

**CONFIRMED MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING  
HELD AT 09.00AM TUESDAY 19 June 2018  
CORPORATE MEETING ROOM – HQ  
9.00AM – 12NOON**

**Members:**

Akmal Hanuk	Chair
Maria Battle	Independent Member
John Union	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
Joanne Brandon	Assistant Director of Communications & Engagement

**Secretariat:**

Leanne Miles

**CFC 18/021 WELCOME AND INTRODUCTIONS**

- The Chair welcomed all present to the meeting

**CFC 18/022 APOLOGIES FOR ABSENCE**

- Apologies for absence were received from Mike Jones, Fiona Jenkins

**CFC 18/023 DECLARATIONS OF INTEREST**

- The Chair invited Members to declare any interests in the proceedings.  
Akmal Hanuk – Chair declared an interest in item 10 of the agenda Change Account.

**CFC 18/024 UNCONFIRMED MINUTES OF THE MEETING HELD 20 March 2018**

- The Committee RECEIVED and APPROVED the minutes of the meeting held on 20 March 2018.

**CFC 18/025 ACTION LOG - MEETING OF 20 March 2018**

- The Committee RECEIVED the Action Log from the meeting of 20 March 2018

**CFC 18/026 BIDS PANEL REPORT**

Peter Welsh presented the Bids Panel Report and outlined how successful it has been especially The fast track bids. It outlined approved bids as of the 8<sup>th</sup> May 2018. There were a total of 16 applications to the value of £93,536 received for consideration and the panel approved 16 to the value of £89,186 as bid number 555 was partly approved. There have been a total of 26 small bids process applications to date. Since March 2018 there have been

11 bids approved to the amount of £2,081. Peter Welsh stated that the Bids Panel Time Out will take place in December 2018 prior to the Charitable Funds Committee Time Out so that information will be available for discussion.

**THE COMMITTEE:**

**APPROVED:** The bids supported by the May 2018 meeting of the Charitable Funds Bids Panel.

**CFC 18/027                      TERMS OF REFERENCE – CHARITABLE FUNDS COMMITTEE**

Peter Welsh presented the Revised Terms of Reference for the Charitable Funds Committee. The Terms of Reference and operating arrangements need to be reviewed on a biennial basis by the Committee. There have been a number of operational arrangements discussed since March 2016 which have been implemented. To be compliant such changes have to be included in the Terms of Reference of the Committee and endorsed. The report outlined the changes to be endorsed by the Committee.

Chris Lewis requested an alteration to point 2.6 in the Terms of Reference to reword “to receive at least twice a year reports from the UHB Investment Advisors”.

**ACTION – Peter Welsh**

**THE COMMITTEE:**

**APPROVED** and endorsed, subject to any further amendments, the revised Terms of Reference of the Charitable Funds Committee.

**CFC 18/028                      ORCHARD PROGRESS**

Simone Joslyn presented a paper on the progress of the Orchard. The goal of the Health Board is to establish an ecological community health park which also aims to benefit wildlife, plants and people through positive environmental interaction as well as benefiting staff and patients, and the wider community. The Orchard is funded entirely through donations made to the Charity. Work is continuing to progress at a steady rate and additional funds have been raised through several fundraising and voluntary activities listed in the paper presented. Chris Lewis stated that the figures outlined in the report presented didn't seem to add up but whether it was an IT error. Alun Williams to revisit for accuracy. Maria Battle stated that it was great seeing this report in such detail as this information will be presented to Board and it will have continual sight about fundraising and stated it was a credit to the fundraising team.

**ACTION:** To revisit figures to ensure accuracy – **Alun Williams**

**THE COMMITTEE:**

**NOTED:** The great work being undertaken to complete the project.

**CFC 18/029                      PROP APPEAL**

Simone Joslyn presented a paper on the PROP Appeal and stated the significant work that Lucie Barrett in the Fundraising team had undertaken and to date, has raised a magnificent £83,000. The PROP appeal is for patients in the Regional Neurosciences Specialist Rehabilitation Unit currently based at Rookwood Hospital. Simone Joslyn referenced the fundraising activities that have taken place. Simone Joslyn stated that a paper would be brought to the next meeting in December 2018 outlining other appeals so that everyone is sighted and a discussion on how many appeals should we have running, could take place. Peter Welsh suggested that at the

September 2018 meeting to bring the annual report of the Breast Centre activities which have been very successful.

**THE COMMITTEE:**

**NOTED:** the outstanding work being carried out by the PROP Appeal and the value given to patients and staff at Rookwood

**CFC 18/030 CHANGE ACCOUNT – UPDATE**

Peter Welsh presented a paper on the Change Account. The UHB was contacted by Change Account digital banking platform to discuss the potential of using their services on part of the programme of Staff Benefits. The Charitable Funds Committee has been asked to enter into a contract with Change Bank for an initial period of three years with the option to extend for a further two. Assurance has been given in the form of discussion at the Staff Benefits Group, Local Partnership Forum, Charitable Funds Committee where support in principle was given and at the full Trustees meeting in December 2017. An in depth conversation was undertaken by the Committee members raising several issues such as are staff being advised on debt, other debt management services available, links with Public Health Wales, staff benefits, impacts on credit union. Maria Battle stated that the Change Account along with Credit Union should be mentioned on the staff benefits intranet page and how it is worded to protect the reputation of the Charity. Also legal advice to be sought regarding the agreement between the Charity and Change Card.

**The COMMITTEE:**

**APPROVED:** entering into a contract with Change Account for an initial period of three years with the option to extend for a further two years.

**CFC 18/031 PARK AND RIDE UPDATE**

Peter Welsh gave a verbal update with regards to the Park and Ride. Currently there is park and ride which currently services UHW. There is a proposal to provide a park and ride service for a short period for UHL and Barry with funds from the Charitable Funds. Evaluation for this period would then be forwarded to Cardiff Bus who if they deem it to be a profitable will take on the service. Information would be gathered and a progress paper brought to the next meeting in September 2018. Maria Battle has also asked for information to be added to the report with regards to a bus from the Health High Level Train Station and another park and ride location within Cardiff as part of the scoping exercise.

**ACTION:** Scoping document to be brought to the next meeting - **Peter Welsh**

**THE COMMITTEE:**

**AGREED:** To receive a scoping document at the next meeting in September 2018

**CFC 18/032 STAFF BENEFITS GROUP – UPDATE**

Peter Welsh gave a verbal update on the Staff Benefits Group. Peter Welsh reiterated the amount of products coming through. Griffin Mill is going from strength to strength and is very successful. A further meeting with Enterprise Car Rentals is forthcoming to look at a business benefit as well as staff. Vectis card is attending the next staff benefits group to give an evaluation. Also looking towards the wellbeing agenda and dealing with a number of local gyms with regards to discounts for staff. A further update to be brought to the March 2019 meeting.

**THE COMMITTEE:**

**NOTED:** The verbal presentation and the work being undertaken by the staff benefits group.

**CFC 18/033            NHS 70<sup>TH</sup> ANNIVERSARY CELEBRATIONS – UPDATE**

Joanne Brandon gave a verbal update on the anniversary celebrations. The website contains a huge number of events taking place across all sites of the UHB. Information has been shared with the Board. The celebrations have linked in with Welsh Government and All Wales Partners. Staff will be in attendance at Llandaff Cathedral for a celebration. There has been a lot of media coverage involving staff and various departments. Our example has been replicated through other health boards. The three big celebrations - bed push, Lens walk and the Cardiff Half Marathon are well under way. Simone Joslyn reiterated the link with the Rookwood 100 year celebrations and the miner's lamp, carried by Aneurin Bevan's grandniece making a stop at UHL on its way to Westminster, with the Cabinet Secretary in attendance and tying in with the opening of the 70<sup>th</sup> exhibition. Simone Joslyn also mentioned a gift for everyone and the possibility of a water bottle donated by Welsh Water. Akmal Hanuk stated that he is a Non-Executive Director of Welsh Water and will take this up directly outside the meeting as there is a Welsh Water Board meeting in July 2018.

**THE COMMITTEE:**

**NOTED:** The verbal presentation and the excellent work undertaken to promote the 70<sup>th</sup> anniversary of the NHS.

**CFC 18/034            WiFi UPDATE**

Peter Welsh stated that Fiona Jenkins was unable to attend the meeting and that this item is to be deferred to a future meeting Charitable Funds Committee. The intention was to bring a paper to this meeting for extended funding as the charity agreed to fund for a certain period of time only. Chris Lewis stated that the funding of the WiFi is a great benefit to the Charity as it holds the front page for funding and good promotion for the Charity.

**THE COMMITTEE:**

**NOTED:** the verbal update

**CFC 18/035            FINANCE POSITION – YEAR END**

Chris Lewis presented the Financial Position Report for the period March 2018. The Charity generated £1.459m of income and also spent £1.812m and therefore had a net expenditure of £0.353m. In summary the value of the charitable funds has decreased by £0.459m in the current year to £10.178m. The decrease represents net expenditure of £0.353m and market value losses of £0.106m.

**THE COMMITTEE:**

**NOTED:** The financial position of the charity and **ASSURANCE** through the strength of the Charity and the good financial performance during the period.

## **CFC 18/036 FUNDRAISING REPORT**

Simone Joslyn presented the fundraising report which outlined the events that have taken place and the amounts raised and events that are in the pipeline. It also included a proposed new Health Charity structure due to it being understaffed which in turn could cause destabilization of the Charity support team function, external reputation being damaged through the cancellation of events, potential leavers, and potential sickness which in turn would result in an overburdening of remaining staff. Human Resources advice was taken with regards to the banding of posts. An in depth conversation was undertaken by the Committee members over the proposed structure and finance. Chris Lewis stated that with current fragility of services within the Health Board the proposed structure be reviewed after six months as outlined in the report. Maria Battle proposed that the structure be reviewed after a year and not six months to prove that the new structure is the correct one going forward. Peter Welsh stated that with the figures involved that the Scheme of Delegation would need to be referenced to ensure that governance has been followed.

### **THE COMMITTEE:**

#### **APPROVED:**

- The proposal outlined in the report and the financial implications for one year then to be reviewed plus the funding mechanisms and for this then to the Trustees for their approval
- The changes to the management structure of the support function of the Charity
- To support the interim proposals to provide resilience for the communications and fundraising role during sickness absence
- A further review of the support function financial sign off processes

## **CFC 18/037 ANY OTHER BUSINESS**

Peter Welsh referenced adverse publicity regarding the use of Charitable Funds within organizations but stressed not Cardiff and Vale but one was a Health Board. Maria Battle as Chair of the Trustees was spoken to regarding the issue and though it was appropriate to undertake a health check and obtain specialist legal opinion on what we have been doing with our funds. Peter Welsh stated that he and Joanne Brandon met with a specialist lawyer of Geldards who is an expert in Charitable Funds. Information and guidance is available to those who request a copy and confirms that the Charitable Funds Committee is compliant.

### **THE COMMITTEE:**

**NOTED:** The verbal presentation.

## **CFC 18/038 NO ITEMS TO BRING TO THE ATTENTION OF THE BOARD/OTHER COMMITTEES**

## **CFC 18/039 DATE AND TIME OF NEXT MEETING**

- 11 SEPTEMBER 2018 – 9.00am - Corporate meeting Room, HQ