding of the detailed internal and external assessment (those consulted in the Assessment above), is that there is a strong consensus from the patients, Cluster clinicians, the Cluster Director and those in senior positions in Welsh Government and Public Health to sustain and develop the Grow Well project to further improve patient health and wellbeing. There have also been many expressions of interest from other clusters (Eastern vale, Cardiff east, Cardiff north) to develop similar projects in their clusters with our support.

Research carried out in our pilot phase identified that the project improved participants' confidence in managing their condition/s, that they felt more connected to others and were more optimistic, increased physical activity, consumption of fruit and vegetables and improved sleep (Grow Well, Social Prescribing Pilot Evaluation, Y Lab, Cardiff University). We will continue to robustly monitor and evaluate the project outcomes, using patient and clinician feedback. We will seek to secure a partnership with an academic research centre to develop evidence of outcomes.

## RECOMMENDATION

The Charitable Funds Committee is asked to approve £96,662 funding to enable the development and delivery of Grow Well over the next three years. See Appendix 2 for detailed budget.

Year 1:	£37,352
Year 2:	£32,636
Year 3:	£26,674
<b>Total:</b>	<b>£96,662</b>

### 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	✓
<b>Equality and Health Impact Assessment Completed:</b>	No If "yes" please provide copy of the assessment. This will be linked to the report when published.								

### APPENDIX:

1. Letter of support from Dr Karen Pardy, SW Cardiff Cluster Director
2. Proposed Budget October 2019 - 22
3. Support/Feedback from Cluster GPs
4. GAP analysis
5. Latest Grow Well project update (August 2019)

# THE **GROW WELL** PROJECT

Spending time in nature, whether watching it pass by or nurturing it through gardening has a positive impact on our health.

At our small gardens we take the time to appreciate it all, drinking tea, listening to each other and working at our patient volunteers pace. Anything is achievable.

## **AUGUST 2019 UPDATE**

**EVERY WEEK 12:30-3:30**

**Mon – Dusty Forge, Cowbridge Rd West, ELY**

**Wed – Lansdowne Surgery GP Sanatorium Rd, CANTON**

### **Life in the Garden – AUGUST**

What an incredible month for community gardening! Many hands helping tend to our food crops, planting flowers out in our relaxation garden, making hanging baskets and surveying nature.

#### **What we've been up to?**

- RELAXING – 1<sup>st</sup> rule of the garden.
- Butterfly surveying & drawing
- Harvesting peas, beans, lettuce, sweetcorn, courgettes, carrots.
- Growing beautiful flowers, scented herbs & luscious hanging baskets.



# THE GROW WELL PROJECT



## What do we do?

- Help and support each other.
- Make fabulous cups of tea!
- Watch the birds and the bees
- Grow vegetables!
- Be creative – draw, paint, create!

**Free & no experience necessary – just come and enjoy the company and the garden!**

Lansdowne Surgery – climbing pumpkins



**Share your skills, stories or simply enjoy listening to other people's.**

**Every week we come together to relax, share and garden. Free & friendly – All new volunteers welcome!**

Volunteer's woodcraft



Sunflowers



Hanging baskets



Runner beans



# Gap Analysis for 'Grow Well'

## What need is the project meeting?

- High levels of deprivation and low levels of health and well-being across parts of the south west Cardiff Cluster population. Many patients report poor mental and physical health
- 58.2% of adults are overweight or obese in the cluster. 31.1% eat the recommended 5 a day of fruit and vegetables (Three Year Cluster Network Action Plan 2017-2020 Cardiff South West Cluster)
- High levels of social isolation and lack of connection between local people in the community
- Lack of local, community-based, volunteer-led health and wellbeing services
- Uninspiring urban environment - grey, concrete spaces with little access to nature

## How will the project meet the identified needs?

Our Grow Well Social Prescribing Pilot Evaluation study (Dr Ceri Jones, Y Lab, Cardiff University) based on our pilot phase demonstrated that:

- There is good evidence that direct interaction with nature results in positive health benefits for people. Daily contact with nature has long-lasting benefits for health, including anxiety and depression, diabetes, and obesity, circulatory and heart disease, and longevity. It is becoming more recognised that regular contact with nature can promote positive health behaviours and that regular contact with nature is a form of preventive medicine. A recent meta-analysis showed that there is a significant positive effect of gardening on health outcomes and a regular dose of gardening can improve public health.
- Patients participating in Grow Well reported increased health and well-being over a number of indicators. Patients reported improved psychological wellbeing, improved confidence in managing their condition, increased interconnectedness with others, felt less 'left out' and had more companionship, marked increase in physical activity, increase in consumption of fruit and vegetables, increased sleep quality.
- Patients valued the project for its 'convenience of linking to their surgery and other local services'
- Patients valued learning new , gaining new knowledge and doing things they had never done before
- Patients described the gardens as a place of calm, where they could relax and get away from it all
- Strong friendships were formed in the gardening group which improved a feeling of connectedness to each other and reduced social isolation. The positions of the gardens also meant they felt more connected and integrated into the local community.
- Attending the weekly gardening sessions gave the participants a sense of purpose and achievement. It gave them a reason to get out of the house or bed in the morning.
- Grow Well increased patients access to green spaces and to nature. They particularly valued the gardens being close to home and part of the local community's services.

## What provision already exists in the community?

There are a number of NHS/Local authority and third sector support services which support patient health and wellbeing in the Cluster. Key stakeholders are:

- Local authority/NHS provision:

- 11 Cluster surgeries (providing primary care, signposting and referrals to social prescribing)
- Cardiff West Community Mental Health Team (Pendine Centre, Ely),
- Ely Hub, Canton Community Hub
- Occupational Therapy Team
- Adult social services team
- Llandough Hospital community discharge and support team
- Third Sector:
  - United Welsh's Wellbeing 4U and Community Wellbeing services provide one-to-one support and signposting for low-level mental health, physical health, social issues, harmful habits, etc.
  - ACE (Action in Caerau and Ely) provide community-led health and wellbeing groups, poverty crisis support
  - Other local housing associations: Taff Housing, Wales and West, Cadwyn
  - Swan Family Contact Centre
  - Ty Canna Outreach Service and User Led Resource Service (Cardiff and Vale Action for Mental Health)
  - Ty Catrin (mental health support)
  - South Riverside Community Development Centre - community-led services and support
  - Riverside Advice Centre
  - Social Farms and Gardens/ various community gardens: Chapter Community Garden Canton, Diana Gardens Ely, Leckwith allotments

#### **What are the gaps? How does the project fill these and not duplicate others' work?**

- Much of the existing health and wellbeing provision in the Cluster is issue based and focuses on patients' needs - a deficit based model of care. Grow Cardiff's approach and the Grow Well project is based on an asset-based model: what can you do/give/make/help with?
- There are several social prescribing projects in the Cluster, but Grow Well is unique in providing outdoor, therapeutic community gardening sessions through social prescribing
- There are several community gardens in the Cluster, but none are linked to the Cluster or social prescribing pathways other than Grow Well. Our project alone has trained, experienced staff focusing on patient health and wellbeing and supporting vulnerable patients
- One-to-one support from health and wellbeing projects can be time-limited. Patients can stay as long as they want at Grow Well, moving on when they feel ready to do so.
- Our patient volunteers tell us that Grow Well is very often the only health and wellbeing service that they are engaged with - we are working with people that other services are not reaching
- Grow Well is unique in focusing on patients *and* also engaging community members - families, children, staff from the school/nursery who work alongside patients

#### **How does the project complement existing provision and link to it?**

- Grow Well is a recognised service within existing social prescribing pathways. Staff in the Cluster surgeries and Wellbeing 4U services provide patients with a social prescription referral to the project
- Other local authority/NHS and third sector organisations can directly refer patients to Grow Well. Organisations are aware of the project as Grow Well staff attend Cluster meetings, social prescribing and health and wellbeing network meetings
- Grow Well staff and volunteers refer our patient volunteers to this network of existing local authority and third sector provision. This is important so that patient volunteers have the opportunity to receive services they may have been unaware of and so that they can participate in and move on to other opportunities/services available in the community

Grow Well fits within the Cluster's strategic aims:

- To maximise use of community assets (voluntary sector, council services) and wider primary care services to provide appropriate signposting and alternative service provision
  - Strategic Aim 6: Improving the delivery of the locally agreed pathway priority
- 6.2 Grow Well gardening project: Improved health and wellbeing through participation in the gardening project  
(Three Year Cluster Network Action Plan 2017-2020 Cardiff South West Cluster)

Grow Well also compliments Welsh government and local authority plans to integrate health and wellbeing with social care in Wales:

- A new Wellbeing Hub is currently being developed at Parkview, Ely. Patients will be referred from this hub to Grow Well and Grow Well will refer patients to the hub
- Vaughan Gething (Minister for Health and Social Services) and The Cardiff and Vale Regional Partnership Board announced significant funding to change, develop and join up health and social care services, with more emphasis on preventing illness, and shifting services out of hospital to homes and communities through its Transformation Fund in October 2018. This is being piloted in the SW Cardiff Cluster from 2019. Dr Parry who is leading this work is working with Grow Cardiff to embed Grow Well into new developments in social prescribing and integrated health and social care pathways. We are extremely excited by Grow Well's unique position and future prospects: we have put down deep roots in our community and are embedded in a new approach that seeks to transform health and wellbeing for people across Wales.



# Meddygfa Lansdowne Surgery

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**Dr Helen Westlake**

**Dr Karen Pardy**

**Dr Chris Bryant**

**Dr Lucy Downing**

**Dr Jonathan Crole**

**Dr Jessica Bryant**

**Dr Tim Rogers**

8 August 2019

I am writing in support of the Grow Well project which has supported patients within the Cardiff SW cluster since 2016. The project combines the well recognised benefits of community gardening with wellbeing support offered through a collaboration with GP surgeries in the Cardiff SW Cluster.

As a GP and Community Director of the cluster, I have seen the benefits of the project in supporting patients who are suffering with social isolation and other psychosocial problems. I have seen patients who have struggled for many years, thrive in the supportive environment of the Grow Well garden. The close relationship Primary Care enables a holistic approach to care and the colocation of the project in a GP practice helps to change the perception of GP surgeries to a place of wellbeing. A pilot study of the project has shown that this innovative approach has demonstrated benefits in terms of improved wellbeing scores for individuals as well as a reduction in attendance for GP appointments. Practice staff feedback shows that the project is valued by all members of the primary care team in promoting health and wellbeing and supporting patients.

The project provides a core role in the development of social prescribing within the Cardiff SW Cluster. The cluster has a strong network of community partners and Grow Well has played a key role in developing relationships and providing a links between primary care and community assets. The Grow Well Project fits with the UHB Shaping our Future Wellbeing strategy, by providing care close to home and focussed on the needs of the individual. The project provides a focus for the local community and includes links with the Community Hub as well as local schools, nurseries and mosque. The support provided for both patients and for staff working in primary care fulfils many of the aims of The Future Generations Act: A Healthier Wales, through support for health and wellbeing for both those who attend the project and for staff working within the Cardiff SW community.

Yours

Dr Karen Pardy

GP Partner and Community Director Cardiff SW Cluster

**SOUTH WEST CLUSTER**  
**GARDEN PROJECT FEED BACK**

'The Garden Projects is a very practical method of improving the mental health of persons who participate in this project. Participants get an opportunity to make friends and something to look forward to, thereby lifting the depression and anxiety in the process. Hopefully, this will reduce pressure on the appointment system which will be utilised for other needy population of the Practice.

*I have spoken to staff and at present, we have only just referred two patients to the Grow Well project. The benefits are for patients who live alone or are lonely to meet new people.*

*Katrina Williams – Caerau Lane*

*Very positive feedback from the patients I have referred. It helps socially and gives the patients a purpose, please continue as long as possible. For my patients within the cluster it has meant they do not need a referral on to PMHSS or similar. The practice has also benefited with a lovely display of pots.*

*Dr Suzanne Jordan – Kings Rd*

**I've had chance to speak with the two doctors in today. Whilst they refer patients and highlight the service available, to date they have not received any feedback on either whether the patients have visited or their thoughts if they have been to the project.**

**Alun Bevan – Taff Riverside**

*I think it is a great idea! It helps people mix, especially if they are lonely; it gives unkempt land a much better chance of being looked after by people who are interested in keeping that way but most of all it makes people want to get up in the morning.*

*Jane Griffiths – APM Canna Surgery*

**We think the garden project has made the outside of are surgery much more welcoming the staff and the patients remark on how nice it looks, also I think it has been of great help to our gardener who takes great pride in what he does. I hope it will continue.**

**Debby Coburn – Practice Manager – Kings Road Surgery**

*We think the Garden Project is good and benefits the whole cluster being able to sign-post patients to this project. It is good to get patients out & about & doing something creative!*

*It would be good if we could find more garden areas to work on so more choice for patients to attend.*

*Jennifer Tilley – Practice Manager – St Davids Court Surgery*

***I refer people a lot to the gardening project, I think it is a great way to encourage people to go and meet others in a safe environment. This is especially helpful for some of my patients who have social anxiety and would not normally consider going to a group session as this would be too threatening; however going to do some gardening seems something they are more likely to consider. When they do manage to attend they then start to see the benefits of being outside and socialising with others. I think it is a very valuable resource, which is very beneficial to my patients.***

***Dr Rachel lee – Woodlands Surgery***

## Grow Well Project budget sheet

Organisation	Grow Cardiff							
Project:	Grow Well - a social prescribing to community gardens project for SW Cardiff Cluster							
	Year 1		Year 2		Year 3		Total project cost	Total Funding requested from Cardiff and Vale Charity
	Total cost	Amount requested from Cardiff and Vale Health Charity	Total cost	Amount requested from Cardiff and Vale Health Charity	Total cost	Amount requested from Cardiff and Vale Health Charity		
<b>Revenue</b>								
Salaries, NI and pensions	£27,000	£27,000	£27,818	£25,090	£28,374	£21,076	£83,192	£73,166
Training	£150	£150	£100	£100	£0	£0	£250	£250
Travel and other expenses	£200	£200	£100	£100	£50	£50	£350	£350
Marketing and communications	£400	£400	£200	£200	£100	£100	£700	£700
Monitoring and evaluation	£500	£500	£500	£500	£500	£500	£1,500	£1,500
Translation costs	£400	£400	£250	£250	£100	£100	£750	£750
Project Officer mobile phone	£120	£120	£120	£120	£120	£120	£360	£360
<b>Revenue total</b>	<b>£28,770</b>	<b>£28,770</b>	<b>£29,088</b>	<b>£26,360</b>	<b>£29,244</b>	<b>£21,946</b>	<b>£87,102</b>	<b>£77,076</b>
<b>Overheads</b>								
Staff	£1,872	£1,872	£1,909	£1,909	£1,947	£1,947	£5,728	£5,728
Accommodation rent	£1,350	£0	£1,350	£0	£1,350	£0	£4,050	£0
Utilities	£0	£0	£0	£0	£0	£0	£0	£0
Admin (insurance, accountancy, w	£360	£360	£367	£367	£281	£281	£1,008	£1,008
<b>Overheads total</b>	<b>£3,582</b>	<b>£2,232</b>	<b>£3,626</b>	<b>£2,276</b>	<b>£3,578</b>	<b>£2,228</b>	<b>£10,786</b>	<b>£6,736</b>
Start up costs	£350	£350					£350	£350
Equipment (and materials)	£6,000	£6,000	£4,000	£4,000	£2,500	£2,500	£12,500	£12,500
<b>Capital total</b>	<b>£6,350</b>	<b>£6,350</b>	<b>£4,000</b>	<b>£4,000</b>	<b>£2,500</b>	<b>£2,500</b>	<b>£12,850</b>	<b>£12,850</b>
<b>Totals</b>	<b>£38,702</b>	<b>£37,352</b>	<b>£36,714</b>	<b>£32,636</b>	<b>£35,322</b>	<b>£26,674</b>	<b>£110,738</b>	<b>£96,662</b>

Other funding required to deliver the project

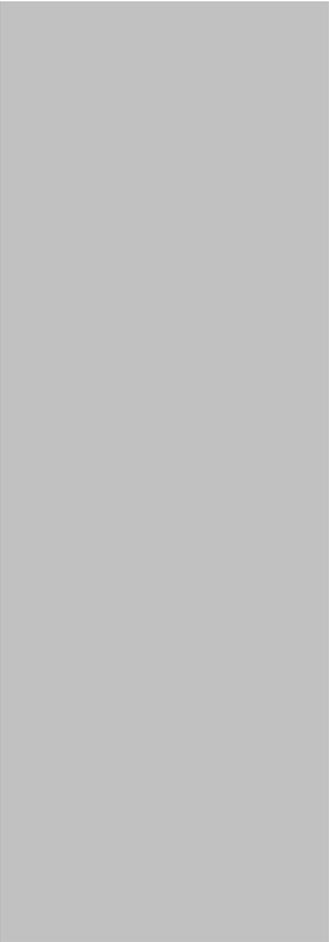
Funding Source	Amount	Secured? (Y or N)	If not secured, when do you expect a decision?
Lovell	£2,000	N	Dec-19
ACE & NHS Cluster (accommodation)	£4,050	Y	Secured
SW Cardiff Cluster funding	£9,000	Y	Secured
<b>Total**</b>	<b>£15,050</b>		

## Grow Well Project budget sheet: Salary spreadsheet for direct project costs fo

Secondary Earnings threshold (£ per year)	£8,112.00	This is the rate above which employers must pay employers' NI
Employers' National Insurance rate	13.80%	This is the rate of employers' NI on earnings above the threshold

Post	Total hours worked (per week)	Hours worked on this project (per week)	Annual salary for total hours worked (£ per year)	Employer pension rate %	Number of weeks this post will be in place during the project year	Salary for project work £	Project's share of Employers' National Insurance £	Project's share of employer pension £	Total cost of post on this project £
Grow Well Project Officer (Yr 1) (based on 4 days/wk)	30.0	30.0	£19,094	3.00%	52	19,094	1,516	573	21,183
Grow Well Project Officer (Yr 2) (based on 4 days/wk)	30.0	30.0	£19,476	4.00%	52	19,476	1,568	779	21,823
Grow Well Project Officer (Yr 3) (based on 3 days/wk)	22.5	22.5	£14,899	5.00%	52	14,899	937	745	16,581
Grow Well Development Co-ordinator (Yr 1) (based on 1 day/wk)	22.5	7.5	£15,900	3.00%	52	5,300	358	159	5,817
Grow Well Development Co-ordinator (Yr 2) (based on 1 day/wk)	22.5	7.5	£16,218	4.00%	52	5,406	373	216	5,995
Grow Well Development Co-ordinator (Yr 3) (based on 1 day/wk)	22.5	7.5	£16,542	5.00%	52	5,514	388	276	6,177
<b>Total direct staff costs</b>						<b>69,689</b>	<b>5,139</b>	<b>2,748</b>	<b>77,576</b>

or salaries



<b>Report Title:</b>	<b>MURA improving online communication and engagement with our communities to improve health and wellbeing</b>					
<b>Meeting:</b>	<b>Charitable Funds Committee</b>				<b>Meeting Date:</b>	<b>10 September 2019</b>
<b>Status:</b>	<b>For Discussion</b>	<b>For Assurance</b>	<b>For Approval</b>	<b>X</b>	<b>For Information</b>	
<b>Lead Executive:</b>	<b>Len Richards, CEO</b>					
<b>Report Author (Title):</b>	<b>Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement Luke Fox Senior Digital Communications Officer</b>					

## SITUATION

Our current website is built on an outdated Content Management System (CMS), called Cascade. The restricted functionality of Cascade inhibits the UHB's ability to communicate effectively with its audiences via the website.

A new CMS called MURA is being delivered nationally by the National Welsh Informatics Service (NWIS). NWIS is providing the CMS, training and administration for this project, but is not facilitating or supporting costs for the migration of content into the new website.

The UHB's communications team has begun migrating web content into the new Mura website, but due to the scale of the project and volume of content, it is anticipated that this will take at least 2.5 years to complete at the current pace.

We would like to put forward a bid to appoint two temporary digital communications assistants to enable us to fast-track the implementation of MURA.

The website is our primary external communications tool, and is the first place that those applying for a job or seeking out NHS information on services and issues look to for official, credible information.

## REPORT

### BACKGROUND

The website is a key communication tool of the UHB attracting 1.6 million visits each year. The number of visitors to the site is increasing over time. More than half of visitors do so using mobile and tablet devices.

The Cascade CMS and the existing website are not fit for purpose, significantly impacting on the UHB's ability to communicate effectively, and for our diverse audiences to access information that they require. Migrating content into the new Mura CMS would address these issues.

### ASSESSMENT

The current Cascade CMS is over five years old and is therefore being phased out by NWIS, who are no longer being supporting it in terms of maintenance and development. In 2017 the National Informatics Management Board (NIMB) agreed to upgrade to a new CMS on a "Once for Wales" basis. They have procured the new Mura CMS, and are now rolling it out.

The new Mura system has gone through extensive user experience testing and a number of Health Boards started the process of migrating their existing website into Mura, with some organisations including Public Health Wales and Betsi Cadwalader University Health Board having already 'soft-launched' their new websites. At the current rate of migrating content from the existing website into Mura, it is likely that we will be in a position where the contrast in quality between our website and these other NHS Wales organisations will be stark, which would reflect negatively on the organisation. Using additional resource to fast-track the migration of content would address this issue.

Over its lifespan, our current website has grown to possess approximately 3,000 pages (see Appendix 1 of attachment). A significant amount of the information on these pages is out of date, unused and no longer relevant to the UHB and the communities it provides services to. The project to migrate the website to Mura provides the opportunity to rationalise all website content, mitigating the risk of stakeholders accessing information that is out of date or inaccurate. Appointing two digital communications assistants would achieve this within the shortest possible timeframe.

The new Mura CMS is capable of producing websites that are designed to display responsively across a range of devices including smartphones and tablets. This is a fundamental requirement of any modern website, however the functionality is unavailable in the existing Cascade CMS. The majority of visitors to the CAV website do so using mobile and tablet devices, which means that the website isn't currently accessible or user friendly for the most visitors. (see statistics at Appendix 2) Fast tracking the migration of the website into Mura would resolve this issue at the earliest opportunity, minimising the impact on patients and other stakeholders.

While NWIS has procured the system, the development and a maintenance package for Wales, it has not provided health boards and trusts with any resource to support the migration of the existing website into Mura. Given the identified risks, we would propose the appointment of two temporary digital communications assistants to enable us to fast-track the implementation of Mura in order to ensure appropriate, accessible communications and engagement with our diverse communities and staff across CAV UHB, based on the following options.

#### Option one

Undertake the migration of content into the new Mura CMS at the current rate using the existing resource, absorbing the risks outline above.

*Zero cost*

#### Option two

Employ two Band 5 Digital Communications Assistants for a period of 12 months to fast-track the migration of high quality content into the new Mura CMS.

*Cost including IT and phone equipment: £66,836.*

#### Option three

Employ two Band 6 Digital Communications Assistants for a period of 12 months to fast-track and the migration of high quality bilingual content into the new Mura CMS.

*Cost including IT and phone equipment: £83,208.*

**ASSURANCE** is provided by:

1. An audit compiled by the Senior Digital Communications Officer and overseen by the Director of CAHCE
2. A process developed under Appendix 3 to ensure consistency and credibility in the new content to reflect the UHB and its services
3. Ensuring all statutory and legal obligations are fulfilled first, including an EHIA report and adhering to requirements of the Accessibility Regulations 2018.

4. An overview by NWIS and NIMB
5. Feedback from patients and staff
6. Improved uptake on stories and cross platform sharing

**Risk**

There is a risk of the ongoing costs associated with new and historic translation of the website into Welsh. At present the UHB is challenging some of the standards from the Welsh Language Commissioner.

**RECOMMENDATION**

The Committee is asked to:

- Consider the outlined options for migrating website content into the new Mura CMS
- Acknowledge and support the temporary posts of 2 x digital communications assistants tasked with the migration of the existing website into Mura.
- Acknowledge the risks associated with the current CMS system, and the opportunity that migrating to the new Mura CMS presents for enhancing service for patients, staff and other stakeholders.

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

**Five Ways of Working (Sustainable Development Principles) considered**

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

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

No but can be provided if required



## Top five pages

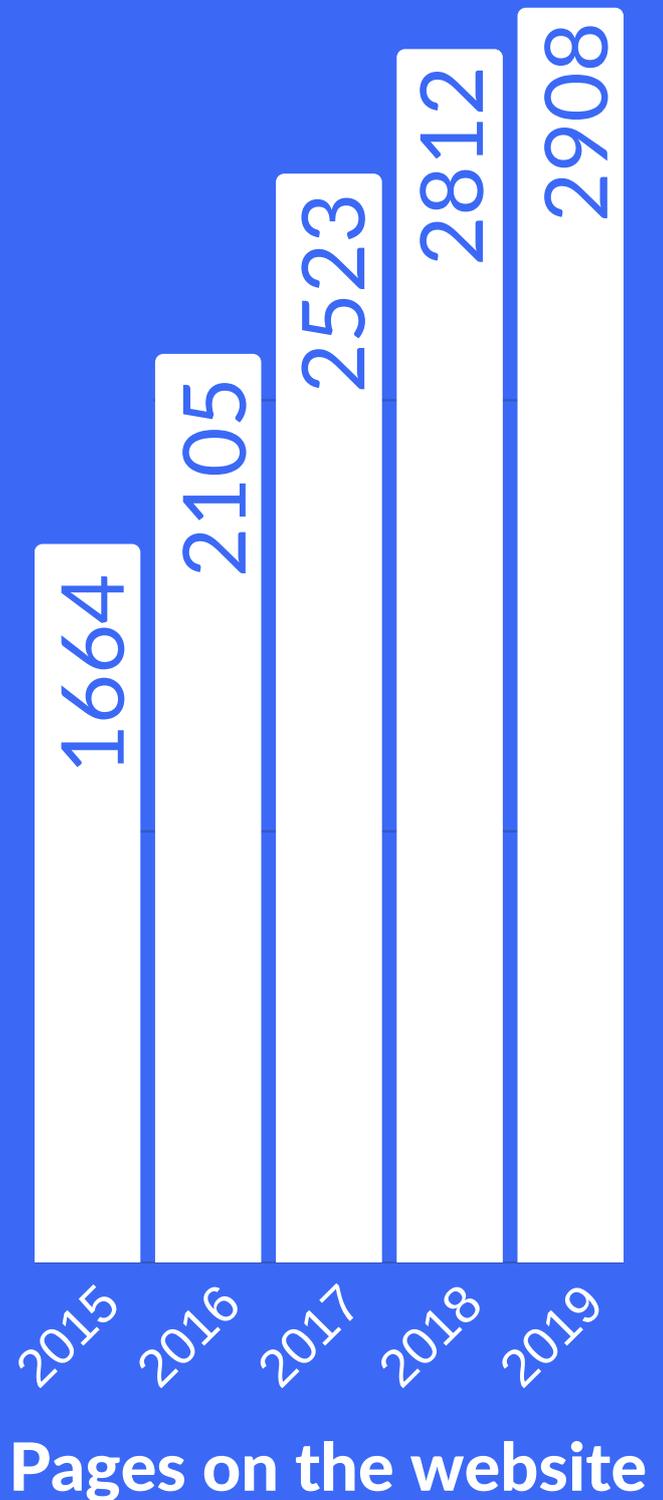
Working for us / jobs

Our Services

Sexual health  
information

Ward visiting  
times

ESR / Rosterpro



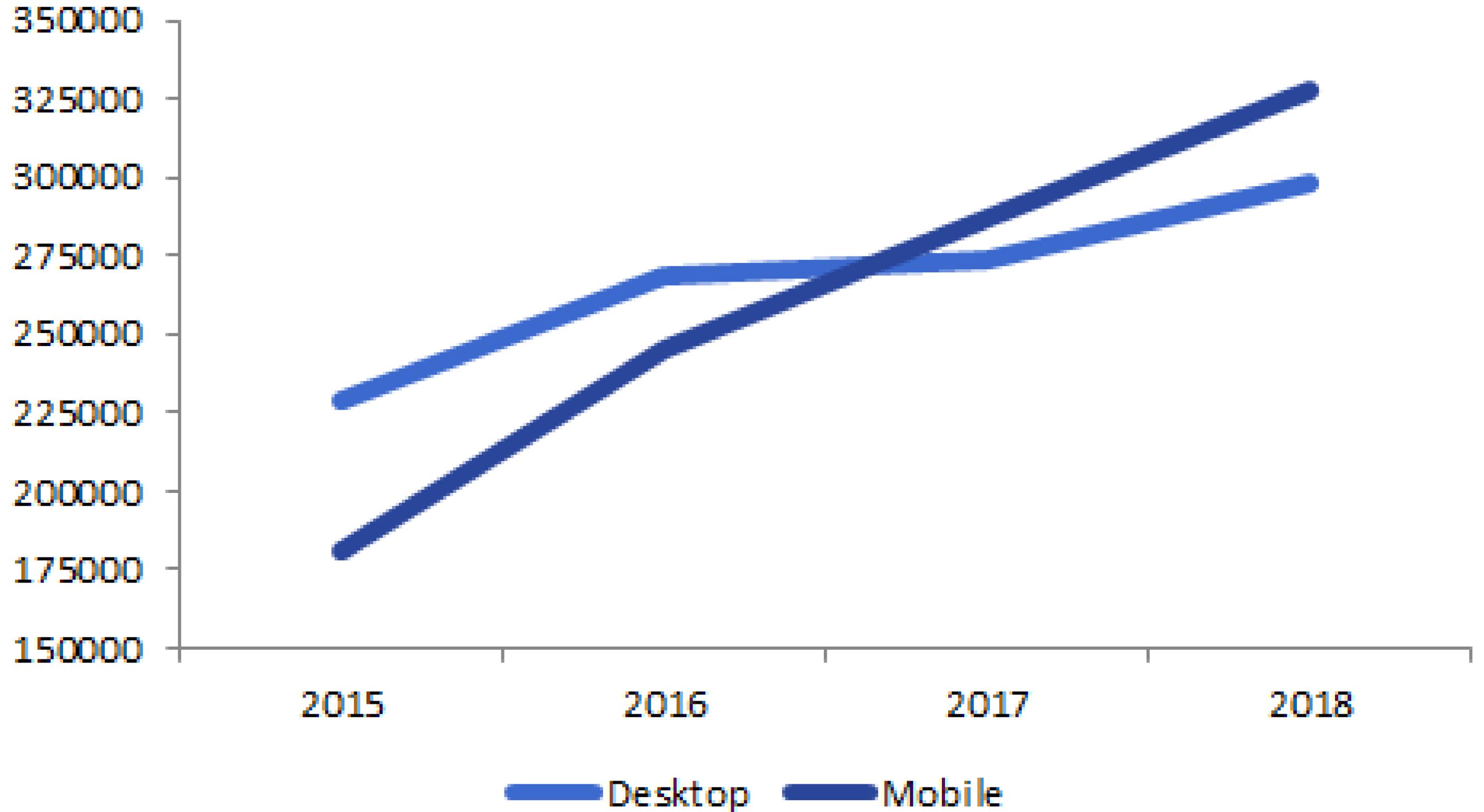
**3,713** | Every day

**21,443** | Every week

**79,104** | Every month

**Visitors to the website**

# Desktop vs Mobile visitors



## Mura web author and editor process

Communications team to assess existing page in Cascade, assign to the correct phase and migrate content into Mura in line with the project plan

Communications team to identify designated page owner, and discuss governance issues and process (patient confidentiality, legal issues, review dates, patient consent for pictures etc) with them

Designated page owner to feedback ON content migrated into Mura by the Communications team

Communications team to facilitate page owner's amends into content, and secure sign off.

Communications team and page owner to agree supplementary content (images, video, useful inks etc)

Communications team to finalise web page and submit to page owner for final sign off

Upon sign off, page owner completes Mura training and commits to information governance procedure.

Digital Communications Officer grants Author/Editor with access to CMS and hands over content.

Page owner takes ownership of the content, reviewing and updating content in line with statutory/ legal responsibilities and/or at agreed review date intervals.

Report Title:	<b>Staff Connect App - Improving internal communications to all staff to benefit health and wellbeing, engagement and retention</b>				
Meeting:	<b>Charitable Funds Committee</b>			Meeting Date:	10 <sup>th</sup> September 2019
Status:	For Discussion	For Assurance	For Approval	X	For Information
Lead Executive:	<b>Martin Driscoll, Executive Director of Workforce and Organisational Development</b>				
Report Author (Title):	<b>Leanne Coburn , Interm Head of Communication and Engagement Luke Fox, Senior Digital Communications Officer</b>				

## SITUATION

This report is being submitted to the CFC to request funding to procure the Staff Connect app.

Use of the app will improve internal communications and engagement with staff, particularly those that the health board is currently unable to reach using the existing channels of internal communication.

Improved communication and engagement with staff through implementation of the app could help the healthboard realise a number of benefits, such as improved staff retention and sickness absence rates.

## BACKGROUND

Comprising almost 40% of its £1.4bn budget, Cardiff and Vale UHB's varied workforce of 14,500 staff is a key health board resource. A significant challenge faced by the health board is its inability to communicate effectively with its staff, who undertake a huge range of roles across a variety of sites.

Approximately 40% of UHB staff have access to a wales.nhs.uk email address, however due to the nature of their roles many members of staff, particularly those who are ward or community based, are unable to access them or network computers, and therefore can't access the staff intranet or email which are the health board's key internal communications channels.

The health board's inability to effectively communicate with these groups of staff risks them being uninformed about key health board information, as well as becoming isolated and disenfranchised, which can have a significant negative impact on their health and wellbeing.

In order to improve internal communications with all staff, we would like to propose the implementation of the Staff Connect app that members of staff are able to access using their personal smartphone devices, giving all staff the opportunity to access important information and communications internal to the organisation. The launch of the app could facilitate a more engaged and empowered workforce, yielding a number of benefits including greater staff retention, increased productivity, reduced sickness levels and enhanced morale.

The Staff Connect app has already been successfully launched by Betsi Cadwaladr University Health Board.

## **ASSESSMENT**

Our colleagues Betsi Cadwaladr University Health Board chose the Staff Connect app based on cost and functionality, after assessing products available on the market. They launched the app for staff in March 2019, and have already achieved more than 4,000 active subscribers.

The app features a home feed that is accessible to all subscribers, which will feature all internal corporate communications including Chief Executive Connects, the CAV You Heard staff bulletin, messages from the Executive Team and Welsh Government, health board news and updates, learning and training opportunities, staff policies and more. This will be of particular to members of staff who are not desk-based, such as those working in the community.

In addition to this news feed, the app allows the creation of 'communities' of groups of subscribers, such as members of staff within sections of the health board, such as directorates, clinical boards, service or teams. This would allow the health board to share information to selected groups of staff as relevant, while staff within communities can engage and collaborate with each other away from other areas of the health board. This includes the ability to share and access video content, which is currently unavailable the majority of users on networked computers within the UHB.

The app has the capability to send push messages to subscribers' devices. This would be a particularly powerful function in the event that the health board needs to communicate with staff urgently, such as in an emergency situation or during severe weather. This can already be done on a subscriber-wide basis within the app while the ability to do this for a particular community is currently being developed, which would allow urgent information to be sent to staff within a particular locality or service.

The app has browser functionality which makes it possible to access any other browser-based applications within it, including ESR. This will allow the app to become a 'one stop shop' for staff to easily access useful health board information and functionality from one single point of entry.

Within the app it is possible to create surveys which can be targeted to specific groups. In addition to boosting staff engagement, this could be used to direct the growth of the app within the health board, and how the organisation uses it.

Through putting the health board's internal communications in the pockets of potentially all of its staff, the Staff Connect app can play a key role in ensuring that the health board has an informed, engaged, loyal and productive workforce.

## **ASSURANCE is provided by:**

- The Staff Connect app is already being utilised with success by Betsi Cadwaladr University Health Board.
- BCUHB undertook a thorough audit of products available on the market before deducing that Staff Connect offered both value for money and suitable functionality.
- The app has suitable IT security and stability, holding Cyber Essentials Plus Certification.

- The app adheres to NHS GDPR requirements, having been scrutinised by BCUHB's Information Governance team.
- A terms of use document will form part of the subscription process, ensuring that content posted within the app by staff will be appropriate.
- A process will be established to ensure that access to the app is removed for members of staff that leave the organization.

## RECOMMENDATION

The Committee is asked to:

Approve funding in principle of £78,000 for a 3 year project.  
This would amount to £6,000 set up and £24,000 per year for 3 years for implementation and maintenance 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		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	x
3. All take responsibility for improving our health and wellbeing		8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	
4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us	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		Integration	x	Collaboration	x	Involvement	x
<b>Equality and Health Impact Assessment Completed:</b>	<b>No</b>								



<b>Report Title:</b>	<b>Barry Hospital-Aroma Coffee Outlet</b>				
<b>Meeting:</b>	Charitable Funds Committee			<b>Meeting Date:</b>	10 <sup>th</sup> September 2019
<b>Status:</b>	<b>For Discussion</b>	<b>For Assurance</b>	<b>For Approval</b>	✓	<b>For Information</b>
<b>Lead Executive:</b>	Executive Director of Strategic Planning				
<b>Report Author (Title):</b>	Director Capital, Estates & Facilities				

### SITUATION

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

The current commercial catering provision for patients, visitors and staff is inadequate for a modern hospital with no dedicated commercial catering facility or provision of seating away from clinical areas.

### BACKGROUND

The Capital Estates & Facilities Service Board introduced Aroma coffee outlets following the NHS Scotland model in the summer of 2015. The catering outlets provide a modern high street coffee experience within a hospital environment.

The Barry Hospital site has no dedicated public catering provision apart from a volunteers service (WRVS).

The Hospital is currently being refurbished via a Barry Hospital-First Impressions bid which was funded via Charitable Funds.

### ASSESSMENT

The refurbishment cost to provide a new coffee outlet with seating area is Circa £300k

Due to the number of patient, visitors and staff it is unlikely that the outlet would achieve a breakeven status unless further income streams could be identified, this would require Capital, Estates & Facilities Service Board to underpin the loss from profitable outlets.

**ASSURANCE** is provided by:

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

- Patients

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

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

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

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

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

## **RECOMMENDATION**

The Committee is asked to:

- Approve one of the options below
- Option a: 100% Costs Aroma Coffee Refurbishment - £300k
- Option b: 50% Costs Aroma Coffee Refurbishment - £150k
- Option c: Other

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



<b>Report Title:</b>	<b>CaV cultural Amplify 2025 Showcase event</b>					
<b>Meeting:</b>	Charitable Funds Committee				<b>Meeting Date:</b>	10.09.19
<b>Status:</b>	<b>For Discussion</b>		<b>For Assurance</b>		<b>For Approval</b> X	<b>For Information</b>
<b>Lead Executive:</b>	Chief Executive ( Culture) Executive Director of Workforce and OD (Leadership)					
<b>Report Author (Title):</b>	Assistant Director of Organisational Development Assistant Director Improvement & Implementation					

## SITUATION

Cardiff and Vale University Health Board (CAVUHB) have signed a learning alliance with Canterbury Health Board (CHB) from New Zealand. CHB have made significant cultural and system improvements during the past ten years which have positively impacted on how patients move through their 'joined up' services, consequently improving outcomes. These changes have benefitted staff moral and improved the culture within CHB to a high trusting environment, with a person centered approach.

Working collaboratively with CHB, CAVUHB have designed a similar program of work to develop our own health system for the benefit of patients and staff. The recent 'Amplify2025' engagement event was the first step in this process. 'Amplify 2025' enabled eighty of the highly engaged leaders at CAVUHB to think differently about delivering healthcare, ensuring we put the person "Wyn" at the heart of all our decision making. Amplify 2025 was designed to complement the current ten year strategy and strategic clinical service plan.

The term "Amplify" is an umbrella term to encapsulate all of the work that is being delivered around the culture and leadership agenda, which includes value base recruitment / appraisals, talent and succession planning, leadership styles and the climate it creates, inclusion and health and wellbeing.

The next stage is to increase the number of staff exposed to this new thinking, allowing them to take part in the design of health services for the future. The Health Board is in the process of establishing a 'Showcase' experience at which up to five thousand of our staff, partners in the community, patients, families, suppliers and other visitors will be invited to attend. Showcase will be a two hour experiential walk through our system, incorporating both current and future models of delivering care.

In line with the Wellbeing and Future Generation Act 2015 and to build on Wales being a cohesive community, we have collaborated with Cardiff and Vale College to assist us in developing the showcase. Students from a wide range of curriculums will be working in partnership on the design and build for the showcase event. Construction students will be utilising their skills to build "Wynn's" house. A local technology company '4Pie' is supporting the event, providing new technology which will enhance the overall experience of 'Showcase'.

The showcase venue will be leased for six months. The design and build of the showcase will take approximately 12 weeks with the experiential walk through running for six weeks, enabling up to 5200 staff to participate in facilitated groups of ten. There is the potential to extend the lease of the property if the event proves to be a success.

## BACKGROUND

CAVUHB developed the 'Shaping Our Future Wellbeing Strategy' in 2015. This document is a ten year plan which sets out the vision of 'a person's chance of leading a healthy life is the same wherever they live and whoever they are'. The showcase is designed to amplify the awareness and pace of this strategy, ensuring its delivery by 2025. The showcase will facilitate maximum engagement with our staff, allowing them to be part of the design process for our future healthcare system. To achieve this vision and ensure that the right service is in the right place for our patients i.e. as close to home as possible, we need to radically rethink how we deliver these services, therefore, we need to engage our staff and stakeholders to plan how we achieve this

## ASSESSMENT

### ASSESSMENT

This methodology is tried and tested at CHB, who have run two showcase events over the past ten years. The results of this process in CHB is visible in the highly engaged staff, who all talk about the health system as a whole and that they all feel empowered to 'make it better'. CAVUHB have worked with key architects from Canterbury to design the Amplify 2025 and Showcase events. 'Amplify 2025' was a great success, with all those that attended enthused about the future. Showcase is the next stage of the work program which will support the delivery of our vision for the future.

*The benefits of showcase at CHB far outweighed the costs. The matrix below highlights the indicative benefits that can be gained from the showcase event*

Measurable Benefit	Baseline	Target
Number of individuals who participate in the "Amplify" engagement event	Collated in June 2019	80 (July 2019)
Number of individuals who participate and go through the showcase social mobilisation	2,500 (NZ )	5200 (Dec 2019)
Leadership styles - a decrease in a dominance directive style to an enabling coaching style through the climate which is created through the UHB	Collated in June 2019	Reevaluated in June 2020
Reduction in absenteeism	Accumulative 12 months 5.18% (June 2019)	4.6% (2020)
Percentage of employees undertaking the staff survey	23% (Autumn 2018)	50% (Autumn 2020)

**ASSURANCE** is provided by the sign up from the Executive management team including our Chief Executive to make this programme a success.

## **RECOMMENDATION**

The Charitable Funds Committee is asked to consider funding the Amplify 2025 Showcase for a period of 6 months:

**Option 1** entirely fund the Cardiff and Vale Showcase Event including

- Venue Lease £30k
- Design and Build costs inc technology £75k
- Hire of equipment £15k
- Running costs £10k (heating, lighting...)

**Total cost £130,000**

**Option 2**

- Design and Build costs inc technology £75k
- Hire of equipment £15k
- Running costs £10k (heating, lighting...)

**Total cost £100,000**

**Option 3**

- Design and Build costs inc technology £75k

**Total cost £75,000**

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

### Five Ways of Working (Sustainable Development Principles) considered

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

Prevention	X	Long term	X	Integration	X	Collaboration	X	Involvement	X
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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 - Examples from the CHB showcase













<b>Report Title:</b>	<b>Sustainable travel for CAV UHB patients and staff</b>				
<b>Meeting:</b>	Charitable Funds Committee			<b>Meeting Date:</b>	10 <sup>th</sup> Sept 2019
<b>Status:</b>	<b>For Discussion</b>	<b>For Assurance</b>	<b>For Approval</b>	X	<b>For Information</b>
<b>Lead Executive:</b>	<b>Abigail Harris</b>				
<b>Report Author (Title):</b>	<b>Colin McMillan, Head of Transport &amp; Sustainable Travel</b>				

## SITUATION

Following the successful bid to Cardiff & Vale Health Charity earlier this year, the Park and Ride service has been introduced for the UHL site. This has been positively received but there is an issue with the service meeting the needs of clinical staff shift patterns

## BACKGROUND

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

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

## ASSESSMENT

The Charitable Funds Committee recently approved £122,000 for a 12 month pilot of a P&R service for University Hospital Llandough operating out of the old Toys R Us car park in the International Sports Village. The service commenced on 22<sup>nd</sup> July 2019 and during July an average of 28 people per day used the service. During August to date, this has increased to 54 users per day.

The service has been well received and lots of feedback has been received. A consistent message via social media has been that the service is not accommodating a large number of staff who work 12 hour and twilight shifts commencing at 08:30 (or afterwards) and finishing at 20:30. These staff are unable to park on site at the commencement of their shift and are unable to access the P&R service as it has closed when their shifts finish.

The cost of extending the UHL P&R service to 21:00 (last departure from UHL) is circa £10,000. This is £38 per day at five days per week for 50 weeks.

## ASSURANCE

Is provided by regular monitoring of the uptake of the service from CEF.  
 Reports to the Board  
 Reports to the Charitable Funds Committee  
 Any audit committee, to assess ongoing costs in line with service delivery  
 Reduction in reported issues and concerns with both patients and staff

**RECOMMENDATION**

The Committee is asked to approve the costs associated with extension of the UHL P&R service to 21:00 Monday to Friday

**Shaping our Future Wellbeing Strategic Objectives**

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

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

**Five Ways of Working (Sustainable Development Principles) considered**

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

Prevention	x	Long term	x	Integration		Collaboration		Involvement	
<b>Equality and Health Impact Assessment Completed:</b>	<b>No</b>								



<b>Report Title:</b>	<b>Children's Right Based Approach</b>					
<b>Meeting:</b>	<b>Charitable Funds Committee</b>				<b>Meeting Date:</b>	10 <sup>th</sup> September 2019
<b>Status:</b>	<b>For Discussion</b>	<b>For Assurance</b>	<b>For Approval</b>	✓	<b>For Information</b>	
<b>Lead Executive:</b>	<b>Ruth Walker</b>					
<b>Report Author (Title):</b>	<b>Paula Davies, Lead Directorate Nurse, Community Child Health Rhianon Urquhart, Principal Health Promotion Specialist</b>					

### SITUATION

The Children and Women Clinical Board recruited a number of Young People aged between 13 and 24yrs who have become Cardiff and Vale UHB Health Youth Board (CAVHYB). The Youth Board has supported us to develop a Children and Young People's Health Charter (appendix 1) which was launched on World Children's Day in collaboration with Cardiff Council on 20<sup>th</sup> November 2019. We need to embed the charter and adopt its principles across Cardiff and Vale UHB.

### BACKGROUND

Cardiff and Vale UHB have supported a Children's Rights based approach. A children's rights approach means that children are given access to information and resources to enable them to take full advantage of their rights.

The Well-being of Future Generations (Wales) Act 2015 lays down a new duty for public bodies to improve the economic, social, environmental and cultural well being of Wales. The Act directs public bodies to take an integrated and collaborative approach, and to consider and involve people of all ages. This should support existing commitments such as the Welsh Language, equalities and the United Nations Convention on Rights of the Child (UNCRC)

Children and Women Clinical Board have been leading on development of a Children's Right based approach. We have worked with Cardiff Council and contributed to the health badge for UNICEF's Cardiff Child Friendly City and also worked with the Vale Council on Children's Rights and presented our work to the Children's Commissioner for Wales in July this year and were commended for work so far. A Children's Rights Steering Group has been reestablished with UHB wide representation. Maria Battle has, until recently, been a member of this group. A baseline staff survey has been undertaken to inform us what staff know in regard to children's rights.

Following recruitment to CAVHYB, they have received induction training and have already participated in recruitment panels, worked with Public Health Wales on healthier lifestyle initiatives, undertaken a "mystery shopper" exercise in the Emergency Unit and provided feedback on the CAMHS outpatient unit. They are represented on the Children's Rights Steering Group and the CAMHS patient Engagement Groups.

Some of the group have engaged with our volunteering department expressing an interest in working on other projects, such as visiting older people on wards who may be experiencing loneliness to support them to use the internet. CAV HYB have presented at the National School Health Nursing Conference which the Children's Commissioner attended.

### ASSESSMENT

- The importance of seeing health as an inclusive right is defined in article 24 of the UNCRC and extends not only to timely and appropriate prevention, health promotion, curative, rehabilitative and palliative services, but also to the rights of children to grow and develop to their full potential, living in conditions that enable them to attain the highest standard of health through the

implementation of policy and programmes that address the underlying determinants of health.

- We need to develop a strategy which sets out how the organisation intends to ensure that children's rights are taken into account at all levels of decision making. The strategy should enable prioritisation of children's rights through commissioning and incorporate the principles of a children's rights approach throughout the commissioning cycle.
- The strategy should include a clear commitment to promote equality and tackle discrimination against children including specific groups of children in all significant policy statements or other documents setting out the organisations vision or key objectives. Special consideration needs to be given to the most vulnerable children and young people.
- Identify and support development of key individuals across Clinical Boards with a responsibility to promote children's rights within their services, acting as champions of children's human rights.
- Prioritise training on Children Rights for all staff, with the intensity of training appropriate to context and role. Members of the Children's Rights Steering Group have undertaken training on Children's Rights provided by UNICEF.
- Involve children and young people directly in the design, monitoring and evaluation of service delivery. "Authorities should be accountable to children for decisions and actions which affect their lives" (The Right way: A Wales Future Fit for Children)
- Provide outcomes and feedback to children and staff in regard to the benefits brought about by their participation.
- The strategy should apply to all ages i.e. antenatal, early years 0-7yrs, middle childhood 7-11yrs, and youth 11-18yrs.
- Ensure that staff understand their responsibilities and obligations to children by making this explicit in their job descriptions and policies governing the conduct of staff.

### **Benefits**

Engaging young people in our business and decision making within the Clinical Board is changing our culture and our vision for services. Feedback from the young people has proved invaluable and it has been a refreshing and positive experience and an exciting journey so far. This work has increased integration across organisations and collaboration with both local authorities in addition to neighbouring health boards.

Applying the children's rights charter to all aspects of care and ensuring that children and young people are aware of their rights will enable them to make informed decisions and empower them to take responsibility for their health and wellbeing. The charter will also allow all children and young people an equal voice in informing stakeholders of services and of the support they require to grow up healthy and happy. Many of the CAV HYB have expressed an interest in working in healthcare in the future and are motivated to work with us to improve emotional and physical wellbeing in all children and young people in Cardiff and Vale.

**ASSURANCE** is provided by:

To support the above we need additional resource for a time limited period. The project has no current budget, one day per week of a Band 7 specialist nurse has been funded through core services but is not sustainable or adequate to support the work required. A small budget for CAV HYB provided through Clinical Board has been utilized. This is a front loaded project; resource is required right now to embed the Health Charter across the whole organization. Swansea Bay University Health Board, has worked with their Youth Board for several years, and has had a Charter in place for the same time. They report

that embedding the Charter was a big challenge, and they have focused on inpatient areas. We aim to work differently and get the charter embedded across the wider organization from the outset, including into all community settings.

During the 3 years, training will be delivered across Clinical Boards, Children’s Champions will be developed and CAV HYB will be supported to establish, training packages for them will be fully developed in order to be support their role. A Children’s Rights Approach will have been fully embedded during this period. This will happen via staff training, policies and procedures incorporating Children’s Rights. During the 3 years the Strategic Lead will support with policy development (support also offered from UNICEF), work with the Children’s Champions, and LED and support managers across the UHB to feel confident in including CYP in their recruitment processes and in service development. The Youth Worker will support with the mentorship and coaching of CAV HYB, working in partnership with professionals and acting as an advocate for children and young people’s interests in regard to their health and wellbeing. At the end of this period the charter will be embedded supported by core training packages, the UHB will have both structures and policies in place to ensure ongoing commitment to children’s rights.

**RECOMMENDATION**

The Committee is asked to:

- **Consider funding of a Children’s Rights Strategic Lead** – Band 8a –full time for a maximum 3 year Fixed Term Contract. The post holder would sit within Children and Women Clinical Board but work across the organisation and with partner agencies across Cardiff and the Vale, including the 3<sup>rd</sup> sector and the Children’s Commissioners Office.
- **Consider funding a Health Youth Worker** Band 5 equivalent part/ full time to be employed within the UHB for a maximum 3 year fixed term contract to support the strategic lead and Chair of CAV HYB. Salary would be dependent on qualifications and experience – but likely sit within a Band 5 AFC pay scale. Options include a Youth Worker jointly employed by the UHB and Cardiff or the Vale Councils who have established Youth Workers, or a member of CAV HYB who would like to be employed and supported to develop along this pathway.
- **Consider funding of a small non pay budget** – for 3 years to support the above post holders with educational information, promotional merchandise, external training costs etc. Also for reimbursement of travel expenses for CAV HYB.

Total funding requested per year:-

Year 1 (mid scale)	Band 8a F/T £65,066	Band 5 F/T £37,435	Non pay budget £7,500
Year 2	Band 8a F/T £65,066	Band 5 F/T £37,435	Non pay budget £7,500
Year 3	Band 8a F/T £65,066	Band 5 F/T £37,435	Non pay budget £5,000
<b>Total</b>	<b>£195,198</b>	<b>£112,305</b>	<b>£20,000</b>

**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	✓
<b>Five Ways of Working (Sustainable Development Principles) considered</b> <i>Please tick as relevant, click <a href="#">here</a> for more information</i>			
Prevention	✓	Long term	✓
		Integration	✓
		Collaboration	✓
		Involvement	✓
<b>Equality and Health Impact Assessment Completed:</b>	Not completed yet		

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



GIG  
CYMRU  
NHS  
WALES

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

# Children and young people's health charter

## Our promise to you, we will:

Treat you with respect and kindness.

*UNCRC Articles 2, 14*

Give you information in a way you can understand.

*UNCRC Articles 13, 17*

Give you choices wherever possible.

*UNCRC Article 12*

Keep ourselves up to date and knowledgeable so we can give you the best advice.

*UNCRC Articles 6, 23, 24*

Consider your safety in everything we do.

*UNCRC Article 19*

Listen to you.

*UNCRC Article 12*

Ask you about how you feel.

*UNCRC Article 3*

Tell you what might happen while we are looking after you.

*UNCRC Articles 13, 17*

Involve you in things which concern you.

*UNCRC Article 3*

We will respect your privacy.

*UNCRC Article 16*

Do our best to get to know you and what you need.

*UNCRC Articles 3, 12, 14*

Tell you our name and ask what you would like to be called.

*UNCRC Article 3*

Give you the chance to have your say.

*UNCRC Article 12*

Tell you how you can complain or compliment us.

*UNCRC Article 12*



Cardiff And Vale Health Youth Board  
Bwrdd Iechyd Ieuenctid Caerdydd A'r Fro

<b>Report Title:</b>	<b>Food Sense Wales Report</b>				
<b>Meeting:</b>	<b>Charitable Funds Committee</b>			<b>Meeting Date:</b>	10 Sep 2019
<b>Status:</b>	<b>For Discussion</b>		<b>For Assurance</b>	x	<b>For Approval</b>
<b>Lead Executive:</b>	<b>Executive Director of Therapies and Health Science</b>				
<b>Report Author (Title):</b>	<b>Sustainable Food City Co-ordinator</b>				

## SITUATION

An update on Food Sense Wales was requested by the Charitable Funds Committee. An annual report came to the Committee in March 2019

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

## 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

Food Sense Wales seeks to support the integration of policies that intersect the Food System in Wales to influence how food is produced and consumed in Wales. It incorporates and builds on the foundations of Food Cardiff, which is one of the founding cities and bronze award holder of the Sustainable Food Cities Network. Food Sense Wales is the only entity in Wales that is working across the whole of the food system to ensure citizens in Wales have access to healthy and sustainable diets by working with partners both within Wales and in the UK. Food Sense Wales team and governance is provided in Appendix 1.

## ASSESSMENT

FSW work to date broadly falls under five main work streams: Food Cardiff, Food Power, Peas Please, Food For Life Get Togethers and SHEP (school holiday enrichment programme). Key achievements for each work stream are as follows:

### Food Cardiff

- Receiving £10K Sustainable Food Cities co-ordinator grant and successfully renewing bronze sustainable food city award in August 19
- Launching the [Building Resilience](#) 5 year Food Insecurity Plan to tackle food poverty in the city.
- Co-creating the Sustainable Food Cities [Veg Cities Campaign](#) in conjunction with Sustainable Food Cities of which there are now 21 places signed up. Secured £5k funding for the Veg Cities campaign in Cardiff

- Successfully delivered the Veg Cities campaign in Cardiff to increase veg consumption. Developed resources for schools and workplaces, delivered 3 veg-themed events and secured 14 veg pledges from organisations.
- Carried out a feasibility study into how the [Pantry model](#) could work in Cardiff to supply affordable food to communities in areas of need. Supported development of a pilot site at Dusty Forge which launched in July 19.
- Registering with the Food Power network and achieving £5K funding to develop strategies to support households to optimize family income. Developed and delivered a “food scheme” training package for frontline staff. [Read more.](#)

### Food Power

FSW has been responsible for co-ordinating and developing alliances in Wales since December 2017 in a contract worth £20K over 4 years. FSW has developed 4 alliances across Wales so far. The South Wales Food Poverty Alliance released a report [“Food Poverty in South Wales: A Call to Action”](#) which was heavily supported by FSW. This report details a number of findings resulting from mapping work across South Wales and makes a series of recommendations to Welsh Government for tackling food poverty. Food Sense Wales also supported the Children’s Future Food Inquiry in Wales. [Read more.](#)

### Peas Please

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

- The [Peas Please progress report](#) was launched in October demonstrating that the initiative had contributed to **4.8m extra portions** of veg sold in 8 months during 2017/2018.
- Peas Please has led to the development of a new not for profit Company [Veg Power](#) which is working to create a brand for Vegetables. £2m ITV advertising campaign launched on 25<sup>th</sup> January with all major costs covered by ITV, Adam and Eve Agency and contributions from all of the major retailers following initial seed funding from a range of stakeholders including Welsh Government.
- Food Sense Wales supported the distribution of Veg Power schools resources to over 120 schools in Wales, reaching over 20,000 pupils.
- Food Sense Wales led pilot ‘People’s Panels’ to understand barriers to veg consumption in Wales
- Peas Please application for a 4 year grant from the National Lottery Community Fund was successful to scale up our ambitions.

### Food for Life Get Togethers

Food Sense Wales is supporting a new £5.1 million UK project on intergenerational work around food, called Food For Life Get Togethers. Food Sense Wales is leading this work in Wales where we will be working in some of Wales’ most disadvantaged and ethnically diverse areas in conjunction with health boards, councils, schools, community groups, and the Welsh Local

Government Association as well as key programmes such as the School Holiday Enrichment Programme, Healthy Schools and Healthy and Sustainable Preschools. [More information.](#)

### School Holiday Enrichment Programme

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

### RECOMMENDATION

The Committee is asked to:

- Note progress made by Food Sense Wales
- Continue to support Food Sense Wales by hosting FSW within the Cardiff and Vale 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	Y	6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	Y	7. Be a great place to work and learn	
3. All take responsibility for improving our health and wellbeing	Y	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	Y
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	Y
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	Y

### Five Ways of Working (Sustainable Development Principles) considered

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

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

No – can be provided if required.  
*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



## **Cardiff & Vale Health Board – Accessible Health**

### **Project Scope and Key Activities**

With the aim of improving quality of health through equality of access to health services, the proposed Accessible Health Service would act as the link between D/deaf/severe hearing loss patients and the Health Board and its staff.

Understanding these issues and the needs of both the patient with sensory loss and the health professional, the Accessible Health Service would act as the enabling link between them to:

- Make/change or cancel health appointments
- Ensure where required that communication support has been booked
- Gather, collate and report to the commissioning Health Board feedback of patient experience
- Support sensory loss patient engagement and participation in Health Board consultation and service development and improvement processes

The service will provide:

- Monday to Friday 9am to 5pm service provision, accessible to the D/deaf/severe hearing loss communities via email, text message, glide and our Skype platform DAISY. Contact from and to Health Board staff would be via predominantly telephone call medium but where appropriate also email
- COS organisational support through Board of Trustees and Management Team
- IT support and advice for DAISY platform via COS IT consultant
- A dedicated service mobile number (for text and glide messaging), email address and DAISY channel
- Liaison with WITS to ensure interpreter of preference has been booked
- Production of Digital Access Information Video (trilingual BSL/English/Welsh) to promote service to D/deaf/severe hearing loss communities
- Production of service promotional literature for Health Board staff
- Regular social media activity to promote the service throughout the period it is commissioned
- Act as a safety net for members of the Community

### **Project Activities**

On commencement of the project an information video was created to introduce members of the Community to the project, this broke down both the Accessible Health and the DAISY elements.

The Project lead then visited the Community to introduce the service and to co-produce materials such as posters and information cards that would be disseminated to the Community by staff from Cardiff Deaf Centre.

During the meeting the Community were very enthusiastic and felt that the service would be of great benefit.

Take up to the service was slow as with many new projects, therefore the project lead visited the Community again to discuss any issues that the Community faced.

One of the ideas raised was to have a more specific presence on Social Media, so a bespoke Accessible Health Facebook has since been set-up, this is shared between 2 Health Boards, Cardiff & Vale and BCUHB in the North. The Facebook has seen a lot of traffic and allows us to share news about the service with a wider audience (those who may not attend the Deaf Clubs and who therefore were unaware of the service).

The Project lead has also visited various Health settings in the area, specifically 3 GP surgeries who are piloting the DAISY project. These meetings have also allowed us to pass on information about the Accessible Health service. One of the surgeries has offered to host our publicity materials (video/Social Media information) on the television in their waiting room, this will also increase the number of people who may access the service as it will reach members of the Community who are not BSL users.

## **Project Results**

The number of BSL users who have accessed the service is low, with only 10 interventions taking place during this time, however, the feedback from these patients has been positive.

Since the meeting with the GP staff, interest from Health Professionals has increased and they are now aware of support that we can offer them. We have received a number of calls from Health Professionals about Translation and Interpretation and have been able to signpost them to WITS.

*5 BSL users have accessed the service regarding appointments and 19 staff members have contacted us for advice on booking Communication Support (some regarding foreign language translators).*

## **Moving Forward**

Going forward the Hard of Hearing Community is a group we would like to meet and talk to regarding the service as during the pilot year we have concentrated on the BSL using Community who also attend Cardiff Deaf Centre.

We are also aware that not every BSL user who are Cardiff & Vale patients attend the Deaf Club in Cardiff, so would like to find a way of informing them of the service, as they are the people who are often the most vulnerable.

We are planning on re-visiting the Deaf Club with a Deaf member of staff who has accessed the service and with some testimonials from BSL users.

We propose to collate more data moving forward, we have a feedback form which we would put online with a BSL translation (utilising Survey Monkey) to gather more feedback about issues people have booking appointments and to gather information about missed appointments due to a lack of interpreter, and what impact this has had on their treatment compliance. Results from this would be shared with the Health Board.

We would also like to visit more Health settings to discuss the project and to explain the support we can offer their staff, signposting and liaising with patients on their behalf. (Since re-introducing the service to GP's in North Wales the number of enquiries has increased and in the last 6 months we have carried out over 700 interventions).

Historically we have found that whilst GP staff are used to booking interpreters as they may see Deaf patients on a semi-regular basis, for those working in hospital it is a rarity. We would like to talk to senior nurses and Accident and Emergency staff to explain the importance of booking appropriate Communication Support and how this is done.

We have developed a quality marked online Deaf Awareness Training system. We have included a bespoke section for Health Authority staff explaining the importance of appropriate communication support and details of how to book via WITS. As a partner organisation, Cardiff & Vale would receive a reduction in cost for licencing this product.



Centre of Sign-Sight-Sound  
Y Ganolfan Arwyddio-Golwg-Sain

# COS Accessible Health Service Project Outline

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Cardiff and Vale University Health Board

Prepared by: Sarah Thomas

9/4/2019

<b>Project Title</b>	<b>Cardiff and Vale University Health Board Accessible Health Service (D/deaf/hearing loss community)</b>
<b>Proposed Project Outline Provided to</b>	<b>Cardiff &amp; Vale Health Board</b>
<b>Proposed Project Annual Value</b>	<b>£24,500 per annum</b>
<b>Invoice No.</b>	
<b>PO No.</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Project Lead COS</b>	<b>Sarah Thomas</b> <a href="mailto:Sarah.thomas@signsightsound.org.uk">Sarah.thomas@signsightsound.org.uk</a> <b>Mob: 07715 671010</b>
<b>COS Office contact</b>	<b>Office:01492 530013</b> <b>SMS: 07435 967326</b> <b>Minicom: 01492 524983</b> <b>77 Conway Road / Ffordd Conwy, Colwyn Bay / Bae Colwyn, Conwy. LL29 7LN</b> <a href="http://www.centrefsignsightsound.org.uk">www.centrefsignsightsound.org.uk</a>  <b>@signsightsound1</b>
<b>Lead for Proposed Project Recipient Organisation</b>	<b>Angela Hughes</b> <a href="mailto:angela.hughes5@wales.nhs.uk">angela.hughes5@wales.nhs.uk</a>
<b>Project Rationale</b> Following extensive consultation with the Deaf community, Cardiff and Vale University Health Board is seeking to address some of the issues raised by the community in relation to current perceived lack of direct access to health services. This being more specifically capacity for Deaf BSL users and people living with severe hearing loss to contact health services/professionals directly to make, cancel, rearrange health appointments, acquire further information in relation health appointments, ensure appropriate communication support i.e. BSL interpreters, notetakers, lipreaders are booked and in the case of first language grassroots BSL users appointment letters and accompanying information is translated thus accessible to them in their native first language of BSL.  The Health Board also recognises that there is a need to provide support to its own staff in this process and therefore a service which provides an accessible interface between Health Board/its staff and the D/deaf and severe hearing loss communities is seen to be required.	
<b>Legislative Context</b> There is a legal duty under the Equality Act 2010, for the public sector to provide reasonable adjustments in order to facilitate equitable access to their service provision. The proposed COS Accessible Health Service would enable the Health Board to meet this duty as it pertains to the D/deaf and severe hearing loss communities.	
<b>Proposed Project Scope and Key Activities</b> With the aim of improving quality of health through equality of access to health services, the proposed Accessible Health Service would act as the link between D/deaf/severe hearing loss patients and the Health Board and its staff.	

Organising health appointments and communicating with health professionals when you have a sensory loss can be a daunting experience and sometimes practically impossible if you are a first language British Sign Language (BSL) user. The feeling of uncertainty of how best to communicate and how to provide sensory loss patients with accessible information is something that most if not all health professionals will experience on a regular basis.

Understanding these issues and the needs of both the patient with sensory loss and the health professional, the Accessible Health Service would act as the enabling link between them to:

- Make/change or cancel health appointments
- Ensure where required that communication support has been booked
- Gather, collate and report to the commissioning Health Board feedback of patient experience
- Support sensory loss patient engagement and participation in Health Board consultation and service development and improvement processes

The above proposed annual project costs quoted would provide:

- Monday to Friday 9am to 5pm service provision, accessible to the D/deaf/severe hearing loss communities via email, text message, glide and our Skype platform DAISY. Contact from and to Health Board staff would be via predominantly telephone call medium but where appropriate also email
- COS organisational support through Management Team
- IT support and advice for DAISY platform via COS IT consultant
- A dedicated service mobile number (for text and glide messaging), email address and DAISY channel
- Liaison with WITS to ensure interpreter of preference has been booked
- Regular social media activity to promote the service throughout the period it is commissioned

However we tailor our services to address the unique needs of each individual Health Board that commissions us and the D/deaf and sensory loss communities they care for. Therefore in addition to these standard services our bespoke Accessible Health Service offer could also include if required:

- Translation and production of accessible health information for example to promote local, regional or national health campaigns through the medium of BSL
- Supporting the Health Board to develop and implement accessible health communication cards for sensory loss patients to use in health settings
- Provision of bespoke online Deaf Awareness training and information and advice sessions to health professionals regarding their responsibilities under the All Wales Accessible Information Standard

Costs for these additional services would be negotiable as part of an overall service package.

<b>Report Title:</b>	<b>Governance regarding CFC project funding</b>				
<b>Meeting:</b>	Charitable Funds Committee			<b>Meeting Date:</b>	10 <sup>th</sup> Sept 2019
<b>Status:</b>	<b>For Discussion</b>		<b>For Assurance</b>	√	<b>For Approval</b>
<b>Lead Executive:</b>	<b>Director of Corporate Governance</b>				
<b>Report Author (Title):</b>	<b>Head of Arts &amp; Health Charity Corporate Governance Officer</b>				

## 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 £125,000.

The charitable funds committee is being asked to support a number of projects across Cardiff and the Vale of Glamorgan. The leads for the projects will be required to provide an interim and final report outlining the projects outcomes, any lessons learnt and the impact of the project on its intended recipients

## 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 Charity Objectives:
- 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

This includes completion of reports and monitoring of the projects between the Health Charity Lead and Corporate Governance department

## RECOMMENDATION

The Committee is asked to:

- Acknowledge the process that will be instigated

### 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
<b>Equality and Health Impact Assessment Completed:</b>	No			





**Charitable Funds Committee Approved Bids  
March 2018 – August 2019**

<b>Date Approved</b>	<b>Charitable Bid Name</b>	<b>Bid Report Author</b>	<b>Bid Report Lead</b>	<b>Total Awarded</b>	<b>Update report to Committee</b>	<b>Final Report to Committee</b>
20 <sup>th</sup> March 2018	Information Screens	Michelle Fowler	Exec. Nurse Director	£24,750.00	Emailed Michelle Fowler	
29 <sup>th</sup> March 2018	Nutrition & Hydration Extension	Nutrition & Dietetics Services Lead	Exec. Director of Therapies & Health Science	£295,000.00	10 <sup>th</sup> December	
11 <sup>th</sup> September 2018	Staff Recognition Awards	Learning Education & Development	Exec. Director of Workforce & OD	£25,000.00	Emailed Martin Driscoll EA	
11 <sup>th</sup> December 2018	First Impressions, Barry Hospital	Peter Welsh	Maria Battle	£99,500.00	10 <sup>th</sup> December 2019	
11 <sup>th</sup> December 2018	IBD Service at UHL	Claire Tibbatts, UHL	Sarah Edwards	£20,000.00	Emailed Clare & Sarah	
11 <sup>th</sup> December 2018	Arts Funds Bids	Simone Joslyn	Maria Battle	£70,000.00	10 <sup>th</sup> December 2019	
11 <sup>th</sup> December 2018	BSL Training & Awareness	Angela Hughes	Exec. Nurse Director	£29,928.00	11 <sup>th</sup> June 2019	
11 <sup>th</sup> December 2018	Promoting Health Charity Visibility	Simone Joslyn	Akmal Hanuk	£60,000.00	10 <sup>th</sup> December 2019	
19 <sup>th</sup> March 2019	Sustainable Travel for UHB	Joanne Brandon	Abigail Harris	£391,854.00	10 <sup>th</sup> December 2019	
11 <sup>th</sup> June 2019	RITA	Joanne Wilson	Exec. Nurse Director	£28,776.00	5 <sup>th</sup> May 2020	
11 <sup>th</sup> June 2019	Dental Information Screens	Eira Yassien	Chief Operating Officer	£13,084.80	Emailed Eira Yassien	
11 <sup>th</sup> June 2019	Health Charity Website	Simone Joslyn	Exec Nurse Director	£12,410.00	17 <sup>th</sup> March 2020	



27 <sup>th</sup> June 2019	Employee Wellbeing Service	Nicola Bevan	Director of Workforce and OD	£352,586.00	21 <sup>st</sup> July 2020	
27 <sup>th</sup> June 2019	Disposal of Rookwood	Christopher Lewis	Exec. Director of Strategic Planning	£155,000.00	Emailed Chris Lewis	











<b>Report Title:</b>	<b>Endowment Order - £25K Purchase of Software System &amp; Shared Screens</b>				
<b>Meeting:</b>	<b>Charitable Funds Committee</b>			<b>Meeting Date:</b>	<b>10.09.19</b>
<b>Status:</b>	<b>For Discussion</b>	<b>For Assurance</b>	<b>For Approval</b>	√	<b>For Information</b>
<b>Lead Executive:</b>	<b>Head of Service and Delivery – Specialist Services</b>				
<b>Report Author (Title):</b>	<b>Head of Financial Services</b>				

## SITUATION

The current scheme of delegation requires that items of expenditure greater than £25,000 will need to be approved by the Charitable Funds Committee.

## BACKGROUND

Cardiology Services wish to purchase a screen network system (Carecube) specifically designed to support the scheduling and monitoring of patients accessing the cardiac catheter labs at UHW. Carecube links to the UHB's PMS system, and pulls patients through, to facilitate scheduling and list efficiency.

CareCube allows for real-time tracking of the patients' pathway, which is monitored by the clinical teams across Cardiac Services, providing a robust communication platform to improve patient flow and service efficiency.

Patient safety is also a key element of the CareCube system, which provides the necessary platform to enable the service to deliver the NatSSIP's safety standards, revised and released in 2016.

### Benefits

- Real time patient tracking system significantly improving communication across all clinical areas
- Scheduling and reporting system to identify capacity opportunities
- Reduced waiting times through increased through-put
- Enhanced patient safety through the delivery of NatSSIP's safety standards
- More effective delivery of WHO and BCS safety checklists
- Electronic reporting system to support audit and research

The initial cost will be met entirely from existing Funds, and will include the equipment, software, installation and licencing.

## **ASSESSMENT**

The committee will note that this spend of £33,000 is for year 1. The Directorate have secured a confirmed commitment of £28,000 from Abbott Vascular for future licensing in years 2 & 3.

**ASSURANCE** is provided by:

- Monies currently held in a designated fund – 9494 Biggs Legacy Cardiac Research. Balance at end of July was £144,748.73

## **RECOMMENDATION**

The Charitable Funds Committee is asked to:

- Approve the purchase of the Care Cube system, for a one-off cost of £33,000, using money currently held on Fund 9494 Biggs Legacy Cardiac Research

### Shaping our Future Wellbeing Strategic Objectives

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

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

### Five Ways of Working (Sustainable Development Principles) considered

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

Prevention		Long term	x	Integration	x	Collaboration	x	Involvement	x
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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.



<b>Report Title:</b>	<b>Fundraising Report</b>				
<b>Meeting:</b>	<b>Charitable Funds Committee</b>			<b>Meeting Date:</b>	10.09.19
<b>Status:</b>	<b>For Discussion</b>	<b>For Assurance</b>	<b>For Approval</b>	√	<b>For Information</b>
<b>Lead Executive:</b>	<b>Len Richards</b>				
<b>Report Authors (Title):</b>	<b>Simone Joslyn, Head of Health Charity Barbara John, Business/Operational Manager Jayne Catherall, Senior Communications &amp; Engagement Officer</b>				

## 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 1<sup>st</sup> June - 31<sup>st</sup> August 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	√
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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	√
<b>Equality and Health Impact Assessment Completed:</b>	<b>Not Applicable</b> <i>If "yes" please provide copy of the assessment. This will be linked to the report when published.</i>								



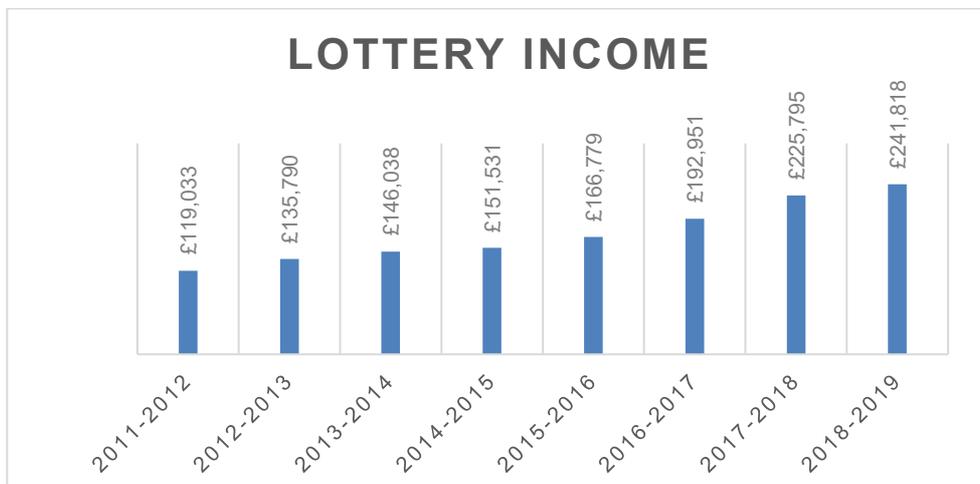
## CARDIFF & VALE HEALTH CHARITY FUNDRAISING REPORT AUGUST 2019

### Cardiff & Vale Staff Lottery

The next Staff Lottery Super Draw will take place on Friday 27 September 2019 at Nant Fawr Meeting Room, Woodland House, and will include four £1,000 winners and a grand prize of £5,000. As of the end of July 2019, there are currently 4,621 numbers assigned to the Staff Lottery.

In a previous meeting, we proposed that attracting 96 new members to the Staff Lottery would recoup the cost of the Super Draw prize over a 12 month period. The Health Charity is pleased to announce they attracted an additional 240 members leading up to the Mega Draw In January 2019.

The graph below shows the last eight years of gross income from the Staff Lottery before costs.



### Communications update

We have continued to promote the Staff Lottery using Facebook and Twitter. This has been very successful with lots of likes, comments, shares and retweets across the channels which has encouraged more staff to sign up to the Staff Lottery.

We regularly put information out to encourage sign-ups to the Staff Lottery in the Cav You Heard staff newsletter and also on the display screen network.

During the past few months we have been sending out emails to our Ambassador network asking them to promote the Staff Lottery within their areas.

## APPEALS



The PROP Appeal family fun day was held in the gardens of Rookwood Hospital on Saturday 3<sup>rd</sup> August 2019 and brought together families of patients, new and old for a wonderful afternoon of fun.

The day included food, a variety of games, a face painter and live music from Music in Hospitals. There were also some great raffle prizes on offer, kindly donated by Glamorgan Cricket Club, Cardiff Blues, Mission Fitness and many more.

Funds from the raffle will help The PROP Appeal support patients from across Wales who are rehabilitating from brain injuries at the unit; many of whom will spend a long time recovering in hospital before they go home. The event raised £212 and a great day was had by all.

Thank you to everyone who came to show their support, it was lovely to see so many friendly faces. Our thanks go to musician Nick Russell; Mavis, for bringing the lovely dogs from Therapy Dogs Nationwide - Alice, Posy, Matilda and Myfanwy; face painter, Rachel for painting so many faces -



who donated her time for free, and the many bakers who donated delicious cakes.



Finally, an absolute huge thank you to Rookwood Hospital's Occupational Therapist, Andrea Powell and Amy Parfitt and boyfriend Pete who all gave up their Saturday afternoon to volunteer at the event.

The event was promoted widely on social media and across the Hospital.

### **Only Time Will Tell; A Father's Journey, Book Launch**

Representatives from Cardiff & Vale Health Charity, Cardiff and Vale University Health Board and The PROP Appeal were recently invited along to Cardiff City Football Club for the launch of club doctor, Dr Len Nokes' book: "Only Time Will Tell: A Father's Journey".



Bluebirds fans had the chance to meet Dr Len Nokes, Ken Choo, Neil Warnock and members of the first team squad as they helped promote the launch of the book which has been written in memory of Len's daughter Claire.

Dr Len Nokes said: "I wrote this book to fulfil my promise to Claire and also to raise awareness of heart-related conditions and offer support to families in similar scenarios. I also wanted to thank the nursing staff."

All proceeds from the sale of the book will be split between The PROP Appeal and the British Heart Foundation - Wales.

The book has featured in this month's publication of OK magazine. The event was widely publicised on social media, reaching over 70,000 people.

"Only Time Will Tell: A Father's Journey" is available to buy at Cardiff City Football Club Shop and online.

### Blue Tie Ball 2019



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

Once again, music band Pip and the Cherries, have generously donated their services for free and preparations are well underway for what should be a fantastic evening of fundraising. This event has been widely promoted through social media.

Cardiff artist Rachel Hannah has generously donated a beautiful original painting called 'Spring Dance' to be auctioned at our Blue Tie Ball.



### PROP Appeal totals

- 2017/18 Income - £16,265.17
- 2018/19 Income - £46,408.20

### Cardiff Half Marathon – 2019

Looking ahead to October, the Health Charity is keen to continue the success of the Cardiff Half Marathon 2018 this year. We've purchased the platinum package which included 100 charity running spaces, and we are delighted to have already allocated over 80 spaces.



Our social media campaign is actively encouraging runners to sign up for [#teamhealthcharity](#) and display screen images have been designed specifically to advertise this for promotion across all hospital sites.

## Communications Update

We are regularly posting information about our Cardiff Half Marathon spaces on Facebook and Twitter, in the Cav You Heard staff newsletter, on the display screen network and targeting local running groups to encourage people to sign up and run for #teamhealthcharity. We will be using Big Moose Coffee Shop for the meeting place for pre and post run again this year – building on the relationship from last year, promoting social good.



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

- Ellie Lewis who is 10 years old has completed her challenge of walking Pen y Fan for 6 consecutive months, Snowdon on the 7<sup>th</sup> Month and the SAS selection route – plus The Fan Dance in August. Ellie, along with her family and friends has raised over £7,000 for the Better Life Appeal. The Health Charity nominated Ellie for an award at the Nation Radio Pride of Wales Awards and we are delighted to report that she was awarded the Young Fundraiser of the Year.



After seeing the success of Ellie's Journey, a local author will be writing a book about Ellie and her challenge. All proceeds of the book will be donated to the Better Life Appeal.

- Beth Clarke and Mark Hegarty recently organised an 80s live show at the Paget Rooms in Penarth. The event was hugely successful and raised the amount of £1,002.

## Better Life Appeal totals

- 2017/18 Income - £72,979.15
- 2018/19 Income - £81,795.58

## Upcoming events

Katie Davies and her family are running the Richard Burton 10k on 3<sup>rd</sup> November to raise money in memory of their family member Charli.



Beth Clarke is organising a Great Gatsby evening at the Exchange Hotel in Cardiff on 16<sup>th</sup> November to raise money for the Better Life Appeal.

The Better Life Appeal Committee will be organising a barn dance on 19<sup>th</sup> October at Colwinston Village Hall, Cowbridge.

## Our Orchard Ein Berlan

We have welcomed many volunteers over the summer months, mainly through corporate volunteering days from companies such as Principality, Lloyds Bank, Zurich, Admiral and Welsh Government. We have also set up weekly volunteering sessions for a group of patients within the Community Neuro-rehabilitation Team which has been very successful so far.



All volunteers have been working on clearing the site and work has started on constructing pathways. The chippings for the paths have been produced via the removal and processing of trees located at the entrance to the Orchard site demonstrating our commitment to sustainability.

The Community Payback Team is continuing their fantastic work and have overhauled the main entrance to Our Orchard, making it more accessible for everyone.

Our Fundraising Team is currently progressing an application for a National Lottery Community Grant which could significantly boost the income to this appeal. Community research is required to support the application, which is currently being undertaken.

Applications to other funds such as The Moondance Foundation, Vale Community Fund, Ninevah Charitable Trust amongst others are currently being actioned.



Thirteen people have signed up to take part in the Welsh Three Peaks event on 22<sup>nd</sup> September, to raise money for Our Orchard. Each person is asked to fundraise £250.

Our 'Dedicate A Tree' campaign has recently been launched and we have currently sold 14 trees at £50 each. Once a tree is purchased we provide the donor with a personalised dedication label to be attached to the tree, along with a commemorative certificate.



We have acquired a number of 'Beebombs' recently to boost the income of the Orchard. Beebombs are wildflower seeds which can be scattered in any garden and will produce a wildflower meadow to encourage bees and other pollinators. They are currently being sold at UHW, UHL, Barry Hospital and Woodland House.

### Our Orchard Appeal totals

- 2017/18 Income - £10,037.14
- 2018/19 Income - £25,512.78

## Communications Update

We have been regularly putting out information on social media about the Three Peaks Challenge, encouraging people to sign up. Martin Driscoll kindly shared his story about why he is taking part in the challenge.

We have been publicising the Dedicate a Tree Scheme on social media with many people now asking to purchase a tree.

Beebombs have been selling really well from our social media campaign.

We have been working with Horatio's Garden to produce a fundraising video for the new site a University Hospital Llandough.



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

**Strictly Top Dancer 2019** - This annual event took place on Saturday 18<sup>th</sup> May 2019. This year there were eight teams of two dancers and the total raised was £15,390. Dancing teams of eight will be returning next year which increases the fundraising capability of this brilliant event, and planning has already commenced.



**Pink Tie Gala Dinner 2019** – ticket sales have now reached over 200, so very few seats left to fill. We continue to actively promote this through our usual channels, and the Breast Centre Committee is well underway with arrangements for entertainment and raffle/auction prizes for the evening.

**Afternoon Tea Event March 2020** – preparations are underway to hold an afternoon G & Tea event at the Park Inn in Cardiff on Friday 20<sup>th</sup> March 2020. This is a new event for the Breast Centre Appeal, and we have already secured sponsorship for the drinks package. Further information will follow in the next report.



At the time of writing, long-time supporter Irene Hicks' fundraising total has reached £115,000, with an incredible £17,000 being donated since March 2019. Irene continues to regularly pay in money to the Breast Centre Appeal through her Facebook selling site and weekly bingo events. Irene is also hosting another fundraising evening of a 70's night in September, which members of the Cardiff & Vale Health Charity team will attend to support.

The lending library has proved so popular, that further books have been purchased with agreement from the Breast Centre Committee to continue to enable free and easy access to recommended reading for those receiving treatment, and their families.

The Breast Centre has also been chosen as Charity of the Year by the following companies:-

- Santander, Queen Street, Cardiff – they have chosen to support our appeal and can match fund up to £1,500 for 2019 and 2020.
- Eden, a trading division of The Marmon Group Limited – following a nomination by ex-patient Julie Driscoll, The Breast Centre Appeal has been chosen as their charity of the year for 2019, and they have lots of brilliant events planned.
- Sarah Fisk chose to support The Breast Centre Appeal during her term as Lady Captain at St Mellon's Golf Club, and as part of this completed a challenge to walk up Pen Y Fan with her Friend Judith Martin. Also contributing to the overall fundraising total was Bev Dobbs who ran the Cardiff Half Marathon in October 2018, along with holding a pink lady event, general raffles and collection tins – the overall total raised was £7,500.

### The Breast Centre Appeal totals

- 2017/18 Income - £95,276.45
- 2018/19 Income - £150,950.36

### 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. The Breast Centre Appeal Facebook Page has increased to over 700 followers, and we have received many positive comments about the increased presence of The Breast Centre appeal on our social media.

Since the last report, Breast Centre stories have included:

- Debs Harris raised an astonishing £1,752 in just under a week for competing in Pretty Muddy in July 2019. Debs has been supported by our Senior Physiotherapist Victoria Collins, and as part of 'Team Boobs' staff and patients supported each other through this fun and challenging event.
- Beth Thomas and her fiancé Scott chose to support the Breast Centre Appeal at their wedding, where they bought our appeal badges to use as their wedding favours, with personalised cards we had made for them.
- Sharon Clifford held a coffee morning at her place of work, raising £620 – all from delicious cake!

### NHS Big Tea

The NHS Big Tea campaign took place during 24<sup>th</sup> June - Sunday 7<sup>th</sup> July. A mixture of staff, supporters, schools and celebrities organised their own tea parties to celebrate the anniversary of the NHS.

Inpatients at UHW, UHL and Barry Hospital celebrated with tea and cake on Friday 5<sup>th</sup> July which lifted their spirits and helped raise awareness of the Health Charity.



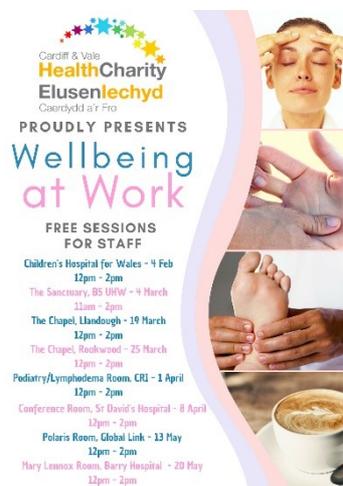
Staff nurses working at St David's Hospital arranged a cake sale and tea parties for their wards raising £226. All the patients gathered in the day rooms for an afternoon of party food and fun.

Local celebrity Cathy Shipton – Duffy from the TV show Casualty arranged a tea party for her colleagues at Roath Lock Studios in Cardiff Bay. Cathy raised the fantastic amount of £170.

The Breast Centre at UHL organised a bake sale to celebrate the NHS Big Tea and raised the amazing amount of £220.

The event was widely promoted in the local press and also on social media.

## Wellbeing @ Work



So far this year, 23 Health and Wellbeing events have taken place across all UHB main locations. A further 12 events are planned until the end of 2019.

As the popularity of these events increases, more requests are being received from individual departments to hold sessions.

We are working with the Employee Wellbeing Service during October to provide Health and Wellbeing sessions as part of World Mental Health Day and as part of the Time to Change Wales campaign.

Feedback from members of staff attending the events has been extremely positive and they have commented that they have felt “revitalised after their relaxation massage.”

Recruitment for Charity Champions and sign-ups for the Staff Lottery, In for a Penny and involvement in our fundraising events continues to increase as a result of these sessions and our broadening contact with staff across the Health Board.

## Legacy update



We are extremely grateful for all donations received via legacies and recognise that many people make the decision to include the Health Board in their will as a recognition and acknowledgment of services received by themselves and/or their loved ones. We will share the information of these donations with our staff, service users and public to advise them of how they can include us in their wills if they so wish.

We are continuing to promote our Legacy Awareness raising campaign on social media which will assist us in increasing our incomes through ‘Gifts in Wills’.

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.

### Legacy Income

- 2017/18 Income - £305,582
- 2018/19 Income - £740,000

### Health Charity Pod



The Health Charity has funded the purchase of an Information Pod, which has been installed at UHW. The Pod will be staffed by Health Charity members and volunteers and will raise the profile of the Health Charity in the concourse area; increasing awareness of our events and appeals, and promoting the Staff Lottery and In for A Penny scheme.

There will also be a donation point, making it easier for people to give money to support the Health Charity.

### Wall Glamour

Our project with Wall Glamour has also been completed on B Block stairs, Outpatients and the main thoroughfare from the concourse at UHW. It is already receiving positive feedback from staff, patients and visitors to the hospital.



### Health Charity website



- Clear messaging
- Quick Appeal finder

We have instructed Celf Creative to design, develop and host a new Health Charity website. We will continue to work closely with Celf on this project, and will act as advisors on its content. We eagerly anticipate its launch in early October 2019.

### 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 by 453 likes and Twitter has increased by 558 followers meaning that we have increased our social following by 1,011 people during this period.

## Fundraising Events September – December 2019

19 <sup>th</sup> September	Diva's Night	Make It Better Fund
22 <sup>nd</sup> September	Welsh Three Peaks Challenge	Orchard/Make it Better fund
6 <sup>th</sup> October	Cardiff Half Marathon	Various Funds
18 <sup>th</sup> October	Blue Tie (PROP) Ball	PROP Appeal – Cardiff City Football Club
7 <sup>th</sup> December	Pink Tie Gala Dinner	Breast Centre Appeal

## Proposed future Fundraising Budget

Options below to support a fundraising budget of £35,000 over 2 years:-

- **Associate Charity** for the Cardiff Bay 10k Run and Barry 10k - £12,500 pa / £25,000 for a 2 year deal
- **Associate sponsor** at Cardiff Bay 10k run and **Lead Sponsor** at Barry 10k £17,500

Fundraisers generally hit a £250 target, therefore on an average of 100 runners across the 2 races we would raise £25,000 per year with these events which would deliver a 50% increase on investment.

As the Cardiff Bay 10K takes place in March and the Barry 10K in August, a Health Charity presence at both events would offer year-long promotion and a continued fundraising platform.

We would look to invest £5,000 per year on other events that could provide a profitable return on investment. Examples may include: zip wire challenge, dog walk and cycle event and any other ideas or opportunities that may arise.

<b>Report Title:</b>	<b>DRAFT CARDIFF &amp; VALE HEALTH CHARITY ANNUAL REPORT 2018-2019</b>				
<b>Meeting:</b>	<b>Charitable Funds Committee</b>			<b>Meeting Date:</b>	10.09.19
<b>Status:</b>	<b>For Discussion</b>	<b>For Assurance</b>	<b>For Approval</b>	√	<b>For Information</b>
<b>Lead Executive:</b>	<b>Len Richards</b>				
<b>Report Authors (Title):</b>	<b>Simone Joslyn, Head of Health Charity Barbara John, Business/Operational Manager Jayne Catherall, Senior Communications &amp; Engagement Officer</b>				

## 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.

Cardiff and Vale University Health Board holds Charitable Funds as sole corporate trustee and the board members of the Health Board are jointly responsible for the management of those charitable funds. The management of Charitable Funds is a delegated responsibility from the Trustees, via the Charitable Funds Committee, to the Finance Dept. of Cardiff and Vale University Health Board.

The day to day administration of funds and operational management of the Health Charity is undertaken by a team of staff based at Woodland House.

This draft report is provided to the Charitable Funds Committee on an annual basis. This year’s report has been produced in a revised format. We have produced the report in an easily readable and understandable format to reflect the busy year that the Health Charity has had, whilst incorporating the statutory information required by the Finance Dept. We anticipate this report will therefore appeal to all readers.

## REPORT

### BACKGROUND

This draft report covers activities of the Health Charity for the period 1<sup>st</sup> April 2018 - 31<sup>st</sup> March 2019.

### ASSESSMENT

**Attached documents:- Draft Annual Report**

**ASSURANCE** is provided by:

- Fundraising performance during the report period
- Financial control procedures, expenditure guideline, governance framework and strategies are in place to ensure there are sufficient management controls of charitable funds. Internal

Audit undertakes annual reviews to evaluate the adequacy of these procedures and controls, to ensure compliance and to provide reasonable assurance. The Internal Audit reports are presented to both the Charitable Funds Committee and the Audit Committee and this is a key measure in mitigating control risk.

- 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

## RECOMMENDATION

The Charitable Funds Committee is asked to:

**Consider the progress and activities of the Health Charity Fundraising Team plus the statement of financial accounts for Charitable Funds, as advised in the Draft Health Charity Annual Report 2018-19. Any comments or amendments to be forwarded to [Simone.joslyn@wales.nhs.uk](mailto:Simone.joslyn@wales.nhs.uk). Final version to be published at the end of September 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*

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.*



GIG  
CYMRU  
NHS  
WALES

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



Cardiff & Vale  
**HealthCharity**  
**Elusenlechyd**  
Caerdydd a'r Fro

# Annual Report 2018-19



*Every donation making healthcare better*

# Contents

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You can find out more about us, the work we do, who we work with and our values by visiting our website:

[www.healthcharity.wales](http://www.healthcharity.wales)

# Introduction from the Chair of the Charitable Funds Committee



I am delighted to report that in 2018 -19, Cardiff & Vale Health Charity had a very successful year supporting a wide variety of patient and staff projects throughout Cardiff and Vale University Health Board. The Health Charity spent £1.963 million in total, supporting numerous good causes and enhancing services.

The Health Charity relies on the support of our generous fundraisers, donors and volunteers, and in 2018-19 we showed a strong financial performance, generating an income of £2 million. It is pleasing to note that both donations and staff lottery income have increased; a testament to the hard work and care shown in our hospitals and community health centres.

This year has seen the Health Charity undergo a structural reorganisation, increasing its available resources and thereby maximising its support to fundraising opportunities, charitable events, appeals and awareness raising. All of which helps raise valuable funds to support patients, staff and the general public in our local community, who are connected with the Health Board in some way.

In 2018-19, the Health Charity experienced many fantastic successes and achievements which are highlighted in this report. I hope you find these stories as interesting and inspiring as I do.

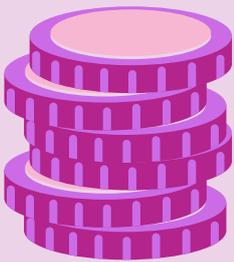
**Akmal Hanuk,  
Chair, Charitable Funds Committee**

# Our year in photos



# Our year at a glance

This year, you've helped to raise a total of £2 million pounds to help make things better.



£732,000



£740,000



£207,000



£321,000



£1,681



£12,876



£25,512



£150,950



£81,795



**f** 1,911  
new followers



£46,408



**t** 593  
new followers



## Cardiff Bay Bed Push Challenge

Over 300 people came out in the May sunshine to take part in the first ever bed push and 5k and 10k run at Cardiff Bay Barrage to celebrate the NHS at 70. The event raised over £8,500 for the PROP Appeal and was featured on ITV Wales News, Walesonline.

## Len's Challenge

Over 100 people supported the Health Board's Chief Executive, Len Richards on his challenge of walking 176 miles along Offa's Dyke Path raising over £6,000 to be divided between two charities close to his heart - Cardiff & Vale Health Charity and Improving Chances.



## Parkrun NHS at 70

A special Parkrun event was held at Blackweir in Cardiff to celebrate the NHS at 70. Hundreds of Parkrunners came out to run 5k to say thank you to the NHS and their staff. The Health Charity reached out to runners in the local community, sharing information about events and how they could help raise funds for their local ward or hospital. The event was publicised on BBC Wales Today News.



#NHS70

You are invited to Cardiff parkrun to celebrate the 70th birthday of the NHS on Saturday 9 June 2018

## Celebrating the NHS at 70

On the 70th birthday of the NHS, tea parties were held on the wards throughout hospitals within the Health Board to raise money for the Health Charity. Over 1,000 patients enjoyed a cream tea or fruit which was served to them by a member of the Executive Team so they felt part of the celebration, the tea was funded by the Health Charity.



## Wellbeing sessions for staff

Wellbeing sessions have been held for staff throughout all hospitals to help them relax, unwind and take some time out of their hectic schedules.

These sessions were supported by the Health Charity and UNISON where staff could receive a neck, hand or back massage from a trained therapist. Electronic chair massagers and shiatsu neck massagers were also purchased for staff to use as part of the initiative.

## Bees create a buzz

There was a buzz in the air when members of staff from the Health Board took part in an Introduction to Beekeeping course as part of the WellBeeing Project. The course helps staff to care for bees that will be located in hives around Health Board premises.

The WellBeeing project is a collaboration between New Link Wales Buzzin' Project, Cardiff University, Cardiff & Vale Health Charity and the Health Board.



# October - December 2018

## Cardiff Half Marathon

Over 450 people took part in the Cardiff Half Marathon, with income from the event reaching almost £100,000 for the Health Charity. Staff ran to raise money for their wards, patients and their families ran to say thank you for the care they received. The inspirational stories from our runners appeared on BBC Wales Today, Walesonline and hit international press with our social media reaching 300,000 people.



## First ever PROP Ball

The Health Charity held its first ever Blue Tie Ball for the PROP Appeal at Cardiff City Football Club. Almost 400 people attended, all with the sole intention of raising money for the PROP Appeal, which supports those suffering from brain injuries at Rookwood Hospital. Income from the event reached £23,000 and cemented the relationship between the Health Charity and Cardiff City FC which has since led to bucket collections and promotional opportunities.

## Christmas - a time for giving

From Christmas gift appeals for looked after children in the local community to sporting festive jumpers and taking part in toy appeals, the Health Charity had Christmas covered and raised plenty of funds as well as smiles during the festive period. Each ward was able to apply for funds to buy gifts for those patients on the wards at Christmas, helping to make it better.



# January - March 2019



## Breast Centre gym opens

A gym opened at University Hospital Llandough to help those having treatment for breast cancer feel fitter, stronger and improve their confidence. Fundraiser, Irene Hicks raised money for the Breast Centre Appeal to develop the facility in memory of her three sons - the gym was named the McCarthy Suite in their memory. This story was covered on ITV Wales news, both daytime and evening.

## Staff Recognition Awards

Every year we celebrate our fantastic staff at the annual Staff Recognition Awards ceremony. The Health Charity has committed to financially supporting this event for the next five years, showing we're proud to support our staff. Twitter was used to publicise the event using #CAVSRA which was trending in the UK and staff had a tweet of good luck from Hollywood actor, Michael Sheen.

## STAFF RECOGNITION AWARDS

FRIDAY 15TH MARCH 2019

Volunteers who work for the Health Board at practice and dedication to ensure we care, keeping people well'.

can be found on the [Staff Recognition Awards](#) page. If you require any help please contact 0347832 or 47832

TH DECEMBER 2018 AT 5PM  
JANUARY 2019  
FRIDAY 15TH MARCH 2019



GOFALU AM BOBL, CADW POBL YN IACH  
CARING FOR PEOPLE, KEEPING PEOPLE WELL



## Ellie's Journey

10 year old Ellie Lewis, decided that she would undertake a year of fundraising for the Better Life Appeal. Ellie's father has Cystic Fyrosis and receives treatment at the centre in Llandough. Ellie has climbed Pen y Fan every month for six months, climbed Snowdon and plans to complete the SAS training climb called the Fan Dance. Her story has been aired on S4C, Walesoline and in the South Wales Guardian.

# How we've spent your money

This year, we've spent £1.595 million making things better for our patients and staff.



**75%**

**Patient education  
and welfare**



**20%**

**Staff education  
and welfare**



**5%**

**Research and  
additional costs**

To find out more please visit  
[www.healthcharity.wales](http://www.healthcharity.wales)



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University Health Board



Cardiff & Vale  
**HealthCharity**  
**Elusenlechyd**  
Caerdydd a'r Fro

# Financial Report 2018-19



*Every donation making healthcare better*

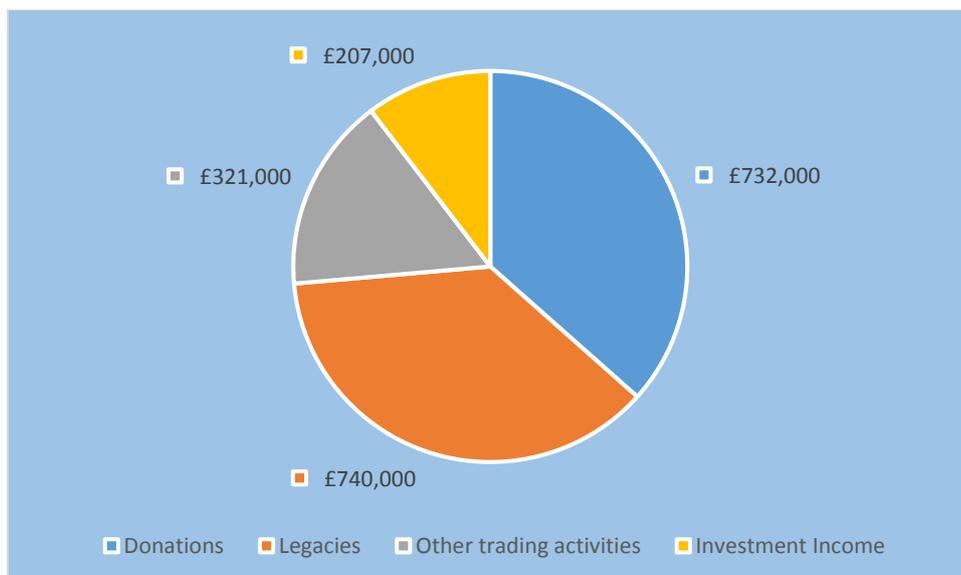
## Financial Achievements and Performance

### Income Summary

Incoming resources for the year 2018/19 totalled £2.000m, which represents an increase of £0.540m from the previous financial year.

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

### Income Analysis



#### Donations (36% - £0.732m)

The Health Charity is very grateful to have received donations of £0.732m to help us achieve our goals and objectives.

#### Legacies (37% - £0.740m)

The Health Charity received £0.740m in legacies. We are extremely grateful to those individuals who remembered our wards and departments in their will.

#### Other Trading Activities (16% - £0.321m)

The Health Charity generated £0.321m from the Staff Lottery and a further £0.079m from other trading activities.

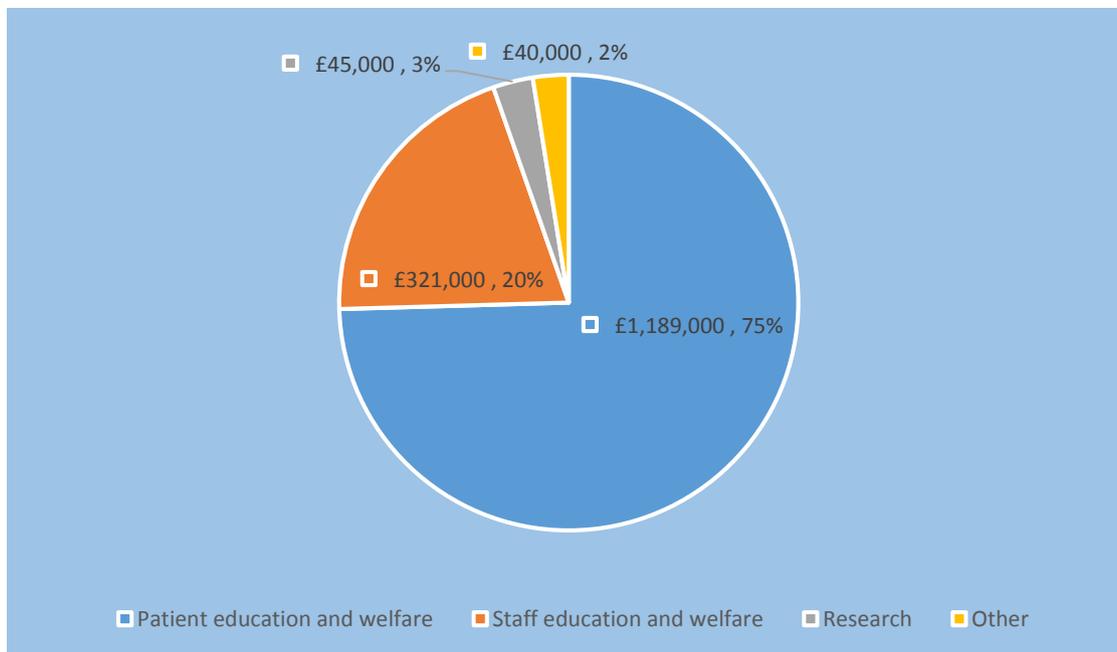
#### Investment Income (11% - £0.207m)

Dividends and Interest from the Charity's Investment Portfolio was £0.207m.

## Expenditure Summary

In 2018/19 expenditure on charitable activities was £1.595m. This included patient education and welfare, staff education and welfare, research and other expenditure.

## Expenditure Analysis



## Investments and Performance

During 2018/19 the Health Charity had market value gains of £0.337m.

## Overall financial position

The overall value of the Health Charity as at 31<sup>st</sup> March 2018 has increased from an opening balance of £10.245m to £10.662m. This movement of £0.417m is represented by net expenditure of £0.037m, investment gains of £0.337m and asset revaluation of £0.043m.

## **Structure, Governance and Management**

### **The Charity**

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

### **Registration**

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

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

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

### **Constitution**

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

## **Independent Members**

Charles Janczewski	Interim Chair
Akmal Hanuk	Independent Member – Local Community
Dawn Ward	Independent Member – Trade Union
Eileen Brandreth	Independent Member – Information, Communication and Technology
Prof Gary Baxter	Independent Member – University
John Union	Independent Member - Finance
John Antoniazzi	Independent Member – Estates
Sara Moseley	Independent Member – Third Sector
Michael Imperato	Independent Member – Legal
Susan Elsmore	Independent Member – Local Authority

## **Officer Members**

Len Richards	Chief Executive		
Fiona Kinghorn	Director of Public Health	Robert Chadwick	Director of Finance
Martin Driscoll	Director of Workforce and OD		
Abigail Harris	Director of Planning		
Fiona Jenkins	Director of Therapies and Health Sciences		
Ruth Walker	Executive Nurse Director		
Steve Curry	Chief Operating Officer		
Nicola Foreman	Director of Corporate Governance		
Stuart Walker	Medical Director		

## **Charitable Funds Committee**

The Committee is empowered with the responsibility to:

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

The members of the committee who served during 2018/19 are listed below:

Akmal Hanuk	Chair CFC
Fiona Jenkins	Executive Director of Therapies
Maria Battle	Chair – Cardiff & Vale Health Board
Dawn Ward	Independent Member – Trade Union
John Union	Independent Member - Finance

## **Charitable Funds**

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

We manage three types of funds:

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

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

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

The day to day administration of funds and operational management of the Health Charity is undertaken by a team of staff based at:

Cardiff & Vale Health Charity  
Cardiff and Vale University Health Board  
2<sup>nd</sup> Floor, Woodland House  
Maes y Coed Road  
Cardiff. CF14 4HH

## **Investment Risk Management**

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

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

## **Reserves Policy**

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

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

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

From a process point of view there is no individual fund that holds all the reserves, however the current level of reserves is considered more than adequate for current needs. Going forward the Health Charity will review the reserves policy to reflect any changes to the Charity's financial position.

## **Investment Contract Risk**

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

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

## **Financial Control Risk**

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

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

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

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

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

## **Advisors**

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

## **CARDIFF & VALE HEALTH CHARITY ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019**

### **Foreword**

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

### **Statutory Background**

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

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

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

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

**CARDIFF AND VALE HEALTH CHARITY**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2019**

		Unrestricted funds	Restricted funds	Endowment funds	Funds Total 2018/19 £000
	Note	£000	£000	£000	£000
<b>Incoming resources from generated funds</b>					
Donations and Legacies	3	947	525	0	1,472
Other trading activities	4	3	318	0	321
Investments	5	145	61	1	207
Other					
<b>Total incoming resources</b>		<b>1,095</b>	<b>904</b>	<b>1</b>	<b>2,000</b>
<b>Expenditure on :</b>					
Raising funds	6	211	157	0	368
Charitable activities	7	1,062	511	22	1,595
Other		0	0	0	0
<b>Total expenditure</b>		<b>1,273</b>	<b>668</b>	<b>22</b>	<b>1,963</b>
Net gains / (losses) on investments	13	237	98	2	337
<b>Net income / ( expenditure)</b>		<b>59</b>	<b>334</b>	<b>-19</b>	<b>374</b>
Transfer between funds		10	-6	-4	0
<b>Net movement in funds</b>		<b>69</b>	<b>328</b>	<b>-23</b>	<b>374</b>
Gains / (losses) on revaluation of fixed assets	12			43	43
<b>Reconciliation of Funds</b>		<b>69</b>	<b>328</b>	<b>20</b>	<b>417</b>
Total Funds brought forward as at 1 April 2018	19	6,059	1,663	2,523	10,245
<b>Total Funds carried forward as at 31 March 2019</b>		<b>6,128</b>	<b>1,991</b>	<b>2,543</b>	<b>10,662</b>

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

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

**CARDIFF AND VALE HEALTH CHARITY**  
**BALANCE SHEET AS AT 31 MARCH 2019**

		Unrestricted funds	Restricted Income funds	Endowment funds	Total 31 March 2019	Total 31 March 2018
	Note	£000	£000	£000	£000	£000
<b>Fixed assets:</b>						
Tangible Assets	12	0	0	2,503	2,503	2,480
Investments	13	4,498	1,576	40	6,114	6,477
<b>Total fixed assets</b>		<b>4,498</b>	<b>1,576</b>	<b>2,543</b>	<b>8,617</b>	<b>8,957</b>
<b>Current assets:</b>						
Debtors	14	450	31	0	481	238
Cash and cash equivalents	15	1,393	455	0	1,848	1,211
<b>Total current assets</b>		<b>1,843</b>	<b>486</b>	<b>0</b>	<b>2,329</b>	<b>1,449</b>
<b>Liabilities:</b>						
Creditors: Amounts falling due within one year	16	213	71	0	284	161
<b>Net current assets / (liabilities)</b>		<b>1,630</b>	<b>415</b>	<b>0</b>	<b>2,045</b>	<b>1,288</b>
<b>Total assets less current liabilities</b>		<b>6,128</b>	<b>1,991</b>	<b>2,543</b>	<b>10,662</b>	<b>10,245</b>
<b>Total net assets / (liabilities)</b>		<b>6,128</b>	<b>1,991</b>	<b>2,543</b>	<b>10,662</b>	<b>10,245</b>
<b>The funds of the charity:</b>						
Endowment Funds	19	0	0	40	40	43
Revaluation Reserve	19	0	0	2,503	2,503	2,480
Restricted income funds	19	0	1,991	0	1,991	1,663
Unrestricted income funds	19	6,128	0	0	6,128	6,059
<b>Total funds</b>		<b>6,128</b>	<b>1,991</b>	<b>2,543</b>	<b>10,662</b>	<b>10,245</b>

On behalf of Director of Finance

Mr Robert Chadwick

Date.....

**CARDIFF AND VALE HEALTH CHARITY**  
**STATEMENT OF CASH FLOWS FOR THE YEAR ENDING**  
**31 MARCH 2019**

	Note	Total Funds 2018-19 £000	Total Funds 2017-18 £000
<b>Cash flows from operating activities:</b>			
<b>Net cash provided by (used in) operating activities</b>	17	-270	-477
<b>Cash flows from investing activities:</b>			
Dividend, interest and rents from investments	5	207	201
Movement in Investment Cash	13	104	-110
Proceeds from the sale of investments	13	1,570	579
Purchase of investments	13	-974	-469
<b>Net cash provided by (used in) investing activities</b>		907	201
<b>Change in cash and cash equivalents in the reporting period</b>		637	-276
<b>Cash and cash equivalents at the beginning of the reporting period</b>	15	1,211	1,487
<b>Cash and cash equivalents at the end of the reporting period</b>	15	1,848	1,211

## NOTES TO THE ACCOUNTS

### 1. Accounting policies

#### a) Basis of Preparation

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

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

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

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

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

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

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

- A restricted fund or
- An endowment fund

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

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

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

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

**c) Incoming resources**

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

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

**d) Income resources from legacies**

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

Receipt is probable when:

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

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

**e) Income resources from endowment funds**

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

**f) Resources expended and irrecoverable VAT**

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

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

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

A constructive obligation arises when:

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

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

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

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

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

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

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

**i) Charitable Activities**

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

**j) Debtors**

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

**k) Cash and cash equivalents**

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

**l) Creditors**

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

**m) Realised gains and losses**

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

**n) Fixed Assets**

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

- i) The land and buildings in respect of Rookwood Hospital was revalued as at 1<sup>st</sup> April 2017, and the revaluation reflected the restriction to hospital use only. Where appropriate between valuations an appropriate index, supplied from the Welsh Government, is applied to revalue the asset.

- ii) Equipment is valued at the lower of estimated net replacement cost or recoverable amount;
- iii) Assets in the course of construction are valued at current cost.
- iv) Capitalisation threshold is £5,000
- v) Movements in revaluation are recorded in the revaluation reserve on the balance sheet

Professional valuations are carried out by the District Valuer Service every five years, which (as the commercial arm of the Valuation Office Agency) is part of HMRC. The valuations are carried out in accordance with Institute of Chartered Surveyors (RICS) Appraisal and Valuation Manual insofar as these terms are consistent with the agreed requirements of the Welsh Government and HM Treasury. Movements in revaluations are recognised in the Revaluation Reserve.

### **Depreciation**

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

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

## **2. Related party transactions**

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

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

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

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

<b>Related Party</b>	<b>Payments to related party</b>	<b>Receipts from related party</b>	<b>Amounts owed to related party</b>	<b>Amounts due from related party</b>
	£000	£000	£000	£000
Cardiff and Vale Health Board	1073		98	21
Cardiff University	43		19	1
Swansea University	2			
Welsh Government	4			
Blake Morgan Solicitors		1		

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

<b>Board Member</b>	<b>Related Party Relationship</b>
Mrs Eileen Brandeth	Director of Information and Technology at Cardiff University
Gary Baxter	Pro Vice Chancellor of the College of Biomedical and Life Sciences at Cardiff University
Charles Janczewski	Chair of Governance Board for Health & Wellbeing Academy at Swansea University
Len Richards	Advisor to the Life Sciences Hub Wales Board (Welsh Government)
John Union	Ambassador of Blake Morgan Solicitors

### 3. Income from donations and legacies

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2018-19 £000	Total 2017-18 £000
Donations	543	189	0	732	701
Legacies	404	336	0	740	305
	<b>947</b>	<b>525</b>	<b>0</b>	<b>1,472</b>	<b>1,006</b>

### 4. Other trading activities

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2018-19 £000	Total 2017-18 £000
Staff lottery	0	242	0	242	227
Other trading	3	76	0	79	26
	<b>3</b>	<b>318</b>	<b>0</b>	<b>321</b>	<b>253</b>

### 5. Gross investment income

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2018-19 £000	Total 2017-18 £000
Fixed asset equity and similar investments.	139	58	1	198	201
Short Term Investments	6	3	0	9	0
Deposits and cash on deposit					
	<b>145</b>	<b>61</b>	<b>1</b>	<b>207</b>	<b>201</b>

### 6. Analysis of expenditure on raising funds

	Unrestricted funds £000	Restricted funds £000	Total 2018-19 £000	Total 2017-18 £000
Fundraising office	194	72	266	97
Fundraising events	0	78	78	72
Investment management fees	17	7	24	26
	<b>211</b>	<b>157</b>	<b>368</b>	<b>195</b>

## 7. Analysis of charitable activity

	<b>Activities taken directly</b>	<b>Support costs</b>	<b>Total 2018-19</b>	<b>Total 2017-18</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Patient education and welfare	1,062	82	<b>1,144</b>	943
Staff education and welfare	348	27	<b>375</b>	531
Research	42	3	<b>45</b>	95
Other	9	2	<b>11</b>	0
Depreciation	20	0	<b>20</b>	21
	<b>1,481</b>	<b>114</b>	<b>1,595</b>	<b>1,590</b>

8.

### Grants

The Charity does not make grants to individuals. The Charity does not make grants to the Health Board, the Charity does operate a Charitable Funds Bids Panel, which upon receipt of an invoice, on occasion requires the reimbursement of monies to the Health Board. During 2018/19 the Charity approved a sum of £0.025m to the Third Sector. No grants were made available for the period 2017/18.

<b>Organisation/ Activity</b>	<b>2018/19</b>	<b>2017/18</b>
	<b>£000</b>	<b>£000</b>
Recovery Cymru Community	3	0
Wales Council For Deaf People	2	0
Cruse Bereavement Care	4	0
Church Army	7	0
ADHD	4	0
The Good Gym Ltd	5	0
<b>Total</b>	<b>25</b>	<b>0</b>

## 9. Allocation of support costs

	<b>Raising funds £000</b>	<b>Charitable activities £000</b>	<b>Total 2018-19 £000</b>	<b>Total 2017-18 £000</b>
<b>Governance</b>				
External audit ( WAO)	0	10	<b>10</b>	10
Internal Audit	0	10	<b>10</b>	9
Investment management fees	24	0	<b>24</b>	26
<b>Total governance</b>	<b>24</b>	<b>20</b>	<b>44</b>	<b>45</b>
Finance and administration	0	94	<b>94</b>	92
	<b>24</b>	<b>114</b>	<b>138</b>	<b>137</b>

	<b>Unrestricted funds £000</b>	<b>Restricted Income funds £000</b>	<b>Endowment funds £000</b>	<b>Total Funds 2018-19 £000</b>
Raising funds	17	7	0	<b>24</b>
Charitable activities	80	34	0	<b>114</b>
	<b>97</b>	<b>41</b>	<b>0</b>	<b>138</b>

## 10. Trustees' remuneration, benefits and expenses

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

## 11. Auditor's remuneration

The auditor's remuneration of £0.01m (2017/18:£0.01m) relates to the audit of the statutory annual report and accounts only.

## 12. Tangible fixed Assets

	Freehold land and buildings 2018/19 £000	Freehold land and buildings 2017/18 £000
<b><u>Cost or valuation</u></b>		
<b>Opening Balance</b>	2,500	2,512
Additions	0	0
Revaluations	43	-12
Disposals	0	0
Impairments	0	0
	<hr/>	<hr/>
<b>Closing Balance</b>	<b>2,543</b>	<b>2,500</b>
<b><u>Accumulated depreciation</u></b>		
<b>Opening Balance</b>	20	106
Disposals	0	0
Revaluations	0	-106
Impairments	0	0
Charge for year	20	20
	<hr/>	<hr/>
<b>Closing Balance</b>	<b>40</b>	<b>20</b>
<b>Opening NBV</b>	<b>2,480</b>	<b>2,406</b>
<b>Closing NBV</b>	<b>2,503</b>	<b>2,480</b>

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

### 13.Fixed asset investments

#### Movement in fixed assets investments

	Investments Listed on Stock Exchange	Cash Held in Investment Portfolio	Total 2018-19	Total 2017-18
	£000	£000	£000	£000
Market value brought forward	6,114	363	6,477	6,596
Add: additions to investments at cost	974		974	469
Less disposals at carrying value	(1,454)		(1,454)	(551)
Add any gain / (loss) on revaluation	221		221	(147)
Movement of cash held as part of the investment portfolio		(104)	(104)	110
<b>Market value as at 31st March 2019</b>	<b>5,855</b>	<b>259</b>	<b>6,114</b>	<b>6,477</b>

The gain on revaluation relates to the unrealised gain, however the overall gain of £0.337m as shown in the Statement of Financial Activities is calculated by also adjusting for realised gains of £0.116m (2017-18 £0.028m). As at 31 March 2019 the following Investment was considered material: UBS ETF MSCI USA Socially Responsible ETF: This holding represents 8.8% of the total portfolio.

The main shorter term risk from financial instruments lies in the combination of capital volatility and consistency in annual income. The current environment remains relatively challenging for investors, with escalating trade tensions and slowing economic growth likely to be continued source of shorter term volatility. Within such an environment, the focus remains on ensuring sufficient diversification across both asset class and geography to minimise risk towards any one specific event. To take Brexit as an example - given the ultimate outcome is uncertain the portfolio is managed with consideration for both a poor outcome (via, for example, also having overseas equity exposure rather than just the UK) and a good outcome (by having selective exposure to attractively valued UK domestic companies).

Against the long-term strategy, the portfolio holds a neutral position towards equities to benefit from continued earnings growth, although profits were taken over the course of the year. The equity exposure is highly diversified across different sectors and geographies. To provide differentiated sources of returns, the portfolio is overweight to alternatives, such as infrastructure, together with commercial property. Given the low yields available from bonds and the risk that capital values could be eroded, the portfolio retains an underweight position towards fixed income. The portfolio also holds a tactical cash weighting to allow for the investment advisors to take advantage of any volatility or opportunities as they arise. The Cardiff and Vale portfolio is being managed in line with other Charities at Cazenove Capital with a similar risk mandate.

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

and the factors influencing the performance. The asset class allocation is an integral part of the discussion as this is intrinsically linked to minimising risk within the portfolio.

#### 14. Analysis of current debtors

<b>Debtors under 1 year</b>	<b>Total 31 March 2019 £000</b>	<b>Total 31 March 2018 £000</b>
Accrued income		
Other debtors	445	164
Prepayments	36	74
	<u>481</u>	<u>238</u>
<b>Debtors over 1 year</b>		
Other debtors	0	0
	<u>0</u>	<u>0</u>
<b>Total debtors</b>	<u><b>481</b></u>	<u><b>238</b></u>

#### 15. Analysis of cash and cash equivalents

	<b>31 March 2019 £000</b>	<b>31 March 2018 £000</b>
Cash in hand	1,848	1,211
	<u>1,848</u>	<u>1,211</u>

#### 16. Analysis of liabilities

	<b>Total 31 March 2019 £000</b>	<b>Total 31 March 2018 £000</b>
<b>Creditors under 1 year</b>		
Other creditors	245	143
Accruals	39	18
	<u>284</u>	<u>161</u>
<b>Total creditors</b>	<u><b>284</b></u>	<u><b>161</b></u>

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

	Total 2018-19	Total 2017-18
	£000	£000
<b>Net income / (expenditure) (per Statement of Financial Activities)</b>	374	(444)
<b>Adjustment for:</b>		
Depreciation charges	20	20
(Gains) / losses on investments	(337)	119
Dividends, interest and rents from investments	(207)	(201)
(Increase) / decrease in debtors	(243)	1
Increase / (decrease) in creditors	123	28
<b>Net cash provided by (used in) operating activities</b>	<u>(270)</u>	<u>(477)</u>

## 18. Role of volunteers

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

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

## 19. Analysis of Funds

### a. Analysis of endowment fund movements

	Balance 1 April 2018 £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2019 £000
Catherine Jenkins	43	1	(2)	(4)	2	40
	<b>43</b>	<b>1</b>	<b>(2)</b>	<b>(4)</b>	<b>2</b>	<b>40</b>

### b. Analysis of restricted fund movements

	Balance 1 April 2018 £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2019 £000
Cystic Fibrosis Better Life Appeal Fund	325	81	(24)			382
Phillips Legacy (Asthma Research)	175	37	(5)			207
Breast Centre appeal fund	238	151	(182)	(14)		193
May Legacy - Asthma Research		145	(3)			142
Murphy Legacy ( Morfa Day Unit)	104	4	(7)			101
Childrens Video Telemetry Appeal	90	4	(2)			92
Chidgey Legacy - Rheumatoid Arthritis	89	3	(3)			89
Trust Staff Lottery	89	245	(269)			65
Other funds	553	234	(173)	8	98	720
	<b>1,663</b>	<b>904</b>	<b>(668)</b>	<b>(6)</b>	<b>98</b>	<b>1,991</b>

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

	Balance 1 April 2018 £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2019 £000
Unrestricted Delegated	1,230		-187	14	237	1,294
Unrestricted Non Delegated	967		-537			430
Hughes Legacy ( Cardiology)		319	-1			318
UHW Nurses	233	64	-48			249
Biggs Legacy Cardiac Research	156	6	-12			150
Geriatric Research (UHW)	132	5	-3			134
Leukaemia & Lymphoma	117	18	-8			127
UHW Patients General	121	4	-3			122
Haematology Day Unit	94	18	-6			106
Other funds	3,009	661	-468	-4		3,198
	<b>6,059</b>	<b>1,095</b>	<b>-1,273</b>	<b>10</b>	<b>237</b>	<b>6,128</b>

### d. Revaluation Reserve

	Balance 1 April 2018 £000	Income £000	Expenditure (Depreciation) £000	Transfers £000	Gains and losses £000	Balance 31 March 2019 £000
Rookwood Hospital Charity	2,480		-20	0	43	2,503
	<b>2,480</b>		<b>-20</b>	<b>0</b>	<b>43</b>	<b>2,503</b>

## Additional notes

### 20. Commitments

All commitments are funded from unrestricted general funds.

Name of commitment	£000
Patient WIFI (CFC 15/027) ( 1 Year)	46
Third Sector Grants ( CFC 18/069) ( 1 Year)	33
Horatio's Garden ( CFC16/143) ( 1-3 Years)	500
Nutrition and Hydration extension on medical wards ( CFC 16/160) ( 1-2 years)	123
Lung Research Studies (CFC 16/161) (1-2 years)	62
Arts Funding (CFC 18/074) ( 1-2 years)	50
Sign Language Training ( CFC 18/075) ( 1 Year)	12
Promoting Health and Health Charity Messaging & Visability ( CFC 18/077) ( 1 Year)	60
UHB Transport Solutions (CFC 19/03/021) ( 1 Year)	382
Platform events ( CFC 19/03/24) ( 1 year)	20
	<hr/>
	<b>1,288</b>

### 21. Donated Assets

During the year the Charity purchased assets to the value of £0.144m. These are included in the Charity's Statement of Financial Activities and are classified as Donated Assets in the LHB Financial Statements.

### 22. Post Balance Sheet Events

The financial statements are required to reflect the conditions applying at the end of the financial year. Therefore no adjustments are made for any changes in fair value of investments between 31 March 2019 and the date the financial statements are approved. The fair value of investments held by the Charity at 31<sup>st</sup> March 2019 has changed in the intervening period as follows:

	31 March 2019	
	£000	£000
Investment	6,114	

**STATEMENT OF FINANCIAL TRUSTEE RESPONSIBILITIES**

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

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

..... On behalf of Financial Trustee

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

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

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

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

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

**By order of the trustee**

Signed:

Trustee ..... Dated .....

On behalf of Financial Trustee ..... Dated .....

<b>Report Title:</b>	<b>DRAFT CARDIFF &amp; VALE HEALTH CHARITY STRATEGY 2019 - 2024</b>				
<b>Meeting:</b>	<b>Charitable Funds Committee</b>			<b>Meeting Date:</b>	10.09.19
<b>Status:</b>	<b>For Discussion</b>	<b>For Assurance</b>	<b>For Approval</b>	√	<b>For Information</b>
<b>Lead Executive:</b>	<b>Len Richards</b>				
<b>Report Authors (Title):</b>	<b>Simone Joslyn, Head of Health Charity Barbara John, Business/Operational Manager Jayne Catherall, Senior Communications &amp; Engagement Officer</b>				

## **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.

Cardiff and Vale University Health Board holds Charitable Funds as sole corporate trustee and the board members of the Health Board are jointly responsible for the management of those charitable funds. The management of Charitable Funds is a delegated responsibility from the Trustees, via the Charitable Funds Committee, to the Finance Dept. of Cardiff and Vale University Health Board.

The day to day administration of funds and operational management of the Health Charity is undertaken by a team of staff based at the Health Charity’s Business Unit at Woodland House.

This draft document is provided to the Charitable Funds Committee to outline the Health Charity’s Strategy for the period 2019 – 2024.

## **REPORT**

### **BACKGROUND**

This draft Health Charity Strategy covers the period 2019 - 2024.

### **ASSESSMENT**

**Attached documents:- Draft Health Charity Strategy**

**ASSURANCE** is provided by:

- Fundraising performance and increased income
- Raising awareness of the Health Charity
- 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 opportunities.

- Supporting the education and wellbeing of staff employed within Cardiff and Vale University Health Board
- Engagement with our community
- Developing our corporate and charity partnerships

## RECOMMENDATION

The Charitable Funds Committee is asked to:

### Approve the Cardiff & Vale Health Charity Strategy 2019 – 2024

#### 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.*



GIG  
CYMRU  
NHS  
WALES

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



Cardiff & Vale  
**Health**Charity  
**Elusen**lechyd  
Caerdydd a'r Fro

# Cardiff & Vale Health Charity Strategy

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## 2019-2024



Every donation making healthcare better

## **INTRODUCTION**

**Cardiff & Vale Health Charity is the official charity of Cardiff and Vale University Health Board.**

**This strategy describes how we will plan and prioritise our resources in engaging and communicating with patients, staff members, stakeholders and the public. Also how we will strive to manage and where possible increase our fundraising income to maximise the funds available for our services.**

**Health Charity funds do not replace NHS funding but optimises the generous donations it receives from patients and their families, staff and the local community for the benefit of the thousands of people cared for and employed by the Health Board.**

### **How we developed our strategy**

**To arrive at this ambitious plan we listened to many voices;**

- **We heard directly from people who have benefited from health charity funding and fundraisers.**
- **We listened to people who have received care from services within Cardiff and the Vale of Glamorgan.**
- **We heard from our staff, partner organisations and third sector colleagues.**
- **We also included the Health Boards mission – “Caring for people, keeping people well”; the overarching strategy “Shaping of Future Wellbeing” and the “Wellbeing of Future Generations Act.”**
- **We are grateful for the generosity with which people shared their stories, thoughts and ideas, and hope they consider this plan adequately represents their contributions.**

## VISION

- To be a successful and dynamic fundraising charity, recognised locally and nationally. Effective in engaging patients, staff and the community.
- To be an integral part of the Health Board, tangibly improving Cardiff and Vale services over and above what the NHS can fund.
- To improve the health and wellbeing of our staff and service users and the communities of Cardiff and Vale UHB.

## MISSION

- To raise, manage and distribute charitable funds in order to enhance the facilities provided by Cardiff and Vale University Health Board.

## VALUES

- To actively demonstrate and apply the core values of Cardiff and Vale University Health Board in all aspects of Health Charity fundraising and operational activities.



## OVERALL AIMS

- To increase funds and ensure a regular flow of income through active promotion of the Health Charity and positive engagement with our supporters and sponsors.
- To manage the charities resources effectively and prudently and in accordance with Charity Commission for England and Wales regulations.
- To ensure the Health Charity funds provide optimum benefit to patients, staff and the community.

## THE CHALLENGES WE FACE

- Cardiff and Vale University Health Board's global reputation for excellent patient care and pioneering medical advancements has not only transformed the lives of thousands of patients, but has also helped shaped the provision of medicine internationally.
- Service developments, research, technological and clinical advancements and improvements in patient experiences within the Health Board have been widely supported by the generous funding provided by Cardiff & Vale Health Charity and the dedication of its many supporters.
- The Health Charity receives invaluable support from hard-working Health Board staff, grateful patients, their families and friends, as well as the general public, local businesses and third sector organisations in the wider community.

As the Health Board continues its pioneering work and plans future developments, whilst experiencing increasing financial pressure, it is inevitable that the demand for charitable funds will continue to grow. We must therefore be proactive and explore all options to increase our charitable income, in order to assist our staff as much as possible to care for people and keep them well.



## OUR OBJECTIVES

### Objective One

We will improve and develop our fundraising capability.

#### How will we do it?

- We will provide appropriate and relevant training and support to our fundraising team members.
- We will continue to develop positive relationships with our fundraisers, volunteers, sponsors and partners.
- We will actively promote our fundraising events via a variety of communication routes and by utilising our website capabilities.
- We will increase our engagement with staff across the Health Board and raise awareness of how the health charity can support services.
- We will inform our supporters, fundraisers, service users and general public of how their legacy donations can significantly support the Health Board via our 'Leave a Gift in your Will' awareness campaign.
- We will develop new and innovative communications and marketing initiatives to ensure the Health Charity is considered one of the official charities of choice for those involved in health and wellbeing.

 <p>Launch new Health Charity website</p>	 <p>New merchandise and marketing material</p>	 <p>Brand recognition using new pod and estate</p>
 <p>Promote Health Charity using social and digital media</p>	 <p>Review, increase and improve fundraising events and opportunities</p>	 <p>Increase awareness of legacy giving, staff lottery and partnership opportunities</p>



## Objective Two

We will support the health and wellbeing of our staff to lead healthier lives.

### How will we do it?

- We will include healthy living and health promotion material and messaging where appropriate in our fundraising events.
- We will continue to support and promote the Health Boards staff health and wellbeing sessions and health awareness campaigns.
- We will advise and inform Health Board staff of how the Health Charity can provide funds to improve their staff environments and/or staff wellbeing projects.
- We will inform and involve our staff in the Arts programmes.
- Support cultural events and proactively engage with staff groups.

 <p>Support the health and wellbeing of our staff</p>	 <p>Engage with service providers and support their services</p>
 <p>Support national cultural events</p>	 <p>Promote healthy and active lifestyle events and opportunities</p>



## Objective Three

We will manage the Health Charity efficiently and effectively, and in compliance with good governance, continuing to develop a business unit model.

### How will we do it?

- We will value our people and support them in training, self-development and recognising their efforts to deliver the Health Charity's objectives.
- We will invest in our fundraising to ensure our resources match our ambitions.
- We will maximise the opportunities to promote the Health Charity brand and increase awareness within the Health Board and the community.
- We will invest in expertise and equipment so that we communicate effectively with our stakeholders.
- We will work in partnership with our Finance and Governance colleagues to ensure that we manage and administer Health Charity Funds in line with financial probity and governance compliance requirements.
- We will learn from others and increase market share.
- We will be open and transparent in all of our business.

<p><b>CRM</b></p> <p>Review use of Harlequin CRM and proactively use the resource</p>	 <p>Invest in staff training and digital technology to aid delivery</p>
 <p>Develop local policies and procedures with good governance</p>	 <p>Develop corporate and charity relationships</p>



## Objective Four

We will help to create the best possible environment for sustainable healthcare.

### How will we do it?

- We will utilise the Health Charity’s investment in the Arts programme and Our Orchard to support the recovery and wellbeing of our patients, in line with the Health Boards commitment to deliver the Wellbeing of Future Generations Act.
- We will develop a spirit of inclusivity and “open to all ethos” by partnering with local artists, creative art groups and organisations plus patients, which allows them to express their experiences and support the recovery and wellbeing of our patients.
- We will invest wisely in expert advice to ensure that the environments we create provide an appealing and relevant environment for staff, patients and their families, and which reduces stress and anxiety.
- We will be bold and ambitious in connecting health and wellbeing with patients and staff; underpinning the principles of the Wellbeing of Future Generations Act.

 <p>Use pod to engage with staff, patients and visitors to find out what matters to them</p>	 <p>Increase awareness of Health Charity support for service providers through charitable funds</p>
 <p>Support innovation and digital technology to make improvements in healthcare</p>	 <p>Support and promote the Arts in Health Programme</p>



## **DELIVERY**

**To deliver our strategic plan, we will invest in four key areas of the Health Charity:**

- our team and business delivery.
- our fundraising.
- our brand.
- our communications.

**We will aim to do this by:**

- Raising awareness.
- Fundraising.
- Education and wellbeing.
- Providing support.
- Engagement.

**We will achieve these objectives through our charitable bids process and fast track bids process, volunteering and fundraising programmes, enabled by:**

- Generate income through our investment, fundraising, “Leave a Gift in your Will” awareness campaign and staff lottery.
- Produce a full schedule of fundraising activities and events.
- Increasing our visibility and profile within the hospitals and wider community.
- Health Charity staff development.
- Engagement with our community.
- Arts Programmes.
- Supporting the Third Sector with our annual Grant Scheme.
- Collaborating with organisations and businesses.
- Developing our corporate and charity partnerships.
- Managing and supporting fundraising events.
- Celebrating the Welsh language and marking cultural events.

## **GOVERNANCE ARRANGEMENTS**

The implementation of this strategy will be supported by the Charitable Funds Committee of Cardiff & Vale Health Charity.

Registered with the Charity Commission: 1056544.



<b>Report Title:</b>	<b>HEALTH CHARITY BRANDING GUIDELINES</b>					
<b>Meeting:</b>	<b>CHARITABLE FUNDS COMMITTEE</b>				<b>Meeting Date:</b>	<b>10.09.19</b>
<b>Status:</b>	<b>For Discussion</b>		<b>For Assurance</b>		<b>For Approval</b>	<b>For Information</b> ✓
<b>Lead Executive:</b>	Len Richards					
<b>Report Author (Title):</b>	<b>Simone Joslyn, Head of Arts and Health Charity</b>					

### SITUATION

Branding guideleines have been reviewed and updated

### BACKGROUND

Previous guidelines were produced but required updating

**ASSURANCE** is provided by: Utilising the branding document to ensure the consistency of promotional information of the Health Charity

### RECOMMENDATION

The Committee is asked to:

- Note the contents of the updated Branding Guidelines

**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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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
<p><b>Equality and Health Impact Assessment Completed:</b> Yes / No / Not Applicable                      If "yes" please provide copy of the assessment. This will be linked to the report when published.</p>				





Using our identity & style



# Design Guidelines

Cardiff & Vale Health Charity's logo must only be used:

- To publicise events organised and promoted by Cardiff & Vale Health Charity staff
- For items funded by Cardiff & Vale Health Charity

## Strapline

The Health Charity's strapline is: Every donation making healthcare better.  
This should only be reproduced with permission.

# Every donation making healthcare better

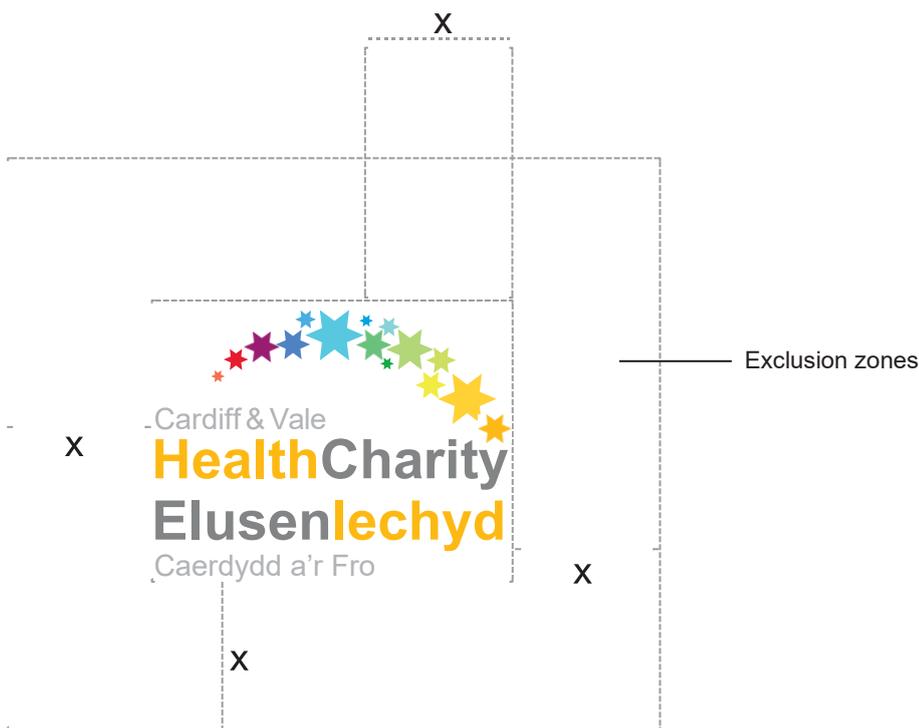
## Fundraising Partners and Supporters Logo

Cardiff & Vale Health Charity's fundraising partners and supporters logo must:

- Be reproduced from original files provided by us
- Not to be changed or distorted in anyway
- Always appear horizontally – not turned on its side
- Not to be embedded in text or sentences
- Not to be used as a pattern or as a design feature



# Our Logo



## Exclusion Zones

The minimum exclusion zone around the logo is half the width of the logo's starburst.

Third party logos should be placed at an appropriate distance from the Cardiff & Vale Health Charity logo so as to provide all logos with sufficient space to communicate their individual messages.

The only exception is when the Health Charity logo is appearing alongside one of our Appeal logos. Please see further information below.

## Minimum Size

- The minimum size for the Cardiff & Vale Health Charity logo is 25mm WIDE
- The size of the logo must be proportionate to other logos



# Appeal Logos

Our Appeal logos, when used, should always be to the right of the Health Charity logo. They should be proportionate in size and located close enough to convey the relationship between the Health Charity and the Appeal.

An Appeal logo should always be used in conjunction with the Health Charity logo. An Appeal logo should never be used without the Health Charity logo.

## Colour

- The logo may be reproduced in full colour (CMYK) or in greyscale. We can provide these to you
- Pantone references:



Pantone 130 c  
C:4 M:36 Y:100 K:0  
R:244 G:170 B:0  
Web: f4aa00



60% Black  
C:0 M:0 Y:0 K:60  
R:128 G:130 B:133  
Web: 808285



# Background

- The logo must be clear and legible and should be produced on a clear, pattern free background – preferably white
- It must not be produced on a patterned background or overlaid onto any pictures or images



# Logo Guidelines

The Cardiff & Vale Health Charity logo must:

- Be reproduced from original files provided by us
- Not to be changed or distorted in any way
- Always appear horizontally – not turned on its side
- Not to be used as a pattern or as a design feature



# aaaaaaa

## Fonts

The font used within the logo is Helvetica Neue. There are a number of different weights that can be used

If Helvetica Neue is not available, please use Helvetica or Arial

The secondary font used for the Strapline “**Every donation making healthcare better.**” is HansonsHand-Plain

Helvetica Neue Light  
*Helvetica Neue Light Italic*

Helvetica Neue Roman  
*Helvetica Neue Italic*

Helvetica Neue Medium  
*Helvetica Neue Medium Italic*

**Helvetica Neue Bold**  
***Helvetica Neue Bold Italic***

## Every donation making healthcare better

## Additional Information

- When referred to in text our name should always appear with the ampersand as Cardiff & Vale Health Charity. There is one abbreviation for Cardiff & Vale Health Charity which is ‘Health Charity’
- Please feel free to subsequently refer in text to the Health Charity, but do not refer to it as simply the Charity, or by any other abbreviation such as ‘CAV Charity’
- The preferred wording is either **Supported by donations to Cardiff & Vale Health Charity** or **With support from Cardiff & Vale Health Charity**
- The final artwork or copy, that includes our logo or reference to the Health Charity, should be approved by The Senior Communications Officer, Cardiff & Vale Health Charity

Cardiff & Vale Health Charity, RCN 1056544  
[www.healthcharity.wales](http://www.healthcharity.wales)

Contact Information:

Tel: 029 21836052

Email: [fundraising.cav@wales.nhs.uk](mailto:fundraising.cav@wales.nhs.uk) [fundraising.cav@wales.nhs](mailto:fundraising.cav@wales.nhs)

Mail: Cardiff & Vale Health Charity, Woodland House, Maes-y-Coed Road, Cardiff, CF14 4TT

Twitter: @Health\_Charity

Facebook: <https://www.facebook.com/HealthCharity/>

[www.healthcharity.wales](http://www.healthcharity.wales)



Cardiff & Vale Health Charity  
registered charity no 1056544  
Call us: 029 21836052

<b>Report Title:</b>	<b>Sustainable Staffing Paper</b>				
<b>Meeting:</b>	Charitable Funds Committee			<b>Meeting Date:</b>	10 <sup>th</sup> Sept 2019
<b>Status:</b>	<b>For Discussion</b>	<b>For Assurance</b>	<b>For Approval</b>	√	<b>For Information</b>
<b>Lead Executive:</b>	<b>Chief Executive Officer</b>				
<b>Report Author (Title):</b>	<b>Simone Joslyn Head of Arts and Health Charity</b>				

## SITUATION

*This report is being provided for the committee to shape the future workforce of the Health Charity. The staffing capacity over the next 12 – 24 months will impact on its ability to thrive and deliver projects that matter to patients, staff and partner organisations.*

## BACKGROUND

Following the identification of work staffing issues, resulting in some challenging circumstances for the Charity Support functions and team, a series of immediate and longer term recommendations to ensure the stability of the charity and its support functions were proposed in June 2018.

The Line management of the Health Charity was moved to the UHB Communications and Engagement Team due to organisational restructuring, and the re-evaluation of the Engagement and Special Projects Manager role to that of Head of Arts and Health Charity due to additional responsibilities.

There were a number of other posts whose line management, their capacity and their resource also needed urgent attention in order to support delivery of the Charity's key objectives.

- The line management of the Hearth Gallery Co-coordinator post was moved to the Head of Arts and Health Charity with no cost implication.
- The secondment of the Operations and Business Manager was extended allowing a further strengthening of structure and processes, improved governance and a building of capacity within the team.
- It was agreed that both the fundraising officers act-up for an initial interim period of twelve months, stabilising the team and as an acknowledgement of them taking on additional roles and duties.
- Interim Digital Communications post- as many of the duties associated with this post had not been undertaken, it was agreed that the post would be recruited to build capacity, and alleviate pressure within the team.

In September 2018 the integration of the team was completed within the Communication, Arts, Health Charity and Engagement team.

- The Senior Charity Fundraising officer post was recruited to on a 12 month secondment
- Art Gallery Coordinator has moved over to the team (no cost implication)
- An Arts Project Manager has been appointed for a period of three years from charitable funds and an Arts in Health Project Manager has been appointed for a three year period using funding secured from the Arts council of Wales
- The digital communication post has been filled (on a secondment basis)
- The Operational/ Business manager post has been appointed to (on a secondment basis)

## ASSESSMENT

The Health Charity Team has been successful in reaching a wider audience and increasing funds, as indicated in the Annual Report 2018/19. This has also increased the monies that are spent via the charity on patient and staff initiatives and service improvements, which in turn increases the demand on available staffing resources to deliver this. We would like to further increase this work and engagement with services and build more corporate relationship and sponsorship opportunities

New posts within the team would create capacity for an individual to develop and implement fundraising and strategic growth plans, which includes:

- lead on creation of sponsorship opportunities and securing sponsorship at all levels
- ensuring communication with fundraising partners is first class
- explore further opportunities for fundraising and maximizing potential income generation
- build networks with key decision makers, influencers, prospective partners and the wider commercial sector strategically seeking opportunities for fundraising
- build and cultivate new, existing and potential relationships at the most senior levels
- staff the POD at UHW
- gain further exposure with social media, filming and visibility of the charities work
- thank and acknowledge fundraisers
- provide greater exposure of stories of where funds are spent within the Health Board, that matters to patients and staff and make Cardiff and Vale UHB a great place to work

**Option 1.** Make current team resources permanent

**Option 2.** Includes **Option 1** plus additional funding of 100% of Head of Arts and Health Charity post and/or 2 x Band 3 posts in order to facilitate further capacity within the team.

i.e. to improve sponsorship and corporate relationships. Plus an apprentice to assist with the increased requirement for communications and digital communications and to maximize the use of the POD at UHW to engage with potential fundraisers and supporters.

**Option 3.** Includes **Option 2** plus 0.67 Band 5 to increase team capacity and 0.50 Band 3 Heritage post.

Alternatively, we could revert to the fundraising team provision prior to Sept 2018, whereby the existing team were struggling to meet the increasing demands of the charity and the Health Board and were lacking in leadership, direction, operational management. This would require a reduction in the team capacity and leadership plus a reduction in the overall ability of the Health Charity to fundraise and support the governance required to manage the spend of monies raised prudently, efficiently and effectively and to enhance the experience for patients and staff.

**ASSURANCE** is provided by: The visibility, reputation and increase in funds to the Health Charity

## RECOMMENDATION

The Committee is asked to:

- Approve the staffing position of the Health Charity to allow it to build on its recent success, thereby:
  - increasing health charity awareness
  - further increase income and therefore have a greater impact on future fundraising and delivering on patient and staff initiatives in line with the Health Boards aspirational vision.

### 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:**

No.



<b>Report Title:</b>	<b>Horatio's Garden- University Hospital Llandough</b>				
<b>Meeting:</b>	<b>Charitable Funds Committee Meeting</b>			<b>Meeting Date:</b>	10 <sup>th</sup> September 2019
<b>Status:</b>	<b>For Discussion</b>	<b>For Assurance</b>	<b>X</b>	<b>For Approval</b>	<b>For Information</b>
<b>Lead Executive:</b>	<b>UHB Interim Chair</b>				
<b>Report Author (Title):</b>	<b>Simone Joslyn, Head of Arts and Health Charity</b>				

## SITUATION

This is a short report to provide assurance to the Charitable Funds Committee and the Trustees regarding the spend related to Horatio's garden project at University Hospital Llandough.

## HORATIO'S GARDEN PROGRESS REPORT

### BACKGROUND:

The Charitable Funds Trustees received a request to support a loan of approximately £500k for the development of Horatio's Garden at University Hospital Llandough which was considered on the 25<sup>th</sup> January 2018. This proposal had received prior approval by the Charitable Funds Committee. The Director of Corporate Governance explained the reason for the request to the Trustees was that this amount would be repaid on the sale of Rookwood Hospital.

Horatio's Garden would be the first in NHS Wales and would improve the patient experience. It was confirmed that as this was a charitable donation, Welsh Government approval was not required.

The Trustees considered the proposal and were not comfortable with a loan-type arrangement. The Trustees agreed that given the financial balance of the Charity, a donation from UHB charitable funds should be used to fund the garden. Progress and expenditure to be scrutinized by the Charitable Funds Committee. This is the first Horatio's Garden progress report.

### ASSESSMENT:

Cardiff and Vale University Health Board (UHB) and Cardiff & Vale Health Charity fully supports the proposal that Horatio's Garden be invited to create and construct a garden within the grounds of the University Hospital Llandough for the benefit of spinal patients

A small committee consisting of the Chair of the UHB and Health Board and Health Charity staff and Horatio's Garden representatives was set up to meet during the design and build phases and then beyond.

A designated individual from the UHB will be responsible for the project as the first line of communication with Horatio's Garden.

The UHB has agreed to work closely with Horatio's Garden towards a leasehold agreement between the two parties, as follows:-

The designated area of land for the garden will include a partitioned section (area to be agreed) for the use of neuro patients which will be funded by Charities attached to Rookwood Hospital and Cardiff & Vale Health Charity using the same designer and maintained by the same head gardener as Horatio's Garden.

The UHB and Cardiff & Vale Health Charity fully recognise and understand :

- The positive impact of Horatio's Garden for spinal patients
- That this is a good news story with knock on effects for the wider UHB
- That Horatio's Garden will choose the garden designer to create a beautiful garden in consultation with all stakeholders
- That there is significant community benefit with new volunteers becoming involved

- 2016 – Visit arranged to Horatio's Garden site
- 2016 – Horatio's Garden team visit University Hospital Llandough site
- 2016 - Trustees approve spend in principle to create Horatio's Garden

Minutes of Trustees Meeting 2016

#### **HORATIO'S GARDEN**

The Director of Corporate Governance explained the reason for the request to the Trustee to support a loan of approximately £500k that would be repaid on the sale of Rookwood Hospital. Horatio's Garden would be the first in NHS Wales and would improve the patient experience. The Charitable Funds Committee had supported this proposal. It was confirmed that as this was a charitable donation, Welsh Government approval was not required.

The Trustees considered the proposal and were not comfortable with a loan-type arrangement. The Trustees agreed that given the financial balance of the Charity, a donation from UHB charitable funds should be used to fund the garden. Progress and expenditure will be scrutinised by the Charitable Funds Committee.

- 12<sup>th</sup> June 2018 – Legal advice and reassurance provided by Geldard's regarding use of charitable monies to support enabling work for Horatio's Garden
- 9<sup>th</sup> January 2019, Letter of intention sent from Maria Battle, Chair Cardiff and Vale Health Board to Olivia Chapple, Chair of trustees of Horatio's Garden. Letter confirming University Health Board and Cardiff & Vale Health Charity support of the Horatio's Garden proposal and the £500,000 committed to the enabling works to create the garden
- 18/2/2019 - Costings provided by Capital, Planning and Estates – see below, advice received from Chris Lewis that £500,000 spend needs to include VAT

Description	Excl VAT	Incl VAT
Consultant Fees – Horatio’s Wall	£22,326.75	£26,792.10
Consultant Fees – New Neurology Entrance	£8,320.00	£9,984.00
Willmott Dixon Construction Costs	£311,177.94	£373,413.53
<b>Total to Date 15.02.19</b>	<b>£341,824.69</b>	<b>£410,189.63</b>

Discipline	FBC Sub Consultant Fees with mark up	Level
Architect - PDA Neuro Garden	2,674.12	Tier 1
MEP - WSP Neuro Garden	3,529.41	Tier 1
Structural - RVW Neuro Garden	1,176.47	Tier 1
PM - Gleeds Neuro Garden	0.00	Perfect Circle
CM - Gleeds Neuro Garden	0.00	Perfect Circle
Principal Designer - Butler & Young Neuro Garden	0.00	Tier 2
Supervisor - Drac Neuro Garden	0.00	Tier 2
Planning - The Urbanists Construction	940.00	Tier 2
<b>Construction Phase Fee Total</b>	<b>8,320.00</b>	

The Trustees:

**ENDORSED** the application to fund the enabling work (approx. £500k) at University Hospital Llandough for Horatio’s Garden and

**AGREED** that this should be funded from UHB Charitable Funds.

**ASSURANCE** is provided by:

- Legal advice and reassurance has been provided by Geldard’s regarding use of charitable monies to support enabling work for Horatio’s Garden.
- Progress on site is monitored via Our Orchard steering group, chaired by Chair of Health Board

**RECOMMENDATION:**

The Committee is asked to: note this report.

**Shaping our Future Wellbeing Strategic Objectives**

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

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

**Five Ways of Working (Sustainable Development Principles) considered**

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

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

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



## Horatio's Garden- University Hospital Llandough

Please see a timeline report to provide assurance to the Charitable Funds committee and the Trustees regarding the spend related to Horatio's garden project at University Hospital Llandough

- 2016 – Visit arranged to Horatio's Garden site
- 2016 – Horatio's Garden team visit University Hospital Llandough site
- 2016 - Trustees approve spend in principle to create Horatio's Garden

Minutes of Trustees Meeting 2016

### HORATIO'S GARDEN

The Director of Corporate Governance explained the reason for the request to the Trustee to support a loan of approximately £500k that would be repaid on the sale of Rookwood Hospital. Horatio's Garden would be the first in NHS Wales and would improve the patient experience. The Charitable Funds Committee had supported this proposal. It was confirmed that as this was a charitable donation, Welsh Government approval was not required.

The Trustees considered the proposal and were not comfortable with a loan-type arrangement. The Trustees agreed that given the financial balance of the Charity, a donation from UHB charitable funds should be used to fund the garden. Progress and expenditure will be scrutinised by the Charitable Funds Committee.

The Trustees:

**ENDORSED** the application to fund the enabling work (approx. £500k) at University Hospital Llandough for Horatio's Garden and

**AGREED** that this should be funded from UHB Charitable Funds.

- 12<sup>th</sup> June 2018 – Legal advice and reassurance provided by Geldard's regarding use of charitable monies to support enabling work for Horatio's Garden
- 9<sup>th</sup> January 2019, Letter of intention sent from Maria Battle, Chair Cardiff and Vale Health Board to Olivia Chapple, Chair of trustees of Horatio's Garden. Letter confirming University Health Board and Cardiff & Vale Health Charity support of the Horatio's Garden proposal and the £500,000 committed to the enabling works to create the garden
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Willmott Dixon Construction Costs	£311,177.94	£373,413.53

**Total to Date 15.02.19****£341,824.69****£410,189.63**

<b>Discipline</b>	<b>FBC Sub Consultant Fees with mark up</b>	<b>Level</b>
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Supervisor - Drac Neuro Garden	0.00	Tier 2
Planning - The Urbanists Construction	940.00	Tier 2
<b>Construction Phase Fee Total</b>	<b>8,320.00</b>	

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**REPORT AND ADVICE  
TO  
CARDIFF & VALE UNIVERSITY LOCAL HEALTH BOARD**

**RE: GENERAL PURPOSES CHARITY RCN 1056544 ('the Charity')**

**1. Background**

Cardiff & Vale University Local Health Board ('the Board') is the corporate trustee of the Charity ('the Trustee'). The Charity is governed by a Declaration of Trust dated 3<sup>rd</sup> June 1996 ('the Trust Deed') as amended by supplemental Deeds dated 12<sup>th</sup> July 2001 and 2<sup>nd</sup> December 2010.

**2. Your instructions**

We are instructed that a member of staff of the Board has complained that charitable funds have been or will be misspent. We have therefore been asked to advise on the extent to which it is acceptable for the Trustee to make payments in connection with various events and activities including in particular, a "Bed Push" event led by member of staff Paul Harrison; an "Offa's Dyke Walking Challenge" being undertaken by the Chief Executive and other members of staff and the public; sponsorship of fun runs and marathons; the provision of Wi-fi at the hospital sites operated by the Board; and a contribution to a "Horatio's Garden" project at Llandough Hospital. Some verbal advice was given in a meeting with you on 29<sup>th</sup> May 2018 and this Report is intended to confirm such advice.

**3. The relevant issues**

- 3.1 As set out in the Trust Deed as amended the Trustee holds the funds of the Charity upon trust to apply the income and at their discretion, the capital "for any charitable purpose or purposes relating to the National Health Service wholly or mainly for the Service provided by Cardiff & Vale University Local Health Board".
- 3.2 These purposes ("objects") fall within "the advancement of health or the saving of lives" which is a description of a charitable purpose set out in s.3(1)(d) Charities Act 2011.
- 3.3 In the Trust Deed the Trustee has the express power to do all lawful things as are necessary for the achievement of the objects and in particular in clause D (1) "to raise funds and invite and receive contributions" and in clause D (8) "to charge against the trust fund the proportion of the cost of administrative overheads incurred by the Trustee both in the administration of the Charity and in the discharge of other functions which is attributable to the administration of the Charity".
- 3.4 Expenditure by the Trustee must either directly further the objects, or, must be made in accordance with an appropriate "power".
- 3.5 Particular issues:
- (a) "Charitable" purposes and the NHS

A little confusingly for some, the Charity's objects are not clearly spelt out and therefore some thought must be given as to what is both charitable and relates to the National Health Service. Historically, this has been quite widely interpreted and ranges from the purchase of pieces of medical diagnostic equipment to the provision of "extras" to make patient and staff life a little more pleasant than it might otherwise be within the confines of a restricted budget NHS. Unlike the case of a Local Authority, in the NHS there is no classification of activities as either mandatory or discretionary and therefore it can be a question of deciding what is absolutely necessary (to be paid for by the NHS) and what is nice to have (which can be paid for by charity). Indeed, non-NHS charities often raise money and pay for items which the NHS could pay for if only there were unlimited funds, whilst some services which the NHS provides as an "add on" rather than "core medical treatment" could be paid for by the Charity but in fact are paid for out of the Board's NHS funding. I would put both the provision of wi-fi and a contribution to the creation of a "Horatio's Garden" Project into the category of things which will enhance the life of both patients and staff of the NHS, are provided for the public benefit and therefore are charitable activities which the Trustee may pay for from the Charity's funds.

**(b) Types of activities capable of furthering the objects:**

It is not only the purchase of equipment or payment for services or facilities which can further the charitable objects. It can also be education and outreach activities or the provision of information and advice in relation to health issues, and even the employment of staff.

**(c) Activities or expenditure which both further the objects AND are designed to raise funds:**

Some items of expenditure from the Charity will easily be seen as furthering "charitable purposes relating to the National Health Service" and others will clearly be seen as "administration", or made in connection with a particular administrative power such as fundraising. It can be more difficult for people to understand when an activity or item of expenditure is undertaken for more than one reason, i.e. in the case of what I will loosely term a "mixed motive" event (drawing an analogy with an investment which is designed to both further the charitable purposes AND provide a financial return to a charity). For example, expenditure may range from 100% to further the charitable objects to 100% fundraising. In the case of an event which has a dual purpose or mixed motive, the expenditure will be partly to further the charitable purposes and partly to raise funds without being expressly proportioned between these two reasons. In my opinion, the "Bed Push" and the "Offa's Dyke Walking Challenge" fall into this category. Both these events are designed to raise awareness of the benefits of physical activity on health including, in the one case the added importance for patients to get out of bed, and in the latter for people generally to benefit from physical activity such as walking and being outdoors. In addition, both events are designed to raise some funds for the Charity (in the latter case in conjunction with another charity, which is also entirely acceptable). This will also be the case in the

sponsorship of running or walking events such as the Cardiff Half Marathon by the Charity.

**(d) Expenditure on raising funds:**

Where expenditure is being made solely for the purposes of raising funds, the Trustee will need to weigh up carefully the amount of the proposed expenditure against the amount it is anticipated will be raised. The cost of fundraising should be proportionate. However, where there is a dual purpose for the event, in that it is also undertaken to further the charitable purposes it will not matter if more is spent on the event than is raised.

**4. Conclusion**

In summary:

- 4.1 The charitable purposes of the Charity are capable of being interpreted very widely and activities to further those objects will fall into many different categories.
- 4.2 It is perfectly acceptable for the Charity to pay for activities which both further the charitable purposes and also raise funds for the charity.
- 4.3 In relation to the examples discussed above I do not believe that the Charity funds have been or will be misspent or misapplied by the Trustee.

**Giselle Davies  
Geldards LLP**

**12<sup>th</sup> June 2018**

<b>Report Title:</b>	<b>Staff Lottery Bid Panel Report</b>					
<b>Meeting:</b>	<b>Charitable Funds Committee</b>				<b>Meeting Date:</b>	<b>10/09/19</b>
<b>Status:</b>	<b>For Discussion</b>		<b>For Assurance</b>	√	<b>For Approval</b>	<b>For Information</b>
<b>Lead Executive:</b>	<b>Mike Jones – Chair ( Delegated from CFC)</b>					
<b>Report Author (Title):</b>	<b>Head of Health Charity</b>					

## 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.

The Staff Lottery Panel Meeting was last held in May 2019 and is next scheduled for 28<sup>th</sup> August. The attached paper is the list of all approved bids from 1<sup>st</sup> January - August 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 19<sup>th</sup> 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 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
<b>Equality and Health Impact Assessment Completed:</b>	Not Applicable					

Kind and caring  
Caredig a gofalgar

Respectful  
Dangos parch

Trust and integrity  
Ymddiriedaeth ac uniondeb

Personal responsibility  
Cyfrifoldeb personol

Staff Lottery Bids Panel Approved Bids 2019 (↑ £10k)							
Date	Bid no	Applicant	Service	Description	Amount	£	Outcome
Feb '19	BP589 Chairs Action	Andy Jones	Communications Team HQ	Improving general hospital care for patients with learning disabilities. Resources pack.	£1,500		Approved
	BP590	Julie Rees	Physiotherapy MHSOP	Pedal Power Sessions for Young Onset Dementia Patients	£780		Approved
	BP591	Mark Thomas	Transformation Team	Sharing Transformation Excellence Poster Display Equipment	£2,232		Approved
	BP592	Rhodri John	Cellular Pathology	Staff Room Furniture	£2,610		Approved
	BP593	Sashin Ahuja	Orthopaedics	Virtual Reality Patient Journey Technology	£9,788		Approved
	BP594	Jessica Parry Williams	Outpatients UHW	Rehabilitation Gym Development Equipment	£1,465		Approved
	BP595	Ruth Nash	SARC - CRI	3D Distraction System	£10,000		Approved
	BP596	Suzanne Hardacre	Obstetrics & Gynaecology	Stargazer Comfortable Chairs	£8,790		Approved
	BP598	Sue Jarvis	Dental Education Department	Dining table and chairs for common room	£9,676		Approved
	BP599	Toni Perry	West 4 UHL	Posters & Window Coverings	£2,296		Approved
	BP600	Elaine Woodward -Bennet	Theatres UHL	Replacement fridge for communal staff room	£450		Approved
	BP601	Alun Eurig Williams	Workforce and Organisational Development	Cardiff and Vale University Health Board presence at the 2019 Urdd Eisteddfod in Cardiff	£945		Approved
May '19	BP597	Stella Regan	Elm Ward, MHCB	Elm Ward Fitness Ward	£4,250		Approved
	BP602 Chairs Action	Pauline Jarvis	Sterile Services	Refurbishment of staff rooms in HSDU	£4,690		Approved

	BP603 Chairs Action	Abigail Holmes	Obstetrics & Gynaecology	Exercise floor mats for yoga sessions for pregnant women	£2,125	Approved
	BP604 Chairs Action	Stuart Davies	CFPU Manager	Nutrition Week. Afternoon tea for patients across the UHB	£1,207	Approved
	BP605 Chairs Action	Simone Joslyn	Communications, Arts, Health Charity & Engagement Team	Somali Awards Sponsorship	£1,000	Approved
	BP606 Chairs Action	Peter Welsh	General Manager UHL & Barry	Vectis Staff Loyalty Card	£5,000	Approved
	BP607	Carole Broad	Physiotherapy	Bladder Scanner	£7,824	Approved
	BP608	Victoria Wilson	Porters Theatres UHL	New base equipment, including, microwave, fridge and chairs for relocation of porters from Rookwood to UHL	£4,033	Approved
	BP609	Jane James	Phlebotomy	Upgrade of suite 15 patient area and new ticket machine.	£1,168	Approved
	BP610	Suzanne Hardacre	Obstetrics & Gynaecology	12 Televisions for patient and relative areas	£2,262	Approved
	BP611	Dr Katja Empson & Dr Ben McIlwham	Emergency Unit	Emergency ultrasound training room	£1,500	Approved
	BP612	Jenny Davies	East 6 , Clinical Gerontology	Washing machine for patients	£300	Approved
	BP613	Sarah Spencer	Obstetrics & Gynaecology	Llandough sky tiles	£8,450	Approved
	BP614	Catherine Marshall	Physiotherapy Clinical Service	Improving staff changing environment and promote active travel	£4,765	Approved
	BP615	Bryn Kentish-Andy Jones	Communications Team and Surgery	Learning Disability Champion training film in partnership with Hijinks Theatre	£8,000	Approved
	BP616	Jenny Davies	East 6 , Clinical Gerontology	Television for patient area	£429	Approved
	BP617	Dan Crossland	Vale Locality Mental Health Team	Create a recovery orientated recovery environment	£4,352	Approved
	BP618	Laura McGuinness & Shaun Thomas	Renal Support Team, Nephrology & Transplant	Welsh Transplant Games. Patient participation	5,000	Approved
	BP619	Peter Welsh	General Manager UHL & Barry	Staff kitchen refurbishment Barry Hospital	9,500	Approved
	BP620	Carolyn Alport	Obstetrics & Gynaecology	New furniture for current quiet room	1,711	Approved

	BP621	Sarah Simon	South East Community Resource Team	Branded merchandise for pop up clinics to work alongside the UHB's home first strategy	£1,007	Approved
	BP622	Rose Lewis	Equality Department	Art installation to promote Health Board and Health Charity at Pride	£1,400	Approved
				<b>Total:</b>	<b>£130,505</b>	

### SMALL BIDS PANEL (FAST TRACK) APPROVED BIDS (↑£250) JANUARY – AUGUST 2019

	No	Applicant's Name	Service	Description	Amount £
Feb '19	SBP59	Helen Bonello	A4 Medicine	Larder fridge	250.00
	SBP60	Jayne Catherall	UHB Run Club	Leadership in Running Fitness	155.00
	SBP61	Simone Joslyn	Arts & Health Charity	Cardiff & Vale Youth Council vouchers	250.00
	SBP62	Natalie Robertson	Physiotherapy Department, Hafan y Coed, UHL	Improving gym environment in Hafan y Coed	187.00
	SBP63	Stuart Egan	Trade Union	Communicating with veteran's posters for GP surgeries	250.00
	SBP64	Michelle Fowler	Patient Experience	Gifts for volunteers, including retirement gifts, flowers etc.	250.00
	SBP65	Michelle Fowler	Patient Experience	Seasonal gifts for volunteers	250.00
	SBP66	Lesley Harris	Radiography, Barry Hospital	Staff Room fridge	140.00
	SBP67	Lisa Mackie	Speech & Language Technician	2 Microwaves	218.00
	SBP68	Clare Tregidon	Service Improvement Manager	Equipment for patient activity on East 8	250.00
	SBP69	Alex Kennedy	Anaesthetic Department UHL	My Name is Badges UHL	250.00

	SBP70	Alex Kennedy	Anaesthetic Department UHL	My Name is Badges UHW	250.00
	SBP71	Lyndsey Cole	West 1 Llandough	TV	249.00
	SBP72	Oliver Williams	Patient Safety	Staying Steady in School prizes	180.00
	SBP73	Linda Edwards	Sam Davis Ward Barry	Patient day room soft furnishings	210.00
	SBP74	Oliver Williams	Patient Safety	Stay Steady in School buffett	70.00
<b>May '19</b>	SBP75	Lynne Driscoll	Orthodontics	3 Microwaves	210.00
	SBP76	Katy Wells	Oral Surgery Dental	Kitchen Ware and Utilities	250.00
	SBP77	Rebecca Boore	Community Child Health	Fridge	159.00
	SBP78	Spiro Pezaros	Heath Massive Run Club Leader	Club Affiliation- Welsh Athletics	200.00
	SBP79	Helen Ludlow	Gastroenterology	Support for Mr Rob Thomas Staff Member	250.00
	SBP80	Craig Walters	Ward East 18	The 40s in 49 Minutes	200.00
	SBP81	Lisa Franklin	LED	Staff Refreshment Area	250.00
	SBP82	Cara O'Toole	Community Dietitian	Staff Room Table Top Fridge	109.00
				<b>Total:</b>	<b>£5,037.00</b>

<b>Report Title:</b>	<b>Finance Monitoring Report</b>				
<b>Meeting:</b>	<b>Charitable Funds Committee</b>			<b>Meeting Date:</b>	<b>10<sup>th</sup> September 2019</b>
<b>Status:</b>	<b>For Discussion</b>	<b>For Assurance</b>	<b>For Approval</b>	<b>For Information</b>	✓
<b>Lead Executive:</b>	<b>Director of Finance</b>				
<b>Report Author (Title):</b>	<b>Head of Financial Services</b>				

## SITUATION

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

## REPORT

### BACKGROUND

This report covers the financial performance for the 4 month period ended 31<sup>st</sup> July 2019.

### Statement of Financial Activities

The Statement of Financial Activities covers the financial transactions that have taken place throughout the period ended 31<sup>st</sup> July 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 31<sup>st</sup> July 2019.

	<b>Unrestricted Funds £'000</b>	<b>Restricted Funds £'000</b>	<b>Endowment Funds £'000</b>	<b>Total £'000</b>
<b>Fund Balances brought forward April 2019</b>	<b>6,128</b>	<b>1,991</b>	<b>2,543</b>	<b>10,662</b>
Total Incoming Resources	170	161		331
Total Resources Expended	-611	-151		-762
Net Incoming/(outgoing) Resources	-441	10		-431
Gains/(Losses) on Investment Assets	200	86		286
<b>Net Movement in Funds</b>	<b>-241</b>	<b>96</b>		<b>-145</b>
<b>Fund Balances carried forward July 2019</b>	<b>5,887</b>	<b>2,087</b>	<b>2,543</b>	<b>10,517</b>

The above table shows the Charity generated £0.331m of income and spent £0.762m. This has resulted in net expenditure of £0.431m.

In addition, the charity also had market value gains on its investments of £0.286m for the period compared to the March 2019 valuation.

The combined effect of these results is a net decrease in fund balances for the period to July 2019 of £0.145m.

### Summary Balance Sheet as at 31<sup>st</sup> July 2019

	<b>Opening Balance 1.4.19 £'000</b>	<b>Closing Balance 31.07.19 £'000</b>
Fixed Assets	8,617	8,903
Net Current Assets / Liabilities	2,045	1,614
<b>Total Net Assets</b>	<b>10,662</b>	<b>10,517</b>
Unrestricted Funds	2,543	2,543
Restricted Funds	1,991	2,087
Endowment Funds	6,128	5,887
<b>Total Funds</b>	<b>10,662</b>	<b>10,517</b>

Of the closing fixed asset balance, £2.503m relates to Rookwood Hospital with the balance of £6.400m relating to the investment portfolio.

Of the net current assets closing balance of £1.614m, some £1.738m is supported with cash with the balance being net current liabilities of £0.124m.

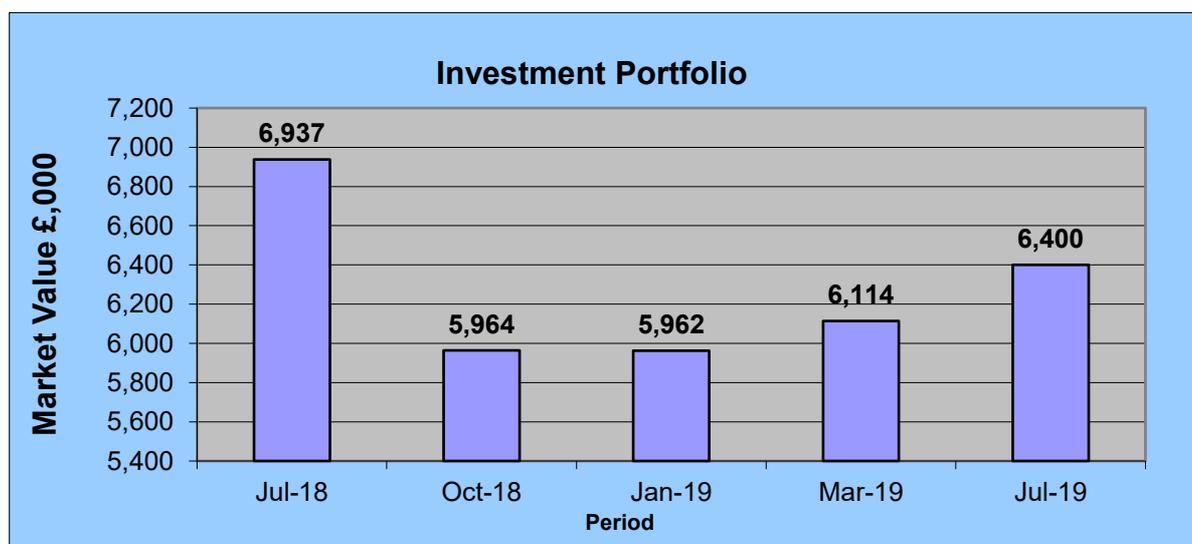
The fund balances have decreased by £0.145m in the period to £10.517m

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

### Summary of Fund Balances at 31<sup>st</sup> July 2019

	<b>Fund Balances 31 July 2019 £'000</b>
Unrestricted Non Delegated	485
Unrestricted Delegated	5,402
<b>Total Unrestricted</b>	<b>5,887</b>
Diabetes Investigation	12
UHW General	362
Education and Training	22
Staff and Patient Welfare	1,032
Research and Development	657
ECCO	2
<b>Total Restricted</b>	<b>2,087</b>
Catherine Jenkins	40
Rookwood Hospital	2,503
<b>Total Endowment</b>	<b>2,543</b>
<b>Total Funds</b>	<b>10,517</b>

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 £6.114m. The value has increased to £6.400m at the end of July 2019, therefore resulting in a market value gain for the period of £0.286m 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 decreased by £0.145m in the current year to £10.517m. This decrease represents net expenditure of £0.431m and market value gains of £0.286m.

## ASSESSMENT

**ASSURANCE** is provided by:

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

The Committee is asked to:

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

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



<b>Report Title:</b>	<b>Cardiff &amp; Vale Health Charity – Car Dealership Affinity Partnership</b>				
<b>Meeting:</b>	<b>Charitable Funds Committee</b>			<b>Meeting Date:</b>	<b>10.09.19</b>
<b>Status:</b>	<b>For Discussion</b>	<b>For Assurance</b>	<b>For Approval</b>	√	<b>For Information</b>
<b>Lead:</b>	<b>Peter Welsh, Chair, Staff Benefits Committee</b>				
<b>Report Author (Title):</b>	<b>Barbara John, Business/Operational Manager</b>				

## SITUATION

As discussed in the Charitable Funds Committee Meeting held on 11 June 2019, a procurement tender process has been undertaken with local car dealerships to invite expressions of interest in partnering with Cardiff & Vale Health Charity as our preferred car dealership.

## REPORT

### BACKGROUND

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.

In recent times, Griffin Mill appeared to be increasingly reluctant/unable to proactively engage with this agreement, which subsequently impacted on the delivery of the agreed benefits to our employees.

The Staff Benefits Group therefore proposed 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. This was discussed with the Charitable Funds Committee and the proposed action agreed.

### ASSESSMENT

A Tender process commenced in July 2019 (see Appendix 1), undertaken by Shared Services Partnership Procurement Services, inviting all car dealers in Cardiff and the Vale of Glamorgan to submit an expression of interest plus a proposal for partnership working with the Health Charity. The three most innovative and beneficial opportunities would be reviewed by representatives of the Staff Benefits Group and a proposal submitted for approval by the Charitable Funds Committee on 10<sup>th</sup> September 2019.

- **ASSURANCE** is provided by:
  - Strong governance arrangements by the procurement tender process undertaken
  - Improved benefits to staff in terms of car discounts and further privileges

- Increased promotional, advertising and fundraising opportunities for the Health Charity via the established and robust communication and engagement platforms of the proposed car dealership.
- Option for discussion of electric pool car opportunities, which supports the UHB's Sustainable Travel plan

## OUTCOME

Following the procurement process, the Staff Benefits Group was advised by Shared Services that a single proposal was received from Nathaniel Car Sakes (Appendix 2). The proposal was reviewed by the following Staff Benefits Group and Health Charity members:

- Peter Welsh, Chair / Mike Jones, vice-Chair, Lucie Barrett, Senior Fundraiser, Barbara John, Business/Operational Manager

The Review Group considers the proposal satisfies the requirements of the Health Charity and offers an excellent opportunity for our staff members and the health charity as previously outlined.

## RECOMMENDATION

**The Committee is asked to: APPROVE the proposal from the Staff Benefits Group Review Panel to accept the Affinity Partnership Scheme with Nathaniel Car Dealership**

### 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

Yes / **No** / Not Applicable

## APPENDIX 1

Cardiff & Vale Health Charity – Car Dealership Affinity Partnership Tender exercise  
Letter to car dealers actioned by Procurements Dept., Shared Services – 25/07/19

### **Dear**

I am writing on behalf of Cardiff & Vale Health Charity to advise you of an exciting partnership opportunity that we are offering to car dealerships across Cardiff and the Vale of Glamorgan.

### **Who are we?**

Cardiff & Vale Health Charity is the official charity of Cardiff and Vale University Health Board. We support the work of two of the largest hospitals in Wales: University Hospital of Wales and University Hospital Llandough plus the wider UHB healthcare providers across Cardiff and the Vale of Glamorgan.

### **What do we do?**

The Health Charity manages over 300 separate funds, supporting every area of health care. We provide equipment, research, treatment and patient care that is not normally funded from our NHS budget. Our support provides equipment which is innovative and cutting edge; we help to provide specialist care and advancements in treatments to our patients as well as training and research for staff to deliver new therapies. We also support our staff group of **14,500** by funding health and wellbeing sessions and promoting staff benefits from local services and suppliers.

### **The Opportunity**

The Health Charity currently runs a very successful staff lottery which is open to all 14,500 employees. Currently our staff pay £1 per week for a chance to win 4 x £1,000 weekly prizes. We also have a Super Draw twice a year, in January and September. The super draws have included cash sums or an opportunity to win a brand new car, supplied to us by a local dealership at a negotiated price.

To be able to continue to offer our staff this fantastic prize, and to develop mutually beneficial promotional and advertising opportunities, we would like to invite you to submit a proposal for partnership working with us.

In exchange, we will be able to offer you:

- Exclusive rights to advertise your dealership and services across our main hospitals
- A direct marketing platform which means your car could be on one of our sites for up to 9 months
- The opportunity to gain new customers and retain them as repeat customers
- An online platform to advertise through our organisational and health charity intranet, internet and social media forums
- Direct mail advertising through our Electronic Staff Record (payroll) system
- Local media coverage of both the Super Draw and the winner's story including a presence at the prize giving

The car would be located for a period of up to 9 months at both the University Hospital of Wales and University Hospital Llandough where both sites saw in excess of 671,000 visitors between January – June 2019, averaging 1,838 visitors per day, which is an invaluable marketing opportunity.

### **What Do I Do Now?**

We welcome your proposal for partnership working with Cardiff & Vale Health Charity. The three proposals which are most innovative and identify quantifiable benefits will be submitted for consideration by the Charitable Funds Committee in their meeting on 10<sup>th</sup> September 2019. We will then advise the successful company and arrange to meet with you to discuss the next steps to develop and formalise our working arrangement. This would include the promotion of your dealership as our

preferred partner as part of a planned relaunch of our staff benefits scheme and web pages in late September 2019.

*(n.b. to comply with audit and governance requirements, all applications should be submitted via the formal procedure advised by Cardiff and Vale University Health Board Procurements department. We are unable to accept any applications directly to the Health Charity outside of this tender process).*

#### **CAV Car Dealerships**

Abbey Garages  
Apollo Cars  
Bennets Car Sales  
Buy and Go Cars Ltd  
Car Store Cardiff  
Cardiff Audi  
Cardiff Car Sales  
Cardiff Car Warehouse  
Cardiff Cars  
Cardiff Honda  
Cardiff Motor Company  
Cardiff Trade Sales  
CarShop Cardiff  
CarShop Cardiff  
Corner Park Garages  
Dacia Cardiff  
Evans Halshaw Chevrolet  
Evans Halshaw Citroen  
Evans Halshaw DS Salon  
Evans Halshaw Ford  
Evans Halshaw Vauxhall  
Evolution Performance Cars  
Fordthorne  
Griffin Mill Nissan/Peugeot  
Hutchings Vauxhall  
James & Jenkins Garages Ltd  
Jeff White Motors  
Jenkins - Suzuki, Mitsubishi Cardiff  
JRT Car Sales  
Lexus Cardiff  
Nathaniel MG  
Penarth Motor Company  
Prestige Motors (UK) Ltd  
Renault Cardiff  
Ron Skinner & Sons  
Runabouts Warehouse  
Sinclair Mercedes  
Sinclair Van Centre  
Sinclair VW  
Specialist Cars UK  
St Fagans Garage  
Stratstone Jaguar Cardiff  
Synter Cardiff BMW

#### **Address**

281 Penarth Rd, Cardiff CF11 8YZ  
206 Merthyr Rd, Cardiff CF14 1DL  
245A Nantgarw Rd, Caerphilly CF83 1BU  
Penarth Rd, Cardiff CF11 8UT  
156 North Rd, Cardiff CF14 3BH  
Wagtail Close, Cardiff Gate Business Park, Pontprennau, Cardiff CF23 9A  
1 Watford Rd, Cardiff CF24 1RY **OR** 13-A, Ipswich Rd, Cardiff CF23 9A  
Performance House, Penarth Road, Cardiff, CF11 8UQ  
Gelligaer Ln, Cardiff CF14 3JS  
230 Penarth Rd, Cardiff CF11 8TU  
West Point Industrial Estate, Cardiff Motor Company Unit D2, Penarth  
Swan Garage,, Penarth Rd, Cardiff CF11 8TW  
Penarth Rd, Cardiff CF11 8TT  
Penarth Rd, Cardiff CF11 8TT  
Llantrisant Road, Llantrisant, Mid Glamorgan, Cardiff CF72 8YR  
295 Penarth Rd, Cardiff CF11 8UU  
Nash House, Sloper Rd, Cardiff CF11 8SE  
Nash House, Sloper Rd, Cardiff CF11 8SE  
Nash House, Sloper Rd, Cardiff CF11 8SE  
505 Newport Rd, Cardiff CF23 9UE  
Nash House, Sloper Rd, Cardiff CF11 8SE  
1 Ipswich Rd, Cardiff CF23 9AQ  
281 Penarth Rd, Cardiff CF11 8YZ  
7, Treforest Industrial Estate, Tonteg Rd, Pontypridd CF37 5YH  
The Vauxhall Centre, Severn Rd, Treforest Industrial Estate, Pontypridd  
14 Station Rd, Cardiff CF14 2FF  
211 Ninian Park Rd, Cardiff CF11 6NY  
Hadfield Rd, Cardiff CF11 8AQ  
31 Bessemer Rd, Cardiff CF11 8PD  
Hadfield Rd, Cardiff CF11 8AQ  
218 Penarth Rd, Cardiff CF11 8NN  
Windsor Rd, Penarth CF64 1JG  
403-411 Cowbridge Rd E, Cardiff CF5 1JG  
295 Penarth Rd, Cardiff CF11 8UU  
293 Penarth Road, Fleet Way, Cardiff CF11 8TT  
643 Cowbridge Rd E, Cardiff CF5 1BH  
Cardiff Gate Business Park, Mulberry Dr, Pontprennau CF23 8RS  
Tyndall St, Cardiff CF10 4BB  
Wharf Road East Tyndall Street CF10 4BB  
7 & 8 Lewis Court, 50 Portmanmoor Road, Cardiff CF24 5HQ  
Michaelston Rd, Cardiff CF5 4SY  
13 - 15 Hadfield Rd, Cardiff CF11 8AQ  
50 Penarth Rd, Cardiff CF10 5RS

Sytner Cardiff MINI  
Tim Hayward Car Sales  
Trade Centre Wales  
Trade Right Cars Cardiff  
Vale Car Sales  
Victoria Park Mazda  
Volvo Cars Cardiff  
Wessex Garages Kia Cardiff  
Wessex Garages Nissan Cardiff  
White Dove SKODA & SEAT Cardiff

Hadfield Rd, Cardiff CF11 8AQ  
Pantbach Rd, Cardiff CF14 1TW  
Abercynon Rd, Cilfynydd, Abercynon, Mountain Ash CF46 6ST  
643 Cowbridge Rd E, Cardiff CF5 1BH  
Leckwith Road, Llandough, Penarth CF64 2LY  
Hadfield Rd, Cardiff CF11 8AQ  
281 Penarth Rd, Cardiff CF11 8YZ  
Kia Unit, 289 Penarth Rd, Cardiff CF11 8TT  
Nissan Unit, Hadfield Rd, Cardiff CF11 8AQ  
Hadfield Rd, Cardiff CF11 8WD

**Staff Benefits Group Meeting**  
**2:30p.m. on 10<sup>th</sup> July 2019**  
**Cwm Nofydd Meeting Room,**  
**Woodland House**

**Present:**

Peter Welsh	Chair/UHL General Manager
Andrew Crook	Head of HR Policy and Compliance
Colin McMillan	Head of Transport and Sustainable Travel
Simone Joslyn	Head of Arts and Health Charity
Richard Hurton	Assistant Director of Finance
Christine Richards	NWSSP Employment Services
Ceri Butler	Head of Learning and Education
Barbara John	Business/Operational Manager (Meeting Secretariat)

**Apologies:**

Mike Jones, Unison Branch Secretary  
Michelle Fowler, Volunteer Services Manager  
Nicola Bevan, Head of Employee Health and Wellbeing  
Stuart Egan, Independent Member Trade Union  
(No Procurement representative)

Agenda	Item	Action	Lead
1.	Welcome and Introductions	Christine Richards and Nicola Bevan have agreed to become members of the Staff Benefits Group. Christine was welcomed to the Group by PW; Nicola unavailable to attend. Ceri Butler joined the Group to discuss Neyber financial services.	
2.	Review Action notes from Staff Benefits Group meeting 8 <sup>th</sup> May 2019	Action points noted and agreed with the following updates:- <b>Touchscreen Info system</b> – supported by CFC. Chair requested a copy of contract. Being piloted at Barry and UHL.	PW/SJ
3.	Terms of Reference	Discussed in Charitable Funds Committee Meeting - 11/06/'19. Nicola Foreman, Exec Director of Governance is reviewing the TOR – will be tabled for discussion with Trustees.	SJ/NF
4.	Staff Benefits Scheme	Staff Benefits webpages currently being reviewed and discount suppliers contacted to check previous/existing offers are still valid - webpages will be updated accordingly. Further promotion of staff benefits discounts to be combined with launch of new Health Charity website in October '19.	BJ

		<b>Simply Health</b> – Group considered that this scheme mirrors the existing Welsh Hospitals Association Scheme and may therefore duplicate current services provided. PW to report back to discuss further with Simply Health.	PW
5.	Griffin Mill/ Car Dealership Agreement	Shared Services Procurement Dept. have commenced the tender process. Letter sent to local car dealerships inviting expressions of interest in partnering with the Health Charity to re-provide staff benefits. <a href="#">..\..\Staff Benefits partners\Car Dealerships\Letter to Car Dealers.docx</a> BJ is liaising with Procurement on this. Closing date for submissions is 08/08. Staff Benefits Review Panel will consider submissions and recommend the preferred option to the CFC meeting on 10/09.	PW/BJ/ Procurement
6.	Icom marketing <ul style="list-style-type: none"> <li>• Tusker (Green Car salary sacrifice scheme)</li> <li>• Vectis Card</li> <li>• Neyber Ltd. (financial services)</li> </ul>	<p>PW has advised Chris Last (Icom) that we will not be progressing the Tusker car benefit scheme.</p> <p>CFC held in June agreed with SBG decision not to extend Vectis Card contract after Sept '19. PW to advise Icom accordingly.</p> <p>Tom Beaumont (Neyber) gave a presentation on Neyber financial service. The Group discussed the staff benefits provided and compared similarities with the Change Account, which whom there is an existing partnership agreement. PW to check existing contract with Change Account.</p> <p>CB to check with Rachel Gidman and Martin Driscoll and further discussion to take place between PW/SJ/MD on this issue.</p>	<p>PW</p> <p>PW</p> <p>CB</p>
7.	Change Account (update following Charitable Funds Committee Meeting – 11/06/'19)	SJ reported that following discussion in the CFC meeting in June, she has met with Akmal Hanuk to further discuss the issues of concern. Akmal has subsequently held a discussion with Change Account directly. Their engagement and delivery will be monitored and a review held in six months.	SJ
8.	Website		PW
10.	A.O.B	None raised	PW
11.	Date and venue of next Meeting	<ul style="list-style-type: none"> <li>• 3:00p.m. Tues 10/09/'19 tbc at Woodland House</li> <li>• 3:00p.m. Thurs 14/11/'19 .. .. .</li> <li>• 3:00p.m. Tues 14/01 '20 .. .. .</li> <li>• 3:00p.m. Tues 17/03/'20 .. .. .</li> </ul>	BJ