

**CONFIRMED MINUTES OF CHARITABLE FUNDS COMMITTEE
HELD AT CORPORATE MEETING RM, HQ, UHW
19th MARCH 2019**

Present:

Akmal Hanuk AH Chair

In Attendance:

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

Secretariat:

Sheila Elliot

Apologies:

Maria Battle MB Chair

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

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

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

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

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

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

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

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

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