

**CONFIRMED MINUTES OF CHARITABLE FUNDS COMMITTEE  
HELD AT CARDIFF CITY STADIUM  
11<sup>th</sup> DECEMBER 2018**

**Present:**

Akmal Hanuk	AH	Chair
Maria Battle	MB	Chair

**In Attendance:**

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

**Secretariat:**

Helen Bricknell

**Apologies:**

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

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

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

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

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

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

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