


















Charitable Funds Committee


03 November 2020, 09:00 to 12:00
Nant Fawr 1 & 2, Woodland House

Agenda

- 1. Preliminaries**
- 1.1. Welcome & Introductions** Akmal Hanuk
- 1.2. Apologies for Absence** Akmal Hanuk
- 1.3. Declarations of Interest** Akmal Hanuk
- 1.4. Minutes of the Committee Meeting held on 1st September 2020** Akmal Hanuk
 -  1.4 - Minutes 1 Sep 2020 SR.pdf (10 pages)
- 1.5. Action Log following the Meeting held on 1st September 2020** Akmal Hanuk
 -  1.5 - Action Log 1 Sep 2020.pdf (2 pages)
- 2. Items for Approval / Ratification**
- 2.1. Gareth Bale Fund – Proposals** Ruth Walker
 -  2.1 - Gareth Bale Fund Proposals.pdf (2 pages)
 -  2.1 - Appendix 1 - Over 25k summary of applications PDF.pdf (2 pages)
 -  2.1 Bid 1 CFCcovid01 - Operational Services over £25K Bid - UHW Aug 2020.pdf (6 pages)
 -  2.1 Bid 2 CFCcovid02 - Operational Services Bid Application Form UHL.pdf (6 pages)
 -  2.1 Bid 3 - Arts Team Memorial Garden Space.pdf (5 pages)
 -  2.1 Bid 4 - WF&OD CFC Bid Application Sept 2020 - Inclusion (004).pdf (11 pages)
 -  2.1 Bid 5 - Proactive Wellbeing Support - Nicky Bevan.pdf (8 pages)
 -  2.1 Bid 6 - St David's Childrens Centre.pdf (5 pages)
 -  2.1 Bid 6a expenditure PDF.pdf (4 pages)
 -  2.1 Bid 7 - Patient Experience Team.pdf (7 pages)
 -  2.1 Bid 8 - SSSU changing rooms Peri-Operative over-25K.pdf (5 pages)
 -  2.1 Bid 9 Recovery & Wellbeing College.pdf (7 pages)
 -  2.1 Bid 10 - Keeping me well & recovery from Covid Sept 20v5.pdf (13 pages)
 -  2.1 Bid 11 - UHW Staff Haven - Bale fund bid.pdf (8 pages)
- 2.2. Art Programme Fund – Proposals** Joanne Brandon


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 2.2 - Arts Programme Funding - CFC funding Report.pdf (3 pages)

 2.2 - Appendix 1 - Arts Programme Funding Report CFC Nov '20.pdf (5 pages)

2.3. Surgical Clinical Board Application for Endowment Fund Spend

Christopher Lewis

 2.3 CFC Nov '20 - Surgical Clinical Board over 25k Endowment Fund application.pdf (2 pages)

 2.3 Appendix 1 Surgical CB Over £25k expenditure approval.pdf (3 pages)

3. Items for Review & Assurance


3.1. Health Charity Financial Position Update – period ended 30th September 2020

Christopher Lewis

 3.1 - Financial Position September 2020.pdf (6 pages)

3.2. Benefits and Outcomes from COVID-19 Funds & Action Taken

Joanne Brandon

 3.2 - Benefits and Outcomes from Covid Funds and Action Taken.pdf (4 pages)

3.3. Update of the Health Charity Partnership with the Change Account


Joanne Brandon

 3.3 - Change Account Update.pdf (3 pages)

4. Items for Noting and Information

4.1. Reporting Feedback on Successful CFC bids – Sustainable Travel

Joanne Brandon

 4.1 - Feedback on successful CFC bids - Sustainable Travel.pdf (6 pages)

4.2. Staff Benefits Group Report

Martin Driscoll

 4.2 - Staff Benefits Group report.pdf (4 pages)

4.3. Staff Lottery Bids Panel

Mike Jones

 4.3 - Staff Lottery Bids Panel.pdf (5 pages)

4.4. Health Charity Fundraising Report

Joanne Brandon

 4.4 - Health Charity Fundraising Report.pdf (6 pages)

4.5. Wales for Africa


Martin Driscoll

 4.5 - Wales for Africa.pdf (2 pages)

4.6. Health Charities Annual Report

Joanne Brandon

 4.6 - Health Charity Annual Report.pdf (2 pages)

 4.6 Appendix 1 - Draft Health Charity Annual Report.pdf (40 pages)

4.7. Breast Centre UHL – Fundraising Update

Martin Driscoll

 4.7 Breast Centre UHL - Fundraising Update.pdf (10 pages)

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5.

Items to bring to the attention of the Board / Trustee

Akmal Hanuk
6.

Any Other Business

Akmal Hanuk
7.

Review of the Meeting

Akmal Hanuk
8.

Date and time of next Meeting:

Akmal Hanuk

Unconfirmed Minutes of the Charitable Funds Committee
1st September 2020 9:30am – 12:30pm
Via Skype

Present:

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

Sara Moseley	SM	Independent Member
John Union	JU	Committee Vice Chair and Independent Member - Finance

In Attendance:

Nicola Foreman	NF	Director of Corporate Governance
Joanne Brandon	JB	Director of Communications
Chris Lewis	CL	Deputy Executive Finance Director
Ruth Walker	RW	Executive Nurse Director
Dr Fiona Jenkins	FJ	Executive Director of Therapies and Health Science

Secretariat:

Sian Rowlands	SR	Head of Corporate Governance
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Apologies:

Susan Elsmore	SE	Independent Member – Local Government
Mike Jones	MJ	Chair of Staff Lottery Bids Panel

CFC20/09/001	Welcome & Introductions The Committee Chair (CC) welcomed everyone to the meeting.	Action
CFC20/09/002	Apologies for Absence Apologies for absence were noted.	
CFC20/09/003	Declarations of Interests There were no declarations of interest.	
CFC20/09/004	Minutes of the Committee Meetings held on 17th March 2020, 23rd June 2020 and 8th July 2020 The Committee reviewed the minutes of the meetings held on 17 th March, 23 rd June and 8 th July 2020.	

	<p>The Independent Member (IM) advised that she was present at the meeting held on 23rd June 2020.</p> <p>Resolved that:</p> <p>Subject to the above amendment;</p> <p>The Committee</p> <p>(a) Approved the minutes of the meetings held on 17th March, 23rd June and 8th July 2020 as a true and accurate record.</p>	SR
CFC20/09/005	<p>Committee Action Log</p> <p>The Committee reviewed the Action Log and noted the following updates:</p> <p>CFC 19/09/007: Food Sense Wales To be marked as complete as on today's agenda, item 4.6(a).</p> <p>CFC 20/06/006: "How the Arts and Health Charity have #spreadthelove during COVID-19" It was confirmed that this was on the HSMB agenda for 3rd September.</p> <p>CFC 20/06/007: Reflection / Remembrance area This item to be brought to the November meeting.</p> <p>The CC noted that all other actions were now complete and would be removed from the Action Log for the next meeting.</p> <p>Resolved that:</p> <p>(a) the Committee noted the Action Log.</p>	SR
CFC20/09/006	<p>Down To Earth Proposal</p> <p>The Director of Communications (DC) advised the Committee that this proposal had come out of the Orchard Committee which was chaired by the UHB Chair.</p> <p>The Orchard Fund was set up following CFC approval in September 2016 and was officially launched in October 2017. The fund does not receive a great deal of financial contribution and to date work had been carried out at minimal cost. The Orchard Committee had identified that more specialist support was now required. The Orchard fulfils objectives 1 and 3 of the Health Charity Strategy and contributes to health and wellbeing.</p> <p>It was proposed that Down to Earth, a third sector organisation, be requested to provide resources for 15 hours per week, plus travel to progress the project.</p> <p>The costs as set out in the paper were confirmed as:</p> <p>15 hours per week including travel time and expenses = £1,375 +VAT</p>	

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6 months = £1,375 x 26 weeks = **£35,750 +VAT**

The DC confirmed that Down to Earth had a wealth of knowledge, credibility across Wales, their ethos complimented the UHB's values and they had expertise in education.

It was confirmed that advice had been sought from Procurement and that a Single Tender Action would be appropriate due to the amount and due to the organisation's work with Health Boards over the years and level of expertise. The DC reported that Down to Earth was an award winning organisation and had strong political support, the report described the partnerships the organisation had been involved in.

The Committee were advised that the cost would come out of the Orchard Fund and then the team would look at how money could be raised to further support.

The Committee Vice Chair and Independent Member – Finance (CVC) queried whether at the time of approval there was any detail of likely cost and how much was currently in the fund.

The Deputy Executive Finance Director (DEFD) confirmed that the Orchard fund was set up via legacy and managed as a delegated budget and within the resources available. There was no draw on general reserves and the item was coming to Committee for approval due to the amount. The DEFD confirmed that normal procurement processes would be followed and that he supported approval of the proposal.

The CC noted the suggested 15 hours per week over 6 months and asked whether there was any more detail available in terms of the overall area of work, specification and completion time being asked of Down to Earth.

DC confirmed that the programme of work would go before the Orchard Committee and that she would obtain that paper to share with the Committee. It was confirmed that broadly the 15 hours per week would develop the Orchard to benefit the patients using it, keeping in mind the rehabilitation focus of these locations. The programme of work was detailed and involved design, structure, working with patients and responding to their needs and complimenting Horatio's Garden.

The CC commented that proper oversight was needed.

The DEFD added that the delegated fund balance at the end of May was £45k and so approving the proposal would use most of that so caution was necessary to ensure that there were no hidden costs that would take us over the limit.

The Executive Nurse Director (END) suggested approving the proposal as long as the delegated budget was not exceeded. She added that she was comfortable for this to be managed under the tender process and to receive confirmation from the Orchard Committee that it would not go outside the delegated budget.

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	<p>Resolved that:</p> <p>The Committee</p> <p>(a) Approved the spend from the Orchard fund to commission Down to Earth to manage the project in partnership with the Health Board for six months initially;</p> <p>(b) Noted that a single tender action would be pursued with Procurement.</p>	
CFC20/09/007	<p>Health Charity Financial Position Update</p> <p>The DEFD advised that Table 1 on page 2 of the report provided a good snapshot of the value of the Charity after the first four months of the year.</p> <p>A net income of £0.563m and market value gains on its investments of £0.352m for the period compared to the March 2020 valuation was reported.</p> <p>Table 2 showed the value of donations received. The Committee was advised that a lot more general donations had been received and that there could be an additional £655k coming in from the NHS Charities Association.</p> <p>Table 4 showed the trend of investment performance; a low point was reached in March then a gradual increase had been seen with a market gain of £352k since the beginning of the year.</p> <p>The DEFD provided the forecast position in relation to general reserves; at the end of July, there was £926k and against these general reserves the Charity had committed £1.274m which included the neurological garden. £264k had been committed to the Employee Wellbeing Service and there was a question of whether the Committee felt this could be funded by COVID donations to relieve the strain on general reserves.</p> <p>The Committee were advised that the general reserves included gains on investments and that a second COVID peak could adversely impact on markets which could in turn negatively impact on the general reserves.</p> <p>The IM commented that it would be helpful if papers requesting funding would set out the amount available in delegated fund. The DC confirmed that she would add this to future papers and inform the Orchard Committee of the balance.</p> <p>The DEFD clarified that delegated fund holders are provided with a position statement every month.</p> <p>Resolved that:</p> <p>The Committee</p> <p>(a) Noted the financial position of the Charity;</p>	JB

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	<p>(b) Noted the latest income position;</p> <p>(c) Noted the commitments against general reserves and actions being taken to mitigate these financial risks.</p>	
CFC20/09/008	<p>Benefits and Outcomes from COVID Funds & Action Taken</p> <p>The DC outlined that donations from NHS Charities Together should be spent on, “enhancing the well-being of NHS Staff, volunteers and patients impacted by COVID-19”. A number of suggestions had been made on how this money could be spent within the stringent criteria to be applied.</p> <p>The table on pages 1 and 2 of the report set out how the £143,500 had been allocated following receipt of bids. It was reported that outcomes and benefits from these bids would be obtained for future meetings.</p> <p>The Committee were advised that a campaign had been launched to encourage bids and in response, around 40 bids had been received with the vast majority being between £500-£25k but none exceeding £25k.</p> <p>Bids approved included: Engagement with BAME community and traveller community; Black Lives Matter art project, Orchard at UHL and for equipment to distribute via specialist asylum seeker midwives.</p> <p>The process at Appendix 1 of the report had previously come to the Committee.</p> <p>The DEFD advised that the Trustee had broadly approved the governance process.</p> <p>The CC queried the membership of the Make It Better Panel for consideration of those bids between £500-£25k. It was confirmed that this membership was the same as the Staff Lottery Panel and had previously been approved.</p> <p>The END clarified that the Make It Better Panel reported to this Committee and the Committee the Trustee. The need to align with our strategy was also mentioned and the insertion of headings on future papers to link with the strategy.</p> <p>The DC advised that the only governance gap was with items over £25k and that the proposal was that monthly meetings of the Committee be arranged and used as needed for the discussion and approval of any bids over £25k.</p> <p>The membership details and terms of reference of the Make It Better Panel would be circulated to Committee members.</p> <p>Resolved that:</p> <p>The Committee</p>	JB

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	(a) Noted the report and approved the governance arrangements and process for the management and administration of COVID-19 funding.	
CFC20/09/009	<p>Charitable Funds Strategy: Implementation Plan & Proposal Outcomes</p> <p>The Committee was advised that the Strategy was approved by the Trustee last month. The strategic focus continued to be, “Going above and beyond NHS services for the benefit of patients, staff and communities.” It was acknowledged that the Charity has had to shift focus in response to COVID.</p> <p>The DC confirmed that the aim was to, through the quarterly fundraising report, assess achievement against objectives in relation to bids received and outcomes of benefit. In addition, the Business Unit would provide updates in April and December so that the Committee could decide whether the Charity was focusing on the right things, see its performance and identify any gaps.</p> <p>The CC commented that this was very helpful.</p> <p>The IM queried where evaluation of impact to benefit could be found within the Strategy. The DC confirmed that this would be fed into the bids evaluation where those seeking bids would have a responsibility to impact assess. It was suggested bringing this back to Committee 6 monthly. The IM added that it would be helpful if the impact measurement could be explicit at the start of the paper.</p> <p>The Executive Director of Therapies and Health Science (EDTHS) fully supported the paper.</p> <p>Resolved that:</p> <p>The Committee</p> <p>(a) Support the planned approach to implementing and delivering the Health Charity Strategy 2020 - 2025.</p>	JB
CFC20/09/010	<p>Self-Assessment of Committee Effectiveness</p> <p>The Director of Corporate Governance (DCG) confirmed that the report provided the outputs of this year’s self-assessment, which was carried out for all Committees of the Board, and alongside that was an action plan to address areas where performance was not as strong.</p> <p>The DCG advised Committee that overall, the position had improved from last year and the proposed action plan would further progress improvement.</p> <p>The END commented that the results were pleasing and showed movement in the right direction; alignment with the strategy could be seen, governance was much clearer and timeliness of papers and report quality had improved.</p>	

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	<p>Resolved that:</p> <p>The Committee</p> <p>(a) Noted the results of the Committee's self-assessment Effectiveness Review for 2019-20;</p> <p>(b) Approved the action plan for improvement to be completed by March 2021 in preparation for the next annual self-assessment which will feed into the 2020-21 Annual Governance Statement.</p>	
CFC20/09/011	<p>Staff Benefits Group Report</p> <p>The report was received by the Committee for information.</p> <p>Resolved that:</p> <p>The Committee</p> <p>(a) Approved the Staff Benefits Group report.</p>	
CFC20/09/012	<p>Staff Lottery Bids Panel</p> <p>The report was received by the Committee for information.</p> <p>Resolved that:</p> <p>The Committee</p> <p>(a) Noted the bids supported by the Staff Lottery Bids Panel in March and July 2020.</p>	
CFC20/09/013	<p>Horatio's Garden Update</p> <p>The EDTHS confirmed that she had held discussions with Olivia Chapple (OC) and the Chair. The Trustee minute had been useful in responding regarding the funding position. OC was very grateful for the funds and that the Charity were able to fund the additional elements.</p> <p>The paper provided set out the current position. It was confirmed that a discussion was to be had with Estates to ensure alignment between that department and OC's vision for Horatio's Garden.</p> <p>The IM commented that it was great to see progress but that it would be good to see the plan for sustainability and maintenance given such a significant investment as there would be great reputational and financial risk around this.</p> <p>The EDTHS confirmed that there was a good discussion at Board of Trustee about this and it would form part of her discussions with the Estates Department.</p>	

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	<p>It was confirmed that the schedule was tight to meet the completion target of spring 2021 but was on track and there was no reason to think it would not be achieved.</p> <p>The EDTHS to bring back progress updates to the Committee.</p> <p>Resolved that:</p> <p>The Committee</p> <p>(a) Noted the update provided.</p>	
CFC20/09/014	<p>Health Charity Fundraising Report</p> <p>The DC presented the quarterly fundraising report which detailed activity and appeals; COVID donations were excluded and would be included in next quarter's report.</p> <p>The Committee were advised that the Cardiff Half Marathon would be run on 2 occasions this year due to COVID, the cost of £2,220 would come from the Make It Better Fund and should be recovered but if the event was cancelled due to COVID then this investment would be lost.</p> <p>The digital output had increased and the gifts and wills campaign was ready to launch.</p> <p>Resolved that:</p> <p>The Committee</p> <p>(a) Approved the progress and activities of the Health Charity as advised.</p>	
CFC20/09/015	<p>Reporting Feedback on Successful CFC Bids</p> <p>The report provided the Committee with assurance on bids accepted.</p> <p>The Committee was advised that feedback was outstanding in relation to Sustainable Travel and that this would be brought back to the next Committee.</p> <p>The CVC queried whether the sustainable travel service had been suspended due to COVID and whether perhaps the money was not being spent. The DC confirmed the contract continued and the service was still being used although not to the previous capacity.</p> <p>The CC commented that it was helpful to see the evaluation and impact but that he would like to see a little more clarity in terms of difference being made and that visuals and percentages would help.</p> <p>The DEDF added that this was the first time that this type of report had come to Committee which was a huge step forward and just some fine tuning was required.</p>	JB

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	<p>Resolved that:</p> <p>The Committee</p> <p>(a) Noted the update on projects the CFC / Trustees have supported with charitable monies.</p>	
CFC20/09/016	<p>Health Charity Update Reports</p> <p>The Committee received the update reports on Food Sense Wales and Better Life Appeal.</p> <p>Resolved that:</p> <p>The Committee</p> <p>(a) Noted the Food Sense Wales update; (b) Noted the Better Life Appeal update.</p>	
CFC20/09/017	<p>Breast Centre Annual Report</p> <p>The Committee received the annual fundraising report on the Breast Centre Appeal.</p> <p>Resolved that:</p> <p>The Committee</p> <p>(a) Noted the continued success of the Breast Centre Appeal and associated fundraising events/activities undertaken during 2019/20; (b) Noted the suspension of fundraising activities due to COVID-19.</p>	
CFC20/09/018	<p>Any Other Business</p> <p>There were 2 items brought before the Committee.</p> <p>Monthly Skype Meeting of Committee – the DC requested that this be agreed to bring bids over £25k to this Committee. The DCG agreed to put it in the calendar monthly to ensure quoracy and the DC could flag whether it was needed.</p> <p>Maternity Unit Bids – the DC confirmed that 2 bids had been received from the Maternity Unit which equated to £26k. She advised that these could go through the normal process but that they were specifically for UHW so could conceivably be put one side to be considered under the Gareth Bale fund.</p> <p>The END advised that the Trustee were concerned that a number of small bids would detract from the intent for the money.</p> <p>The DC commented that this stood out as being specifically for UHW but added that a meeting was being arranged to look at how a health and</p>	NF / JB

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	<p>wellbeing physical space could perhaps be developed for support related to COVID-19.</p> <p>The END confirmed that she would go back to the Executive Team for further clarity and advised that a framework was needed for Clinical Boards. It would be a decision for the Committee and Trustee; the END agreed to provide a report around this to the next Trustee meeting.</p>	RW
CFC20/09/019	<p>Items to bring to the attention of the Board / Trustee</p> <p>There were no items to bring to the attention of the Board / Trustee.</p>	
CFC20/09/020	<p>Date and Time of Next Meeting</p> <p>Tuesday 3rd November 2020, 09:30am - 12:30pm Via Skype</p>	

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Action Log
Following Charitable Funds Committee Meeting
1st September 2020

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
Actions Completed					
CFC 19/09/007	Food Sense Wales – Report on Project Success	A six monthly report be brought to the Committee for information	04/08/2020	Fiona Jenkins	COMPLETE: Provided to September Committee meeting
CFC 20/06/006	“How the Arts and Health Charity have #spreadthelove during COVID19”.	The Presentation be shared with HSMB.	06/08/2020	Laura Tolley	COMPLETE: Went to HSMB on 3 September
CFC 20/09/008	Make It Better Panel	Membership details and terms of reference to be circulated to Committee members	03/11/2020	Joanne Brandon	COMPLETE
CFC 20/09/018	Use of Gareth Bale Donation	END to provide a report to the next Board of Trustee Meeting	22/09/2020	Ruth Walker	COMPLETE: Went to Board of Trustee on 22 September
Actions In Progress					
CFC 20/03/011	Change Account	Committee review of the Health Charity Partnership with the Change Account in 6 months' time.	03/11/2020	Joanne Brandon	On agenda for November Meeting Item 3.3
CFC 20/06/007	Health Charity Donations / Gifts Received	Reflection / Remembrance area proposal across all sites to be brought for consideration at a future meeting	03/11/2020	Ruth Walker	Included in item 2.1 on November agenda
CFC 20/09/015	Sustainable Travel	Bring outstanding feedback to the next meeting	03/11/2020	Joanne Brandon	On agenda for November Meeting Item 4.1

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
CFC 20/09/018	Monthly Skype Meeting	To put meetings in the diary for Committee approval of bids over £25k	October 2020	Nicola Foreman Joanne Brandon	Superseded
Actions referred to committees of the Board					

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Report Title:	GARETH BALE FUND PROPOSAL – INCLUDING OVER £25k APPLICATIONS FOR FUNDING						
Meeting:	Charitable Funds Committee				Meeting Date:	03.11.20	
Status:	For Discussion	✓	For Assurance		For Approval	✓	For Information
Lead Executive:	Executive Nurse Director						
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement						
<p>Background and current situation: The Health Charity has received a total of 11 bids over £25k. The bids meet or partially meet the criteria set by the Bale family and some meet the criteria of NHS Charities together.</p> <p>The paper sets out the current position and recommendations for the Committee to consider.</p> <p>Gareth Bale Family Donation – Cardiff and Vale Health Charity received a personal donation of £500,000 from Gareth and Emma Bale in April 2020. Mr and Mrs Bale expressed their wish for this donation to be spent specifically on the University Hospital of Wales and Covid-19. They requested feedback on how the funds will be utilised. There is no date on the feedback requested.</p> <p>It was previously agreed that allocation of the Bale Family funding would need approval by the Board of Trustees.</p> <p>Other monies There is currently an outstanding balance of £40k allocated from the Covid Funding – (Make It Better Fund) which can be used to support a bid over £25k too.</p> <p>Monies raised via the Health Charity’s #Spread the Love fundraising campaign and donations received via JustGiving and general covid related donations have been centrally managed from the existing ‘Make It Better (MIB) Fund’.</p> <p>Funding applications are split into the following approvals process as agreed by the Committee: MIB £0 - £500 - fast-track approval by the Staff Lottery Panel – £5,749 awarded to date MIB £500 - £25k - approval by the Staff Lottery Panel – £90,000 awarded to date MIB over £25k - approval by the Charitable Funds Committee – £0 awarded to date</p> <p>There is an opportunity to bid for further funding from NHS Charities Together. The allocation of money from NHS Charities Together is released in stages and has a set criteria attached to its approval.</p> <p>The Health Charity has previously successfully bid for additional monies and will continue to maximize this opportunity to bring further funding to benefit the staff and communities of Cardiff and the Vale of Glamorgan.</p> <p>The attached Appendix 1 provides a summary of bids and documents Bid 1 – Bid 11 provide copies of all applications for further review and/or clarification of details as required.</p>							

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Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:

This paper provides information on the funding applications received in the Over £25k bids categories which require consideration for approval by the Charitable Funds Committee and allocation to a particular fund.

Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)

Reputational risk to Cardiff and Vale University Health Board and Cardiff & Vale Health Charity of delaying the decision to allocate funds provided for Covid related interventions.

Recommendation:

The Charitable Funds Committee is asked to:

- Consider the Over 25k funding applications
- Consider the Bale Fund applications
- Agree the cut-off date for further applications – the suggested date is the 03.11.20, until further monies are available to support funding applications
- Confirm the process to inform applicants of the outcome of funding applications, in line with governance and finance requirements in order to facilitate the timely transfer of funds and benefit to applicants.

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:

N/A

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

CFC BIDS OVER £25K FOR CONSIDERATION BY CHARITABLE FUNDS COMMITTEE - OCTOBER '20

Bid Ref	Date received	Applicant	Dept./Clinical Board	Proposal	Value £	Bid alignment to Health Charity Objectives/ NHS Charities Together criteria	CFC Committee meeting date	CFC Decision	Actioned by	Evaluation date/ CFC update (6 monthly)
CFCcovid01	08.09.20	Sarah Maggs, Operational Services Manager	Operational Services, Capital Planning and Estates	SAFER AND IMPROVED WARD ENVIRONMENTS FOR PATIENTS AND STAFF - UHW - 'Bin to bed to bag scheme" to further enhance infection control measures.	£ 31,473.00	We will support the health and wellbeing of our population and support initiatives to enhance the public health of our patients and staff through innovative healthcare experiences.	07.10.20			
CFCcovid02	08.09.20	Sarah Maggs, Operational Services Manager	Operational Services, Capital Planning and Estates	SAFER AND IMPROVED WARD ENVIRONMENTS FOR PATIENTS AND STAFF - UHL - 'Bin to bed to bag scheme" to further enhance infection control measures.	£ 28,332.00	We will support the health and wellbeing of our population and support initiatives to enhance the public health of our patients and staff through innovative healthcare experiences.	07.10.20			
CFCcovid03	16.09.20	Alex Staples, Arts Programme Project Manager / Simone Joslyn, Head of Arts Programme	The Arts Team, C&V Health Charity	Covid-19 Memorial spaces at all sites (UHW,UHL, CRI, Barry, and St David's) – a permanent memorial and legacy for staff, patients and the families to engage with the health board in a space for contemplation and reflection. Aligned with the wellbeing principles of the Health Charity and the UHB. It will be based upon co-production with local artists and we have recently had a great response from artists across our BAME community who we know are adversely affected by C19	£ 80,000.00	We will support the health and wellbeing of our population and support initiatives to enhance the public health of our patients and staff through innovative healthcare experiences.	07.10.20			
CFCcovid04	15.09.20	Rachel Gidman, Assistant Director of Organisational Development	Workforce and Organisational Development	Conscious Inclusion Bid - A two year programme to embed inclusion as well as diversity across all of our nine protected characteristics. A programme of work focusing on the real life experiences of staff to focus on Leadership, Networks, recruitment, health and wellbeing. The ambition of the programme is to make inclusion a reality with tangible progress and outcomes, so we are not merely seen as acknowledging diversity and inclusion but seen to be tackling it and embedding it into our culture, values and the way in which we conduct our everyday business	£ 298,500.00	We will support the health, wellbeing and welfare of our staff to lead healthier lives.	07.10.20			
CFCcovid05	16.09.20	Nicola Bevan, Head of Employee Health and Wellbeing Services	Employee Health and Wellbeing Services, W&OD	Proactive Wellbeing support for Staff and Managers - two year project which aims to embed wellbeing throughout the career pathway of CVUHB staff, using the Society of Occupational Medicine's model to facilitate the development, implementation and review of a number of wellbeing resources and initiatives which will support a preventive and proactive approach to wellbeing across the whole UHB. The intention is to support staff and managers to rebuild their psychological resilience and develop ways to support wellbeing in the workplace not only in the current covid19 environment but also during the rest of their NHS career. The programme evidences that as an employer CVUHB proactively invests in staff wellbeing and value our staff as our most important asset.	£ 300,000.00	We will support the health and wellbeing of our population and support initiatives to enhance the public health of our patients and staff through innovative healthcare experiences.	07.10.20			
CFCcovid06	30.09.20	Katie Simpson, Service Manager, Children & Young People's Mental Health Services	St David's Childrens Centre	St David's Children Centre Environmental Improvements post Covid This bid is for furniture items and building amendments for the children, young people and families health services based at the St. David's Children's Centre. The suggestion is to still maintain the look and feel of a children and young people's centre, whilst ensuring that the environment is fit for purpose and safe for both patients, parents and staff in line with the Covid safety requirements.	£ 43,595.02	We will support the health and wellbeing of our population and support initiatives to enhance the public health of our patients and staff through innovative healthcare experiences.	07.10.20			
CFCcovid07	30.09.20	Angela Hughes, Assistant Director of Patient Experience	Patient Experience Team	Covid-19 Patient Experience Support group - employment of medical and nursing bank staff - i.e. undertake Patient Experience support worker role, to include virtual visiting, collating feedback and supporting clinical teams with activities and communications for patients. This service is for CVUHB inpatients to connect them to their families who are unable to visit.	£ 25,000.00	We will support the health and wellbeing of our population and support initiatives to enhance the public health of our patients and staff through innovative healthcare experiences.	07.10.20			
CFCcovid08	30.09.20	Kristian Dando / Paul Warman	SSSU Changing Room Refurbishment, Theatres, UHW	SSSU Changing rooms have not been refurbished in the last 20 years. The showers are not fit for purpose and estates department have continuous maintenance requests for this area. No funding available within normal budget streams. It is considered the refurbishment of this area would be a great morale boost for all of the staff in this department. n.b. quote is estimated from estates pending a breakdown of costs	£ 45,000.00	We will support the health, wellbeing and welfare of our staff to lead healthier lives.	07.10.20			

CFCcovid09	06.10.20	Hannah Morland-Jones, Peer Lead for the Recovery College	Recovery and Wellbeing College, MHC	Recruitment of a full time, band 5 Senior Peer Trainer for the Recovery College specifically due to Covid 19 as the majority of courses are now having to be delivered online. The trainer would have a specific remit to manage a group of volunteers trained by Digital Communities Wales to support people with mental health challenges who are digitally excluded. Digital inequality particularly impacts on this vulnerable group. Isolation, poor networks, low health literacy and limited access to health information during covid 19 means that these service users are likely to suffer more than other communities during this pandemic.	£ 31,237.59	We will help to create the best possible environment for sustainable healthcare, making the best use of technology to deliver the aims of the Health Charity.	07.10.20			
CFCcovid10	06.10.20	Ella Cooke, Head of Physiotherapy Services/Luke Fox, Senior Digital Communications Officer	Corporate Services, UHB	COVID Rehabilitation: Keeping Me Well and Recovery from COVID (up to 3 years for website and 18 months for Bale COVID rehabilitation multidisciplinary programme. 1. Support the development of the 'Keeping me Well' interactive digital resource to benefit CAVUHB staff and patients. 2. Establish the Bale COVID rehabilitation team, based at IHW to deliver early rehabilitation and coordinate a community based rehabilitation to support patients with COVID via virtual, face to face and support them to self-manage their recovery post COVID. (£590,410 application includes £500k Bale family donation and the balance from a further submission to NHS charities COVID donations)	£ 590,410.00	We will help to create the best possible environment for sustainable healthcare, making the best use of technology to deliver the aims of the Health Charity.	07.10.20			
CFCcovid11	15.10.20	Nicky Bevan, Head of Employee Health and Wellbeing Services	Workforce and Organisational Development	Provision of a Staff Haven at University Hospital Wales - It is vitally important that both during this current COVID pandemic and in other times of challenges that our staff have access to a room within their estate to take time to retreat to and decompress at ANY time during their shift as required. This should be created now in the Response phase, and available through the Resilience and Restoration phases and become a permanent facility. The area need to be flexible to meet the changing needs of staff The monies would be used to buy appropriate furniture, fittings, lockers, drink facility, essential decoration and to ensure resources are available for all staff.	£ 100,000.00	We will support the health and wellbeing of our population and support initiatives to enhance the public health of our patients and staff through innovative healthcare experiences.	03.11.20			
£ 1,573,547.61										

Saunders Nathan
11/02/2020 15:40:32



COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

<p>1. Please state the name of the project/bid:</p> <p>SAFER AND IMPROVED WARD ENVIRONMENTS FOR PATIENTS AND STAFF - UHW</p>
<p>2. Please state the overall amount you are requesting: £31,473</p>
<p>3. Please state the duration of the project/bid: On-going from implementation</p>
<p>4. Please provide an overall summary of what your bid is about and what it will achieve?</p> <p>As a result of feedback from patients, relatives, carers and staff regarding the impact on patient experience when there are unpleasant odours within the ward environment and areas appear cluttered due to limited space a review was conducted to find the best solution to improve the ward environment. In light of COVID 19 infection control is paramount so the 'Bin to bed to bag scheme would further enhance infection control measures.</p> <p>A system called Clinismart (by Sharpsmart Ltd) was identified, which is a bag to bed to bin system that includes specifically designed procedures, education tools and products to ensure optimisation of waste disposal at point of care and the controlled removal of infected waste away from the patient environment. This provides cost effective, compliant and safe management of healthcare waste over and above the levels that health providers are normally required to provide. The system allows for offensive waste bins to be removed from patient areas by allowing new segregation methods supported by educational training and information boards throughout the clinical environment. The system ensures that when nursing staff treat patients in their beds, the waste is segregated at the bed side and removed from the patient environment to the sluice room.</p> <p>The Clinismart system simplifies the waste segregation process in line with Controlled Waste Regulations and provides education at ward level by utilising a learning approach to enhance compliance with the Health and Social Care Act 2008.</p> <p>Cardiff and Vale UHB is very well advanced in the segregation of healthcare waste following the roll out of the Hazardous Waste Regulations in the clinical areas. However, with the further waste streams needing segregation, education and training is vital to support a change in culture to ensure all waste is placed in the correct waste stream. When the requirements for the offensive waste stream was introduced, it led to an increased number of bins in clinical areas. The rise in the number of these bins led to an increased unpleasant odour and the risk of injury to Housekeeping staff having to lift more heavy bags. During the pandemic all waste has been treated as infected so all bins in patient areas contain infected waste.</p> <p>Working closely with an approved NHS supplier, namely Sharpsmart, we have been given an opportunity to optimize our system with their Clinismart solution to contain any infected and offensive waste away from the patient areas which would benefit patients, carers, visitors and staff.</p> <p>An initial trial / pilot of the system was held on UHW on wards C5, C6, C7 and a maternity ward. Following positive feedback, the trial was extended to UHL on wards E6, E7, E8 and</p>

Saunders, Nathan
11/02/2020 13:40:32

COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

E16. The trial has been an overwhelming success in all these areas with positive feedback and comments being made by clinical staff, ancillary staff, patients and visitors (a selection of this feedback is attached to this application).

5. What are the breakdown of total funds requested:	
(a) Direct Costs:	£31,473
(b) Staff:	
(c) Consumables:	
(d) Equipment:	
(e) Travel:	
(f) Other:	
(g) Indirect Costs:	

6. Could funding from the Endowment Fund support this bid? Yes / No
Yes

7. The bid must further a Charitable purpose/purposes. Please tick (✓) which Charitable Purpose / Purposes your bid fits under:

(a) The prevention or relief of poverty		(g) The advancement of amateur sport	
(b) The advancement of education	✓	(h) The advancement of human rights, conflict resolution or reconciliation, or the promotion of religious or racial harmony or equality or diversity	
(c) The advancement of religion		(h) The advancement of environmental protection or improvement	✓
(d) The advancement of health or saving of lives		(j) The relief of those in need because of youth, age, ill health, disability, financial hardship	✓

Saunders, Nathan
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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

(e) The advancement of citizenship or community development		(k) The advancement of animal welfare	
(f) The advancement of the arts, culture, heritage or science		(l) The promotion of the efficiency of the armed forces of the Crown or of the efficiency of the police, fire and rescue services or ambulance services	

8. The bid must relate to the National Health Service. Please tick (✓) from the below how your bid relates to the National Health Service:	
(a) Promotion of a health service designed to secure improvement:-	
- in the physical and mental health of people in Wales	✓
- in prevention, diagnosis and treatment of illness	✓
(b) And must provide:	
- Hospital accommodation	
- Such other services or facilities for the care of pregnant women, women who are breast feeding and young children as they consider are appropriate as part of the health service	
- Other accommodation for the purpose of any service provided under the Act e.g. GP Surgery	
- Medical, dental, ophthalmic, nursing and ambulance services	
- Such other services or facilities for the prevention of illness, the care of persons suffering from illness	✓
- Services or facilities as are required for the diagnosis and treatment of illness	

<p>9. Please explain how your bid is wholly/mainly for the service provided by Cardiff and Vale UHB?</p> <p>This bid is to provide the Clinismart system for the wards at UHW.</p>

Saunders,Nathan
11/02/2020 15:40:32



COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

10. Please explain what your strategy is when the project/funding comes to an end? (e.g. if you bid is to fund the employment of a member of staff what will happen to that member of staff when the funding expires)

There are no identified on-going revenue costs associated with implementation of this system and on-going savings are anticipated from the diversion of waste into the correct streams once the system is fully implemented.

11. Please explain the expected outcomes/benefits of the project and how will these be measured? (please note you will be expected to report to the Charitable Funds Committee on an appropriate basis to demonstrate either the outputs of the project or that your project is being delivered as planned)

The improvements centre around:

Environment: less unpleasant odours; more space on the ward - less cluttered; less housekeeping activity - quieter wards as no central bin emptying required; less infections; cleaner wards - less spillages. Additionally if ward is placed as infected e.g Covid wards this system would ensure all infected waste removed from patient areas.

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

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

Patients, Carers and Visitors: eliminates unpleasant odours on wards; gives confidence that quality care is being provided; more room beside some beds as less space required for bins; better access to sink areas for hand washing etc (less bins); reduced risk of contamination;
Assurance to visitors that infected waste removed and contained in one area.

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

Saunders
11/02/2020 15:40:32

COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

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Quality Improvement Opportunities

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

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

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Saunders, Nathan
11/02/2020 15:40:32



COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

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Please note that if your bid is approved you will be required to present an outcome report to the Charitable Funds Committee when requested.

12. Please explain how your bid meets the Public perception test? *(Can you see any reason why your bid would damage the reputation of the Charity to make this expenditure from Charitable Funds?)*

There is no reason why this bid would damage the reputation of the Charity.

Name: Sarah Maggs

Position: Operational Services Manager

Bid approved by: Geoff Walsh Position: CEF Director

(Please note that your bid should be approved by either Clinical Board Director or Executive Director)

Date: 8th September 2020

Saunders, Nathan
11/02/2020 15:40:32



CHARITABLE FUNDS BID APPLICATION FORM

<p>1. Please state the name of the project/bid:</p> <p>SAFER AND IMPROVED WARD ENVIRONMENTS FOR PATIENTS AND STAFF - UHL</p>
<p>2. Please state the overall amount you are requesting: £28,332</p>
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Saunders, Nathan
11/02/2020 13:40:32

CHARITABLE FUNDS BID APPLICATION FORM

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Yes

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(d) The advancement of health or saving of lives		(j) The relief of those in need because of youth, age, ill health, disability, financial hardship	✓

Saunders, Nathan
11/02/2020 15:40:32



CHARITABLE FUNDS BID APPLICATION FORM

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Saunders, Nathan
11/02/2020 15:40:32

CHARITABLE FUNDS BID APPLICATION FORM

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Saunders
11/02/2020 15:40:32

CHARITABLE FUNDS BID APPLICATION FORM

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Saunders, Nathan
11/02/2020 15:40:32



CHARITABLE FUNDS BID APPLICATION FORM

- Enrich the wellbeing, capability and engagement of the health and social care workforce ;
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12. Please explain how your bid meets the Public perception test? *(Can you see any reason why your bid would damage the reputation of the Charity to make this expenditure from Charitable Funds?)*

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Name: Sarah Maggs

Position: Operational Services Manager

Bid approved by: Geoff Walsh Position: CEF Director

(Please note that your bid should be approved by either Clinical Board Director or Executive Director)

Date: 8th September 2020

Saunders, Nathan
11/02/2020 15:40:32



COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

1. Please state the name of the project/bid:

COVID Memorial Garden Spaces at UHL, UHW, CRI, St Davids and Barry Hospital

2. Please state the overall amount you are requesting:

£80,000

3. Please state the duration of the project/bid:

Permanent resource

4. Please provide an overall summary of what your bid is about and what it will achieve?

Memorial Areas / Sculpture / Reflective spaces

The Arts team wishes to bid for funds to allow the creation of memorial garden spaces, based in University Hospital of Wales, University Hospital Llandough, St David's Hospital, Barry Hospital and Cardiff Royal Infirmary and potentially a plaque at Principality Stadium

The Covid-19 pandemic has created a national crisis on a scale not seen since the Second World War. Its far-reaching consequences have touched the lives of whole cities, whole communities, whole families and, for some, left very painful consequences that will remain for a long time. The crisis has also reinforced to all the importance of the NHS, our essential workers and the community spirit which has helped us to carry on and work through these worrying times.

In our busy lives it can be difficult to find a peaceful space in which to remember those who are no longer with us and the challenges the NHS has faced in 2020. Our proposal is to provide memorial garden space to offer a contemplative space where staff, family and friends can simply sit, relax and reflect.

The areas of remembrance and reflection will be a resource for everyone to use, and will be a key space to encourage the wellbeing of patients, staff and families. We believe it is an excellent way to utilize this funding by creating a permanent memorial and legacy for those who have been affected by COVID.

As part of the specific design for each site (differing in size dependent on the site) we would look to consult with the clinical staff within the site and encourage engagement with the families of staff in service who died

The spaces would require commissioning bespoke seating, plaques and sculpture therefore the budget provided will allow for co-production with local artists to meet the brief

Saunders Nathaniel
11/02/2020 14:40:35

COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

5. What are the breakdown of total funds requested:	
(a) Direct Costs:	Landscaping, seating and sculpture for the two areas- cost approx. £80,000. Bespoke commissioned items to meet the allocated budget
(b) Staff:	
(c) Consumables:	
(d) Equipment:	
(e) Travel:	
(f) Other:	
(g) Indirect Costs:	

6. Could funding from the Endowment Fund support this bid? No			
7. The bid must further a Charitable purpose/purposes. Please tick (✓) which Charitable Purpose / Purposes your bid fits under:			
(a) The prevention or relief of poverty		(g) The advancement of amateur sport	
(b) The advancement of education		(h) The advancement of human rights, conflict resolution or reconciliation, or the promotion of religious or racial harmony or equality or diversity	
(c) The advancement of religion		(h) The advancement of environmental protection or improvement	✓

Saunders Nathan
11/02/2020 15:40:32

COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

(d) The advancement of health or saving of lives	✓	(j) The relief of those in need because of youth, age, ill health, disability, financial hardship	
(e) The advancement of citizenship or community development	✓	(k) The advancement of animal welfare	
(f) The advancement of the arts, culture, heritage or science	✓	(l) The promotion of the efficiency of the armed forces of the Crown or of the efficiency of the police, fire and rescue services or ambulance services	

8. The bid must relate to the National Health Service. Please tick (✓) from the below how your bid relates to the National Health Service:

(a) Promotion of a health service designed to secure improvement:-	
- in the physical and mental health of people in Wales	✓
- in prevention, diagnosis and treatment of illness	
(b) And must provide:	
- Hospital accommodation	
- Such other services or facilities for the care of pregnant women, women who are breast feeding and young children as they consider are appropriate as part of the health service	
- Other accommodation for the purpose of any service provided under the Act e.g. GP Surgery	
- Medical, dental, ophthalmic, nursing and ambulance services	
- Such other services or facilities for the prevention of illness, the care of persons suffering from illness	✓
- Services or facilities as are required for the diagnosis and treatment of illness	

9. Please explain how your bid is wholly/mainly for the service provided by Cardiff and Vale UHB?

The bid will specifically benefit visitors, patients and staff of the Health Board, serving the population of Cardiff and the Vale of Glamorgan. The bid will enhance wellbeing and mental health and serve as a resource to assist those in need of support due to the impact of COVID. It offers a quiet and safe space away from the hustle and bustle of the clinical environment.

10. Please explain what your strategy is when the project/funding comes to an end? (e.g. if you bid is to fund the employment of a member of staff what will happen to that member of staff when the funding expires)

Saunders, Nathan
11/02/2020 15:40:32



COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

The funding is to enable the creation of the garden / reflection areas including design and construction. Maintenance will fall under the UHB's general maintenance programme. Garden areas will be designed for minimal upkeep/ maintenance, therefore requiring minimal input under the maintenance programme.

11. Please explain the expected outcomes/benefits of the project and how will these be measured? *(please note you will be expected to report to the Charitable Funds Committee on an appropriate basis to demonstrate either the outputs of the project or that your project is being delivered as planned)*

The benefits of this bid will include improvement of wellbeing, both physical and mental and the improvement of environments. The garden will give spiritual support and solace to those who need it and will be an excellent support for those grieving the loss of loved ones.

The UHL memorial space will coexist as part of 'Our orchard', allowing users of the garden to further benefit from the orchard space and features. We also would like to place sculptures in the garden areas, allowing all who use them to benefit from the positive effects of art in helping them maintain wellness. The sculptures will form part of the Arts for Health and Wellbeing programme in the longer term and will assist the Arts team in realising the vision of increasing and maintaining wellbeing through art.

As with other arts projects, success is measured through voice, comments and feedback from staff and patients about the space and its impact on them. We would also include the garden areas in any staff wellbeing questionnaires for a more formal measure of success.

Please note that if your bid is approved you will be required to present an outcome report to the Charitable Funds Committee when requested.

12. Please explain how your bid meets the Public perception test? *(Can you see any reason why your bid would damage the reputation of the Charity to make this expenditure from Charitable Funds?)*

There is no reason that this bid would create negativity towards the Charity. The expenditure is justifiable and for the benefit of all of those who use the hospital site or work there and specifically for those affected by COVID either personally or within their community. It will be a long lasting resource that requires minimal upkeep.

Saunders/NM
11/02/2020 11:30



COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

Name: Alex Staples / Simone Joslyn

Position: Project Manager Arts in Health / Head of Arts and Health Charity

Bid approved by: Position:

(Please note that your bid should be approved by either Clinical Board Director or Executive Director)

Date:

Saunders, Nathan
11/02/2020 15:40:32

CHARITABLE FUNDS BID APPLICATION FORM

1. Please state the name of the project/bid:

Conscious Inclusion

2. Please state the overall amount you are requesting:

£ £298453.08 (total for 2 years)

3. Please state the duration of the project/bid:

2 Year Project

4. Please provide an overall summary of what your bid is about and what it will achieve?

The term 'equality and diversity' has been used in the NHS for a number of years, however more recently we are now also including the term 'inclusion'. Many people wonder if this is just a new buzz word. Here in Cardiff and Vale University Health Board (UHB) we believe it's not. A great quote by Verna Myers describes it perfectly.

*If "diversity is being invited to the party, **inclusion** is being asked to dance".*

We believe it takes more than acknowledging and talking about equality and diversity. This is key to progressing change in a positive way.

We aim to weave inclusion into everything we do whilst also having a dedicated focus on key areas. We are keen to actively promote the importance of inclusion in all our activities and this is an important emphasis within our strategic objectives as well as being embedded into our core values.

The Equality Act 2010 state the nine protected characteristics, but we feel inclusion is wider than just these.

Our ambition in Cardiff and Vale UHB is to make inclusion a reality throughout our health care system, and to adopt a conscious inclusive approach rather than an unconscious bias.



Saunders
11/02/20
Nathan
15:40:32



CHARITABLE FUNDS BID APPLICATION FORM

The two year project will have set objectives to ensure we are listening and embedding good practice.

The project will challenge the organisation by being ambitious and courageous in our approach. This is to disrupt people's perception and views on inclusion. The first steps will be towards encouraging positive change.

The project will design and invest in excellent resources to support the development of inclusion, inclusive practice and leadership within the health system.

Being a great place to work and learn, the project will ensure we work in collaboration with inclusion experts across Wales and Nationally through all sectors. Especially with Quest colleagues where our CEO sits within the National Board.

We will lead the way in Wales with best practice influencing the inclusion agenda and adopting an agile and responsive approach. We will do this by spreading good practice.

We know that diversity and inclusion leads to improved health and greater staff, patient and citizen experiences of the NHS. The project will ensure education and wellbeing is triangulated with the inclusion agenda.

The two year project will look at initially three main areas

- Leadership and culture
- Workforce and Recruitment
- Wellbeing and population health

In the first year the following areas will be concentrated on although we understand that each characteristic does not stand alone and will cross over with one another. Each protected characteristic has an Executive sponsor which will assist with senior leadership in the organisation.

Saunders Nathan
11/02/2020 15:40:32



CHARITABLE FUNDS BID APPLICATION FORM

The focus during year 1 will be on: Race / belief and religion, (Dis) ability, Welsh Language and Sexual orientation including transgender.

Race will be the first characteristic to be focused on which is being sponsored by our CEO.

The brutal death of George Floyd by American police has ignited anger and a call for an end to racism, discrimination and injustice for black people across the world.

For some of our communities it is a painful reminder of the parallels in the systemic racism here in the UK, which has led to health inequalities in our very own NHS.

These health inequalities can kill – we know that black, Asian and minority ethnic communities are disproportionately impacted by Covid-19. We know only too well the tragic impact on staff here in the health board.

We also know that women are five times more likely to die during childbirth than white women in the UK.

As a Health Board, we do not accept racism and hate crime. Our hospitals are places where all our staff and patients should feel safe, protected, welcomed and listened to.

Sadly, we know from our recent CEO led interviews on what it is like to work here, that this is not always the case.

We don't want anyone to have to continue experience this in their lifetimes and we are working to address this.

In light of all of this, we want all our staff who come from black, Asian or minority ethnic backgrounds, whoever they are, to feel included and confident that everything possible is being

Saunders, Nathan
11/02/2020 15:40:32



CHARITABLE FUNDS BID APPLICATION FORM

done to support and protect them, and to ensure that their voices are heard and acted upon. We want this for all our staff.

We want all other staff to make themselves aware as to how they can step up to support their colleagues from black, Asian or minority ethnic backgrounds and those who share other protected characteristics and to become a truly inclusive ally.

We want our patients and members of the public from black, Asian or minority ethnic backgrounds to know that they are welcome and supported here and will be treated and cared for inclusively.

The success of this application will mean we will be able to work harder and smarter to help us drive towards our health service as an inclusive, equitable and more compassionate place to work and to receive care.

The intervention will be designed around what we hear from individuals whether that's implementation of education, wellbeing or other resources then we will develop the programme of work what actually matters to people.

The small inclusion team will be ensuring all the objectives set out in the programme of work will be implemented and outcome focused.

The project will start with gathering and listening to employee feedback, and exploring baseline demographic data to see where inequalities might exist.

We will build on employee experience and baseline demographic information with data on workplace behavior to see where people are getting the same opportunities to thrive, and where they are not.

Throughout the two years we will engage with our youth board, partners in the community and third sector to ensure the agendas are aligned.

Saunders Noel
11/02/2021 15:40:32



CHARITABLE FUNDS BID APPLICATION FORM

Within 3 months of the work a full programme of work with time lines will be available for the charitable panel to be assured of all the planned work.

Some examples of good practice that could be an option

1. Leadership programmes to create greater levels of sustainable inclusion within the NHS by addressing the social, organisational and psychological barriers restricting BAME colleagues from progressing. This would involve updating the talent management process to make sure there is greater prioritisation and consistency of diversity in talent being considered.

The Kings Fund programmes are designed to bridge the gap between where applicants are and where they need to be, to progress into more senior roles. Successful applicants will be empowered to drive forward the inclusion agenda and develop their skills and abilities in order to grow and progress. This would highlight wider body of powerful positive action work to promote diversity and inclusion throughout the health service. The ultimate aim is to develop more inclusive leaders at all levels of the NHS.

2. Creating Networks within the UHB for individuals to be proactively involved of solving problems and proactively leading on specific agendas related to the nine protected characteristics including Welsh Language.

3. Overhaul recruitment and selection practices to make sure that staffing reflects the diversity of the community we serve.

4. Discuss equality, diversity and inclusion as part of the health and wellbeing conversations with staff

Saunders, Nathan
11/02/2020 15:40:32



CHARITABLE FUNDS BID APPLICATION FORM

5. Publish and produce resources, guides and toolkits to help leaders have productive conversations about race, and to support each other to make tangible progress on inclusion for all staff.

6. Develop a campaign to recruit people who may have seldom heard voices to Freedom to Speak Up advisor role.

The points below are recommendations from a staff member who wrote into our inclusion team following our CEO ask in his Staff connect.

These are their recommendations:

- There should a yearly update study day for all members of staff about the effects of racism and how to check bias.
- A framework for BAME patients to voice concerns if they feel they aren't being treated fairly e.g. not believed and this should be responded to in a timely manner.
- Staff members need a designated person to report to that is trained in racial inequality and racism and/or managers need extra training on how to deal better with these complaints.
- BAME background individuals should not be seen advertised on posters representing the health board if they are not seen throughout CAV in all areas including managerial roles of equal proportion.
- There needs to be a robust policy for patients refusing to be treated by BAME staff members and acknowledgment of how this affects staff members.
- Posters should be widespread that show NO TO RACISM as is seen No to violence and aggression. There needed to be a zero-tolerance of racism.

Saunders Nathan
11/02/2020 15:40:32

CHARITABLE FUNDS BID APPLICATION FORM

5. What are the breakdown of total funds requested:	
(a) Direct Costs:	Total Costs £298453.08 of the project
(b) Staff:	<p>Band 7 Inclusion Facilitator £52,105.67</p> <p>Band 5 Inclusion Officer £34,144.66</p> <p>Band 3 administrator £25,476.21</p> <p>Total for 1 year = £111,726.54 Total for 2 years = £223,453.08</p>
(c) Consumables:	£2000
(d) Equipment:	<p>IT Equipment</p> <p>Educational materials Inc. Printer</p> <p>Expert speakers</p> <p>WL Simulations' translation equipment</p> <p>Total = £30,000</p>
(e) Travel:	£3000
(f) Other:	<p>Community venues £5000</p> <p>Visual graphics £5,000</p> <p>Documenting our story £10,000</p> <p>Evaluation of the project £5,000</p>
(g) Indirect Costs:	£15,000

6. Could funding from the Endowment Fund support this bid? Yes / No			
7. The bid must further a Charitable purpose/purposes. Please tick (✓) which Charitable Purpose / Purposes your bid fits under:			
(a) The prevention or relief of poverty	✓	(g) The advancement of amateur sport	
(b) The advancement of education	✓	(h) The advancement of human rights, conflict resolution or reconciliation, or the promotion of religious or racial harmony or equality or diversity	✓

Saunders, Nathan
11/02/2020 15:40:32

CHARITABLE FUNDS BID APPLICATION FORM

(c) The advancement of religion	✓	(h) The advancement of environmental protection or improvement	
(d) The advancement of health or saving of lives	✓	(j) The relief of those in need because of youth, age, ill health, disability, financial hardship	✓
(e) The advancement of citizenship or community development	✓	(k) The advancement of animal welfare	
(f) The advancement of the arts, culture, heritage or science	✓	(l) The promotion of the efficiency of the armed forces of the Crown or of the efficiency of the police, fire and rescue services or ambulance services	

8. The bid must relate to the National Health Service. Please tick (✓) from the below how your bid relates to the National Health Service:	
(a) Promotion of a health service designed to secure improvement:-	
- in the physical and mental health of people in Wales	✓
- in prevention, diagnosis and treatment of illness	✓
(b) And must provide:	
- Hospital accommodation	
- Such other services or facilities for the care of pregnant women, women who are breast feeding and young children as they consider are appropriate as part of the health service	
- Other accommodation for the purpose of any service provided under the Act e.g. GP Surgery	
- Medical, dental, ophthalmic, nursing and ambulance services	
- Such other services or facilities for the prevention of illness, the care of persons suffering from illness	
- Services or facilities as are required for the diagnosis and treatment of illness	

<p>9. Please explain how your bid is wholly/mainly for the service provided by Cardiff and Vale UHB?</p> <p>The project will be focusing predominately on the staff of Cardiff and Vale Health system.</p> <p>It is recognised that the approach that we will be taking is both advantageous for staff but also for patients and their families and carers. Our approach prevents the organisation from falling in between the gaps of diversity and inclusion. It allows for a more integrated approach to equality, education and health and wellbeing. It will achieve a positive outcome for our staff and therefore for our patients.</p>

Saunders-Nelson
11/02/2020 15:09:32



CHARITABLE FUNDS BID APPLICATION FORM

The approach will employ a specialist, dedicated raising awareness team providing , information, advice and intervention that would work to a criteria set down not only by legislation but by the voices of our staff, patients and their communities

The bid will assist Cardiff and Vale UHB to meet its legal, social and corporate responsibilities in relation to its staff, though the provision of a high quality service. Learning and education opportunities will be provided to staff.

10. Please explain what your strategy is when the project/funding comes to an end? (e.g. if you bid is to fund the employment of a member of staff what will happen to that member of staff when the funding expires)

The approach to inclusion within the UHB is to ensure it is embedded and sustainable. The resources requested within the bid will be for 2 years to disseminate an approach which educates staff and empowers individuals to be consciously inclusive. The roles will be either fixed term or secondments to allow individuals to develop and champion the inclusion agenda. During this period of time these individuals will work closely with the education department, wellbeing and in partnership with Health and social care. Our approach is also based on organisational cultural change. This is deliberate. As was once said:” Culture eats strategy for breakfast”. We are acutely aware that over 70% of strategic plans fail at implementation. We also know that culture, or more precisely ignorance of its affect, is at the heart of such failures. This is why our bid and the work involved is looking to locate the energy for change for a specific and concentrated period of time within the organisation. Our recent Strategic Equality Plan has laid a strong foundation To build on. A successful application means we will be able to build on that foundation and build and embed concrete pieces of work into our everyday practices.

This is a time of opportunity to improve and change what we have been doing. It is an exciting time. The commitment from our Board and Leadership teams are present

Saunders,Nathan
11/02/2020 15:40:32



CHARITABLE FUNDS BID APPLICATION FORM

11. Please explain the expected outcomes/benefits of the project and how will these be measured?

There are a variety of measures across three broad categories of data that reflect dimensions of inclusion:

Benefits Matrix

- Employee Experience. Gaining feedback about how employees feel? Are they even talking about inclusion? Do they feel like they belong within the UHB?
- Demographic. Is there inequity in pay, position level, or promotion rate by gender, ethnic background, or other demographic segment? Does baseline data show any evidence that some groups are advantaged over others?
- Behaviour. Do people have equal opportunities to succeed? Are people included equally on priority initiatives, working documents, and meetings with key leadership?
- Recruitment baseline will be initially measured regarding the diversity of our workforce and two years on how this improves at all levels

Alongside this 2 year project a formal evaluation will take place in partnership with an academic Centre, monitoring and evaluating the project. A publication will be produced showing the positive outcomes and highlighting positive changes, throughout the UHB. Lessons learnt and recommendations will also be stated to help move the agenda forward even more.

Saunders, Nathan
11/02/2020 15:40:32



CHARITABLE FUNDS BID APPLICATION FORM

Please note that if your bid is approved you will be required to present an outcome report to the Charitable Funds Committee when requested.

12. Please explain how your bid meets the Public perception test? (Can you see any reason why your bid would damage the reputation of the Charity to make this expenditure from Charitable Funds?)

All the material and resources will be credible and professional representing the Health board and the health charity

Currently the inclusion agenda is very topical including BAME and Black lives matter with a huge learning element which shows everyone can learn and do more.

This project would not decrease the credibility of the charity and actually will raise its profile in the area of inclusion. The added value to this project is that education will be cascaded to many and therefore impacting to a wider number of people far past the small inclusion team.

Name: Rachel Gidman

Position: Assistant Director of OD

Bid approved by: Martin Driscoll Position: Executive Director of Workforce and OD

(Please note that your bid should be approved by either Clinical Board Director or Executive Director)

Date: 14.9.2020

Saunders, Nathan
11/02/2020 15:40:32



COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

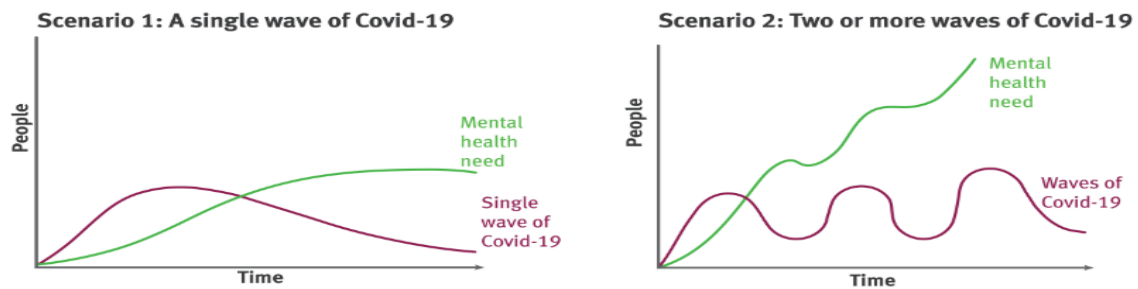
1. Please state the name of the project/bid: Proactive Wellbeing support for Staff and Managers
2. Please state the overall amount you are requesting: £300,000 Which equates to an investment in wellbeing of £9.66 per staff member per annum based on current head count
3. Please state the duration of the project/bid: Two years
4. Please provide an overall summary of what your bid is about and what it will achieve? The Centre for Mental Health (May 2020) maintains that, based on research from previous pandemics, Healthcare workers are at greater risk of developing mental health problems as a result of Covid19. The impact of this is unlikely to be experienced equally, with people with existing mental health difficulties and people from Black, Asian and minority ethnic communities among those who are likely to be affected disproportionately. Pre Covid19, it was widely reported that one in four individuals would experience a mental health issue each year. Research has however indicated that in some situations prevalence of significant distress is 50% higher in those who worked with SARS-CoV patients. It is also acknowledged that the impact on mental health is likely to be long lasting and will not simply disappear as lockdown ends. The graphs below highlights the potential impact of Covid19 on Mental Health in the event of one or multiple waves of Covid19. Although difficult to confirm when and if a second or third wave will occur, it is essential that steps are taken now to learn lessons from the first wave and ensure resources are in place to support staff should further outbreaks occur.

Saunders, Nathan
11/02/2020 15:40:32

COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

Centre for
 Mental Health 

Scenarios of mental health need relating to Covid-19 and how they could compare with the trajectory of the virus itself



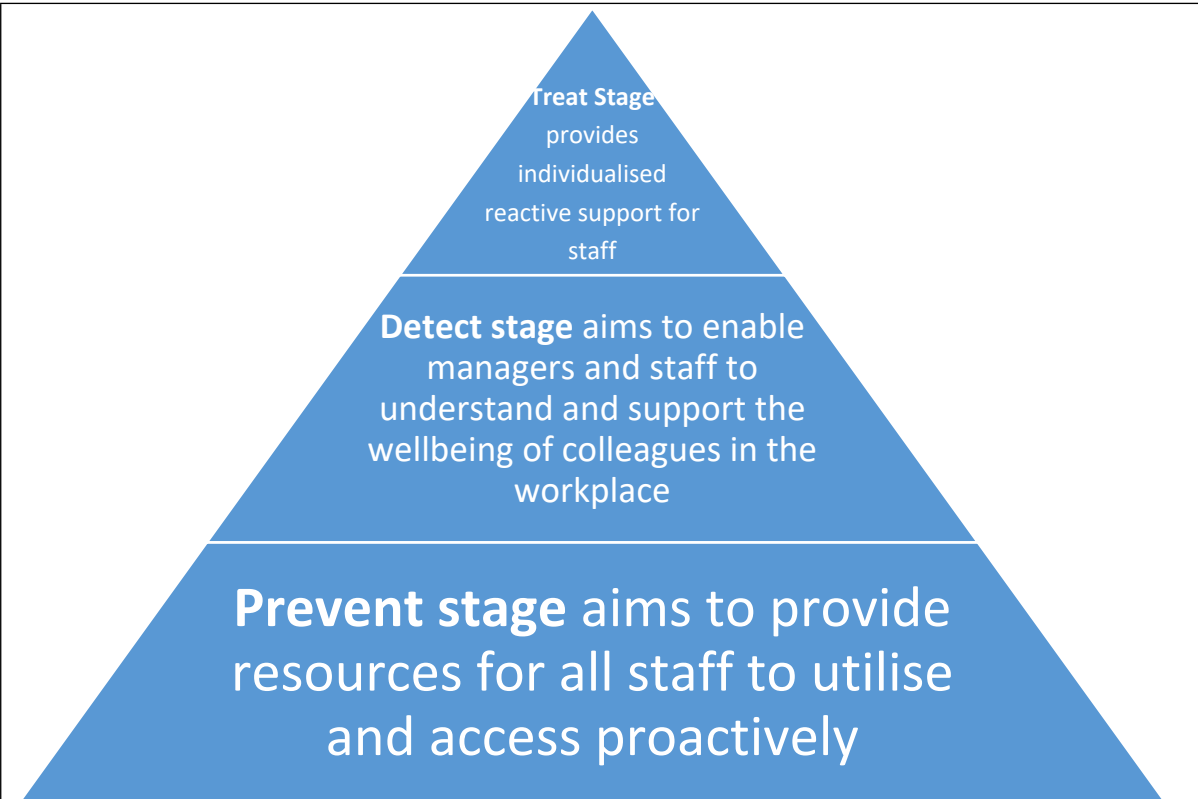
© Centre for Mental Health 2020

The Society of Occupational Medicine, Royal College of Psychiatrists together with CIPD (June 2020) advocate a three-stage structured and systematic approach as one of the best ways to ensure the elimination/mitigation of stressors that contribute to mental ill health at work. These stages aim:

- to prevent mental ill health – primary interventions
- to detect mental ill health – secondary interventions
- to treat mental ill health – tertiary interventions

Saunders, Nathan
 11/02/2020 15:40:32

COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)



This concurs with Prof. Neil Greenberg (July 2020) who advocates that the most effective ways to sustain wellbeing is to follow the PIES Principles which promotes low intensity informal support from colleagues and line managers :

Proximity	Offer support in the workplace rather than send someone home if they become upset
Immediacy	Adopt a nip in the bud approach. Have early conversations about wellbeing. Don't avoid the conversations. Don't medicalise something that a simple "How are you" can help
Expectancy	Reaction to circumstances may be entirely normal and not require psychological intervention
Simplicity	Focus on the basic wellbeing needs: Sleep/talking/healthy eating/exercise #MoveMoreEatWell #DoingOurBit

Although an important aspect of wellbeing, it is essential that Tertiary interventions e.g. counselling, should not be considered as the first stage of supporting staff wellbeing. Evidence indicates that by following the PIES principles and ensuring that primary and secondary interventions which enable Line managers and staff to proactively support wellbeing in the workplace are in place, the requirement to treat staff reactively will be reduced.

Saunders
11/02/2023 15:40:32

COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

The aim of this bid is to use the Society of Occupational Medicine's model to facilitate the development, implementation and review of a number of wellbeing resources and initiatives which will support a preventive and proactive approach to wellbeing across the whole UHB. The intention is to support staff and managers to rebuild their psychological resilience and develop ways to support wellbeing in the workplace not only in the current covid19 environment but also during the rest of their NHS career in accordance with the PIES principles approach.

The specific wellbeing resources and initiatives are still being explored and benchmarked against existing and developing evidence based practice. Some have been identified e.g. REACT training, Schwartz rounds while others such as peer support models and mindfulness programmes require further exploration before confirming what are the best options for staff across the whole UHB.

In order to achieve the above, staffing resources will be required in the form of wellbeing co-ordinators who supported by a project co-ordinator will be able to plan, implement and evaluate all resources. The proposal is that this team will report to the Head of Employee Health and Wellbeing Services while working collaboratively with Learning and Education, Employee Wellbeing Services, Mental Health Clinical Board and any other relevant stakeholders.

5. What are the breakdown of total funds requested:	
(a) Direct Costs:	REACTmh Train the trainers course : £500 + £1000 for REACTmh licence use Schwartz facilitator training - £1000 Peer support Model – TBC* Mindfulness – TBC*
(b) Staff:	2 wte Band 7 Wellbeing Co-ordinators : £104,000 per annum (total £208,000 over 2 years) 1wte Band 5 Project co-ordinator: £34,008 per annum (total £68,016 over 2 years)
(c) Consumables:	Printing and wellbeing materials: £3000
(d) Equipment:	IT equipment: £1750 Telephone: £300 Office equipment: £550
(e) Travel:	
(f) Other:	
(g) Indirect Costs:	

*bid increased to £300,000 to include the costs of peer support and mindfulness however exact costs yet to be confirmed

Saunders/Kunze
11/02/2020 15:40:32

COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

6. Could funding from the Endowment Fund support this bid? No			
7. The bid must further a Charitable purpose/purposes. Please tick (✓) which Charitable Purpose / Purposes your bid fits under:			
(a) The prevention or relief of poverty		(g) The advancement of amateur sport	
(b) The advancement of education	✓	(h) The advancement of human rights, conflict resolution or reconciliation, or the promotion of religious or racial harmony or equality or diversity	✓
(c) The advancement of religion		(i) The advancement of environmental protection or improvement	
(d) The advancement of health or saving of lives	✓	(j) The relief of those in need because of youth, age, ill health, disability, financial hardship	
(e) The advancement of citizenship or community development		(k) The advancement of animal welfare	
(f) The advancement of the arts, culture, heritage or science		(l) The promotion of the efficiency of the armed forces of the Crown or of the efficiency of the police, fire and rescue services or ambulance services	

8. The bid must relate to the National Health Service. Please tick (✓) from the below how your bid relates to the National Health Service:	
(a) Promotion of a health service designed to secure improvement:-	
- in the physical and mental health of people in Wales	✓
- in prevention, diagnosis and treatment of illness	✓
(b) And must provide:	
- Hospital accommodation	
- Such other services or facilities for the care of pregnant women, women who are breast feeding and young children as they consider are appropriate as part of the health service	
- Other accommodation for the purpose of any service provided under the Act e.g. GP Surgery	
- Medical, dental, ophthalmic, nursing and ambulance services	
- Such other services or facilities for the prevention of illness, the care of persons suffering from illness	✓
Services or facilities as are required for the diagnosis and treatment of illness	✓

Saunders, Nathan
11/02/2020 15:40:32



COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

9. Please explain how your bid is wholly/mainly for the service provided by Cardiff and Vale UHB?

This bid is wholly for services to proactively, maintain and support the wellbeing of Cardiff and Vale staff across the whole UHB regardless of whether hospital or community based

10. Please explain what your strategy is when the project/funding comes to an end? (e.g. if you bid is to fund the employment of a member of staff what will happen to that member of staff when the funding expires)

By including in the bid a project co-ordinator, the aim is that the resources and initiatives will be continuously evaluated thereby enabling the effectiveness to be monitored. Outcomes will be examined and a business case developed to embed successful initiatives into core wellbeing delivery

Saunders, Nathan
11/02/2020 15:40:32



COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

11. Please explain the expected outcomes/benefits of the project and how will these be measured? *(please note you will be expected to report to the Charitable Funds Committee on an appropriate basis to demonstrate either the outputs of the project or that your project is being delivered as planned)*

The aim of this project is to embed wellbeing throughout the career pathway of Cardiff and Vale staff. The majority of wellbeing interventions are routinely reactive i.e. for staff already off sick or in work but who's wellbeing is already negatively affected.

These initiatives are taking a proactive and preventative approach which will improve staff's workplace experience and wellbeing.

Outcomes that will be measured include:

- Staff engagement score from NHS Wales staff survey
- Numbers attending courses
- Feedback from attendees
- Impact on sickness absence
- Numbers referred to EWS and OH

Please note that if your bid is approved you will be required to present an outcome report to the Charitable Funds Committee when requested.

12. Please explain how your bid meets the Public perception test? *(Can you see any reason why your bid would damage the reputation of the Charity to make this expenditure from Charitable Funds?)*

This proposal highlights not only to staff but the general population that Cardiff and Vale UHB cares for its staff and is an exemplary place to work whether you are a nurse, a porter, a Clerical officer or a Doctor.

It evidences that as an employer we want to invest proactively in staff wellbeing and value our staff as our most important asset

Saunders Nathan
11/02/2020 15:40:32



COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

Name: Nicola Bevan

Position: Head of Employee Health and Wellbeing Services

Bid approved by: Rachel Gidman

Position: Assistant Director of OD

Martin Driscoll Executive Director of Workforce and OD

(Please note that your bid should be approved by either Clinical Board Director or Executive Director)

Date: 16.9.20

Saunders, Nathan
11/02/2020 15:40:32

COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

1. Please state the name of the project/bid: St David's Children Centre Environmental Improvements post Covid.	
2. Please state the overall amount you are requesting: £43,595.02	
3. Please state the duration of the project/bid: 3 Months	
4. Please provide an overall summary of what your bid is about and what it will achieve? <p>The Children, Young People & Family Health Services promote and support a healthy start in life for children, young people and their families as they grow and develop. Our aim is to ensure that all children and young people are able to reach their full potential and be physically and emotionally healthy.</p> <p>Our team of highly skilled professionals work alongside parents, children and young people to support their needs from birth to 18. We provide high quality and integrated care services to children with disabilities and complex needs, those with developmental difficulties, behavioural difficulties and emotional wellbeing and mental health concerns, as well as children and young people in special circumstances such as those in care.</p> <p>In line with the Covid guidance for public and work spaces, as well as the advice received from the UHB Infection Control team there is a requirement for a number of amendments and improvements to be made to St David's Children Centre in order for services for children and young people to resume and operate safely from the building.</p> <p>As part of our commitment to delivering high quality care to our diverse patients, we want to ensure that the experience of coming into the centre is as positive, inviting and safe as possible for children, young people and their families. We recognise that the facilities play such an important part in the overall experience of those who use our services, it is imperative that they feel comfortable in an environment which is fit for purpose, age appropriate and provides a warm and welcoming atmosphere. Alongside this, it is essential that we create a safe and comfortable working environment for the many staff that deliver services from the building to support staff wellbeing and the continued delivery of clinical care.</p> <p>We believe improving the service environment and facilities will make a significant positive impact for those children, young people and families who are receiving care and support from the many services based at St David's Children Centre and the staff that deliver care.</p>	
5. What are the breakdown of total funds requested:	
(a) Direct Costs:	£43,595.02

Saunders-Nahen
11/02/2020 15:40:32

COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

(b) Staff:	N/A
(c) Consumables:	N/A
(d) Equipment:	N/A
(e) Travel:	N/A
(f) Other:	N/A
(g) Indirect Costs:	N/A

6. Could funding from the Endowment Fund support this bid? No

7. The bid must further a Charitable purpose/purposes. Please tick (✓) which Charitable Purpose / Purposes your bid fits under:

(a) The prevention or relief of poverty		(g) The advancement of amateur sport	
(b) The advancement of education		(h) The advancement of human rights, conflict resolution or reconciliation, or the promotion of religious or racial harmony or equality or diversity	
(c) The advancement of religion		(h) The advancement of environmental protection or improvement	✓
(d) The advancement of health or saving of lives		(j) The relief of those in need because of youth, age, ill health, disability, financial hardship	✓
(e) The advancement of citizenship or community development		(k) The advancement of animal welfare	
(f) The advancement of the arts, culture, heritage or science		(l) The promotion of the efficiency of the armed forces of the Crown or of the efficiency of the police, fire and rescue services or ambulance services	

8. The bid must relate to the National Health Service. Please tick (✓) from the below how your bid relates to the National Health Service:

(a) Promotion of a health service designed to secure improvement:- in the physical and mental health of people in Wales	✓
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Saunders, Nathan
11/02/2020 15:00:32

COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

- in prevention, diagnosis and treatment of illness	✓
(b) And must provide:	
- Hospital accommodation	✓
- Such other services or facilities for the care of pregnant women, women who are breast feeding and young children as they consider are appropriate as part of the health service	
- Other accommodation for the purpose of any service provided under the Act e.g. GP Surgery	
- Medical, dental, ophthalmic, nursing and ambulance services	
- Such other services or facilities for the prevention of illness, the care of persons suffering from illness	✓
- Services or facilities as are required for the diagnosis and treatment of illness	✓

9. Please explain how your bid is wholly/mainly for the service provided by Cardiff and Vale UHB?

The bid is for furniture and environmental improvements to the St David's Children Centre, from which a wide range of services for children and young people operate from. All services that run from the centre are specifically delivered by the Health Board for children and young people across Cardiff and the Vale regions.

Based on pre-COVID service delivery, we would expect approximately 1000 children and young people per month to benefit from the improved facilities. In line with social distancing, this number will be reduced to approximately 25% capacity until it is safe to resume services fully. Services currently running from the centre include community paediatrics, neurodevelopment, continence, speech and language, OT, physio, child psychology, looked after children, audiology and emotional wellbeing and mental health services – all serving children and young people right from birth to 18 years old. The children come from a diverse range of cultural and socioeconomic backgrounds from across Cardiff and the Vale.

There are a significant number of staff based from the children's centre, the bid will also support ensuring that staff are able to work safely from the centre whilst delivering and supporting clinical services.

We would like to have a fit for purpose facility to enable us to provide the best possible and safest care and experience for all children and young people accessing our diverse range of services at the children's centre.

10. Please explain what your strategy is when the project/funding comes to an end? (e.g. if you bid is to fund the employment of a member of staff what will happen to that member of staff when the funding expires)

Saunders-Nash
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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

This bid is for furniture items and building amendments for the children, young people and families health services based at the St. David's Children's Centre. The suggestion is to still maintain the look and feel of a children and young people's centre, whilst ensuring that the environment is fit for purpose and safe for both patients, parents and staff in line with the Covid safety requirements.

Any ongoing annual fees associated with the building improvements will be absorbed by the services operating from the building.

11. Please explain the expected outcomes/benefits of the project and how will these be measured? *(please note you will be expected to report to the Charitable Funds Committee on an appropriate basis to demonstrate either the outputs of the project or that your project is being delivered as planned)*

The primary outcome and benefit of this project is ensuring the safety of our patients and staff, whilst maintain their comfort and positive experience, in line with Covid safety measures.

Implementing the project will allow the services delivered from the centre to increase their face to face patient activity safely and in line with infection control and social distancing guidelines. It will ensure that the quality of experience is not compromised.

Once implemented, we will seek to implement regular feedback mechanisms for children, young people and families attending the centre to ensure the facilities met their expectations.

Please note that if your bid is approved you will be required to present an outcome report to the Charitable Funds Committee when requested.

12. Please explain how your bid meets the Public perception test? *(Can you see any reason why your bid would damage the reputation of the Charity to make this expenditure from Charitable Funds?)*

The bid would support the public perception of the varying children and young people's services delivering from the children's centre. It will show the continued commitment to caring for and supporting the children, young people and their families with their differing health and developmental needs. Ensuring their safety and comfort and that of the staff working in the centre are prioritised.

It would also show that we are prepared to support the children, young people and families in our community following the Covid 19 pandemic and the ongoing support and care we will need to provide following this, for the months and years to come.

Saunders
11/02/2020 15:40:32



COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

Name: Katie Simpson

Position: Service Manager, Children & Young People's Mental Health Services

Bid approved by:  Position: Director of Operations

(Please note that your bid should be approved by either Clinical Board Director or Executive Director)

Date:

Saunders, Nathan
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St David's Children's Centre

Room Name	Room No.	Item	Supplier	Link	Cost	Qty	Total
Con Room 1	001/G17	Storage Unit	?	Estimate	£150.00	1	£150.00
Con Room 1, 2, 3, 4, 5, CAMHS, Psych, PMH, Physio x2. OT x2, SLT x2	Clinic Rooms	PPE dispenser	Medisave	https://www.medisave.co.uk/glove-and-apron-dispenser.html	£51.48	18	£926.64
Con Room 1, 2, 3, 4, 5, Psych, PMHx2, Physio x2. OT x1	Clinic Rooms	Vinyl covered computer chair	BOF		£49.00	11	£539.00
Con Room 1, 2, 3, 4, 5, PMHx1, Physio x2. OT x2, SLT x2	Clinic Rooms	Wipeable Chairs (different colours in each room)	Poppi	http://www.poppifurniture.co.uk/products/Tampa-Chairs-p231328371	£125.00	41	£5,125.00
Psychology	39 (upstairs)	Wipeable chairs	Poppi	http://www.poppifurniture.co.uk/products/Napoli-p231545500	£405.00	2	£810.00
Psychology	40 (upstairs)	Wipeable sofas	Poppi	http://www.poppifurniture.co.uk/products/Napoli-p209559780	£522.00	1	£522.00
Psychology / Obs Room	39 / 51 (upstairs)	Replacement of carpets for linoleum	Engie	Estimate	£5,000.00	1	£5,000.00

Saunders Nathan
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Con Room 1,2,3,4,5	Downstairs	Clocks (different colour in each room)	Amazon	https://www.amazon.co.uk/stores/page/C2E6CEC2-C9CA-4874-81D1-81DDB948CC51?store_ref=SB_A07987643KMHVS44F209K&axitk=s2WpaWJ4hcaZwQFR9Z8d4w&hsa_cr_id=2696620870902&lp_asins=B085N2YDY4%2CB06XDM4N88&lp_m_at_key=wall%20clock&lp_query=wall%20clocks&lp_slot=desktop-hsa-3psl&ref=sbx_be_s_3psl_mbd&productGridPageIndex=2	£16.00	5	£80.00
Waiting Area Reception	Downstairs	Perspex Protective Screen	Engie		£1,579.80	1	£1,579.80
Waiting Area Reception	Downstairs	Wipeable two seater sofas	Poppi	http://www.poppifurniture.co.uk/products/Napoli-p209559780	£522.00	4	£2,088.00
Waiting Area Reception	Downstairs	Wipeable Chairs	Poppi	http://www.poppifurniture.co.uk/products/Napoli-p231545500	£405.00	6	£2,430.00
Waiting Area Reception	Downstairs	Coffee tables	Poppi	http://www.poppifurniture.co.uk/products/Max-Coffee-Table-p209559849	£219.00	2	£438.00

Suppliers Nathan
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Waiting Area Reception	Downstairs	Clock	Amazon	https://www.amazon.co.uk/dp/B082XN5MSF/ref=sspa_dk_detail_2?psc=1&pd_rd_i=B082XN5MSF&pd_rd_w=Dq0Hn&pf_rd_p=1055d8b2-c10c-4d7d-b50d-96300553e15d&pd_rd_wg=hvEQf&pf_rd_r=8P1KGEMH57B0GHTK803F&pd_rd_r=a791c841-ca8b-4eab-adaf-def9d5a30b96&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUeYUENYQVlk3U1RXNzIlJmVuY3J5cHRlZElkPUeWMTcxMjY1VDZlNkQR1dVTOJNjMvUy3J5cHRlZEFkSWQ9QTA4ODc3MDEzRVlTSEhNMDNTQ0xDJndpZGdldE5hbWU9c3BfZGV0YWlsJmFjdGlvb1j1bGlja1JlZGlyZWNOJmRvTm90TG9nQ2xpY2s9dHJ1ZQ==	£17.99	1	£17.99
Admin Offices	001/G21	Clock	Amazon	https://www.amazon.co.uk/dp/B01ANF6UGO/ref=sspa_dk_detail_0?psc=1&pd_rd_i=B01ANF6UGO&pd_rd_w=2b9FF&pf_rd_p=dc37174d-0a14-4209-a295-71b2053f4171&pd_rd_wg=sDfcj&pf_rd_r=HCK6GH0CXDDBMVWRS33K&pd_rd_r=7eb7ff95-fdc2-4ce7-8f27-70390e8dce50&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUExQlhMMkVDUjZOVjdCJmVuY3J5cHRlZElkPUeWUwMTA1Mko3UEhLTE1NTzJUNSZlbnNyeXB0ZW50ZG90YXN0ZG9nQ2xpY2s9dHJ1ZQ==	£31.88	3	£95.64
Admin Office(Rec downstairs)	001/G21	desks/pedestals x6	BOF	Estimate	£2,500.00	1	£2,500.00
Admin Office(Rec downstairs)	Tambour Units	Tambour Units	BOF	Estimate	£200.00	2	£400.00
Admin Office (downstairs)	001/G	desks/pedestals x3	BOF	Estimate	£1,500.00	1	£1,500.00
Admin Office (downstairs)	001/G	desks/pedestals x3	BOF	Estimate	£1,500.00	1	£1,500.00
Therapy Waiting Area	Upstairs	Wipeable Chairs	Poppi	http://www.poppifurniture.co.uk/products/Napoli-p231545501	£405.00	6	£2,430.00

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Therapy Waiting Area	Upstairs	Coffee tables	Poppi	http://www.poppifurniture.co.uk/products/Max-Coffee-Table-p2095598	£219.00	2	£438.00
Therapy Waiting Area	Upstairs	Wipeable two seater sofas	Poppi	http://www.poppifurniture.co.uk/products/Napoli-p209559780	£522.00	4	£2,088.00
Therapy Waiting Area	Upstairs	Clock		https://www.amazon.co.uk/dp/B082XN5MSF/ref=sspa_dk_detail_2?psc=1&pd_rd_i=B082XN5MSF&pd_rd_w=Dq0Hn&pf_rd_p=1055d8b2-c10c-4d7d-b50d-96300553e15d&pd_rd_wg=hvEQf&pf_rd_r=8P1KGEMH57B0GHTK803F&pd_rd_r=a791c841-ca8b-4eab-adaf-def9d5a30b96&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUeYUENYQVlk3U1RXNzIlJmVuY3J5cHRlZElkPUeWMTcxMjY1VDZJNkQR1dVTOJmVuY3J5cHRlZEFkSWQ9QTA4ODc3MDEzRVITSEhNMDNTQ0xjndpZGdldE5hbWU9c3BfZGV0YWlsJmFjdGlvb11jbGlja1JlZGlyZWNOJmRvTm90TG9nQ2xpY2s9dHJ1ZQ==	£17.99	1	£17.99
Meeting Room		Wipeable Chairs	Poppi	http://www.poppifurniture.co.uk/products/Tampa-Chairs-p231328371	£125.00	20	£2,500.00
Upstairs Obs room	001/F-33?	High Bar Stools	Amazon	https://www.amazon.co.uk/Songmics-Beechwood-Surface-Kitchen-Breakfast/dp/B074SDJTK9/ref=sr_1_6?dchild=1&keywords=high+bar+stool+wooden+leg+plastic+chairs&qid=1598363240&s=kitchen&sr=1-6	£38	4	£152.00
CAMHS Reception		Perspex Protective Screen	Engie		£1,009.80	1	£1,009.80
Reception, Cons Rm 1,2,3,4		Replacement of carpets for linoleum	Engie		£9,257.16	1	£9,257.16
Total Cost					£43,595.02		



COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

<p>1. Please state the name of the project/bid: Covid-19 Patient Experience Support Project</p>
<p>2. Please state the overall amount you are requesting: £25,000 This would equate to 2,399 hours over 7 months=342 hours per month which is 85 hours per week across the UHB</p>
<p>3. Please state the duration of the project/bid: September 2020-March 2021</p>
<p>4. Please provide an overall summary of what your bid is about and what it will achieve?</p> <p>The bid is to enable us to employ via the bank Medical and nursing staff to undertake the Patient Experience support worker role which includes Virtual visiting, collating feedback and supporting the clinical teams with communications and activities for patients.</p> <p><u>Situation</u> During the current COVID-19 Pandemic, a need was recognised on wards across the Health Board for a service that would enable patients to have social contact whilst usual visiting practices are suspended. The project currently being undertaken involves providing a 'Virtual Visiting' service directly on the wards. The Patient Experience team has trained nursing students and medical students as 'Patient Experience Support Workers' (PESWs), and has furthermore provided training to use computer tablets, with Zoom installed, to facilitate video calls between the patient and family.</p> <p><u>Background</u> Given the suspension and current restriction of usual ward visiting practices across the Health Board as a result of Covid-19, the Patient Experience Team recognised that it is highly important to consider the ability of patients to visit, or otherwise interact with, their friends and family whilst receiving care within a hospital ward-setting. This was especially important given the reality that patients may be inside a ward-setting for a protracted amount of time and may be, in some way or another, isolated or excluded. A 'Virtual Visiting' project was created by the Patient Experience Team which was supported by Welsh Government through a successful bid for 280 Lenovo computer tablets. A further stock of 38 tablets was charitably provided by the Freemasons and a further 100 by the Health Charity. It was agreed by Cardiff University School of Medicine & School of Nursing that some of their current students would undertake a paid work placement as 'Patient Experience Support</p>

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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

Workers' (PESW). Their role was to work directly on allocated wards and facilitate 'Virtual Visiting' sessions using Zoom on the computer tablets provided.

During the implementation phase and afterwards our IT department has been working tirelessly to ensure that the tablets are safe for patients to use and comply with data protection guidelines. Each tablet has been set up with Zoom for virtual visiting, Radio Glamorgan, free magazines from Wi-Fi spark and a feedback survey. IT have added a range of game and activity apps to help alleviate boredom on the wards.

Feedback from the virtual visiting has been very positive from both staff and patients, some of whom have not seen family/friends in weeks.

Feedback from ward staff surveys suggests that:

- The ward staff feel that the service has utility beyond the COVID-19 situation, especially with family members who live far away.
- All (100%) of the respondents felt that:
 - The virtual visiting service added value to the ward and its patients.
 - It was useful for someone to regularly contact patient's next of kin.
 - They would welcome the PESWs undertaking this role on their ward again in the future.

Effects on ward

- In some cases the PESWs have freed up time and resources for wider staff to focus on medical and nursing care.
- Provide a sense of consistency to the patients.

Case Study at Rhydlafer Ward, St. David's Hospital

One of the Patient Experience Support Workers (PESW) shared a particularly important and heart-warming story from his own experience facilitating Virtual Visiting sessions on the wards.

One of the patients on the ward had a "recent history of non-compliance and aggressiveness" and was "known to decline treatment and therapy despite persistent attempts by OT and physiotherapists". The ward staff spoke with the PESW who arranged for the patient to have a Zoom call with his niece.

The result of the Zoom call was that, by the end of the call, the patient's "demeanour had completely changed". "His niece reinforced the importance of engaging with therapies, accepting help, taking medication and eating/drinking plenty so that he gets to come home sooner. The patient agreed to everything she said and admitted that he was wrong to decline care."

Saunders
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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

Reflecting on this experience, the PESW commented that "It was mesmerising to see how one zoom call can give patients the motivation and encouragement they need to push through. Along with seeing him interact with his niece after weeks of no contact made this such a rewarding experience".

Virtual Visiting Video

The first cohort of students who we spoke with have expressed interest in resuming their roles as a PESW should the role become funded at Band 2. Of these 9 students, 2 are nursing and 7 are medical students – with one student completely new to the service but wishing to join based on the positive feedback of previous PESW cohorts.

In total, the summary of the feedback from both the PESWs and the ward staff would suggest that this initiative has been a success in its ability to train and deploy new staff members to undertake a new role in a relatively short period of time during a pandemic. Anecdotally speaking, the patients have found real value in being able to connect digitally with their friends and family whilst within a hospital ward-setting. The PESWs have similarly found real meaning and value in developing their soft skills in this role; most having their own story of interacting with patients on the ward.

To date we have had a total of 40 students supporting this initiative for a maximum of 12 weeks for nursing students and 6 weeks for medical students since April to date. Due to the success of the project we have been contacted by the School of Nursing with an offer of further support from 8 nursing students during September to December.

The uncertainty of a possible resurgence of COVID-19 during the winter months along with winter pressures this role will be beneficial in supporting not only patients and their family members but also staff.

Below is a video from a family member offering her thanks to the support of the PESW.



PE support
workers.MOV

Family Feedback

Dear Team,

Saunders Nathan
11/02/2020 15:40:32



COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

I would like to highly recommend the service which we have received that has enabled us to communicate with my mother CO in ward A5 South, UHW for the last 2-3 weeks

This service (Zoom video calls) was introduced to us by student nurse Katie. It has been an immensely valuable service. We would like to highly commend her and the wonderful service given. She has been patient, kind and caring towards my dear mother and also initiates any outstanding care that my mother needs that we have requested promptly. In this pandemic of covid-19 we cannot visit our relatives in hospital. For people like me where my dear mother has dementia and is unable to communicate either by phone or by initiating any video call herself it has been very difficult and quite hard to cope without her seeing us and vice versa, prior to the introduction of this service.

I believe this service is invaluable to all patients who for whatever reason have an inability to communicate with their nearest and dearest while in hospital. I really hope that it does continuing long term because it will be a blessing not just for the patients but also their relatives who need to speak with them whether they are local to them or from afar.

We are certainly very much appreciative of Katie's input and for the service that she has rendered to us and my mum as well as others on the ward too. It is also nice to see that my mum takes comfort that we are fine and although she can't communicate this to us, I can see this by her gestures and her smiles. We have also been able to read her favourite scriptures, play her favourite music and pray with her, which has always been a blessing to mum even though she has advanced dementia. This would not have happened without the video zoom service that is currently instituted. We would like to say a very BIG thank you to Katie and the team who organised this.

We wish Katie all the best in her studies and I am sure she will do well because she has the right attitude and her heart is in the right place - which makes such a difference! Our sincere thanks also goes to everyone else who has been looking after our mother on ward A5 South.

With best wishes

5. What are the breakdown of total funds requested:	
(a) Direct Costs:	
(b) Staff:	£25,000
(c) Consumables:	

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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

(d) Equipment:	
(e) Travel:	
(f) Other:	
(g) Indirect Costs:	

6. Could funding from the Endowment Fund support this bid? NO			
7. The bid must further a Charitable purpose/purposes. Please tick (✓) which Charitable Purpose / Purposes your bid fits under:			
(a) The prevention or relief of poverty		(g) The advancement of amateur sport	
(b) The advancement of education		(h) The advancement of human rights, conflict resolution or reconciliation, or the promotion of religious or racial harmony or equality or diversity	✓
(c) The advancement of religion		(h) The advancement of environmental protection or improvement	
(d) The advancement of health or saving of lives		(j) The relief of those in need because of youth, age, ill health, disability, financial hardship	✓
(e) The advancement of citizenship or community development		(k) The advancement of animal welfare	
(f) The advancement of the arts, culture, heritage or science		(l) The promotion of the efficiency of the armed forces of the Crown or of the efficiency of the police, fire and rescue services or ambulance services	

8. The bid must relate to the National Health Service. Please tick (✓) from the below how your bid relates to the National Health Service:

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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

(a) Promotion of a health service designed to secure improvement:-	
- in the physical and mental health of people in Wales	✓
- in prevention, diagnosis and treatment of illness	
(b) And must provide:	
- Hospital accommodation	
- Such other services or facilities for the care of pregnant women, women who are breast feeding and young children as they consider are appropriate as part of the health service	
- Other accommodation for the purpose of any service provided under the Act e.g. GP Surgery	
- Medical, dental, ophthalmic, nursing and ambulance services	
- Such other services or facilities for the prevention of illness, the care of persons suffering from illness	
- Services or facilities as are required for the diagnosis and treatment of illness	

9. Please explain how your bid is wholly/mainly for the service provided by Cardiff and Vale UHB?

The service is wholly for patients who are in-patients in Cardiff and Vale UHB. The service will connect patients to their families who are unable to visit. The role will also enable on going feedback

10. Please explain what your strategy is when the project/funding comes to an end? (e.g. if you bid is to fund the employment of a member of staff what will happen to that member of staff when the funding expires)

We have a cohort of volunteers who we will deployed to this role with the intention that volunteers will shadow Patient Experience Support Workers prior to starting the role. We will have our Pharmacy students returning and we are in discussion with the Medical and Nursing schools to include this important role as part of the curriculum

11. Please explain the expected outcomes/benefits of the project and how will these be measured? (please note you will be expected to report to the Charitable Funds Committee on an appropriate basis to demonstrate either the outputs of the project or that your project is being delivered as planned)

The Support Workers will feedback to our team positive stories. We will continue to collect feedback from patients, families and staff.

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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

Please note that if your bid is approved you will be required to present an outcome report to the Charitable Funds Committee when requested.

12. Please explain how your bid meets the Public perception test? (*Can you see any reason why your bid would damage the reputation of the Charity to make this expenditure from Charitable Funds?*)

I believe this will enhance the reputation of the Health Charity as they were instrumental in supporting with funds for additional devices throughout the early stages of the pandemic, by supporting further it shows the commitment of the Charity to enhance the patient and families experience.

Name : Angela Hughes

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.....

Position: Assistant Director of Patient Experience

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Bid approved by:Nicola Foreman

Position: Executive Director of Corporate Governance

.....

(Please note that your bid should be approved by either Clinical Board Director or Executive Director)

Date:

.....
.....

Saunders, Nathan
11/02/2020 15:40:32

COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

1. Please state the name of the project/bid: SSSU Changing Room Refurb	
2. Please state the overall amount you are requesting: £45,000 (variable quotes needed)	
3. Please state the duration of the project/bid: Not known currently	
4. Please provide an overall summary of what your bid is about and what it will achieve? <p>These changing rooms have not been refurbished in the last 20 years. The showers are not fit for purpose and our estates department have continuous maintenance requests for this area.</p> <p>We have struggled to have these refurbished via the normal streams due to the financial pressures we face.</p> <p>Having these changing rooms refurbished via this stream would be a great boost in morale for all of the staff who work within this department.</p>	
5. What are the breakdown of total funds requested:	
(a) Direct Costs:	£45,000 (waiting on breakdown)
(b) Staff:	
(c) Consumables:	
(d) Equipment:	
(e) Travel:	
(f) Other:	
(g) Indirect Costs:	

6. Could funding from the Endowment Fund support this bid? Yes / No			
7. The bid must further a Charitable purpose/purposes. Please tick (✓) which Charitable Purpose / Purposes your bid fits under:			
(a) The prevention or relief of poverty		(g) The advancement of amateur sport	

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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

(b) The advancement of education		(h) The advancement of human rights, conflict resolution or reconciliation, or the promotion of religious or racial harmony or equality or diversity	
(c) The advancement of religion		(h) The advancement of environmental protection or improvement	✓
(d) The advancement of health or saving of lives		(j) The relief of those in need because of youth, age, ill health, disability, financial hardship	
(e) The advancement of citizenship or community development		(k) The advancement of animal welfare	
(f) The advancement of the arts, culture, heritage or science		(l) The promotion of the efficiency of the armed forces of the Crown or of the efficiency of the police, fire and rescue services or ambulance services	

8. The bid must relate to the National Health Service. Please tick (✓) from the below how your bid relates to the National Health Service:	
(a) Promotion of a health service designed to secure improvement:-	
- in the physical and mental health of people in Wales	✓
- in prevention, diagnosis and treatment of illness	
(b) And must provide:	
- Hospital accommodation	
- Such other services or facilities for the care of pregnant women, women who are breast feeding and young children as they consider are appropriate as part of the health service	
- Other accommodation for the purpose of any service provided under the Act e.g. GP Surgery	
- Medical, dental, ophthalmic, nursing and ambulance services	
- Such other services or facilities for the prevention of illness, the care of persons suffering from illness	
- Services or facilities as are required for the diagnosis and treatment of illness	

<p>9. Please explain how your bid is wholly/mainly for the service provided by Cardiff and Vale UHB?</p> <p>These changing rooms are only used by staff members who work for the Cardiff & Vale Health Board. They are used by Operating Theatres & Ward staff within the Peri – Operative Directorate.</p>
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11/02/2020 15:40:32



COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

10. Please explain what your strategy is when the project/funding comes to an end? (e.g. if you bid is to fund the employment of a member of staff what will happen to that member of staff when the funding expires)

Not Applicable

11. Please explain the expected outcomes/benefits of the project and how will these be measured? (please note you will be expected to report to the Charitable Funds Committee

Saunders Nathan
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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

on an appropriate basis to demonstrate either the outputs of the project or that your project is being delivered as planned)

The expected outcome of this project is to provide the clinical staff a new, clean, working changing rooms for all staff to use. They have not been refurbished in over 15-20 years and have fallen into disrepair.

During the period of COVID-19, it has proven that the current changing rooms are not fit for purpose. As we are in the green zone, it has become vital that we have good cleaning and changing facilities for the staff to undertake their roles.

We have between 120-150 staff passing through this department on a daily basis, this putting the facilities under a lot of pressure.

As you can appreciate the staff have been working in a highly stressed environment recently and the changing rooms have been mentioned on multiple occasions as an issue which needs to be addressed more than ever.

Having these units refurbished now would mean a lot to all of the staff that work here, especially during this period we are working within. I feel this refurbishment will make the staff feel appreciated and supported within their environment.

Please note that if your bid is approved you will be required to present an outcome report to the Charitable Funds Committee when requested.

12. Please explain how your bid meets the Public perception test? (Can you see any reason why your bid would damage the reputation of the Charity to make this expenditure from Charitable Funds?)

I do not see this bid damaging the reputation of the Charity.

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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

Name: Kristian Dando & Paul Warman

Position: Assistant Service Manager & Theatre Manager

Bid approved by: Position:

(Please note that your bid should be approved by either Clinical Board Director or Executive Director)

Date:

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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

1. Please state the name of the project/bid: Recovery and Wellbeing College Senior Peer Trainer
2. Please state the overall amount you are requesting: £31,237.59
3. Please state the duration of the project/bid: 1 year
<p>4. Please provide an overall summary of what your bid is about and what it will achieve?</p> <p>We would like to recruit a full time, band 5 Senior Peer Trainer for the Recovery College specifically due to Covid 19 as the majority of our courses are unexpectedly having to be delivered online. We would like to employ the trainer with a specific remit to manage a group of volunteers trained by Digital Communities Wales to support people with mental health challenges who are digitally excluded.</p> <p>90% of people in Wales have access to the internet. The remaining 10% are frequently made up for the following excluded groups:</p> <ul style="list-style-type: none"> -Older – 40% of people over 75 use the internet, compared with 97% of 16-49 year olds. -Have a disability or long term condition – 74% of people with a disability or long term condition use the internet, compared with 90% of those without. -Less well educated – 53% of those with no qualifications use the internet, compared with 95% of those with higher education qualifications <p>http://www.digitalcommunities.gov.wales/what-is-digital-inclusion/</p> <p>People with mental health problems often intersect with these groups, many are older, have had interrupted education, have long term physical and mental health disabilities that impact on their abilities and are often vulnerable to exploitation and more likely to be in poverty.</p> <p>Having discussed existing provision in the community to support mental health service users with Digital Communities Wales, they have advised that the support available is not tailored to the specific needs of people with severe and enduring mental health problems. Signposting is unlikely to be of benefit to these hard to reach groups, it would be more likely that integrated support from Digital Communities Wales and existing mental health providers would be likely to work. Peer support for digital access is critical. The only place in Cardiff and Vale where this can be coordinated and supervised centrally is the Recovery and Wellbeing College. Consequently, we would like to submit a bid to facilitate this.</p> <p>Peer Trainers are people with lived experiences of mental health challenges who are able to model the recovery journey and provide hope, control and opportunity to service users and carers who are starting their own recovery journeys. This is about the patient being an expert in recovery and supporting and educating staff to develop the skills to promote recovery.</p> <p>Digital inequality particularly impacts on this vulnerable group. Isolation, poor networks, low health literacy and limited access to health information during covid 19 means that these service users are likely to suffer more than other communities during this pandemic.</p> <p>https://www.bbc.co.uk/news/uk-england-bristol-53840287</p>

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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

At the college we are committed to the inclusion of all. Students can be people with lived experience of mental health challenges, staff or carers. We have designed a range of courses to be delivered online that we want all these groups to access. To do this successfully we need a dedicated Senior Peer Trainer, with training from Digital Communities Wales and Peer Support Training from the College to meet the needs of these students.

As services move towards digital technology (such as Attend Anywhere and Patient Knows Best), we must not leave the service users and their carers behind. Attend Anywhere (a virtual consultation tool) is being used in Mental Health services more than any other Clinical Board, to support this further we need an infrastructure around the patient to make sure they are included in these developments.

The trainer will also be able to deliver training to staff and carers to promote better digital access.

We will require 4 Kindle Fire tablets for training purposes.

5. What are the breakdown of total funds requested:	
(a) Direct Costs:	
(b) Staff:	£30,837.59
(c) Consumables:	
(d) Equipment:	£200
(e) Travel:	£200

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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

(f) Other:	
(g) Indirect Costs:	

6. Could funding from the Endowment Fund support this bid? No			
7. The bid must further a Charitable purpose/purposes. Please tick (✓) which Charitable Purpose / Purposes your bid fits under:			
(a) The prevention or relief of poverty	✓	(g) The advancement of amateur sport	
(b) The advancement of education	✓	(h) The advancement of human rights, conflict resolution or reconciliation, or the promotion of religious or racial harmony or equality or diversity	✓
(c) The advancement of religion		(h) The advancement of environmental protection or improvement	✓
(d) The advancement of health or saving of lives	✓	(j) The relief of those in need because of youth, age, ill health, disability, financial hardship	✓
(e) The advancement of citizenship or community development	✓	(k) The advancement of animal welfare	
(f) The advancement of the arts, culture, heritage or science	✓	(l) The promotion of the efficiency of the armed forces of the Crown or of the efficiency of the police, fire and rescue services or ambulance services	

8. The bid must relate to the National Health Service. Please tick (✓) from the below how your bid relates to the National Health Service:	
(a) Promotion of a health service designed to secure improvement:-	
- in the physical and mental health of people in Wales	✓
- in prevention, diagnosis and treatment of illness	✓
(b) And must provide:	
- Hospital accommodation	
- Such other services or facilities for the care of pregnant women, women who are breast feeding and young children as they consider are appropriate as part of the health service	

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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

- Other accommodation for the purpose of any service provided under the Act e.g. GP Surgery	
- Medical, dental, ophthalmic, nursing and ambulance services	
- Such other services of facilities for the prevention of illness, the care of persons suffering from illness	✓
- Services or facilities as are required for the diagnosis and treatment of illness	✓

9. Please explain how your bid is wholly/mainly for the service provided by Cardiff and Vale UHB?

The College is run by the UHB and involves NHS staff, service users and carers. Inpatients on the mental health unit will benefit from this post as it is aimed to improve their learning and access in digital skills. By doing this it allows greater access to digital health treatments provided by the UHB, Recovery College courses, contact with family and friends and information about their health condition.

Staff can attend Recovery College training to build their skills and improve their wellbeing.

This will be managed, supervised and delivered on UHB sites.

10. Please explain what your strategy is when the project/funding comes to an end? (e.g. if you bid is to fund the employment of a member of staff what will happen to that member of staff when the funding expires)

Post-covid the College will deliver face to face training and will not have the same urgency of digital access and training as currently. However, this will allow the College to develop it's digital

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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

strategy and develop more positions in the future on a substantive basis, based on the evidence from the evaluation of this post.

11. Please explain the expected outcomes/benefits of the project and how will these be measured? *(please note you will be expected to report to the Charitable Funds Committee on an appropriate basis to demonstrate either the outputs of the project or that your project is being delivered as planned)*

We expect:

- higher numbers of patients accessing our courses
- higher numbers of staff accessing courses
- higher numbers of carers accessing courses
- higher numbers of patients accessing digital support (Stepiau website, Attend Anywhere, Keep Me Well website)
- improved staff digital skills and confidence
- reduced isolation for patients on wards
- greater structure to the ward day and environment
- greater employment skills for service users
- a larger and wider variety of courses for Recovery College students evidenced in the prospectus with consequent health and wellbeing outcomes.

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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

Please note that if your bid is approved you will be required to present an outcome report to the Charitable Funds Committee when requested.

12. Please explain how your bid meets the Public perception test? (Can you see any reason why your bid would damage the reputation of the Charity to make this expenditure from Charitable Funds?)

Reduction of poverty, reduction of health inequalities and greater access to services for the most vulnerable is something we think the public can support.
Our College has had significant press coverage since launching 3 days ago as it is of public interest. See local press link below:
<https://www.barryanddistrictnews.co.uk/news/18756256.cardiff-vale-recovery-wellbeing-college-launches---offering-free-courses/>

We feel any support from the Charity is likely to be positively received by the public. Our college was referenced in the Annual Quality Statement and CEO Connects.

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Name: Hannah Morland-Jones



COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

Position: Peer Lead for the Recovery College

Bid approved by: Position:

(Please note that your bid should be approved by either Clinical Board Director or Executive Director)

Date:6th October 2020.....

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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

1. COVID Rehabilitation: Keeping Me Well and Recovery from COVID

2. Please state the overall amount you are requesting: £590,410

£500K from the Bale family donation and the balance from a further submission to NHS charities COVID donations

3. Please state the duration of the project/bid: up to 3 Years for website and 18 months for the Bale COVID rehabilitation multidisciplinary programme

4. Please provide an overall summary of what your bid is about and what it will achieve?

Background

We are aware that Gareth Bale and family have donated £500K to the Charity to support COVID and UHW. This submission meets their donation requirements, focussing on the concept of rehabilitation, based out of UHW, which as well as being a core element of elite sport, is much needed by our patients and staff who have experienced COVID-19.

In developing the elements for the service that needs developing we identified that £500K would not meet all the requirements, therefore the outstanding balance will be requested from other charitable donations such as the NHS charities funding.

COVID rehabilitation is based on strong clinical evidence, and the need has arisen during the pandemic, and was not part of our core services before this. Our submission is aligned with all three of the Health Charity 2020-25 strategic objectives:

1. It supports the health and wellbeing of our population and an initiative that enhances the public health of our patients and staff through an innovative healthcare experience (a bespoke on line resource, with public health content as well as COVID rehabilitation)
2. It supports the health, wellbeing and welfare of our staff who have had COVID-19, and is aligned with Occupational Health services to support staff to lead healthier lives.
3. It creates the best possible environment for sustainable healthcare, reducing travel requirements for advice/treatment, and maintains social distance, as well as making the best use of technology, thereby supporting the aims of the Health Charity.

COVID-19, is caused by novel coronavirus SARS-CoV-2, has led to a pandemic that is increasing the burden of disease and disability across the UK. Our knowledge of the range of impairments and disabilities is still evolving and we do not know the long-term sequelae of the condition. In March it was assumed that it was a respiratory illness, however, it affects almost every organ in the body with emerging evidence that shows many of those survivors are likely to have significant on-going health problems, including breathing difficulties, enduring tiredness, reduced muscle function, impaired ability to perform vital everyday tasks and mental health problems such as Post Traumatic Stress Disorder, anxiety and depression.

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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

In Cardiff and Vale we are seeing increasing numbers of patients with post COVID rehabilitation needs being referred to outpatient and community therapy services, this is above and beyond what our core service would normally expect and what we had planned for, and types of multidisciplinary treatment models that we do not currently provide.

Due to the nature of the condition there is not one rehabilitation pathway that these patients can access and they are often requiring support from therapists / clinicians across a number of pathways. Patients that are frail or have neurological involvement have access to coordinated multi-disciplinary community rehabilitation but other patients particularly those reporting chronic fatigue like symptoms cannot access coordinated and patient centred rehabilitation. We know from studies of patients who had Sars, in the 2003 epidemic, almost half the survivors went on to have chronic fatigue or other long lasting symptoms. If people are unable to access timely and coordinated rehabilitation there is a risk of chronicity, high rates of anxiety and depression and people failing to recover fully from the virus which will inevitably increase the burden on existing core NHS services.

Over the past few months we have had to change the way we provide rehabilitation at pace. We have moved our services to virtual consultations where possible, developed remote resources and worked with Executive Director of Therapies and Health Science to develop the COVID Rehabilitation Model.

<http://www.cardiffandvaleuhb.wales.nhs.uk/sitesplus/documents/1143/Cardiff%20and%20Vale%20Covid%20Rehab%20model%20May%202020.pdf>

As a multi-disciplinary team of AHPs we identified the need to develop a trusted source of rehabilitation information and resources available on-line. With administrative staff we have begun to develop 'Keeping Me Well' (<https://keepingmewell.com>), a website designed to support people identified within the health board's COVID-19 Rehabilitation Model as having a mix of rehabilitation needs arising from the pandemic to be able to manage elements of their rehabilitation independently. We want to further develop this to be an interactive platform that will leave a legacy beyond the pandemic.

Extending across the four cohorts identified within the COVID rehabilitation model, the interactive digital platform will benefit the spectrum of members of the public, patients and health board employees that have been affected by the pandemic, from those with significant rehab needs following a stay on intensive care or in hospital with COVID-19 and those who have been ill with the virus at home, to those who have different rehabilitation needs as a result of the virus. This could be people who have had their treatment or care delayed or postponed, those

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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

who have opted not to access available care due to anxieties related to COVID-19, or those whose condition may have deteriorated as a result of having shielded or self-isolated.

The initial development of the website has been undertaken by Cardiff and Vale UHB staff whose capacity to contribute to the project has been over and above their substantive roles and has been afforded by interruptions to their services during the COVID-19 pandemic. With services now resuming and under significant demand, the availability of this resource and therefore the project team's ability to produce the website within the desired timescale and to the necessary quality is diminishing. Additional technical skills are needed to make the website interactive, and work to ensure it supports those with limited digital skills and IT access.

This inability to rapidly develop the website into an interactive rehabilitation resource is to the detriment of a large number of people across the cohorts identified in the COVID-19 Rehabilitation Model requiring rehabilitation urgently. As the resource is intended to intrinsically link with and compliment the implementation of the proposed multi-disciplinary team to support patients with complex co-morbidities as a result of COVID-19, failure to establish the resource at the earliest opportunity would result in the team signposting service users to an incomplete, inadequate resource.

We also recognise that we are not providing a coordinated COVID rehabilitation service as described in the model. There is good support for medical management of patients post COVID, but not access to multi-disciplinary team coordinated care. There is considerable evidence that coordinated rehabilitation provided by an MDT delivered at the right intensity delivers better outcomes and therefore we should aim to deliver this for Cardiff and Vale, we propose to call this "The Bale COVID rehabilitation service".

We are aware that colleagues in NHS England have been developing plans for both a virtual and physical COVID rehabilitation model which is expected to be delivered later in 2020. Our proposal would enable us to rapidly develop this service for go – live in Q3 20-21.

The approach of combining a coordinated care delivered by face to face and virtual consultations supported by an online package is something that we should aspire to deliver and is also supported by emerging clinical evidence and a recommendation from a recent BMJ paper (<http://dx.doi.org/10.1136/bmj.m3026>). This is also commented by the Royal College of General Practitioners.

The Welsh Government has also set out an Evaluation Framework that supports health boards, local authority and third sector services to understand demand for and evaluate the impact of rehabilitation in the 4 populations affected by the Covid-19 pandemic. The Evaluation

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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

Framework aligns with the National Clinical Framework and the principles of Value Based Healthcare. A coordinated COVID rehabilitation team will support capturing outcome data and enable us to both provide the treatment needed and evaluate its impact.

<https://gov.wales/evaluating-impact-rehabilitation-services-post-covid-19>

There has been an assessment of the demand of COVID rehabilitation in all settings. Currently there are:

1. 200 patients that have been identified through outpatient respiratory consultations as requiring rehabilitation post COVID
2. Currently an average of 10 additional patients per week identified through primary care and secondary care outpatient services as requiring rehabilitation post COVID
3. Within the current secondary care setting there are significant numbers of patients with prolonged lengths of stay beyond 14 days who will require focussed rehabilitation
4. Staff presenting to Occupational Health with ongoing symptoms particularly fatigue and anxiety post COVID impacting on their ability to return to work

There are significant gaps within our core inpatient, outpatient and community based rehabilitation service, which have not been scaled to deliver the amount, intensity and multi-professional services we need for COVID rehabilitation.

We are also mindful that we have many staff who have been impacted by COVID-19 and who also have rehabilitation needs that are currently not fulfilled. Occupational health services have developed their wellbeing services significantly during COVID, but do not provide multidisciplinary rehabilitation services. This model would complement the Occupational Health offer for staff.

We are beginning to see increasing demand across all therapy services particularly from patients who have not been hospitalised as a result of COVID. In a research letter in the JAMA *Carfi et al*, reported that patients followed up 60 days after first symptoms reported high levels of fatigue, breathlessness and joint pain we are seeing similar trends anecdotally in Cardiff and Vale. There is currently no service in Cardiff and Vale for Chronic Fatigue Syndrome and there is no access psychological support unless you have a condition that is supported by specialist commissioning or have a mental health diagnosis. With significant numbers of patients reporting symptoms of anxiety, post-traumatic stress disorder and chronic fatigue timely access to psychological interventions and therapy is crucial.

Proposal

We are applying to the charitable fund, Gareth Bale family donation, (and a follow on second submission to NHS Charities funding) to:

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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

1. Support the development of the 'Keeping Me Well' interactive digital resource to benefit the CAVUHB staff and patients
2. Establish the Bale COVID rehabilitation team based at UHW to deliver early rehabilitation, and coordinate a community based rehabilitation to support patients with COVID via virtual, face to face and support them to self-manage their recovery post COVID. The two elements complement each other as the website material that patients will be able to interact with will support a "stepped care" approach to rehabilitation.

Alongside the Bale COVID rehabilitation team and the interactive digital platform development, a supplementary communications and engagement campaign will run to raise awareness and support engagement with the resource, with a particular focus upon digitally excluded and seldom heard groups. This is aimed to support both patients and staff in their COVID rehabilitation.

During the preliminary development of the website, the project team has tested multiple initial structural iterations of the website based on continual review and learning from the COVID-19 pandemic, and has honed an effective editorial approach to ensure that content representative of a range of allied health professions is presented in a manner that is easily consumed and puts visitors to the website first, so they are able to independently interact with the content and manage elements of their own rehabilitation. It is recommended that the expertise that has been developed among this project team should be maintained with the continual development of the resource, to include user involvement of the website which is intended to be used as a therapeutic intervention, as well as a source of trusted rehabilitation information and interactive resources, freely available.

To achieve awareness of and engagement with the resource, both on a widespread level but also among targeted groups of seldom heard communities - including those from BAME heritage - a communications and engagement campaign is required. In addition to a multi-channel targeted communications campaign, this will include engagement with groups and contacts specified by the Health Board's Equality Manager through a variety of engagement activity, such as focus groups, presentations or question and answer sessions as deemed appropriate. To complement this, it is recommended that there is provision of a number of digital hardware devices that do not require user Wi-Fi, which would be used to facilitate engagement with the Keeping Me Well website among digitally excluded groups. This would be delivered through a combination of the devices being loaned to patients and/or staff identified as both requiring access to the website as part of their care but without having access to the necessary equipment/Wi-Fi, as well as the

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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

implementation of regular drop-in sessions that such people would be invited or encouraged to attend.

The Bale COVID Rehabilitation team intervention model for these patients will be individualised due to the variable complexity of the patient group. However it is known that the following components are required:

- Be a single point of access and expertise for all COVID patients requiring rehabilitation across the pathway;
- Development of a Rehabilitation Prescription tool to support coordination of individuals rehabilitation, audit the need and capture outcomes for COVID patients to support the requirements of the Welsh Government evaluation;
- Implement MDT for patient triage, assessment and management;
- Provide initial virtual assessment for all accepted patients – supporting environmental impact
- Development delivery of a rehabilitation programme (face to face and virtual) to support people recover from COVID in the community or in secondary care;
- Develop a co-produced online resource to support recovery;
- Co-ordinate the care of all COVID patients with rehabilitation needs in Cardiff and Vale;
- Co-ordinate the collection of agreed outcomes;
- Develop links with Third Sector and Independently Living services to support patients to utilise community assets rather than a reliance on health services. This will also support the longer term community resilience promoting local exercise, leisure, environmental and sporting activities and community enhancement.

Resources

Due to the multi-disciplinary nature of the content, an editorial group comprising representatives of the MDT, communications officer and web developer is required to ensure that content is consistent throughout the digital resource, with each area represented appropriately. There will be an initial intensive focus on building and developing the website at pace, before its interactive content is fine-tuned, updated and managed on an ongoing basis, based both on feedback from users and incremental changes to advice and treatment for longer term recovery from COVID-19.

A video production specialist or agency will be required to produce a series of videos that will support visitors to the website to undertake a variety of tasks to help manage their own rehabilitation and ultimately keep themselves well. This will include graded exercise videos targeting a broad range of areas of the body that participants can progress through on their rehabilitation journey towards their rehabilitation goals, as well as content supporting patients around other areas of their rehabilitation needs, such as mental wellbeing, respiratory issues,

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managing pain, and advice for preparing for treatment that has been delayed as a result of the COVID-19 pandemic.

Further videos will be produced featuring celebrity endorsement of the Keeping Me Well site, which will motivate and encourage visitors to engage with the content of the site as part of their rehabilitation journey. We would welcome endorsement of the web site by our celebrity benefactor if that would be acceptable to him, as well as by the health charity.

The resources will be phased, to give early impact to develop the website and commence the Bale MDT rehabilitation group. As online content develops, and the backlog of people needing rehabilitation is worked through, it is anticipated that the need for the MDT will decline in year two, as well as the impact of the impending vaccination programme which will reduce future demand.

The website is designed to have ongoing impact beyond the COVID pandemic, as rehabilitation content will be applicable for use for other rehabilitation needs – as set out in the UHB rehabilitation strategy in keeping with Shaping our Future Wellbeing.

Costings

Please note that these costs are estimates based on known current market values and have been reviewed by the UHB finance team.

Both the website and the MDT costs are co-dependent as there needs to be AHP input to web site development for production of the clinical content, including video clips and assessment of the evidence base.

Costings for the web site maintenance will be for longer than the MDT group, as it is essential that the interactive digital content remains up to date with administration oversight.

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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

Website development:

Resource	Function	Cost
Website hosting and domain renewal 3 years	Ensure ongoing availability of website	£1,000
Ad hoc website improvement, redevelopment, technical support	Technical support for issues or development needs for the website	£3,000
Video agency	Production of website video content	£20,000
Communications and engagement campaign	Achieve awareness and engagement among target groups including BAME groups	£10,000
Digital hardware devices/Wi-Fi solutions	Facilitate engagement among digitally excluded groups	£38,450
Welsh translation (50,000 words at £70/1,000 words)	Ensure compliance with Welsh Language standards	£3,500
TOTAL		£75,950

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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

Clinical and Communications Teams to be based at UHW. The clinical team will deliver rehabilitation and provide the clinical expertise to the development of the Website:

Post	Funding Required	Year 20/21	Year 21/22	Year 22/23
		Cost for 6 Months	Cost for 12 months	Cost for 12 months
AHP Lead	1 WTE Band 8a	29,726	59,451	
AHP Lead	0.2 WTE Band 8a			11,890
Dietician	0.5 WTE Band 7	12,975	25,949	
Occupational Therapist	0.6 WTE Band 7	15,569	31,139	
Physiotherapist	0.6 WTE Band 7	15,569	31,139	
Psychologist	0.6 WTE Band 8a	17,835	35,671	
Speech and Language Therapist	0.5 WTE Band 7	12,975	25,949	
Podiatry	0.1 WTE Band 7	2,595	5,190	
Rehabilitation Support Worker	1 WTE Band 4	14,254	28,507	
Psychology assistant	0.5 WTE Band 5	8,502	17,004	
Administrator	0.7 WTE Band 2	8,251	16,501	
Senior Communications Officer	0.4 WTE Band 6	8,462	16,924	16,924
Communications Administrative Officer	0.4 WTE Band 4	5,701	11,403	11,403
Website Developer	1 WTE Band 5	17,004		
Total:		169,416	304,826	40,217
3 Year Total:				514,460

5. What are the breakdown of total funds requested:	
(a) Direct Costs:	£37,500
(b) Staff:	£514,460
(c) Consumables:	
(d) Equipment:	£38,450
(e) Travel:	
(f) Other:	

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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

(g) Indirect Costs:	
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6. Could funding from the Endowment Fund support this bid? No			
7. The bid must further a Charitable purpose/purposes. Please tick (✓) which Charitable Purpose / Purposes your bid fits under:			
(a) The prevention or relief of poverty	x	(g) The advancement of amateur sport	x
(b) The advancement of education	x	(h) The advancement of human rights, conflict resolution or reconciliation, or the promotion of religious or racial harmony or equality or diversity	x
(c) The advancement of religion		(h) The advancement of environmental protection or improvement	x
(d) The advancement of health or saving of lives	x	(j) The relief of those in need because of youth, age, ill health, disability, financial hardship	x
(e) The advancement of citizenship or community development	x	(k) The advancement of animal welfare	
(f) The advancement of the arts, culture, heritage or science		(l) The promotion of the efficiency of the armed forces of the Crown or of the efficiency of the police, fire and rescue services or ambulance services	

8. The bid must relate to the National Health Service. Please tick (✓) from the below how your bid relates to the National Health Service:	
(a) Promotion of a health service designed to secure improvement:-	
(b)	
- in the physical and mental health of people in Wales	x
- in prevention, diagnosis and treatment of illness	x
(c) And must provide:	
- Hospital accommodation	
- Such other services or facilities for the care of pregnant women, women who are breast feeding and young children as they consider are appropriate as part of the health service	
- Other accommodation for the purpose of any service provided under the Act e.g. GP Surgery	

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- Medical, dental, ophthalmic, nursing and ambulance services	
- Such other services of facilities for the prevention of illness, the care of persons suffering from illness	x
- Services or facilities as are required for the diagnosis and treatment of illness	x

9. Please explain how your bid is wholly/mainly for the service provided by Cardiff and Vale UHB?

The Bale rehabilitation team will be based at UHW to support early rehabilitation of patients recovering from COVID, supporting their timely discharge home and continued rehabilitation at home. The interactive website is being developed to support people living in Cardiff and Vale and UHB and our employees to either recover from COVID or to support them to make healthy lifestyle choices to keep themselves well.

10. Please explain what your strategy is when the project/funding comes to an end? (e.g. if you bid is to fund the employment of a member of staff what will happen to that member of staff when the funding expires)

The proposal aims to develop a digital resource to support long term the rehabilitation of people recovering from COVID. With the increased understanding and improvement in first line interventions and the development of a vaccine it is expected that the patient numbers requiring intensive rehabilitation will reduce overtime and therefore the need for a designated team will no longer be required. Patients can therefore be managed in existing teams, signposted to expert patient groups and third sector run services including community leisure centre facilities, NERS groups, local amateur sports groups, conservation groups, walking groups etc.

People will be supported to access the digital resources, reaching out to communities to aid digital inclusion. We have experience of reaching digitally excluded populations in community rehabilitation, and will draw on experience and patient feedback to further extend this.

The workforce plan provides AHP input to aid development of the clinical content of the website as well as for treatment. Roles will be offered for fixed term secondments to the clinical posts with the agreement to return to their substantive roles at the end of the secondment, by which time the web site content should be running at maintenance rather than development, and the treatment element absorbed into core services as demand reduces and online education is maximised.

Likewise with the administration and development for the www.keepingmewell.com web site, after the funding runs out this should be supported as a maintenance function by core services.

Saunders
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COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

The funding will be initially used to put pace into the development of the web site, to make it interactive, and to establish the Bale MDT COVID rehabilitation service. If additional funding beyond the initial £500k is not provided the Bale COVID rehabilitation service will be scaled back and wound up sooner, and the work to develop the communications strategy and wider engagement with the population will also be scaled back, along with further website development.

11. Please explain the expected outcomes/benefits of the project and how will these be measured? *(please note you will be expected to report to the Charitable Funds Committee on an appropriate basis to demonstrate either the outputs of the project or that your project is being delivered as planned)*

Outcome / Benefit	Measure
Completion of a co-produced Keeping me Well Website	Patient Feedback / Stories Number of patients supported by Website Number of people accessing the website
Development of a co-produced COVID community rehabilitation model of care and digital resources to deliver	Patient Feedback / Stories PROMS and PREMS Number of Patient referred / accepted / discharged Number of sessions delivered
Completion of the Welsh Government Evaluation Framework for COVID Rehabilitation	Compliant with WG Framework
Patients at UHW receiving the right intensity of rehabilitation to support timely discharge	Patient Feedback / Stories PROMS and PREMS Number of Patient referred / accepted / discharged Number of treatment sessions delivered Length of stay
C&VUHB Staff accessing rehabilitation post COVID as required to support returning to work	Sickness absence rates for post COVID staff a pre and post measure

Please note that if your bid is approved you will be required to present an outcome report to the Charitable Funds Committee when requested.



COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

12. Please explain how your bid meets the Public perception test? *(Can you see any reason why your bid would damage the reputation of the Charity to make this expenditure from Charitable Funds?)*

This proposal aims to support the needs of Cardiff and Vale population, patients and staff who have been effected by COVID and there is no reason why it would damage the reputation of the Charity, indeed charitable support for this application is intended to enhance the reputation of the Charity and its benefactor, - their endorsement for the website and the COVID rehabilitation service would be very welcomed.

Emma Cooke Head of Physiotherapy Services

Luke Fox Senior Digital Communications Officer

Bid approved by: Fiona Jenkins Position: Executive Director of Therapies and Healthcare Scientists

(Please note that your bid should be approved by either Clinical Board Director or Executive Director)

Date: 7th September 2020.....

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BALE CHARITABLE FUND - BID APPLICATION FORM

1. Please state the name of the project/bid:

Provide a Staff Haven at University Hospital Wales

2. Please state the overall amount you are requesting:

£100,000.00

3. Please state the duration of the project/bid:

Six months to commission then to run permanently as an asset for the Health Board

4. Please provide an overall summary of what your bid is about and what it will achieve?

The NHS achieves extraordinary things for patients, however in order to achieve this, safety and health and wellbeing of our staff is paramount. If we don't look after ourselves, and each other, we cannot deliver safe, high-quality care. COVID-19 has spurred the NHS on to put much greater focus on this, which we must continue and build on.

The pandemic has already had a significant physical, mental and psychological impact on our people – and this will continue for some time to come. Many individuals are tired and in need of rest and respite. Evidence tells us that those in caring roles often wait until they are very unwell before raising their hand. So we must all encourage each other to seek help – and seek it as soon as it is needed. And leaders, teams and employers must keep offering people support to stay well at work, and keep offering it consistently, across teams, organisations and sectors. It is vitally important that both during this current COVID pandemic and in other times of challenges that our staff have access to a room within their estate to take time to retreat to and decompress at any time during their shift as required. This should be created now in the Response phase, and available through the Resilience and Restoration phases and become a permanent facility.

The concept is that a designated space known as a staff haven should be somewhere for any member of staff to take time out and access an environment to rest and reflect. Many of us choose to do this in different ways and therefore the room should be multifunctional without being overly cluttered, and well publicised so staff know what is on offer should they wish to engage.

Offering:

- Printed aide memoires for setting goals, breathing and grounding techniques and somewhere to take notice of affirmations and positive messages.

- Notice boards clearly defining areas.

Saunders, Nathan
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BALE CHARITABLE FUND - BID APPLICATION FORM

- Area to purchase calming teas, rather than caffeine.
- A table with pens and notebooks for staff who may wish to use their time to write lists, set goals or simply doodle.
- Somewhere to lock their phone if they have it on them. It is important to disconnect with the news and outside world when staff are trying to decompress.
- Have a neutral colour theme and then print off Inspirational and Motivational prints. Creating Zen is a philosophy that recognises the power of words.
- Bringing the outdoors in. Greenspace can offer wonders for the mind-set and whilst a living wall might be too much, having some living plants and greenery in the room would help. Bringing in plants can boost productivity, help cleanse your air naturally, give your eyes a rest from staring at a computer screen and greatly improve your surroundings. Spider plants, philodendron, lemon balm and the peace lily are all great for purifying the air and boosting productivity and well-being.
- The aroma of essential oils or scented products can also help calm and allow our senses to focus on a different smell from their usual environments.
- Massage / de-stress equipment - be this chairs or items that can assist. E.g. balls for the feet or items which can be used to get right in to the muscles in the shoulders; do consult the physiotherapy professionals – they will know just the things!
- A 'Quiet Area' either simply to sit, without any stimulation, to let the busyness subside or to take a quick nap. It may be an unintentional or intentional – no judgement here – nap, but either way, a comfortable space to support moments of rest. Perhaps have a few timers available so they can set them for 20 mins and have a power relax/nap chill time.
- Access to talk through meditation as some people struggle to do it themselves or other advice that psychological therapies can assist with.

The area need to be flexible to meet the changing needs of staff

The monies would be used to buy appropriate furniture, fittings, lockers, drink facility, essential decoration and to ensure resources are available for all staff.

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BALE CHARITABLE FUND - BID APPLICATION FORM

<https://www.nottinghamhospitalscharity.org.uk/news/rest-areas-for-nhs-workers-funded-thanks-to-charity-appeal/>

<https://www.nursingtimes.net/news/workforce/trusts-setting-up-wobble-rooms-to-give-nursing-staff-with-covid-19-respite-07-05-2020/>

<https://florence-nightingale-foundation.org.uk/covid-19-and-the-provision-of-wobble-rooms-and-wellbeing-centres-for-healthcare-workers/>

https://www.england.nhs.uk/wp-content/uploads/2020/07/We_Are_The_NHS_Action_For_All_Of_Us_FINAL_24_08_20.pdf

- Please note, costings are indicative and have yet to be sought due to the pace at which the Lakeside Wing project has progressed

5. What are the breakdown of total funds requested:	
(a) Direct Costs:	
(b) Staff:	
(c) Consumables:	
(d) Equipment:	£90,000.00
(e) Travel:	
(f) Other:	
(g) Indirect Costs: Contingency	£10,000.00

6. Could funding from the Endowment Fund support this bid? No

7. The bid must further a Charitable purpose/purposes. Please tick (✓) which Charitable Purpose / Purposes your bid fits under:

(a) The prevention or relief of poverty	✓	(g) The advancement of amateur sport	
(b) The advancement of education		(h) The advancement of human rights, conflict resolution or reconciliation,	

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BALE CHARITABLE FUND - BID APPLICATION FORM

		or the promotion of religious or racial harmony or equality or diversity	
(c) The advancement of religion		(h) The advancement of environmental protection or improvement	
(d) The advancement of health or saving of lives	✓	(j) The relief of those in need because of youth, age, ill health, disability, financial hardship	✓
(e) The advancement of citizenship or community development		(k) The advancement of animal welfare	
(f) The advancement of the arts, culture, heritage or science		(l) The promotion of the efficiency of the armed forces of the Crown or of the efficiency of the police, fire and rescue services or ambulance services	

8. The bid must relate to the National Health Service. Please tick (✓) from the below how your bid relates to the National Health Service:

(a) Promotion of a health service designed to secure improvement:-	
- in the physical and mental health of people in Wales	✓
- in prevention, diagnosis and treatment of illness	✓
(b) And must provide:	
- Hospital accommodation	
- Such other services or facilities for the care of pregnant women, women who are breast feeding and young children as they consider are appropriate as part of the health service	
- Other accommodation for the purpose of any service provided under the Act e.g. GP Surgery	
- Medical, dental, ophthalmic, nursing and ambulance services	
- Such other services or facilities for the prevention of illness, the care of persons suffering from illness	
- Services or facilities as are required for the diagnosis and treatment of illness	

9. Please explain how your bid is wholly/mainly for the service provided by Cardiff and Vale UHB?

The bid is wholly for employees of Cardiff and Vale University health Board and will be developed with engagement from staff

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BALE CHARITABLE FUND - BID APPLICATION FORM

10. Please explain what your strategy is when the project/funding comes to an end? (e.g. if you bid is to fund the employment of a member of staff what will happen to that member of staff when the funding expires)

Once funding comes to an end the space will remain a resource for staff on the University Hospital of Wales campus

11. Please explain the expected outcomes/benefits of the project and how will these be measured? (please note you will be expected to report to the Charitable Funds Committee on an appropriate basis to demonstrate either the outputs of the project or that your project is being delivered as planned)

The expected outcomes will include raising awareness of staff wellbeing and resilience providing , information, advice and intervention that would work within our Staff wellbeing strategy and influenced by the expertise of the Employee Wellbeing Service and Occupational Health Service and the feedback from our staff.

The bid will assist the Health Board to meet its responsibilities in relation to its staff.

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BALE CHARITABLE FUND - BID APPLICATION FORM

Please note that if your bid is approved you will be required to present an outcome report to the Charitable Funds Committee when requested.

12. Please explain how your bid meets the Public perception test? (Can you see any reason why your bid would damage the reputation of the Charity to make this expenditure from Charitable Funds?)

In the current climate I cannot envisage any negative public perception from this proposal

Name: Nicola Bevan

Position: Head of Employee Health and Wellbeing Services

Bid approved by:

R. Gidman

Position:

Assistant Director of OD

(Please note that your bid should be approved by either Clinical Board Director or Executive Director)

Date:

15.10.20

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Saunders, Nathan
11/02/2020 15:40:32

Report Title:	Arts for Health and Wellbeing Programme Funding					
Meeting:	Charitable Funds Committee				Meeting Date:	03.11.20
Status:	For Discussion		For Assurance		For Approval	X For Information
Lead Executive:	Executive Nurse Director					
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement					

Background and current situation:

The Arts for Health and Wellbeing Programme Fund was established by the UHB in 2018 with funding provided by the Health Charity.

The funding was agreed for 12 months initially with agreement that further funds would be requested following this period. As discussed in the Charitable Funds Meeting held on 11th December 2018, the following was agreed:

CFC 18/074

- The Arts are in the health agenda
- Part time Band 6 funding
- Arts Council has a three year timeframe
- Cardiff and Vale and the ABMU are ahead of the game
- Complimentary therapies
- **Match Funding Arts Council Wales**
£59,494 agreed which is the match funding needed to secure funding from the Arts Council in Wales.
- **Arts Fund Ring Fenced Monies £70k per annum**
£70k agreed for one year and the CFC to reconsider at a later date for years 2 and 3 – depending on availability of funds.

The CFC resolved that:

The Committee **APPROVED** and **AGREED** Ring fencing an Arts fund. The Committee **AGREED IN PRINCIPLE** Support the NHS Confederation/Arts Council of Wales resource opportunity to embed arts in health charity.

This paper provides information on the Arts Programme, its achievements and the necessity of continued provision of this programme and its associated activities to patients and staff with continuing funding from the Health Charity.

Outcomes and benefits to patients and staff are outlined in the attached paper and the Arts in Year review 2019 - <https://www.youtube.com/watch?v=JxVHDS66QoM>

Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:

The Committee is asked to review this report and agree continued funding for the Arts for Health and Wellbeing programme for the period of 24 months to the amount of £130,000.00.

Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)

Attached Documents: Arts for Health and Wellbeing Report

Assurance is provided by

- *Increased visibility of the Arts for Health and Wellbeing team and its work*
- *Accolades achieved in the field of Arts and Patient Wellbeing from established organisations*
- *Exemplar organisation for Arts in Health in Wales*
- *Coverage of achievements on a National and International scale*
- *Collaborative work with the Third Sector, the Welsh Government, the Arts Council for Wales and a wide variety of other networks and community partners.*

Recommendation:

The Charitable Funds Committee is asked to:

- **NOTE** the activity and achievements of the Arts Programme to date.
- **AGREE** continued funding of £130,000 in order for the Arts Programme to continue to benefit the wellbeing of patients, their families and our staff.

Shaping our Future Wellbeing Strategic Objectives

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

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

Five Ways of Working (Sustainable Development Principles) considered

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

Prevention	✓	Long term	✓	Integration	✓	Collaboration	✓	Involvement	✓
Equality and Health Impact Assessment Completed:		Not Applicable							

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Kind and caring
Caredig a gofudgar

Respectful
Dangos parch

Trust and integrity
Ymddiriedaeth ac uniondeb

Personal responsibility
Cyfrifoldeb personol

CFC 2.2. APPENDIX 1

ARTS FOR HEALTH AND WELLBEING PROGRAMME

The Arts for Health and Wellbeing programme at Cardiff and Vale UHB is underpinned by the Wellbeing for Future Generations Act work that is being carried out across the UHB.

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

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

The work of the Arts for Health and Wellbeing programme is also aligned closely and supportive of the wellbeing goals in the UHB's 'Shaping our Future Wellbeing Strategy', specifically:

- Wales of Cohesive Communities
- Wales of Vibrant Culture
- A Globally Responsible Wales
- A Healthier Wales

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

COLLABORATIVE WORKING AND AWARDS

The way in which the imaginative and emotionally expressive experiences of the arts can make a distinctive and versatile contribution to keeping people well is tangible, and as recognised by the Arts Council of Wales and Welsh Government, healthcare providers in Wales have an excellent opportunity to harness the power of art in supporting our patients now and in the future. We have received excellent feedback from the Arts Council for Wales on the work that we have been doing and they regard our programme at Cardiff and Vale to be Exemplary and inspiring to other Health Care providers. We have also secured further financial support from them to match fund the Arts in Health Programme Manager role.

Nick Capaldi, Chief Executive of Arts Council Wales said, "We are delighted that Cardiff & Vale UHB is growing its work around Arts and Health. Every day, we see how the arts are making a difference to people's health and wellbeing. That is why we are working with our Health Board partners across the NHS in Wales to co-invest in developing capacity around this important area of work.

We currently have the most ambitious Arts programme within NHS Wales despite a historically smaller team and less financial freedom than equivalent organisations. We work closely with the Welsh Government as a member of the Cross Party Group for Arts in Health, helping them to develop their agenda of embedding the Arts throughout Healthcare practice in Wales. We are also working with other government funded schemes such as Y Lab in order to better and refine the services we provide.

Our success as a programme is highlighted by the recognition received from highly commended and prestigious Arts organisations such as the Arts in Business Cymru network. We are the only health board in Wales to be a member of the Arts in Business Network and to work with them to achieve the

vision of promotion and development of mutually beneficial partnerships between business and the arts.

Working with this network has allowed us to boost the profile of the Arts within Cardiff and Vale UHB and we were thrilled to receive a prestigious and much coveted award from Arts in Business for the work done by the Arts Programme with Rubicon Dance and our patients.

NEW WAYS OF WORKING

It would have been easy to look at the COVID-19 pandemic as a barrier to providing creative and arts interventions. Instead, the Arts for Health and Wellbeing team have risen to the challenge. It has presented an opportunity to realise and appreciate the benefits the arts can make to health.

Now is certainly a time for us to get creative and by using new technologies, we can use the arts to maintain health and help people through one of the biggest challenges Wales has faced for generations. We have developed our virtual gallery and also a number of online projects for our staff and patients. Where members of the Cardiff and Vale community are unable to use or access these new technologies, artists and healthcare staff have continued to rise to the challenge by offering a range of activities for those within hospitals and self-isolating using more traditional approaches,

CONTINUED FUNDING

In order to be able to continue the excellent and necessary work we are doing for the population we serve, we are requesting two years of continuing funding for the Arts in Health Programme as agreed in the Charitable funds meeting 11th December 2018:

CFC 18/074

ARTS FUND PROPOSAL

- The Arts are in the health agenda
- Part time Band 6
- Arts Council has a three year timeframe.
- Cardiff and Vale and the ABMU are ahead of the game
- Complimentary therapies
- Agree a post
- There is an overlap with therapy degree and arts in therapeutic manner
- **Match Funding Arts Council Wales**
£59,494 agreed which is the match funding needed to secure funding from the Arts Council in Wales.
- **Arts Fund Ring Fenced Monies £70k per annum**
£70k agreed for one year and the CFC to reconsider at a later date for year's 2 and 3 – depending on availability of funds.

Resolved – that:

The Committee **APPROVED** and **AGREED** Ring fencing an Arts fund The Committee **AGREED IN PRINCIPLE** Support the NHS Confederation/Arts Council of Wales resource opportunity to embed arts in health charity.

This funding, would allow the arts team to continue successfully achieving the vision of the UHB, NHS Confederation Wales, and the Welsh Government in relation to Arts in Health.

The proposal is that the Arts for Health and Wellbeing programme would continue to have access to funding via a ring-fenced Arts Fund. The Arts Fund has been incredibly successful since receiving the money previously agreed by the Charitable Funds Committee. The benefits of an Arts Fund are significant. As well as reducing the time and administration of the bid process, it has allowed for more effective forward planning for the arts programme throughout the year, as well as working more efficiently with our collaborators and within the arts team when scheduling events.

A further benefit is that the fund has allowed the arts team to fundraise for the Arts Fund and therefore directly benefitting projects within the UHB, giving a sense of ownership and sustainability to the team. It has also allowed donations and legacies to be made directly to the Arts Fund.

The full amount will continue to support a number of projects for the Arts programme – please see below for a breakdown of how previous funds have been spent. This gives an indication of the proportional split of spending from the fund and will provide an idea of how funds are likely to be used going forwards:

Operational Costs	£1202.60
Commissions Made	£25999.45
Training and Network Costs	£2358.00
Printing, Framing and Presentation Costs	£5590.42
Translation Costs	£2334.14
Music	£23818.65
Ring fenced for projects commissioned but not yet completed	£9'000
Total:	£70'303

Donations: We have also been fortunate to receive donations to the Arts fund to support the aim of self-generating funding where possible. To date we have received £4700 in donations and this figure is still rising. We will aim to constantly increase this amount year on year.

We are consistently working to raise money for the Arts Fund, contributing towards the projects we provide. This is beginning to gain traction thanks to projects with Nathan Wyburn and Dan Petersen where percentages of sales and profits are returned to the Arts Fund. We are also looking at virtual exhibitions and a percentage of sales from those continuing to come into the Arts Fund.

EVALUATION AND POSITIVE FEEDBACK

The projects within the arts programme will continue to benefit our patients. As the projects are wide-ranging, we are able to evaluate them via a number of different methods. As ever, our strongest evaluation tool is feedback from staff, patients and communities that our work reaches.

However, we are also able to analyse effectiveness via social media analytics, allowing us to see how far the projects reach, for example, the work commissioned from Nathan Wyburn for the NHS Thank you post reached **14,029** people on social media, was shared 1001 times, and was liked by **2100** people. Merchandise was also sold with the image on and a percentage of the money raised was given back to the Arts Fund,

Merchandise sold = 165 units

Money raised = £825

These numbers continue to rise and are in actuality higher than this number on the date this paper is considered.

The bid, and subsequent work of the Arts for Health and Wellbeing programme wholly benefits the population of Cardiff and the Vale of Glamorgan, including inpatients on our hospital sites, outpatients in the community, and also by working collaboratively with community groups that benefit Cardiff and the Vale of Glamorgan through the medium of art.

SUCCESS AND FEEDBACK

The feedback received from members of the public has been positive and the appreciation of the services we have offered and continue to offer which are above and beyond clinical necessity has touched both hearts and minds. We care for mental and physical wellbeing through our projects which has been especially poignant through the lockdown period, where social isolation and mental health concerns have been major concerns for a great number of our patients and staff. The feedback from our clinicians shows the tangible differences being made to their patients and the treatment they are able to provide:

“ I would like to thank the arts team in supporting my development of a therapists manual and patient workbooks for Voices and Visions groups for MHSOP by facilitating the inclusion of several photos and poems (by staff and people with lived experience of MH problems)and for signposting me to other artists and organisations. The arts team have been really helpful and have shared some great ideas and art works with me. I think the arts in mental health is so important and an absolutely integral component to recovery. Many thanks to you and to the artists”

Madelaine Watkins

Psychological Skills Project Nurse, Mental Health Services for Older People University Hospital Llandough

When Rubicon were coming in and doing the sessions on our wards the patients and staff always looked forward to it. Everyone found it uplifting. In Physiotherapy it was always our sparkly moment of the week.

The staff on the wards say they too felt uplifted after the sessions because the patients were always happier after the sessions and they loved the days that the dance sessions were on.

They loved choosing the music too whilst Anwen suited the dance moves to their music choice.

There was nothing negative to report.

Siobhan Williams, Physiotherapist

Day room reminiscence project, UHW

The mural has brought such warmth to the day room, it has created a space that is comforting and reassuring for our patients with the vibrancy and the familiarity of sights within Cardiff. It has been a real talking point for patients, families and staff and allows for our patients to have quiet, restful but reflective times away from the bedside”

Laura Hodges, Ward Manager, B6, UHW

"I just wanted to express my gratitude for the amazing performance outside our ward from the Forget-me-not-Chorus.

"We have one lady on the ward who is usually uncommunicative, very wary of others and requires a great deal of encouragement to carry out everyday tasks, including feeding herself.

"I identified that music and dance is a great way of connecting with her. Her response to the music Forget-Me-Not Chorus performed was incredible. This lady danced for the entire session, she was the first to start moving with her expressive conducting. She didn't stop smiling and vocally was far more engaging and responsive. It was a delight and a pleasure to watch and the effects continued well into the afternoon.

"I wanted to thank Cardiff & Vale Health Charity for supporting these sessions, Sarah and all who were involved in bringing this experience to St David's Hospital. It truly was a blessing for patients and staff alike."

Claire Davies, Well-Being Activity Co-ordinator for Mental Health Matters who help staff at St. David's Hospital

This is a small snapshot of the ways in which we measure success. We also ask artists who run projects to undertake an evaluation exercise with participants which they report to us post project. This enables us to see participation numbers, gather feedback comments and also see what further work/projects are born as a result of this initial project, allowing us to see the reach and effect beyond the initial project further into the community.

We are also looking at ways to record which society groups and age ranges participate most frequently with our services and projects to ensure that what we provide is as inclusive and helpful as possible to our staff, patients and communities. We are constantly striving to do better and these evaluation methods are key to enabling us to do so

CONCLUSION

There appears to be no reason that members of the public or organisations would not support the use of charitable funds to continue to support the arts programme.

Receiving continued funding from the Charitable Funds Committee for the next two years is essential to continuing and improving the work we do caring for the holistic, mental and physical wellbeing of our staff, patients, their families and the local communities of Cardiff and the Vale of Glamorgan, especially during these difficult and unprecedented times when we all need uplifting.

SUPPORTING DOCUMENTS

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

Arts and Health in Wales – Welsh Government Study

Arts Health and Wellbeing – Welsh NHS Confederation

Arts and Wellbeing Programme – Cardiff and Vale UHB

Arts in Health and Wellbeing annual report 2019

Arts in Health and Wellbeing Bi-Annual report January – June 2020

Report Title:	SURGICAL CLINICAL BOARD CARDIFF URO-ONCOLOGY RESEARCH AND EDUCATION FUND (CURE) 9537– OVER 25k ENDOWMENT FUNDS SPEND - FOR CFC APPROVAL					
Meeting:	Charitable Funds Committee			Meeting Date:	03.11.20	
Status:	For Discussion	For Assurance	For Approval	✓	For Information	
Lead Executive:	Interim Executive Director of Finance					
Report Author (Title):	Health Charity Business/Operational Manager					

Background and current situation:

The Surgical Clinical Board requests Committee approval for the spend of **£35,646** to purchase an Ultrasound machine to support a new NIHR clinical trial to investigate suspected prostate cancer using alternative biopsy technique. Also to support laparoscopic kidney cancer surgery.

Appendix 1 - Quote and accompanying internal Surgical Clinical Board communication to support this requirement.

Fund Balance at 16.10.20 - £73,548.10

Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:

The requested expenditure is from a non restricted delegated fund and its purpose is for research and education in uro-oncology. Therefore as the requested expenditure is in line with the purpose of this fund, and the fund has a sufficient balance, this request is supported.

Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)

Supporting this application would allow the application of this fund for its intended purpose and reduce clinical risks by providing new modern equipment which can be used by the service.

Recommendation:

The Charitable Funds Committee is asked to:

APPROVE the spend of £35,646.00 from the Surgical CB Endowment Fund - CURE 9537 to purchase ultrasound equipment.

Shaping our Future Wellbeing Strategic Objectives

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

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	✓
2. Deliver outcomes that matter to people	✓	7. Be a great place to work and learn	

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

Five Ways of Working (Sustainable Development Principles) considered

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

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





APPLICATION FOR FUNDS >25K

Once completed please send this form to :

Charitable Funds Department, Finance Dept, Woodland House, Cardiff

Applicant's Name: (capital letters) .Krishna Narahari.....

Designation: ...Consultant Urological Surgeon.....

Hospital/Base: UHW

Department: Urology.....

Telephone No: ...02920743318.....

Email :Krishna.Narahari@wales.nhs.uk.....

Details of proposal for application:
(Use the reverse side of form for additional information)

Purchase of an Ultrasound machine (BK 5000 @ £35,000) to support a new NIHR clinical trial to investigate suspected prostate cancer using alternative biopsy technique. Also to support laparoscopic kidney cancer surgery.

Please detail link with approved themes:

See attached quote

Does this application benefit:

Patients: ☒ Public: ☐ Staff: ☒ All: ☐ Please tick relevant box.

Benefits to public/staff/patients:

Patients-

- enable transperineal prostate biopsy – National Prostate Cancer Key Quality Improvement Metric (NPCA audit 2020)
- enable safe surgery for kidney cancers and kidney stones (partial nephrectomy and PCNL)

Saunders, Nathan
11/02/2020 15:40:32

Application for Funds From Charitable Funds Committee

Mrs Krishna Narahari
Consultant Urological Surgeon
Urology RAS
University Hospital of Wales
Heath Park
Cardiff
South Glamorgan
CF14 4XW



Quotation No.: QUO-68057-M2R8-3

Date: 8/4/2020

Account Manager: Jeanette Hansford
Author: Jeanette Hansford
Email: jhansford@bkmedical.com

Item	Description	Qty
2300-51	bk5000 Ultrasound System TriCore Architecture with Ultra High Resolution Imaging and Doppler Accelerated System Control & Advanced Transducer Technology Synthetic Transmit Aperture No Touch Autogain & Application Specific Presets -Wi-Fi & 1 UA1370 Basket included	1
UA2364	Laparoscopic & Robotic Surgery Procedural Application includes Auto Optimization Algorithms, Optimized Presets, Measurements, Calculations, Worksheets and Reports	1
Net		£45,700.00
Less Discount		£10,054.00
Order Total		£35,646.00

This offer is valid for 3 months from the date of issue.

All prices are in GBP and subject to VAT. The actual VAT percentage must be added to all prices listed in this quotation.

All titles are subject to terms and conditions, and titles will only pass once payment is received.

Warranty: A warranty period of 12 months from date of installation is included unless otherwise expressly stated.

Delivery: Ex-Stock; otherwise approximately 4-8 weeks after the receipt of confirmation of order.

Payment Terms: 1 MONTH AFTER RECEIPT OF INVOICE

Jeanette Hansford

I have just activated a quote with 22% discount -it is for an ex demo bk5000 (30% on just the system) plus 8% discount on all other items.

This surgeon already has a quote for bk5000 and 9026 prior to prism and 9096 so don't want to expose ourselves too much with the price difference considering we are on the back foot with this sale based on the consultants preference for Hitachi.

Basepoint Unit 67• East Portway Industrial Estate • Caxton Close • Andover, Hants • SP10 3FG
T +44 1264 847 871• www.bkmedical.com • info.uk@bkmedical.com

- Please state if there are any anticipated additional future service and expenditure consequences for the charity and/or UHB resources::

2 existing BK USS machines at UHW and therefore this will part of the managed service contract arrangement already in place.

Please confirm details of other funding and approval routes considered and results of those applications:

Peri-operative care and Surgical Clinical Board unable to fund this currently.

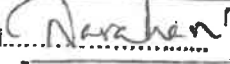
Funds Required £35,846.00

Name and number of Fund to be used- CURE Fund 9537

Total: £ 35,846

Signed by Fund holder:  Designation: ...Professor of Urology/ Fund Holder.....

Name (capital letters): ...Howard Kynaston..... Date: 30/09/20.....

Signed by Divisional HoS: ...Krishna Narahari  Designation: ...CD Urology.....

Name (capital letters): Krishna Narahari..... Date: 30/09/20.....

Signed by Fund holder:  Designation: Director of Operations

Name(capital letters): MIKE BOND..... Date: 14.10.20

Saunders, Nathan
11/02/2020 15:40:32

Application for Funds From Charitable Funds Committee

Report Title:	Charitable Funds Financial Position Report for the Period Ended 30th September 2020					
Meeting:	Charitable Funds Committee				Meeting Date:	3rd November 2020
Status:	For Discussion		For Assurance	x	For Approval	For Information
Lead Executive:	Interim Executive Director of Finance					
Report Author (Title):	Financial Services Manager					

Background and current situation:

The Charitable Funds Committee has responsibility in overseeing the financial management and stewardship of the charitable funds. The financial update report aims to:

- Provide information on the year to date financial performance of the Charity to the period 30th September 2020;
- Assess the forecast financial position the Charity against commitments already made.

Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:

There are two key issues to bring to the attention of the Committee. These are:

- The year to date financial performance has been very strong due to the value of donations received during the COVID 19 pandemic;
- The Charity has made significant financial commitments and the recent fall in its value of investments has meant that it currently has insufficient resources in its general reserves in order to meet that commitment. The charity fundraising team covering their costs charged to general reserves and the application of dormant funds are two ways to mitigate against this risk and this has been agreed by the Board of Trustee.

Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)

Financial Performance for the 6 months ended 30th September 2020

The year to date financial position of the charity is summarized in the following table.

Saunders,Nathan
11/02/2020 15:40:32

Table 1: Financial position of the Charity for the period to 30th September 2020

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds £'000
Fund Balances brought forward April 2020	4,532	1,913	2,512	8,957
Total Income Resources	1,201	170		1,371
Total Resources Expended	-685	-133		-818
Net Incoming/(Outgoing) Resources	516	37		553
Gains / (Losses) on Investment Assets	365	91		456
Net Movement in Funds	881	128	0	1,009
Fund Balances carried forward September 2020	5,413	2,041	2,512	9,966

The above table shows the Charity generated £1.371m of income and spent £0.818m for the first half of the financial year. This has resulted in net income of £0.553m. In addition, the Charity also had market value gains on its investments of £0.456m for the period compared to the March 2020 valuation. The combined effect of these results is a net increase in fund balances for the period to September 2020 of £1.009m to £9.966m.

An analysis of the income received by the Charity for the first six months of the year, is contained in the following table. This also shows the comparison of income received for the same period over the previous 2 years.

Table 2: Schedule of Income for the 6 month period April to September 2020

Income	Unrestricted £000	Restricted £000	Total £000	19/20 £000	18/19 £000
Legacies	2		2	22	198
Donations	1,149	13	1,162	204	232
Staff Lottery		104	104	100	100
Appeals		34	34	130	137
Dividend Income	50	19	69	116	118
Total Income	1,201	170	1,371	572	785

This shows a substantial increase in donations with some significant acts of generosity. The Committee should note that the Charity has also received notification from the NHS Charities Association of possible additional grants (estimates) to the value of £0.655m.

During the same period the Charity spent £0.080m against the 'Make it Better' fund. The "Bale Covid" Fund has no spend to date and has a closing balance for September of £0.500m. The "NHS Charities Covid" Fund has no spend to date and has a closing balance of £0.055m.

Whilst lockdown is easing, social distancing rules still exist and therefore these are likely to adversely impact upon normal fund raising activities for the foreseeable future.

Saunders, Nathan
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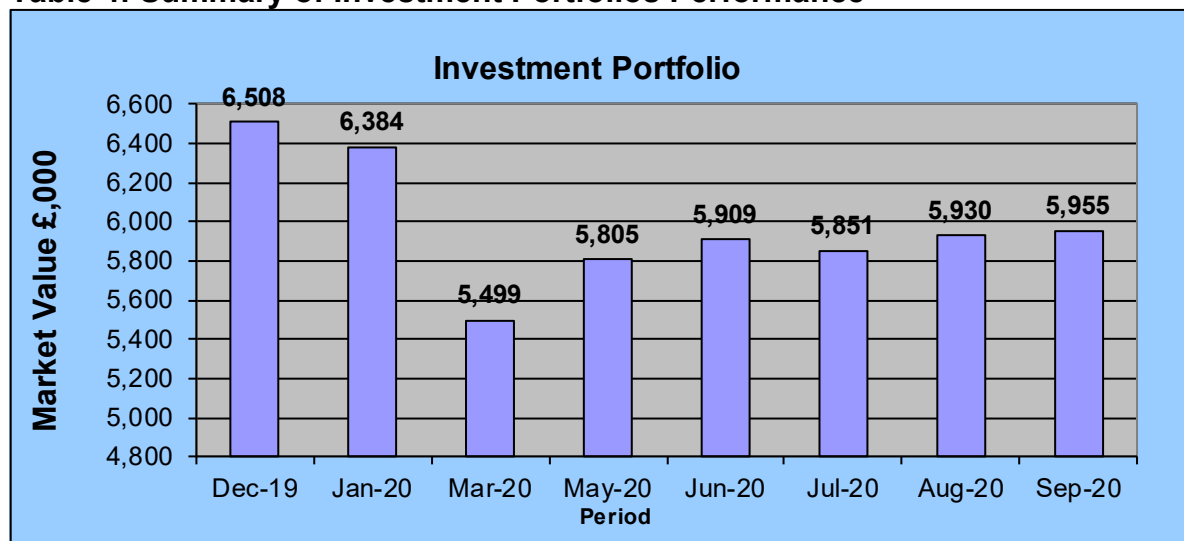
Table 3: Summary Balance Sheet as at 30th September 2020

	Opening Balance £000 01.04.20	Closing Balance £000 30.09.20
Fixed Assets	7,975	8,431
Net Current Assets /Liabilities	982	1,535
Total Net Assets	8,957	9,966
Unrestricted Funds	4,532	5,413
Restricted Funds	1,913	2,041
Endowment Funds	2,512	2,512
Total Funds	8,957	9,966

Of the closing fixed asset balance, £2.476m relates to Rookwood Hospital with the balance of £5.955m relating to the investment portfolio. Of the net current assets closing balance of £1.535m, some £1.672m is supported with cash with the balance being net current liabilities of £0.137m. The fund balances have increased by £1.009m in the period to £9.966m

The following graph shows the investment portfolio's performance from Dec 2019 to September 2020.

Table 4: Summary of Investment Portfolios Performance



The investment portfolio started the financial year with a market value of £5.499m. The value has increased to £5.955m at the end of September 2020, therefore resulting in a market value gain for the period of £0.456m.

In summary the value of the Charitable Funds has increased by £1.009m in the current year to £9.966m. This increase represents net income of £0.553m and market value gains of £0.456m.

Forecast Financial Position of the Charity's General Reserves

Whilst the Charity has a net worth of £9.966m, it is structured around undelegated and delegated funds where financial responsibility has been delegated to named fund holders and Heads of Service.

Within these funds are general reserves with a value of £0.964m made up of the following:

- Consolidated general reserve fund balance of £0.508m;
- Year to date investment gains of £0.456m.

Against these general reserves the Charity has approved a number of bids which has resulted in significant financial commitments. These are assessed at being circa **£1.205m** and are summarized below.

Table 5: Outstanding commitments against General Reserves

Commitments	£'000	Comment
Horatio's Garden	500	No spend to date
UHB Transport Solutions	99	Reduced for additional year-end Creditor £252k and spend to date of £31k.
Employee Wellbeing	227	Includes option 3 approval for two years
Fundraising Costs	187	£147k in year included in I/E and £187k further commitment
Neurological Gardens	192	New Commitment
Total	1,205	

This means that general reserves are overcommitted by circa £0.241m. A key driver for this was the sharp loss in the Charities Investment portfolio which took place in March 2020 when the value dropped by almost £0.9m. Whilst the stock market has rallied since then with gains of £0.456m to the end of September, there are concerns that a second COVID-19 wave could well adversely impact upon the stock market and the gains that has been made this year.

This over commitment on general reserves can be mitigated by:

Utilisation of Dormant Funds: The Trustees agreed at their meeting of the 23rd July 2020 to change the policy on unrestricted dormant funds so that they could be used to support general reserves. This will generate additional general reserves funds of between 0 - £0.6m which is dependent upon the number of fund holders who produce credible expenditure plans. The

deadline for submission of these plans is the end of October 2020 and after this point the financial impact of this will be assessed.

Fundraising Costs: The Trustee's agreed that the fundraising team would aim to cover their costs of circa £0.334m which are charged to general reserves. This can be achieved by:

- Recharging staff time against fund raising appeals;
- Legacies income;
- Contribution from the make it better fund.

Whilst the levels of income generated in the first six months has been exceptional, there is a large degree of uncertainty going forward as to what future income levels will look like. NHS Charities Association have indicated that a possible additional £0.655m may be available in future months, although this is not confirmed at this stage. If that was to materialise income levels for the full year could be similar to normal levels, limiting the impact of the reduced income streams from fundraising events.

Recommendation:

The Charitable Funds Committee is asked to:

- **NOTE** the financial position of the charity;
- **NOTE** the latest income position;
- **NOTE** the commitments against general reserves and actions being taken to mitigate these financial risks.

Shaping our Future Wellbeing Strategic Objectives

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

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

Five Ways of Working (Sustainable Development Principles) considered

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

Prevention		Long term	x	Integration		Collaboration		Involvement	
Equality and Health Impact Assessment Completed:		Not Applicable							

Saunders Nathan
11/02/2020 15:40:32

Kind and caring
Caredig a gofudgar

Respectful
Dangos parch

Trust and integrity
Ymddiriedaeth ac uniondeb

Personal responsibility
Cyfrifoldeb personol



Report Title:	Benefits and Outcomes from Covid-19 Funds & Action Taken					
Meeting:	Charitable Funds Committee				Meeting Date:	3 rd November 2020
Status:	For Discussion		For Assurance	√	For Approval	
Lead Executive:	Executive Nurse Director					
Report Author (Title):	Joanne Brandon- Director Communication, Arts, Health Charity and Engagement Team					

Background and current situation:

Further to the approval by the Charitable Funds Committee of the **COVID-19 Funds allocation and administration process** in the meeting held on 1st September 2020, the Health Charity has processed these as follows:-

Make it Better Fund (Spread the Love) - Bids under £500 (Balance £0)

Fifteen applications to the value of **£5,749** have been approved via the Fast-Track approval process, examples of these include:

Dept./ Clinical Board	Bid	Amount £
Assessment & Recovery Unit, UHL MHCB	Patient Workbooks	498
Occupational Therapy St. David's Hospital, CD&T	Staff room resources	135

Make it Better Fund (Spread the Love) - Bids between £500 - £25k (Balance £0)

Twenty three applications to the value of **£90,000** have been approved by the Panel, including:

Dept./ Clinical Board	Bid	Amount £
Corporate Services	Teddy Bear Nursery outdoor covering	12,730.11
PCIC	5 x Recliner chairs - Palliative care	11,016.00
CD&T	Staff changing facility improvement	2,520.92

Further approved applications are on hold pending the receipt of future Covid funding and numerous applications are on hold for in principle approval as they require further information to submit to the Panel for consideration.

Saunders, Nathan
11/02/2020 15:40:32

Make it Better Fund (Spread the Love) - Bids over £25k (Balance £40k)

These bids require approval by the CFC and Trustees and are tabled for discussion under Item 2.1.

NHS Charities Together (143.5k) – Balance £0

Examples of these include:

Dept./ Clinical Board	Bid	Amount £
Women & Children CB	Maternity Virtual Conferencing	2998.80
Patient Experience Team	Patient clothing & activity Items and 100 electronic communication tablets	18,500
Employment and Wellbeing Services, Corporate	Design of a 12 page, 'Living and working well in isolation' leaflet for staff who were isolating/ working from home	1,140.00

Third Sector Fund (£30k) – Allocated

Examples of these include:

Bid	Amount £
Headway - Piloting a walking/wheeling group for those who suffer brain injuries.	3,750.75
Age Connects - Purchase of iPads to help with hospital discharge and keep patients in contact with family.	4,672.80

NHS BAME Fund (50k) – Allocated

Examples of these include:

Bid	Amount £
Commissioning of art projects around the Black Lives Matter movement and using artists from the BAME community to commission and influence the work.	10,000
For specialist asylum seeker midwives to provide breast pumps, pregnancy pillows and pregnancy supportive pants to give out to women under the asylum process as they are unable to provide these for themselves.	5,000
Cardiff Health Access Practice (CHAPS) - supporting Black and Ethnic Minority Ethnic (BAME) people coming into the Cardiff & Vale asylum seeker service (CHAP) as well as the UHB and third sector staff (Wellbeing 4U) who work in the service.	7,000
Third Sector BAME Organisations, focussing on people disproportionately affected by Covid.	18,000

Covid Fund Balances and potential future funding opportunities

All Covid donations have been allocated as above with the exception of the 'Over £25k' Fund of £40k and the Bale Family Fund of £500k, which requires consideration and approval of applications by the CFC and Trustees.

The Health Charity is eligible to apply for NHS Charities Together funds from Stages 2 and 3 as detailed below. The grant allocations have been ring-fenced but must be applied for, with examples provided of how the money will be spent and how it meets the criteria of each grant.

Stage 2 Grants - up to a maximum allocation of **£220,491.54** are aimed at supporting the wider NHS and voluntary community dealing with COVID-19 and strategic integrated community and social care pathways as it is recognised that in this way, demand on the NHS can be reduced by community provision of wrap around support for patients and the wider populations.

NHS Charities Together has encouraged the Cardiff & Vale Health Charity to sustain, develop or establish these partnerships in order to fund collaborative projects.

Stage 2 community partnership grants are based on population figures for ICS/STP footprints in England, Health Boards in Wales and Scotland and ICP areas in Northern Ireland. Funds awarded should be spent within 2 years of being received with an interim and final report being submitted during that time.

A grant proposal should be submitted to NHS Charities Together in the first instance and once agreed a full grant application can be made. Entries are now open and will close on 31st March 2021.

Stage 3 Grants - up to a maximum allocation of **£342,276.00** are designed to support recovery plans within our Health Board and wider community in the following ways:

- Adjustments and resumption of normal services
- Longer term plans to support staff health
- Projects that improve well-being and mental health
- Support specific staff cohorts reducing disparity and focusing on diversity
- Projects that may dovetail with social prescribing plans that will support staff

Stage 3 recovery grants have been allocated based on the staff headcount of each NHS Trust/Health Board at £22 per head.

A full grant application should be made. Entries are now open and will close on 31st March 2021.

Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:

The Committee is asked to note the widespread allocation of Covid-19 donations across the Clinical Boards of Cardiff and Vale University Health Board and the wider community, specifically BAME communities via Third Sector organisations. The robust bids approval and allocation process has enabled financial grants to be provided to some of the most vulnerable community groups in a timely manner, providing relief and support during the ongoing Covid-

19 Pandemic.

Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc.)

- Assurance of efficient and timely fund management process, in line with governance requirements.
- Funds approval adhere to the eligibility criteria aligned to:
 - the Health Charity Strategy Objectives 1 - 3
 - approved criteria set by the CFC and endorsed by the Board of Trustees
 - NHS Charities Together criteria for Stages 1, 2 and 3
 - Risk of being unable to meet the requirements of Covid-19 funding applications

Recommendation:

The Charitable Funds Committee is asked to:

- Note the contents of the report on the allocation of Covid funding
- Guide the Health Charity in terms of a temporary cut-off date for further applications – the suggested date is the 03.11.20 - until further Covid funding is available to support the high number of applications.

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:

N/A

Report Title:	UPDATE OF THE HEALTH CHARITY PARTNERSHIP WITH THE CHANGE ACCOUNT				
Meeting:	Charitable Funds Committee			Meeting Date:	03.11.20
Status:	For Discussion		For Assurance	For Approval	For Information ✓
Lead Executive:	Executive Nurse Director				
Report Author (Title):	Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement				

Background and current situation:

Update following paper submitted to CFC in March 2020.

Following an agreement entered into by Cardiff and Vale University Health Board in July 2018, Change Account proposed to work in partnership with Cardiff and Vale University Health Board (3 year contract) to provide its staff members access to a banking service which provides cash-back rewards plus an income to Cardiff & Vale Health Charity (Change Account advised that the potential donation for each individual account opened for staff members would be £1 per month).

The Change Account service provides:

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

The Health Board launched the partnership at the Concourse of University Hospital of Wales in December 2019, which has subsequently been promoted and supported by the Health Charity Fundraising Team.

Initially, Change Account representatives met with members of the Health Charity and offered a high level of advice, expertise and to facilitate the successful promotion of this initiative as a staff benefit to CAVUHB staff members.

Unfortunately, this has not been delivered consistently and comprehensively and has led to lengthy delays in communications and engagement with this supplier.

Benefits provided by the Change Account to date include:

- An auction prize of an overnight hotel and dinner stay for the 2019 Staff Recognition Awards.
- Provision of free water bottles to staff members as part of its publicity/promotion.
- Donation of £2.12 to the Health Charity received from Omnio Global/Change Account

Saunders, Nathan
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The above concerns have previously been raised at the Staff Benefits Group and CFC meeting in March 2020, following which the Chair of the CFC wrote to the Change Account CEO. However there has been no subsequent engagement or communications from the Change Account with the Health Charity.

The Health Charity has been advised by individual staff members that they have received written communication from the Change Account that their banking service has been withdrawn. This was confirmed by the Chair of the CFC who is in ongoing communication with the Group. Change Account card services information have therefore been temporarily withdrawn from the Staff Benefits pages on CAVUHB intranet.

A letter requesting official clarification of the Change Account's future plans was sent by email and post on 06/10/20.

Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:

The Charitable Funds Committee is asked to:

Note the content of the six monthly report.

Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)

Ongoing concerns currently exist in relation to this partnership agreement, as follows:-

- Health Charity fundraising staff are being asked to promote the Change Account under the framework of "staff benefits" without the presence of specialist representatives to provide specific knowledge of this financial product and to accurately and safely inform and advise UHB staff members.
- The impact on the Health Charity's staffing resources to promote the Change Account, with minimal input of staff or materials from the company itself.
- Reputational risk to the UHB as it is unclear on the current service provision of the Change Account and is unable to advise its staff members accordingly.

Recommendation:

The Committee is asked to approve :

- A further review in six months of the position of the Change Account's partnership agreement with the Health Charity.

Shaping our Future Wellbeing Strategic Objectives

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

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	
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2. Deliver outcomes that matter to people	√	7. Be a great place to work and learn	√						
3. All take responsibility for improving our health and wellbeing		8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	√						
4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us							
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives							
Five Ways of Working (Sustainable Development Principles) considered <i>Please tick as relevant, click here for more information</i>									
Prevention		Long term		Integration	√	Collaboration	√	Involvement	√
Equality and Health Impact Assessment Completed:		Not Applicable							

Saunders, Nathan
11/02/2020 15:40:32

Report Title:	Feedback on Successful Charitable Funds Committee bids						
Meeting:	Charitable Funds Committee				Meeting Date:	03.11.20	
Status:	For Discussion		For Assurance	X	For Approval		For Information
Lead Executive:	Executive Nurse Director						
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement						

SITUATION

Aim to provide reassurance and assurance regarding the successful bids by reporting to the Charitable Funds Committee how the money has been spent and the impact/improvement.

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 are required to provide a report outlining the projects outcomes, any lessons learnt and the impact of the project on its intended recipients.

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.

This report included feedback on bids:

Sustainable Travel, secured funding March 2019 - £391,854.00 agreed by the Board of Trustees.

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Sustainable Travel, secured funding March 2019 - £391,854.00

CEF Service Board has been monitoring associated costs and activity associated with the above funding which covered increasing the frequency and extending the UHW Park and Ride (P&R) service, establishing a UHL P&R service and establishing a UHW-UHL interhospital shuttle service.

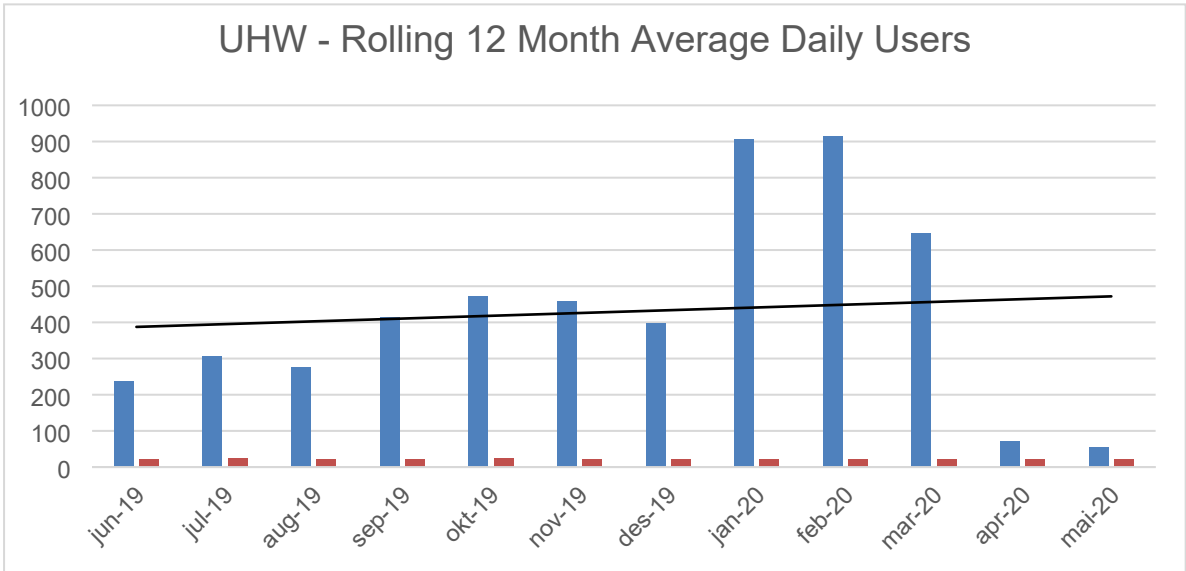
However, these have inevitably been impacted by the Covid-19 pandemic since March 2020. P&R details below are therefore to end of March 2020.

- Acitivity
 - UHW P&R

The UHB’s Park & Ride service commenced on 2nd May 2017 servicing UHW. It became free to use on 5th June 2018 and frequency became every 10 minutes from 3rd June 2019. Up to the end of May 2020, 216,088 passengers had used the service over 777 working days. This equates to an average of almost 280 passengers per day across the core service. Staff represented 80.34% of the usage. The 12 monthly average usage is illustrated below.

The extended service commenced on 3rd June 2019. Up to the end of May 2020, 2,688 passengers had used the service over 253 working days. This equates to an average of almost 11 passengers per day between 19:30 and 23:00. Staff represented 100% of the usage.

A more detailed analysis of usage of UHW P&R is included in Table 1.

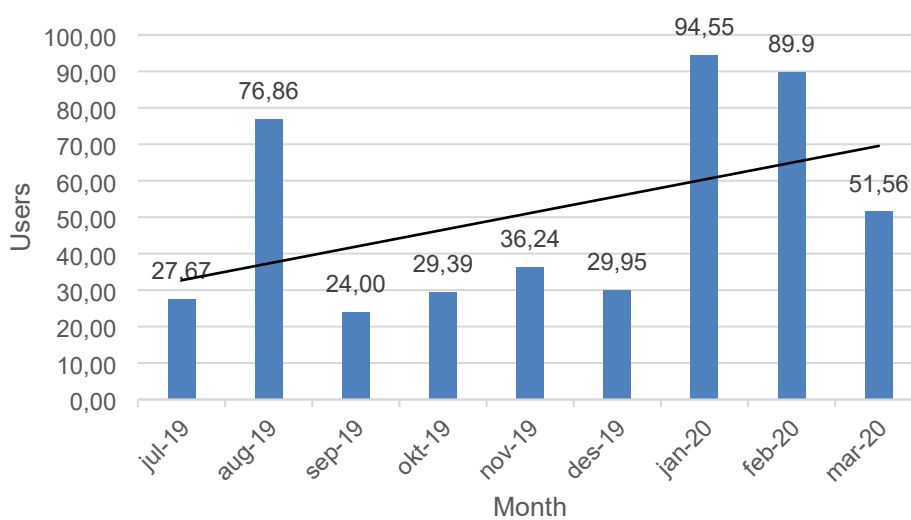


- UHL P&R

The H95 P&R service commenced on 22nd July 2019 to serve University Hospital Llandough and was suspended on 26th March 202 due to the pandemic. Over the 175 days of usage, a total of 9,209 passengers used the service equating to an

average of 53 users per day. Approximately 54% of users were patients/visitors. The monthly average usage is illustrated below. The high usage during August coincided with the “closure” of the decked car park for essential maintenance. Usage in 2020 was increasing prior to the service suspension and was linked to improved P&R signage in and around the hospital, provided by the Automobile Association (AA).

Table 2
UHL Average Daily P&R Users

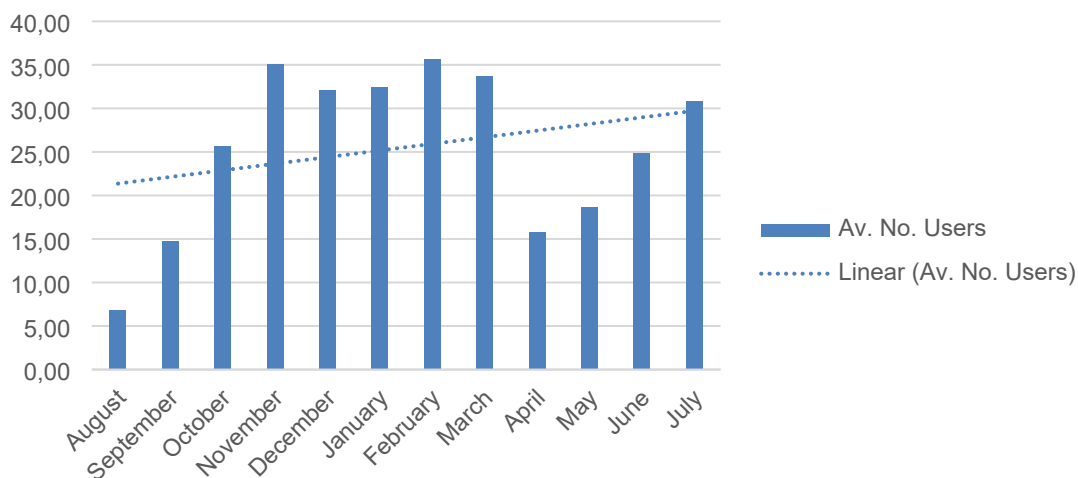


- UHW-UHL Shuttle

The service commenced on 19th August 2019 running Monday to Friday between 07:00 and 19:00. Over the 239 days of use up to 31st July 2020, there have been 6,281 users equating to an average of 26 users per day. Usage of the vehicle decreased initially with the pandemic lockdown but, with the transfer of clinical services and staff between sites, has been growing since April. The usage trend continues to be increasing. This is illustrated in Table 3.

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UHW-UHL Shuttle Service 2019-20



- Costs

The annual costs of the specific initiatives are detailed below:

UHW P&R (H59)	Daily Cost	Weekly Cost	Annual Cost	Current Funding Source	WEF
Existing service (20 mins)	490.00	2,450.00	122,500.00	CEF	
Enhanced service (10 mins)	490.00	2,450.00	122,500.00	Health Charity	03/06/2019
Extended service (to 23:00)	180.00	900.00	45,000.00	Health Charity	03/06/2019
UHL P&R (H95)					
P&R Service	485.00	2,425.00	121,250.00	Health Charity	22/07/2019
Council Security			7,200.00	Health Charity	22/07/2019
Council Licence Fee Toys R Us			50,000.00	CEF	08/07/2019
AA Signs			550.00	Health Charity	08/01/2020
UHW-UHL Shuttle					
Vehicle Hire		190.50	9,525.00	Health Charity	19/08/2019
Driver Hire	232.00	1,160.00	58,000.00	Health Charity	19/08/2019
Fuel	40.00	200.00	10,000.00	Health Charity	19/08/2019
Total			546,525.00		

Notes

All costs exclude VAT

Annual costs based on 50 weeks to exclude bank holidays

Net of the Capital, Estates and Facilities Service Board funding, this equates to a spend of £374,025, which has been billed to the Charity.

The Capital, Estates and Facilities Service Board will not exceed but will continue to invoice up to the amount awarded of £391,854.00.

Due to the funding provided by the Charity, and consequent success of these projects, Management Executive (at its meeting on 3rd September 2020) agreed the continued funding of these projects from revenue.

- Impact

The Charity funded sustainable travel initiatives have been generally well received by users, and numerous complimentary messages have been posted on social media.

Despite the fact that national evidence suggests that it takes 12 -18 months of initiatives to get people to alter their travel habits, local statistics confirms that the sustainable travel initiatives have been well used. The shuttle service, in particular, has proved invaluable during the pandemic and the drivers, and the Transport Department, have been inundated with requests for it to continue.

The usage statistics indicate a combined total of 125,267 passenger journeys over the twelve month period of the charity funded pilot. Assuming the majority of these to be return journeys, the travel habits of over 62,500 users have been impacted.

The UHB's Energy Manager has reviewed this usage in terms of mileages and individual car usage reduction, and has estimated that the initiatives have saved 119.4 tonnes of CO2 during the 12 month period – a positive environmental impact.

ASSURANCE is provided by:

- Increase in service delivery
- Ongoing monitoring of the finance aspect of bid by the Operational Manager, Head of Transport and Sustainable Travel and Finance team.

RECOMMENDATION

The Committee is asked to: accept this report as an accurate update on projects the CFC/ Trustees have supported with Charitable monies.

Shaping our Future Wellbeing Strategic Objectives

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

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	
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2. Deliver outcomes that matter to people	X	7. Be a great place to work and learn	X
3. All take responsibility for improving our health and wellbeing		8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	
4. Offer services that deliver the population health our citizens are entitled to expect	X	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 <i>Please tick as relevant, click here for more information</i>			
Prevention		Long term	
Integration	X	Collaboration	X
Involvement	X		

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Report Title:	STAFF BENEFITS GROUP REPORT							
Meeting:	Charitable Funds Committee					Meeting Date:	03.11.20	
Status:	For Discussion		For Assurance		For Approval	√	For Information	√
Lead Executive:	Chief Executive Officer							
Report Author (Title):	Deputy CEO and Executive Director Of Workforce and Organisational Development / Chair, Staff Benefits Group							

Background and current situation:

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

The purpose of this paper is to inform the Charitable Funds Committee of staff benefits and partnership relationships discussed by the Group for the period Sept/Oct 2020.

The Staff Benefits Group meets on a quarterly basis and has the following membership:

The Membership of the Group comprises:

- Chair – Deputy CEO and Executive Director of Workforce and OD
- Director of Communications, Health Charity and the Arts
- Senior Hospital General Manager, University Hospital Llandough/Barry Hospital
- Head of Staff Side
- Head of Workforce Governance
- Head of Health Charity and Arts
- Head of Employee Health and Wellbeing Services
- Head of Procurement (or Deputy)
- Head of Commercial Services (or deputy)
- Head of Transport and Sustainability
- Payroll Services Manager
- Business/Operational Manager

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

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

Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:**REPORT** - attached**Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)**

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

Recommendation:

The Charitable Funds Committee is asked to:

- **APPROVE** the Staff Benefits Group report

Shaping our Future Wellbeing Strategic Objectives

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

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	√	7. Be a great place to work and learn	√
3. All take responsibility for improving our health and wellbeing	√	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	
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

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STAFF BENEFITS GROUP REPORT

CHARITABLE FUNDS COMMITTEE – 1st September 2020

STAFF BENEFIT MEETINGS

The quarterly Staff Benefits Group (SBG) meeting took place on 17/09/20 with Martin Driscoll as the newly appointed Chair by the Board of Trustees in their meeting on the 23 July 2020.

TERMS OF REFERENCE

The Group received the confirmed Terms of Reference which has been approved by the Trustees and has subsequently been uploaded onto CVUHB intranet site.

STAFF BENEFITS PARTNERSHIPS

Nathaniel's Car Dealership

Feedback from partnership meeting held on 22.07.20

- Nathaniel's have requested the return of the 12 vehicles which had been temporarily loaned to CVUHB for use by out of hour's services and covid test transportation. A phased timescale for return between October and December was agreed.
- In addition to vehicle benefits, Nathaniel's expressed an interest in identifying ways to support staff health and wellbeing which will be directed via the Staff Wellbeing Group.
- Nathaniel's continue to actively support the Health Charity's fundraising programme and the Senior Fundraising Team are holding separate meetings to progress this in line with their planned virtual events and the Staff Lottery Mega-Draw being held in December 2020.
- The Health Charity continues to liaise with Nathaniel's to actively promote the staff benefits provided including the Silver Privilege Card and discounted vehicle offers.

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STAFF BENEFITS UPDATES

An ongoing review of staff benefits providers is in progress. We continue to work collaboratively with the Communications Team to create dedicated staff benefits pages in the new StaffConnects App to advertise and promote offers, which will support the health, wellbeing and welfare of our staff. Key staff benefits providers will be publicised each week via CVUHB staff communications platforms and further promoted via the App. The staff benefits pages on CVUHB Intranet site will be updated to reflect this also.

NHS PENSIONS – SALARY SACRIFICE SCHEME – QUILTER FINANCIAL ADVISERS

Following a recent proposal and subsequent advice received from the Director of Finance, a decision was made not to progress with the option provided.

PRESENTATION BY PROTEGO CONSULT

The SBG received a presentation by Protego Consult relating to an offer of the provision of free wills to public sector staff which was followed by a Q &A session. Members expressed concern about the short length of time that the business has been established and its available resources to facilitate CVUHB staff nos. A decision was made to explore and promote alternative free will writing options for staff via existing the Trade Unions and Health Board recognized organisations.

COVID-19 STAFF SUPPORT

The Health Charity continues to engage with businesses and companies which supported CVUHB during Covid-19. They are invited to further engage with the Health Board by way of providing ongoing staff benefits or assisting the Health Charity with fundraising donations and/or sponsorship.

Next Quarterly meeting will take place on 15.12.20.

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Report Title:	STAFF LOTTERY BIDS PANEL REPORT						
Meeting:	Charitable Funds Committee					Meeting Date:	03.11.2020
Status:	For Discussion		For Assurance	✓	For Approval		For Information
Lead Executive:	Executive Nurse Director						
Report Author (Title):	Mike Jones – Chair of Staff Lottery Bids Panel (Delegated from CFC)						
Background and current situation: The Board of Trustees of the Cardiff & Vale Health Board Charity have delegated responsibility to the Staff Lottery 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 th September 2017. The Staff Lottery Panel Meeting was last held in July 2020. The next scheduled meeting is 12 th November. The attached paper is the list of all approved bids from 1 st January 2020.							
Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee: It is good news that our Staff Lottery Scheme continues to grow month on month. Currently there are 4883 lottery numbers allocated. The November SuperMegaDraw will see one lucky member win a phenomenal £20,000 in addition to the four weekly £1,000 prizes.							
Recommendation: <ul style="list-style-type: none"> To acknowledge the content of the report 							
Shaping our Future Wellbeing Strategic Objectives <i>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</i>							
1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance					
2. Deliver outcomes that matter to people	✓	7. Be a great place to work and learn	✓				
3. All take responsibility for improving our health and wellbeing	✓	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology					
4. Offer services that deliver the population health our citizens are entitled to expect	✓	9. Reduce harm, waste and variation sustainably making best use of the resources available to us					
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives					
Five Ways of Working (Sustainable Development Principles) considered Please tick as relevant, click here for more information							

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

Staff Lottery Bids Panel Approved Bids January 2020 (↑ £10k)

Date	Bid no	Applicant	Service	Description	Amount £	Outcome
Mar'20	BP647	Helen Bennett	The Rainbow LGBT FFlag Network	The Rainbow LGBT FFlag Network Lanyards	£1,470	Approved
	BP649	Kristian Dando	SSSU, DOSA, Theatre 8	Modernisation of children's theatre staff rest room, including white goods, televisions for DOSA and Suite 18 patient waiting area.	£5,572	Approved
	BP650	Lisa Waters	Emergency Unit	Staff wellbeing project, 8 LED wall panels for Emergency Unit staff room	£5,979	Approved
	BP651	Martin Harper	Primary Care Liaison Service. Mental Health Service	We Wear the Same Shirt Campaign	£9,000	Approved
	BP654	Paul Williams	Medical Physics	Patient waiting area television and installation	£1,129	Approved
	BP658	Shaun Thomas	Renal Support Worker	Welsh Transplant Games. Participant Entry Fee	£5,000	Approved in principle. Unlikely to go ahead this year. Members happy to support in 2021.
Jul'20	BP659	Dean Mansfield	Physiotherapy Outpatients	Patient education and gym equipment	£852	Approved
	BP660	Catherine Marshall	Physiotherapy UHL	Improving staff kitchen and rest environment	£5,820	Approved
	BP661	Katie Simpson	Children and Adolescent Mental Health Service Area St David's Childrens Centre	Redecoration works and installation of window film to door vision panels of the CAMHS area of the centre	£8,759	Approved
				Total Approved	£43,581	

Successful projects

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Patient focused – Improving Facilities CAMHS, St David's Hospital Children's Centre

On the 8th January 2020, a group of 12 young people volunteered to review the accommodation and facilities at the Children and Adolescent Mental Health Service Area (CAMHS) based at the Children's Centre in St David's Hospital. The young people were all members of the CAVUHB Youth Board or Cardiff Council Youth Council, the majority of whom also had lived experience of the CAMHS service.

The group were advised that the CAMHS team are actively seeking to make improvements to the environment and that the information gathered from the session would be used as the basis for a bid application to the Staff Lottery Bids Panel.

Following the session, in which the current environment was assessed and reviewed, suggestions were made by the group as to how the environmental experience could be improved. The group were also open to meeting again in the future to help select colour schemes and furniture, something which the CAMHS team thought would be extremely valuable, ensuring that the space is improved in line with the expectations of those that use the service. Funding was required to redecorate the CAMHS area and install window films and door vision panels within the Children's Centre.

Staff focused- Renovating Designed to Smile Kitchen Area

In February 2020, the offices of Designed to Smile, a national programme to improve the oral health of children in Wales at Treforest Industrial Estate was severely damaged by flooding as a result of Storm Dennis. The team lost almost all their resources, stock, computers, furniture and dental vans. The staff kitchen was also flooded with contaminated water which meant the team had to dispose of all crockery, cutlery, kitchen equipment and white goods.

Victoria Hughes, Health Improvement Manager at Designed to Smile said "We are a team of 28 staff who work in the community and schools, our office in Treforest is a base for all staff members. Our kitchen facilities are important for our staff to store food and make lunch. We have no canteen or food facilities onsite so having a functioning kitchen is essential for our staffs' health and wellbeing. As a team we are asking the Bids Panel to consider funding our staff kitchen which is a vital part of our working environment."

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Small Bids Panel (Fast Track) Approved Bids 2020 (↑£250)					
	No	Applicant's Name	Service	Description	Amount £
Feb '20	SBP103	Colin McMillan	Transport and Sustainability	UHL Park & Ride Driver Fees	£210
	SBP104	Martha-Jane Powell	Health Promotion Practitioner PHW	Staying Steady in Schools Leaflets	£250
	SBP105	Emma Rogers	Ward C6 UHW	Television – patient dayroom	£249
	SBP106	Kate Evans	International Nurses Facilities	Soft goods and furnishings for international nurse accommodation	£250
	SBP107	Luke Alexander	Community Child Psychology	Worry Warriors Therapeutic Arts Group for Teenagers	£250
	SBP108	Heather Gater	Paediatric Physiotherapy	Access to Private Counselling	£250
	SBP109	Helen Jenkins	Clinical Board Secretary CD&T	#WE Are CD&T Pens	£250
	SBP110	Tim Nicolls	Young Onset Dementia Team	Cariad Café	£250
	SBP111	Helen Griffith	Health Promotions Team PHW	UHB Staff Wellbeing competitions. Winning hampers	£250
	SBP112	Nikola Creasey	Paediatric Emergency Unit	Staff Wellbeing week activities	£250
	SBP113	Chan Sandhera	Medical Physics Support	Television – reception area	£199
	SBP114	Nimyrh Caesar	Communications & Engagement Team	Netiquette November prizes for competition	£250
	SBP115	Natalie Robertson	Physiotherapy Hafan Y Coed	Work Health, My Health prizes for competition	£250
	SBP116	Rhodi John	Operational Support CD&T	CD&T Staff appreciation cards	£30
	SBP117	Abigail Swindail	Health Visiting- Vale Flying Start	Leadership in Running Fees	£155
	SBP118	Beverley Rogan	OSCAR Dental Team UHL	Table top fridge	£109
	SBP119	Hattie Martin	Paediatric Physiotherapy	Staff kitchen white good items	£235
	SBP120	Sheila Williams	Physiology and Physiological Therapies	Welsh Lunchtime Learning	£160
	SBP121	Annabel Green	CAVOC Outpatients	Staff fridge	£250
	SBP122	Reji Pappen	Dental Decontamination Services	Staff kitchen, white goods	£233
	SBP123	Cath Bradshaw	Development Nursing	Hot water urn. Recruitment event	£53
	SBP124	Lisa Cordery	Child Health	Health Youth Board, Thank you Vouchers	£250

	SBP125	Natalie McCulloch	East 8 UHL	Patients resources and activities	£100
	SBP126	Natalie McCulloch	East 8 UHL	Music and patient entertainment	£250
	SBP127	Joanne Jefford	Nutrition and Dietetic	Dining table, staff room	£228
	SBP128	Binu Narendran	Sam Davies Ward	Relatives sitting room furniture	£152
	SBP129	Natalie McCulloch	East 8 UHL	Patients reading resources	£250
	SBP130	Lavina Nielson	Vale Locality Office	Staffroom fridge	£250
	SBP131	Gail Prosser	Heulwen Ward	Staff Wellbeing leaflets	£87
	SBP132	Scott Baynham	LPOP- MHSOP	Men's Club. Mental Health Matters activity items	£200
	SBP133	Rebecca Alyward	Medicine Clinical Board	Getup Get Dressed	£234
	SBP134	Maryanne Bray	Maternity	Research Team & Staff Engagement, Marketing Materials	£155
	SBP135	Hannah Williams	Occupational Therapy MHSOP	Sensory and therapy activities	£208
	SBP136	Jayne Finch	Occupational Therapy MHSOP	Cognitive stimulation therapy items	£245
	SBP137	Alun Morgan	Therapies & Health Sciences	George's Race, intergenerational children's book. Printing cost	£241
July '20	SBP138	Sue Tapper	MHSOP- UHL	VR Headset	£210
	SBP139	Victoria Hughes	Designed to Smile Treforest	Kitchen White Goods & Crockery Staff Rest Room	£250
	SBP140	John Smith	Facilities	Welsh Plum Slate - Barry Courtyards	£159
	SBP141	Alison Carpenter	Maple Ward Hafan Y Coed	Activity Booster- Table Tennis Table	£200
				Total	£8,128

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Report Title:	HEALTH CHARITY FUNDRAISING REPORT - SEPTEMBER '20					
Meeting:	Charitable Funds Committee			Meeting Date:	03.11.20	
Status:	For Discussion		For Assurance		For Approval	For Information ✓
Lead Executive:	Executive Nurse Director					
Report Author (Title):	Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement					

Background and current situation:

Cardiff & 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.

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

This report covers the progress and activities of the Health Charity Appeals for the period 1st July - 30th September June 2020.

Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:

The Committee is asked to review the Fundraising Report.

Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc.)

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.

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Recommendation:

The Charitable Funds Committee is asked to:

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

Shaping our Future Wellbeing Strategic Objectives

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

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

Five Ways of Working (Sustainable Development Principles) considered

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

Prevention		Long term		Integration	√	Collaboration	√	Involvement	√
Equality and Health Impact Assessment Completed:		Not Applicable							

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CARDIFF & VALE HEALTH CHARITY FUNDRAISING REPORT – SEPTEMBER 2020

STAFF LOTTERY

The Staff Lottery SuperDraw took place on Friday 31st July 2020 in the Health Charity Office in Woodland House. Ruth Walker, Executive Nurse Director of Cardiff and Vale UHB pulled the draws, creating five £1,000 winners and one lucky £5,000 winner!



The lucky winner was Helen Mountjoy working in Maternity in UHW. Helen was absolutely ecstatic beyond words to hear the fabulous news saying “I really couldn’t believe it when I got the call thank you so much. I am planning my wedding at the moment so the money will definitely be put to good use.”

The Staff Lottery SuperMegaDraw of £20,000 will take place on 27th November 2020. This has been promoted via ESR, UHB and Health Charity social media platforms, StaffConnects and CEO Connects. An additional 695 numbers have been allocated since the £10,000 MegaDraw held in January 2020.

FUNDRAISING APPEALS



Prop Appeal

Step into Summer Virtual Welsh Three Peaks Challenge

Our ‘Step into Summer’ challenge saw participants, from Wales, Germany and even Australia virtually conquer the three highest peaks in North, Mid and South Wales. Our participants from across the globe tackled the distances to virtually climb the highest mountain in Wales, the iconic Snowdon, along with the formidable Cadair Idris and Pen Y Fan, a combined height of 2,334 metres (7,657feet)! The event raised £2,438.

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An inpatient at Rookwood Hospital's Neurosciences Specialist Rehabilitation Unit, 38 year old Jamie has suffered with addiction over the past few years and sadly suffered an acquired brain injury in May 2020. This resulted in paralysis down his right hand side; additionally suffering with broken ribs and a shattered eye socket. Jamie's family were told he was lucky to be alive, being told to expect the worst and to hope for the best. Jamie signed up the Step into Summer challenge finishing in style raising a fantastic £974.



THE BREAST CENTRE APPEAL



At the time of writing, long-time Breast Centre Appeal supporter Irene Hicks' fundraising total has reached £154,000. We continue to keep in regular contact with Irene and assist her wherever we can.

In July 2020 we received a donation of just over £1000 from Pete Hall of 'Halls of Llandaff' who put a spinner of Father's day cards in their closed shop porch, asking customers to choose what they needed and post the money through the letterbox. The Waterloo Foundation wanted to support the work of Pete Hall and very generously matched his fundraising by donating another £1000.

The 54321 Cymru - Cycle Challenge 2020 had to be cancelled this year and long term supporter Gerry Stacey was unable to complete the popular bike ride through Holland, Belgium and France. However Gerry had been fundraising for the Breast Centre Appeal and the event backers - Newport based Whitehead Building Services and brewer Tiny Rebel Brewing were still committed to match funding up to £500 to every rider's charity. Thanks to Gerry's fundraising, we were contacted in September by one of the event organisers who made a £500 donation to the Breast Centre Appeal. Gerry hopes to continue fundraising at this event in 2021.

The Breast Centre Appeal has launched a Virtual Halloween Balloon Race which people can sign up to throughout October during Breast Cancer Awareness month. This is a virtual race using real weather data, and hopes to be a great fundraiser for the Breast Centre Appeal.

We also have the support of Nikki Lacey during Breast Cancer Awareness month. Nikki is a midwife and mum of 4 who was diagnosed with breast cancer 10 years ago. Nikki was cared for by the wonderful Breast Centre team, and to thank them for their care over the past 10 years, Nikki is running 47km to mark her turning 47 in October. Her fundraising is already well over £1000.

We continue to engage with our fundraisers and update our social media pages with Health Charity fundraising stories, inspirational stories and Health Board information, staff wellbeing posts, exercise prescription, local community support and thank you cards.

THE BETTER LIFE APPEAL



Rhys Goodfellow, a patient at the Adult Cystic Fibrosis Centre for Wales took part in the Carten bike ride in September from Cardiff to Tenby and raised £4,006 for the Better Life Appeal.

Our Orchard 🍃 Ein Berllan

The expression of interest for a financial grant from Enabling Natural Resources and Wellbeing (ENRaW) has been approved, so we are currently working on the full application for submission by mid-December.

Although originally a two day event, our stakeholder consultation will now be an online event taking place in October. It consists of a short questionnaire to gather thoughts and suggestions about what staff, patients and members of our community would like to see at Our Orchard, UHL. Ideas for a new name for the Orchard will also be included. Consultations will close on 26th October and all information gathered and shared.

An online Dog Show event took place at the end of August which raised £500 for Our Orchard and a virtual Christmas Pet show is being launched at the end of October.

Gift In Wills (Legacy) Donations

The Health Charity launched its Gift In Wills awareness raising campaign to coincide with Remember a Charity Week on 7th September.

Information on how to remember Cardiff and Vale University Health Board in your Will was shared with staff via online internal platforms and by online and postal communications to donors and fundraisers of the Health Charity, local funeral services and solicitors.

The Health Charity will further inform staff by linking in with the Staff Benefits Group engagement with Trade Unions and Staff Organisations, in sharing information on Free Wills schemes (where available).

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Communications Update

Website

Further work has taken place on the website with a new Gift Aid form making it easier for people to add Gift Aid at the end of their donation, therefore increasing income.

The majority of Health Charity staff have now undertaken training on using the new website. A new section has been created on the website for Barry and St. David's Hospital newsletter to be situated. All upcoming events are now listed on the website.

Social Media

During September, our social media following increased by 203 followers. 102 new followers on Facebook and 101 new followers on Twitter.

Coverage

Stories about the Health Charity were published in Penarth Times, Barry and District News and on the Wales247 website about a Health Charity funded arts project with local photographer Conor Elliott.

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Report Title:	ANNUAL REPORT – WALES AND AFRICA					
Meeting:	Charitable Funds Committee				Meeting Date:	03.11.2020
Status:	For Discussion		For Assurance	✓	For Approval	For Information
Lead Executive:	Executive Director of workforce, Organisation and Development					
Report Author (Title):	Simone Joslyn, Head of Arts and Health Charity Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement					

Background and current situation:

The Health Board has an ongoing commitment to support partnerships in sub-Saharan Africa, this was established in 2006 to support and encourage public sector organisations to share skills, establishing positive and collaborative working relationships and help to build stronger communities in Africa.

During the past 12 months, the Arts for Health and Wellbeing team has completed a project which highlights the work of the UHB in collaboration with partner organisations and Welsh Government on the Wales and Africa Programme.

The project highlight the partnership working on the Wales and Africa programme, an exhibition showing some of the emotive images taken in sub-Saharan Africa are displayed as an exhibition at the University Hospital of Wales. Paul Crompton and Carl Rogers, kindly contributed to the exhibition. This exhibition documenting the Health Boards links with sub-Saharan Africa has been initiated and supported by the Arts for Health and Wellbeing Programme through Cardiff & Vale Health Charity, along with a generous donation from Amazon UK.

In support of the Wales and Africa Programme, a team of medical staff from the Health Board work alongside the Ola During Children's Hospital in Freetown, Sierra Leone to support the care of children with cancer. This work is led by Professor Meriel Jenney.

Through Cardiff & Vale Health Charity's "In for a Penny" payroll giving scheme, money is raised to provide training for nurses, doctors and laboratory staff, which helps to improve the diagnosis and the safe delivery of treatment to these young patients and contribute to their chemotherapy and other costs of care.

The current balance of the Childrens Cancer Care Africa fund 9672 is £7,765.70 this is made up of funds secured by Prof Jenney and contributions from In for a penny.

The Health Charity has also worked with medical illustration to develop a logo to promote and encourage the Wales and Africa initiative.

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Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:

It is good news that our Wales and Africa partnership continues to promote the opportunity for individuals and organisations to work in this area. This programme assists in the Health Boards requirements under the Wellbeing Future Generations Act.

During Covid, the Arts team have continued to carrying work at a local level through supporting and coordinating an exhibition, now on display at UHW.

Recommendation:

- To acknowledge the content of the 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	✓
Equality and Health Impact Assessment Completed:		No							

Kind and caring
Caredig a gofudgar

Respectful
Dangos parch

Trust and integrity
Ymddiriedaeth ac uniondeb

Personal responsibility
Cyfrifoldeb personol

Report Title:	DRAFT CARDIFF & VALE HEALTH CHARITY ANNUAL REPORT 2019-2020					
Meeting:	Charitable Funds Committee			Meeting Date:	03.11.20	
Status:	For Discussion	✓	For Assurance		For Approval	
					For Information	✓
Lead Executive:	Executive Nurse Director					
Report Author (Title):	Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement					

Background and current 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 Department 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.

The Annual Report is provided to the Charitable Funds Committee for approval on an annual basis.

This draft report covers the activities of the Health Charity for the period 1st April 2019 - 31st March 2020. Following any further amendments, the draft report will be submitted to the Auditor General for Wales for approval of the financial statement and then brought back to the CFC for final approval.

Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:

I support the submission of the draft 2019- 2020 Draft Annual Report of Cardiff & Vale Health Charity.

Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)

Recommendation:

The Charitable Funds Committee is asked to:

Review and comment on the Cardiff & Vale Health Charity draft Annual Report 2019 – 2020.

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

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

Five Ways of Working (Sustainable Development Principles) considered

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

Prevention		Long term		Integration	√	Collaboration	√	Involvement	√
Equality and Health Impact Assessment Completed:		Not Applicable							

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GIG
CYMRU
NHS
WALES

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



Annual Report 2019-20



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11/02/2020 15:40:30

"We grow better tomorrow's when
we plant good seeds today"

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You can find out more about us, the work we do, who we work with and
and how you can get involved by visiting our website:
www.healthcharity.wales

Introduction from the Chair of the Charitable Funds Committee



Firstly, I would like to say thank you to all our NHS colleagues who worked tirelessly during the Covid-19 pandemic to provide compassionate care to our patients.

Our fundraising year ended in March 2020 with lockdown measures in place to help save lives and protect our NHS. I am sure that I speak for everyone when I say we are so grateful for all that they have done, and continue to do so.

2019-20 was been another successful year for Cardiff & Vale Health Charity, supporting an ever-growing variety of patient and staff projects throughout Cardiff and Vale University Health Board.

Whilst the Health Charity is always looking at new and innovative ways to raise money, and relies on the support of our generous fundraisers, donors and volunteers, we continued to demonstrate a strong financial performance, generating an income of £1.38m.

The improved visibility of the Health Charity with new branding across our hospital sites, along with the introduction of a fundraising pod at the University Hospital of Wales; there is a greater awareness of the Health Charity across the organisation.

This year has seen the Health Charity team maximise on the success of annual events for their appeals. The Staff Lottery continues to grow, along with some new ventures such as the RHS Cardiff, Pride Cymru, Three Peaks Challenge and a Divas night.

Although the Health Charity spent £2.488m supporting numerous projects enhancing patient experience and staff wellbeing services across the Health Board, we have not been able to support all the projects that had applied for financial support as the Health Charity needs to work within the resources available.

Moving forward, the Charitable Funds Committee has been working to draft a Health Charity Strategy for 2019-25 and a calendar of events for the next twelve months. Due to the current Covid-19 pandemic, this will also include a series of 'virtual' events.

Finally, I would like to thank all our donors, patrons, trustees who have supported us throughout this year. My sincere gratitude to the members of the Health Charity team and the Comms team for their commitment and hard work to deliver these projects, and making the Health Charity a success.

Hope you will find the stories contained in the report as humbling, interesting and inspiring as I do.

Akmal Hanuk
Chair of the Charitable Funds Committee

Our year at a glance

This year, you've helped to raise a total of £1.38 million pounds to help make things better.



Donations
£742,000



Legacies
£127,000



Investments
£198,000

Other trading activities



£245,000



£75,000



£37,906

Our Appeals



£12,569



£29,347



£114,731



101,883



1,692

new followers



In for a Penny
Small change, Big reward...

£6,984



729

new followers

How we've spent your money

This year, we've spent £2.12 million making things better for our patients and staff.



75%

**Patient education
and welfare**



22%

**Staff education
and welfare**



3%

**Research and
additional costs**

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Fundraising Highlights



April - June 2019



Cardiff and Vale University Health Board and Cardiff & Vale Health Charity won a Silver-Gilt medal and also Best Blossoming Bed at RHS Cardiff.

It was a real team effort to bring the Blossoming Bed to life with contributions from Men's Shed Cardiff, the activities team at Hafan y Coed Hospital, Natural Resources Wales, the Health Charity team and community volunteers.

Hundreds of people attended Cardiff Bay Barrage for the second Bed Push Challenge to support Doctors, Nurses, Allied Health, Professionals, Health Board Staff and supporters from Admiral Law who were all raising money for their local hospital wards and departments.

Fourteen teams took part in the Battle of the Beds, hoping to be crowned fastest team, racing their themed bed from one side of the barrage to the other.



First Minister, Mark Drakeford visited Our Orchard - Ein Berllan at University Hospital Llandough to plant a tree which will blossom and grow for the future.

Forget-Me-Not Productions took patients on Ward East 18 at University Hospital Llandough on a trip down the 1940s memory lane, on a reminiscence journey to help evoke memories of times gone by. East 18 is a dementia ward and when activities such as this take place on the ward, staff really notice a positive reaction from the patients.



Staff members Oliver Williams, Lisa Lewis and Jayne Catherall all took part in the Virgin London Marathon in 2019, raising money and awareness of the Health Charity.

July - September 2019



The Health Charity funded the increased frequency of the free Park and Ride Service from Pentwyn to the University Hospital of Wales. Instead of buses running every 20 minutes, they were increased to every 10 minutes.

The Health Charity has also funded the Park and Ride Service from Toys r Us Car Park to University Hospital Llandough. Both these services help to improve patient experience and make parking easier for both patients and staff.

Year 11 pupils from Ysgol Gymraeg Bro Morgannwg kindly volunteered their time to a project to improve one of the courtyard gardens in Barry Hospital.

The garden was transformed in a short space of time, with trees trimmed, bulbs planted, bee bombs scattered and weeding done. The finished result looked fantastic.



Fifteen people from all over South Wales took part in the first ever Health Charity Three Peaks Challenge. The team took in Cadair Idris, Snowdon and Pen Y Fan in 24 hours, all to raise money to make a difference to patients and staff.

Some new guests arrived at the University Hospital of Wales - hundreds of bees have recently taken up residence in hives on the top of the Cochrane Building.

The hives will help the Health Board and Cardiff University, along with assistance from New Link Wales Buzzin' Project to work together to help make super honey as part of the WellBeeing Project.



A new pod landed at the University Hospital of Wales. The pod, which will act as a Health Charity hub, is located in the concourse to help those who wish to find out more information about the official Health Board charity and for staff to find out how to apply for charitable funds.

October - December 2019



The Health Charity held its second Blue Tie Ball at Mercure Holland House Cardiff raising funds for the Prop Appeal which supports brain injury patients at Rookwood Hospital.

Almost 300 people attended the event. Former patients, staff, families and supporters wore blue ties and blue evening dresses to show their support to The Prop Appeal.

The Health Charity held its annual Pink Tie Gala Dinner at Cardiff Marriott raising funds for The Breast Centre Appeal which supports breast cancer patients with their recovery.

Almost 200 people attended the event, including former patients, staff, families and supporters came along wearing pink ties and pink evening dresses to raise money and show their support to The Breast Centre Appeal.



The Breast Centre at University Hospital Llandough teamed up with Splash Central to provide free swim and exercise sessions for those who have had surgery for breast cancer.

As part of the ongoing strategy to reduce waste across the Health Board, the Health Charity funded recycling bins for crisp packets which were introduced by the Capital, Estates and Facilities Team. The scheme, in conjunction with Terracycle, means that income received from recycling crisp packets will be donated back to the Health Charity.



The Health Charity was delighted to announce a new partnership with Nathaniel Cars to provide exclusive benefits to Cardiff and Vale University Health Board employees.

January - March 2019

The Health Charity launched its new website, which was updated to a fresh, modern design. The new look and feel site provides a better understanding of what the Health Charity does. The website now supports online payments for events, purchases and ticketing, making financial transactions much easier for donors and event participants.



The Staff Lottery MegaDraw delighted one lucky winner, Michelle Cawley, with a mega prize of £10,000. Michelle, who works in the Short Stay Surgical Unit at the University Hospital of Wales was delighted to win the prize said: "I'm totally choked. I don't normally get good news, thank you so much to the Health Charity for this win."

Caring during Covid-19 #SpreadTheLove



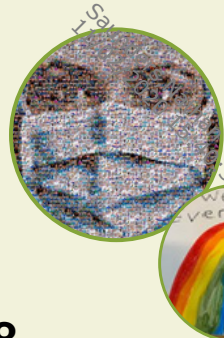
The Health Charity responded quickly to this unprecedented crisis by setting up a Justgiving campaign called #SpreadTheLove.

Supermarkets set up donation points where the public could donate food, drinks, snacks and essentials. The Health Charity made contact with individuals, businesses, organisations and suppliers to ensure that frontline staff received food, drinks, snacks and essentials to help with staff wellbeing and welfare.

The Health Charity set up Staff Havens at University Hospital of Wales and University Hospital Llandough, where staff could take some time out from their wards and departments, to rest and recuperate during the Covid-19 pandemic.

The Health Charity received a number of large donations to the #SpreadTheLove campaign.

These large donations came from Gareth and Emma Bale, Aaron Ramsey and Sir Stanley Thomas, all to help staff on the frontline during Covid-19.



Artist Nathan Wyburn created this iconic image which the Health Charity championed and displayed as a thank you to staff across all hospital sites.

Beautiful rainbow pictures were sent in to staff by local school children to help boost morale. The Health Charity helped display these images on wards throughout the Health Board.



Annual Accounts 2019-20

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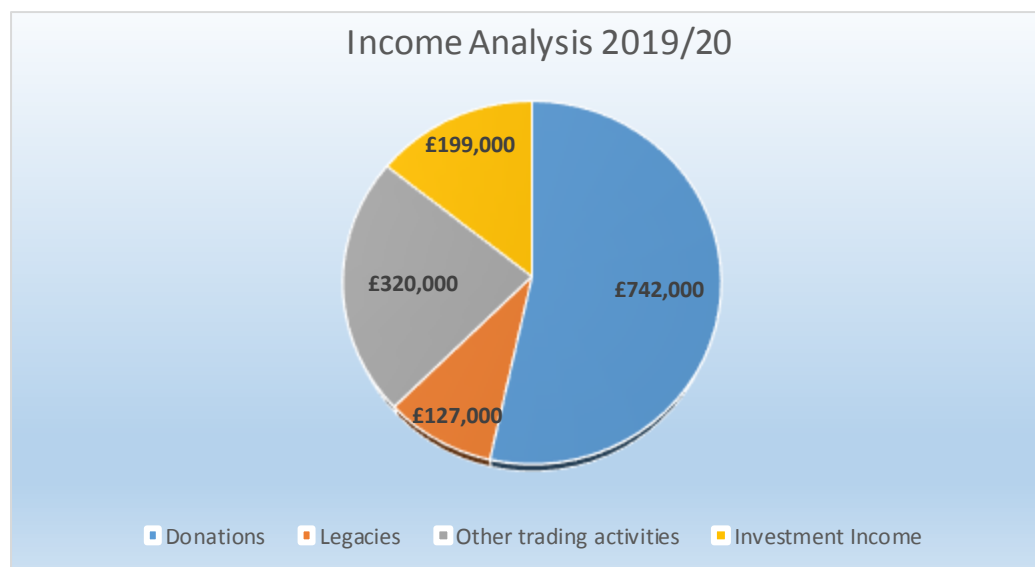
Financial Achievements and Performance

Income Summary

Incoming resources for the year 2019/20 totalled £1.388m which represents a decrease of £0.612m from the previous financial year.

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

Income Analysis



Donations (53% - £0.742m)

The Charity is very grateful to have received donations of £0.742m to help us achieve our goals and objectives.

Legacies (9% - £0.127m)

The Charity received £0.127m in legacies. We are extremely grateful to those individuals who remembered our wards and departments in their will.

Other Trading Activities (23% - £0.320m)

The Charity generated £0.245m from the Cardiff and Vale Staff Lottery and a further £0.075m from other trading activities.

Investment Income (15% - £0.199m)

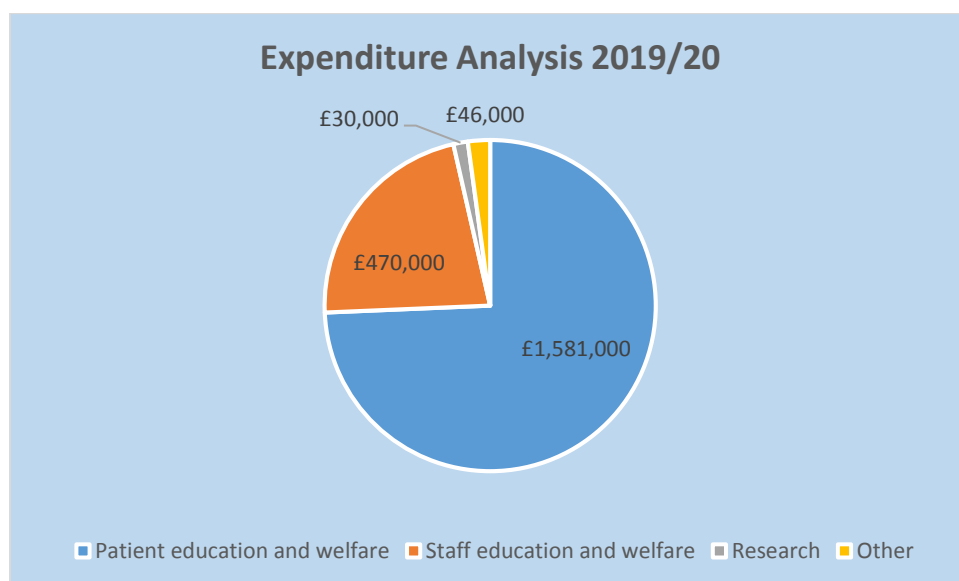
Dividends and Interest from the Charity's Investment Portfolio was £0.199m)

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Expenditure Summary

In 2019/20 expenditure on charitable activities was £2.127m. This included patient education and welfare, staff education and welfare, research and other expenditure.

Expenditure Analysis



Investments and Performance

During 2019/20 the Charity had market value losses of £0.615m.

Overall financial position

The overall value of the Charity as at 31st March 2020 has decreased from an opening balance of £10.679m to £8.957m. This movement of £1.722m is represented by net expenditure of £1.100m, investment losses of £0.615m and asset revaluation of £0.007m.

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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.

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Constitution

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

Independent Members

Maria Battle	Chair until 5 th August 2019
Charles Janczewski	Interim Chair from 6 th August 2019
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 Antioniazzi	Independent Member – Estates until 31 st October 2019
Sara Moseley	Independent Member – Third Sector
Michael Imperato	Independent Member – Legal Interim Vice Chair from 9 th October 2019
Susan Elsmore	Independent Member – Local Authority
Rhian Thomas	Independent Member – Capital & Estates (From 1 st February 2020)

Officer Members

Leonard Richards	Chief Executive
Graham Shortland	Medical Director until 18 th April 2019
Dr Sharon Hopkins	Director of Transformation and Informatics and Deputy Chief Executive until 23 rd June 2019.
Fiona Kinghorn	Director of Public Health
Robert Chadwick	Executive Director of Finance
Stuart Walker	Executive Medical Director from 17 th July 2019
Martin Driscoll	Director of Workforce and OD. Deputy Chief Executive from 1 st November 2019.
Abigail Harris	Executive Director of Planning
Dr Fiona Jenkins	Executive Director of Therapies and Health Sciences
Ruth Walker	Executive Director of Nursing
Steve Curry	Chief Operating Officer
Nicola Foreman	Director of Corporate Governance
Jonathan Gray	Director of Transformation from 2 nd December 2019
Peter Durning	Interim Executive Medical Director April 19 th – 16 th July 2019

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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 2019/20 are listed below:

Akmal Hanuk	Committee Chair and Independent Member Community
Fiona Jenkins	Executive Director of Therapies and Health Science
John Union	Independent Member Finance
Maria Battle	Chair – Cardiff and Vale Health Board
Martin Driscoll	Executive Director of Workforce and OD
Nicola Foreman	Director of Corporate Governance
Charles Janczewski	Interim Chair - Cardiff and Vale Health Board
Ruth Walker	Executive Director of Nursing

Charitable Funds

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

We manage three types of funds:

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

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

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

The day to day administration of funds is undertaken by:

Charitable Fund Department, Cardiff and Vale University Health Board
2nd Floor, Woodland House,
Cardiff, CF14 4HH

Investment Risk Management

The Investment Management Company 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, the investment would be subsequently sold.

The portfolio does not have investments in companies whose principal manufacturing activities are tobacco, alcohol, armaments and pornography / adult entertainment related. This includes common investment funds (and similar products) that incorporate these in their portfolio.

Reserves Policy

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

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

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

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

Investment Contract Risk

Cardiff and Vale Health Charity currently has a contract with Cazenove Capital Management which was awarded in September 2015 for an initial period of two years with an option to extend for a further two years. The Charitable Funds Committee agreed to exercise the option of extending the contract for a further two years to September 2019. The current contract has been extended to October 2020.

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

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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

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

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CARDIFF & VALE HEALTH CHARITY ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

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 & 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 & Vale University Local Health Board.

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Statement of Financial Activities for the year ended 31st March 2020

	Note	Unrestricted funds £000	Restricted funds £000	Endowment funds £000	Total 2019-20 £000
Incoming resources from generated funds:					
Donations and Legacies	3	670	199		869
Other trading activities	4	11	309		320
Investments	5	139	59	1	199
Total incoming resources		820	567	1	1,388
Expenditure on :					
Raising funds	6	206	155		361
Charitable activities	7	1,796	310	21	2,127
Total expenditure		2,002	465	21	2,488
Net gains / (losses) on investments	13	-523	-89	-3	-615
Net income / (expenditure)		-1,705	13	-23	-1,715
Transfer between funds		92	-91	-1	0
Net movement in funds		-1,613	-78	-24	-1,715
Gains / (losses) on revaluation of fixed assets	12			-7	-7
Reconciliation of Funds		-1,613	-78	-31	-1,722
Total Funds brought forward as at 1 April 2019	19	6,145	1,991	2,543	10,679
Total Funds carried forward as at 31 March 2020		4,532	1,913	2,512	8,957

The notes on page 22 - 36 form part of these accounts.

Saunders, Nathan
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Statement of Financial Activities for the year ended 31st March 2019

		Unrestricted funds	Restricted funds	Endowment funds	Funds Total 2018/19 £000
	Note	£000	£000	£000	£000
Incoming resources from generated funds					
Donations and Legacies	3	947	525	0	1,472
Other trading activities	4	3	318	0	321
Investments	5	145	61	1	207
Total incoming resources		1,095	904	1	2,000
Expenditure on :					
Raising funds	6	211	157	0	368
Charitable activities	7	983	511	22	1,516
Total expenditure		1,194	668	22	1,884
Net gains / (losses) on investments	13	237	98	2	337
Net income / (expenditure)		138	334	-19	453
Transfer between funds		10	-6	-4	0
Net movement in funds		148	328	-23	453
Gains / (losses) on revaluation of fixed assets	12			43	43
Reconciliation of Funds		148	328	20	496
Total Funds brought forward as at 1 April 2018	19	5,997	1,663	2,523	10,183
Total Funds carried forward as at 31 March 2019		6,145	1,991	2,543	10,679

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Balance Sheet as at 31 March 2020

		Unrestricted	Restricted	Endowment	Total	Total
		funds	Income	funds	31 March	31 March
Note		£000	£000	£000	2020	2019
					£000	£000
Fixed assets:						
	12			2,476	2,476	2,503
	13	3,929	1,534	36	5,499	6,114
Total fixed assets		3,929	1,534	2,512	7,975	8,617
Current assets:						
	14	135	42		177	498
	15	849	366		1,215	1,848
Total current assets		984	408	0	1,392	2,346
Liabilities:						
Creditors: Amounts falling due within one year	16	381	29		410	284
Net current assets / (liabilities)		603	379	0	982	2,062
Total net assets/ (liabilities)		4,532	1,913	2,512	8,957	10,679
The funds of the charity:						
	19			36	36	40
	19			2,476	2,476	2,503
	19		1,913		1,913	1,991
	19	4,532			4,532	6,145
Total funds		4,532	1,913	2,512	8,957	10,679

Director of Finance

Mr Robert Chadwick

Date.....

The notes on page 22 - 36 form part of these accounts.

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Statement of Cash Flows for the year ending 31 March 2020

	Note	Total Funds 2019-20 £000	Total Funds 2018-19 £000
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	17	-832	-270
Cash flows from investing activities:			
Dividend, interest and rents from investments	5	199	207
Movement in Investment Cash	13	-73	104
Proceeds from the sale of investments		727	1,570
Purchase of investments	13	-654	-974
Net cash provided by (used in) investing activities		199	907
Change in cash and cash equivalents in the reporting period		-633	637
Cash and cash equivalents at the beginning of the reporting period	15	1,848	1,211
Cash and cash equivalents at the end of the reporting period	15	1,215	1,848

The notes on page 22 - 36 form part of these accounts.

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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.

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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 7.

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 1st 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) Assets in the course of construction are valued at current cost.
- iii) Capitalisation threshold is £5,000
- iv) 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) 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.
- iii) 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.

The table below relates to the related party financial transactions for financial year 2019/20.

Related Party	Income related party 2019/20 £000	Expenditure related party 2019/20 £000	Amounts owed to related party 2019/20 £000	Amounts due from related party 2019/20 £000
Cardiff Council		1		5
Cardiff and Vale Health Board		955	310	27
Cardiff University		44		1

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Board Member	Related Party Relationship
Susan Elsmore	Cabinet Member for Social Health Care and Wellbeing for the City of Cardiff Council
Eileen Brandeth	Director of Information and Technology at Cardiff University
Len Richards	Independent Member of Cardiff University
Prof Gary Baxter	Pro Vice Chancellor College of Biomedical Life Sciences

The table below relates to the related party financial transactions for financial year 2018/19. The format of the note was changed for 2019/20 consistent with the LHB's revenue accounts. The tables for receipts and payment were replaced with income and expenditure for 2019/20.

Related Party	Payments to related party 2018/19 £000	Receipts from related party 2018/19 £000	Amounts owed to related party 2018/19 £000	Amounts due from related party 2018/19 £000
Cardiff and Vale Health Board	1,073		98	21
Cardiff University	43		19	1
Swansea University	2			
Welsh Government	4			
Blake Morgan Solicitors		1		
Cardiff Council	17		1	

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3. Income from donations and legacies

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2019-20 £000	Total 2018-19 £000
Donations	569	173		742	732
Legacies	101	26		127	740
	670	199	0	869	1,472

4. Other trading activities

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2019-20 £000	Total 2018-19 £000
Staff lottery		245		245	242
Other trading	11	64		75	79
	11	309	0	320	321

5. Gross investment income

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2019-20 £000	Total 2018-19 £000
Fixed asset equity and similar investments.	131	56	1	188	198
Short Term Investments	8	3		11	9
Deposits and cash on deposit					
	139	59	1	199	207

6. Analysis of expenditure on raising funds

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2019-20 £000	Total 2018-19 £000
Fundraising office	189	81		270	266
Fundraising events		67		67	78
Investment management fees	17	7		24	24
	206	155	0	361	368

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7. Analysis of charitable activity

	Activities taken £000	Support costs £000	Total 2019-20 £000	Total 2018-19 £000
Patient education and welfare	1,484	97	1,581	1,073
Staff education and welfare	457	13	470	367
Research	28	2	30	45
Other	24	2	26	11
Depreciation	20		20	20
	2,013	114	2,127	1,516

8. Grants

The charity does not make grants to individuals or the Health Board.

The charity does operate a Charitable Funds Bids Panel which approves grants to the Third Sector on an annual basis.

During 2019/20 £0.033m was approved by the Charitable Funds Committee.

During 2018/19 the Charity approved a sum of £0.025m to the Third Sector.

The table below provides the details of the grant payments.

Organisation	2019/20 £000	2018/19 £000
GLAMORGAN VOLUNTARY SERVICES	33	
RECOVERY CYMRU COMMUNITY		3
WALES COUNCIL FOR DEAF PEOPLE		2
CRUSE BEREAVEMENT CARE		4
CHURCH ARMY		7
ADHD		4
THE GOOD GYM LTD		5
Total	33	25

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9. Allocation of support costs

	Raising funds £000	Charitable activities £000	Total 2019-20 £000	Total 2018-19 £000
Governance				
External audit (WAO)	0	10	10	10
Internal Audit	0	10	10	10
Investment Management Fees	24	0	24	24
Total governance	24	20	44	44
Finance and administration		94	94	94
	24	114	138	138

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total Funds 2019-20 £000
Raising funds	17	7	0	24
Charitable activities	80	34	0	114
	97	41	0	138

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 £10,000 (2018/19:£10,000) relates to the audit of the statutory annual report and accounts only.

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12. Tangible fixed assets

	Freehold Land and Buildings 2019/20 £000	Freehold Land and Buildings 2018/19 £000
<u>Cost or valuation</u>		
Opening Balance	2,543	2,500
Additions	0	0
Revaluations	-7	43
Disposals	0	0
Impairments	0	0
Closing Balance	<u>2,536</u>	<u>2,543</u>
<u>Accumulated depreciation</u>		
Opening Balance	40	20
Disposals	0	0
Revaluations	20	0
Impairments	0	0
Charge for year	0	20
Closing Balance	<u>60</u>	<u>40</u>
Opening NBV	2,503	2,480
Closing NBV	2,476	2,503

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

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13.Fixed asset investments

Movement in fixed assets investments

	Investments Listed on Stock Exchange £000	Cash Held in Investment Portfolio £000	Total 2019-20 £000	Total 2018-19 £000
Market value brought forward	5,855	259	6,114	6,477
Add: additions to investments at cost	654		654	974
Less disposals at carrying value	(725)		(725)	(1,454)
Add any gain / (loss) on revaluation	(617)		(617)	221
Movement of cash held as part of the investment portfolio		73	73	(104)
Market value as at 31st March 2020	5,167	332	5,499	6,114

The loss on revaluation relates to the unrealised loss, however the overall loss of £0.615m, as shown in the Statement of Financial Activities is calculated by also adjusting for realised Gains of £0.002m. (2018/19 £0.116m). As at 31st March 2020 the following investment was considered material: UBS ETF MSCI USA Socially Responsible ETF. This holding represents 9.7% of the total portfolio.

The impact of Covid-19 on economic activity and financial markets has been significant with meaningful volatility in both directions. The key risk going forward is a potential return of the virus, resulting in another shut down towards the end of the year. In economic terms this would lead to a double dip recession with businesses closing again as restrictions on movement are re-imposed (resulting in a W shaped recovery). In either scenario a vaccine is expected to be developed and deployed by Q2 2021, allowing for a resumption of normal activity in Q3.

Recent volatility has shown the value of Cardiff and Vale's diversified portfolio, with the allocation towards alternatives assets and government bonds helping to provide some protection. Against the long term strategy the portfolio is marginally underweight equities. Volatility is likely to persist, however financial support from central banks and governments should help equity markets over the medium-term. 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 and gold. The portfolio holds a tactical cash holding weighting to allow for the investment advisors to take advantage of further volatility. The Cardiff and Vale Charity is being managed in line with other Charities at Cazenove Capital with a similar risk mandate.

The Charity's investment are handled by investment 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 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.

14. Analysis of current debtors

Debtors under 1 year	Total 31 March 2020 £000	Total 31 March 2019 £000
Other debtors	5	15
Prepayments	57	53
Accrued Income	115	430
	177	498
Total debtors	177	498

15. Analysis of cash and cash equivalents

	31 March 2020 £000	31 March 2019 £000
Cash in hand	1,215	1,848
	1,215	1,848

16. Analysis of liabilities

	Total 31 March 2020 £000	Total 31 March 2019 £000
Creditors under 1 year		
Other creditors	383	245
Accruals	27	39
	410	284
Total creditors	410	284

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

	Total 2019-20 £000	Total 2018-19 £000
Net income / (expenditure) (per Statement of Financial Activities)	(1,715)	453
Adjustment for:		
Depreciation charges	20	20
(Gains) / losses on investments	615	(337)
Dividends, interest and rents from investments	(199)	(207)
(Increase) / decrease in debtors	321	(260)
Increase / (decrease) in creditors	126	61
Net cash provided by (used in) operating activities	<u>(832)</u>	<u>(270)</u>

18. Role of volunteers

Cardiff and Vale Health Charity continue to be extremely grateful to all the volunteers who support fundraising with so much energy, passion, and skill. The Charity could not achieve all their objectives without the on-going commitment of the volunteers to make such a difference to patients and staff.

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.

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19. Analysis of Funds

	Balance 1 April 2019 £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2020 £000
Catherine Jenkins	40	1	(1)	(1)	(3)	36
	<u>40</u>	<u>1</u>	<u>(1)</u>	<u>(1)</u>	<u>(3)</u>	<u>36</u>

b. Analysis of restricted and material designated fund movements

	Balance 1 April 2019 £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2020 £000
Cystic Fibrosis Better Life Appeal Fund	382	102	(8)			476
Phillips Legacy - Asthma Research	207	7	(5)			209
Breastcare Unit - General Purpose	193	115	(86)			222
May Legacy - Asthma Research	142	4	(3)			143
Murphy Legacy (Morfa Day Unit - General Purpo	101	3	(14)			90
Childrens Telemetry Appeal (General Purpose)	92	4	(2)			94
Chidgey Legacy	89	3	(2)			90
Gould Legacy (Haematology)	82	11	(2)			91
Gould Legacy (Bone Marrow Unit)	82	11	(2)			91
Bone Marrow Transplant Appeal	77	7	(2)			82
Other	544	300	(339)	(91)	(89)	325
	<u>1,991</u>	<u>567</u>	<u>(465)</u>	<u>(91)</u>	<u>(89)</u>	<u>1,913</u>

c. Analysis of unrestricted and material designated fund movements

	Balance 1 April 2019 £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2020 £000
Unrestricted Delegated	1,280		-475		-523	282
Unrestricted Non Delegated	444		-315			129
Hughes Legacy (Cardiology)	318	10	-22			306
UHW Nurses	249	45	-15			279
Biggs Legacy Cardiac Research	150	4	-42			112
Geriatric Research (UHW)	134	4	-3			135
Leukaemia & Lymphoma	127	20	-3			144
UHW Patients General	122	4	-10			116
Haematology Day Unit	106	16	-12			110
Cardiff & Vale Teenage Cancer Ward	50	32	-1			81
Other	3,165	685	-1,104	92		2,838
	<u>6,145</u>	<u>820</u>	<u>-2,002</u>	<u>92</u>	<u>-523</u>	<u>4,532</u>

d. Revaluation Reserve

	Balance 1 April 2019 £000	Income £000	Expenditure (Depreciation) £000	Transfers £000	Gains and losses £000	Balance 31 March 2020 £000
Rookwood	2,503		-20		-7	2,476
	<u>2,503</u>	<u>0</u>	<u>-20</u>	<u>0</u>	<u>-7</u>	<u>2,476</u>

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Cardiff and Vale University Local Health Board Charities Accounts 2019/20

Additional Notes

20. Commitments

	2019/20
	£000
The funds have the following commitments:	
Charitable projects	
	<hr/>
Total	<u><u>1,182</u></u>

Name of commitment	£000
Horatio's Garden (CFC16/143) (1-3 Years)	500
Employee Wellbeing (CTM 19/06/008) (1-3 years)	125
Staff Recognition Awards (CFC 18/052) (4 Years)	20
Disposal of Rookwood (CTM 19/06/009) (1-2 Years)	155
UHB Transport Solutions (CT/19/03/007) (1-3 years)	382
	<u><u>1,182</u></u>

21. Donated Assets

During the year the Charity purchased assets to the value of £0.061m. 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 2020 and the date the financial statements are approved. The fair value of the investments held by the Charity at 31st March 2020 has changed in the intervening period as follows:

	31 March 2020	December 2020
	£000	£000
Investment	5,499	

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Cardiff and Vale University Local Health Board Charities Accounts 2019/20

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.

.....2020 On behalf of Financial Trustee

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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 2020

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Report Title:	Breast Centre, UHL - Fundraising					
Meeting:	Charitable Funds Committee				Meeting Date:	3 rd November 2020
Status:	For Discussion		For Assurance		For Approval	For Information ✓
Lead Executive:	Executive Director of Workforce and Organisational Development					
Report Author (Title):	Peter Welsh, General Manager UHL and Barry Hospital / Member of Breast Centre Fundraising Group					

Background and current situation:

On the 1st of September 2020 the CFC received and noted the Breast Centre Fundraising Annual Report for 2019/2020 which is received on an annual basis. The report outlines fundraising activities, income and expenditure. The Fundraising Group has been in existence for 10 years and raised in excess of £700k and has been highly successful.

The purpose of this paper is to provide supplementary information on two financial issues highlighted in the Annual Report.

Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:

In order to provide further information and assurances to the CFC the report provides additional information on the following financial issues in the report:

- Use of professional, fundraising support
- Completion of the 'Loan' provided by the Charity to refurbish a section of the first floor at

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the centre to enhance patient experience.

Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)

The CFC receives the annual report for information and assurance purposes. However, as there are a number of new members of the Committee this report provides a more detailed background on the financial issues below:

- Use of External fundraising support

This support has been in place for the last 5 years and was used to support 2-3 major events per annum. They undertake events management, plus other fundraising activities, for the appeal. The cost for this is £3k per year which has not changed in the last 5 years, and is great value and has raised in excess of £100k over the last few years through their direct support. For Members information, the use of this support was taken to the CFC meeting in March 2015 for approval and received their full support and is also complainant with procurement requirements. Each year since, the use of this external professional support has been received and noted in the annual fundraising report.

The professional advisor we use is part owned by a lady who is a member of the Fundraising Group she has been involved with Breast Centre Fund Group since it was established 10 years ago. This person volunteered initially as the “patient representative”, having been a patient for breast cancer at UHL. As mentioned we have been paying £3k per year for this events management support but the individual, on a personal basis, does not take a penny of this and income received goes directly to the members of her small number of young staff who work for the company and support our fundraising events.

An audit trail and further supporting information on the use of this support is shown in Attachment 1.

- ‘Loan’ for the Charity

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The annual report mentions of 5 annual payments of £14,400 being paid by the Breast Centre back to our Charity. In summary, the top floor of the Breast Centre was not fully completed as part of the planned scheme and left as a shell to be completed at a later stage. The intention was to fundraise to get this work completed and the CFC /Trustee agreed about 8 years ago to advance the funds required from the Charity and this to be repaid by Breast Centre fund raising appeal over a 5 year period. The 5th and final payment of £14,400 was paid in March 2019. Alun Williams, Senior Finance Manager, who was also the fundraising group then, helped to facilitate and manage this until it was fully repaid.

An audit trail for the above is shown in Attachment 2.

Recommendation:

The Committee is asked :

- To **NOTE** use as support of external fundraising has been regularly reported as supported by the Committee
- To **NOTE** the 'loan' from Charitable Funds has been fully repaid
- To **NOTE** this report and the assurances provided

<i>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</i>									
1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	✓						
2. Deliver outcomes that matter to people	✓	7. Be a great place to work and learn							
3. All take responsibility for improving our health and wellbeing		8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	✓						
4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us							
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	✓						
Five Ways of Working (Sustainable Development Principles) considered <i>Please tick as relevant, click here for more information</i>									
Prevention		Long term		Integration		Collaboration	✓	Involvement	
Equality and Health Impact Assessment Completed:		Yes / No / Not Applicable <i>If "yes" please provide copy of the assessment. This will be linked to the report when published.</i>							

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Professional Fundraising Support for Breast Centre

Attachment 1

Date	Meeting/Minute Number	Proposal/Action	Decision
July 2010	CFC 10/24	<p>Proposal for services of a Professional Fundraiser for one year with option to extend second year, maximum cost for service £25k.</p> <ul style="list-style-type: none"> - Service specification states fee will be set at 20% of this income to a maximum cap of £25k per year - Expression of interest progressed through procurement - Supplier quotation received from Procurement - Interview and Appointment made 	Proposal supported by CFC meeting July 2010
February 2013	Breast Centre Fundraising Group Meeting	<ul style="list-style-type: none"> - Professional Fundraiser resigned - Two part time admin staff in Breast Centre temporary hours to cover some of the duties - Cost £6k per annum, funded by the Appeal Fund 	
2014	Breast Centre Fundraising Group	Temporary admin staff from Breast Centre ceased providing cover and discussions held on option to provide this cover.	
June 2014	CFC 14/011	Former Head of Fundraising and Communications (Dale Charlotte Moore) presented a paper to CFC proposing to reinstate professional fundraising support to the Breast Centre Appeal due to lack of capacity of Fundraising Team to support this appeal.	Following discussion, the CFC considered there was inadequate consideration given to current UHB staff who require redeployment or at risk. In the first instance, the position

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			<p>should be open to internal staff. If this was unsuccessful the CFC agreed for the use of external person to undertake this role.</p> <p>Given the urgency to make progress, due to the fundraising events planned for 2014/15 the CFC agreed that a proposal could be agreed by Chair's Action and reported to the subsequent CFC meeting.</p>
March 2014	Breast Centre Fundraising Group	<p>The former Head of Fundraising and Communication (and subsequently her predecessor Katie Mallam) explored internal candidates but this was unsuccessful due to the skillset and experience required for the post.</p>	<p>Former Head of Fundraising reported this outcome to members of the Committee and noted that a further proposal would be sent to the Chair of the CFC for consideration as agreed by the CFC in the meeting June 2014.</p>
2014		<p>A Fundraising Support paper was presented to the Chair explaining 3 options</p> <ul style="list-style-type: none"> - Use of displaced / risk staff - Fundraising Team - External Support 	<p>Given the planned timetable of events for the end of 2014/15, the importance of communication and relationship building with corporate contacts commenced as soon as possible. Following</p>

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		<p>The preferred option presented to the Chair was the use of professional external support:</p> <p>The Breast Centre Fundraising Group unanimously support the use of the patient representative (Mandy Weston) currently on the Fund Raising Group. This proposed support will concentrate on building relationships with external business and corporate contacts, relationships and other fundraising duties</p> <p>The patient representative has been a user of the Breast Centre services for a number of years and volunteered to be the patient representative on the Group when it was established. This individual also runs her own events management/professional fund raising support business (W.I.S.E). However, since joining the Group she has provided her services totally free of charge for over four years and this on a personal basis to her will continue. The cost of £3k relates to the provision of staff support from members of her team to provide professional support to the planned events during the next 12 months. It must be stressed that this proposal has not been generated by the individual concerned but from the other members of the Fundraising Group.</p> <p>Other key aspects of this proposal are detailed below:</p> <ul style="list-style-type: none"> ○ This will be a formal contract (via the Head of Fundraising) for An initial fixed period of 12 months with effect from 1st May 2014 to 30th April 2015 and reviewed on an annual basis The cost 	<p>consultation with members of the CFC meeting by email and their unanimous support the Chair agreed to take Chair's Action.</p>
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		<p>will be a fixed cost of £3k which will cover a minimum of four major events during the 12 month period. No additional expenses will be incurred if additional events are progressed.</p> <ul style="list-style-type: none"> ○ Additional free support in the form of “hosting” at these events will be provided; ○ The patient representative has a proven track record in initiating and delivering successful events. In February 2014 she totally managed and hosted (free of charge) a “Strictly Come Dancing” event which raised over £10k for the Fund. ○ The cost of the support (£3k) is significantly below the threshold required for competitive quotation and tendering. The Head of Procurement confirmed this to the former Head of Fundraising and Communication to ensure this was compliant. ○ This proposal had the full support of the UHB Head of Fund Raising and Communication. ○ A progress report will be provided to CFC at six and 12 months. ○ The person would be formally interviewed prior to being invited to take on the professional support for the appeal. 	
June 2014	CFC 14/028	Chair’s Action Report presented by the former Board Secretary (Alison Gerrard) to approve use of external professional fundraising support for the Breast Centre by WISE.	In June 2014 CFC ratified the action taken by the Chair of the Committee

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2015/2020	CFC	Each year an annual report on fundraising for the Breast Centre Appeal is presented to the CFC. This includes actions/outcome of fundraising specifically taken forward by the external support. In summary, this external support has raised over £100k for the appeal to date.	CFC notes and ratifies the fundraising undertaken and ongoing support provided by the professional fundraiser..
2021	Breast Centre Fundraising Group	Discussions on future use of external professional support will be reviewed next year.	To be reported through Annual Report to the CFC

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Loan for Breast Centre First Floor Refurbishment**Attachment 2**

Date	Meeting/Minute Number	Proposal/Action	Decision
Sep 2014	CFC	Report requesting CFC support to complete the building work to the first floor Breast Centre, UHL through: <ul style="list-style-type: none">– Initial contribution of £53k from Breast Centre Funds– Balance of £144k to be funded initially by the CFC and 50% of this reimbursed by the Breast Centre Fund over five years (£72k)	The CFC noted the initial contribution of £53k from the Breast Centre Appeal and supported the repayment of £72k over a five year period.
Mar 2019	CFC 19/025	The Annual Fundraising Report for the Breast Centre for 2019/20 confirmed the repayment of the loan agreed was completed in March 2019. This was confirmed via email by the Head of Finance Services.	The CFC noted this Annual Fundraising Report in their meeting in Sep 2020

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