

**CONFIRMED MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING
HELD AT 09.00AM TUESDAY 11 SEPTEMBER 2018
CORPORATE MEETING ROOM – HQ
9.00AM – 12NOON**

Members:

Akmal Hanuk	Chair
Maria Battle	Independent Member
Christopher Lewis	Deputy Director of Finance

Attendees:

Alun Williams	Head of Financial Services
Peter Welsh	Director of Corporate Governance
Simone Joslyn	Engagement Lead
Angela Hughes	Assistant Director of Patient Experience
Fiona Jenkins	Executive Director of Therapies
Joanne Brandon	Assistant Director of Communications & Engagement
Nicola Foreman	Director of Corporate Governance
Barbara John	Operational Business Manager
John Union	Independent Member
Claire Jenkins	Director of Therapies Health Science
Sue Dickson Davies	Senior Fundraising Officer

Secretariat:

Helen Bricknell

CFC 18/040 WELCOME AND INTRODUCTIONS

The Chair welcomed all present to the meeting

CFC 18/041 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mike Jones

CFC 18/042 DECLARATIONS OF INTEREST

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

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

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

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

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

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

CFC 18/045 BIDS PANEL REPORT

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

The Committee **APPROVED:**

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

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

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

The Committee:

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

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

The Committee **NOTED:**

The great work being undertaken to complete the project.

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

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

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

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

A few points were discussed:

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

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

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

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

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

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

CFC 18/049 BREAST CENTRE

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

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

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

BETTER LIFE APPEAL

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

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

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

It was asked:

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

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

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

The Committee:

APPROVED the Better Life Appeal and for it to continue as an endowment fund.

The current balance of the Better Life Appeal Endowment fund is **£350,503.14**.

CFC 18/050 UPDATE ON HORATIO'S GARDEN

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

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

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

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

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

The Committee:

NOTED the verbal report

CFC 18/051 COMMITTEE "TIME OUT" ON 11TH DECEMBER 2018

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

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

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

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

CFC 18/052 CHARITABLE FUNDS BID STAFF RECOGNITION AWARDS 2019

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

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

The Committee:

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

CFC 18/053 FUNDING FOR A COUTESY CAR

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

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

The Committee **SUPPORTED:**

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

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

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

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

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

The Committee:

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

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

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

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

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

The Committee:

APPROVED the initial cost of the designs for the Health Charity

CFC 18/056 FINANCE POSITION,

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

The Portfolio is continually monitored by the Investment Managers in line with our current low to medium risk strategy. The Charitable Funds Committee also meets with the Investment advisors twice a year to review strategy and performance.

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

The Committee:

NOTED the financial position of the charity

ANNUAL ACCOUNTS AND REPORT

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

The Committee:

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

CFC 18/057 FUNDRAISING REPORT

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

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

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

The Committee:

APPROVED the progress and activities

ANNUAL REPORT HEALTH CHARITY WITH FINANCE

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

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

The Committee:

NOTED the report

CFC 18/058

DATE AND TIME OF NEXT MEETING

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

