



Confirmed Minutes of the Charitable Funds Committee
Held at Nant Fawr 1 & 2, Woodlands House
10th December 2019 9:30am – 11:30am

Present:

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

John Union	JU	Committee Vice Chair and Independent Member - Finance
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In Attendance:

Nicola Foreman	NF	Director of Corporate Governance
Joanne Brandon	JB	Director of Communications
Angela Hughes	AH	Assistant Director of Patient Services
Mike Jones	MJ	Chair of Staff Lottery Bids Panel
Simone Joslyn	SJ	Head of Arts and Health Charity
Chris Lewis	CL	Deputy Executive Finance Director
Ruth Walker	RW	Executive Director of Nursing
Peter Welsh	PW	Senior Hospital General Manager, University Hospital Llandough

Secretariat:

Laura Tolley	LT	Corporate Governance Officer
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Apologies:

Martin Driscoll	MD	Executive Director of Workforce and Organisational Development
Angela Hughes	AH	Assistant Director of Patient Services
Charles Janczewski	CJ	UHB Interim Chair
Dr Fiona Jenkins	FJ	Executive Director of Therapies and Health Science
Sara Moseley	SM	Independent Member
Alun Williams	AW	Head of Financial Services

CFC19/12/001	Welcome & Introductions The Committee Chair (CC) welcomed everyone to the meeting.	Action
CFC19/12/002	Apologies for Absence Apologies for absence were noted.	

CFC19/12/003	<p>Declarations of Interests</p> <p>The Head of Arts and Health Charity (HAHC) declared her interest in agenda item 2.3 therefore it was agreed that the HAHC would leave the meeting for the agenda item.</p>	
CFC19/12/004	<p>Minutes of the Committee Meeting held on 10th September 2019</p> <p>The Committee reviewed the minutes of the meeting held on 10th September 2019.</p> <p>The Committee Resolved that:</p> <p>(a) The Committee approve the minutes of the meeting held on 10th September 2019 as a true and accurate record.</p>	
CFC19/12/005	<p>Committee Action Log</p> <p>The Committee reviewed the Action Log and noted the following update:</p> <p>CFC 19/09/001: The Executive Nurse Director (END) advised the Committee that a paper was taken to the Trustee which looked at dormant funds that had not been used for 12 – 18 months and requested that the funds to be moved into general reserves. The Trustee accepted the Charity financial position was a cause for concern however work needed to be undertaken that included a communication plan to fund holders to explain the situation and relay appropriate messages. It was agreed that the Director of Communications (DC) and END would meet to agree an appropriate message to be circulated.</p> <p>The END explained that the Trustee supported a recommendation that a policy be adopted which outlined that where funds were not utilised within 12 months then they would be moved into general funds.</p> <p>The Director of Corporate Governance (DCG) advised that an updated paper would be taken to the Trustee in January 2020.</p> <p>The Committee Resolved that:</p> <p>(a) The updated Action Log be noted.</p>	
CFC19/12/006	<p>New Charitable Funds Bid Application Template</p> <p>The DCG introduced the report and explained that the template was developed to aid the Committee with approving bids in line with Charity objectives. It was explained that although the application form could appear lengthy, four of the questions are required so that the Charity can demonstrate that Charitable objectives are met. The other questions are those requested by the Committee to ensure that the correct processes are followed when funds are applied for. The DCG added that the application form would be welcomed from an audit perspective.</p> <p>After Committee discussion it was agreed that the following would be added to the application form:</p>	

	<ul style="list-style-type: none"> • Guidance note • Confirmation of total amount requested at the top of the form • Statement included at the bottom of the form, which reiterated that bid authors would need to produce an outcome report for the Committee as and when required; and • The question 'Could funding from the Endowment Fund also support this bid?' <p>Resolved that:</p> <p>Subject to the amendments outlined above,</p> <p>(a) The Committee approved the New Charitable Funds Bid Application Template.</p>	
CFC 19/12/007	<p>Annual Accounts</p> <p>The Deputy Finance Director (DFD) advised the Committee that the audited accounts were still under development. One minor issue had been found during the audit, where expenditure had been submitted in the wrong period, however, this would be addressed.</p> <p>The DFD added that the final version of the audited accounts would be submitted to the Trustee for information in January 2020.</p> <p>The Committee Resolved that:</p> <p>(a) The Committee noted the annual accounts.</p>	CL
CFC19/12/008	<p>Sustainable Staffing</p> <p>The DC introduced the paper and confirmed that it detailed three positions that supported the development of the Charity.</p> <p>The END requested that details of the two financial positions that were supported by the Charity are included within the paper.</p> <p>The END advised that full clarity had not yet been gained and positions were not yet aligned with the strategy, therefore, asked the Committee to consider funding the positions until April 2020 and communicate back to the individuals that a final decision would be made by April 2020. The END added that the Committee needed to ensure that the correct structure and career progression was in place for individuals within the Charity.</p> <p>The DCG advised the Committee that all staff are employed by the UHB, seconded into the Charity and confirmed that the annual costs of the positions were already included in the financial plans, therefore there would be no implications or added pressure to finances if this decision was supported.</p> <p>The DFD advised the Committee that income had decreased this year, and suggested that proportionate charges should be made across all funds, not</p>	

	<p>the whole salary be funded from general purposes.</p> <p>After some discussion, the CC confirmed that the Committee supported the ongoing funding until the end of the financial year and recognised the need for a final decision on the permanent posts be made by the end of January 2020.</p> <p>The DC explained that the staff members outlined in the paper had uncertainty over their positions for the past 12 months therefore the message would be difficult for the staff, however if it was the decision of the Committee, it would be relayed appropriately.</p> <p>The Committee Resolved that:</p> <ul style="list-style-type: none"> (a) The Committee agreed to support the ongoing funding until the end of the financial year; and (b) The Committee agreed to make a final decision on the permanent posts by the end of January 2020 	
CFC19/12/009	<p>Endowment Order</p> <p>The DFD introduced the paper and confirmed that The Neonatal Intensive Care Unit wish to purchase twenty (20) Symphony Breast pumps, with stands and protective cases for use on the Unit.</p> <p>The purchase will allow the Unit to provide breast pumps at every cot space, to facilitate expressing of baby milk for every mum, next to their baby. This will help to encourage and increase the Unit's rate of breast feeding which is known to be beneficial for all sick or premature babies.</p> <p>The whole cost will be met entirely from existing Funds, following a donation received from the SCIPS charity.</p> <p>The Committee Resolved that:</p> <ul style="list-style-type: none"> (a) The Committee approve the purchase of the twenty breast pumps with stands and cases, for a one-off cost of £30,018, using money currently held on Fund 9116 Child Health Neonatal Intensive Care. 	
CFC19/12/010	<p>Health Charity Financial Position</p> <p>The DFD introduced the paper and it was taken as read.</p> <p>The CC queried the assets contained within Rookwood and whether these would come to the Charity when the property was sold? The DFD confirmed that the funds would come to the Charity as restricted funds.</p> <p>The Committee Resolved that:</p> <ul style="list-style-type: none"> (a) The Committee note the Health Charity Financial Position. 	

CFC19/12/011	<p>Charitable Funds Final Internal Audit Report</p> <p>The Committee were advised that Reasonable Assurance had been received following an Internal Audit and that the report had also been through Audit Committee. Outlined within the audit was one recommendation of high importance, the treatment of dormant funds. Based on this information, Internal Audit have been advised that dormant funds would be addressed by the Committee and Trustee.</p> <p>The HAHC explained that the Senior Fundraising Officer (SFO) and Chair of the Staff Lottery Bids Panel (CSLBP) had previously met with all Directors of Operations to explain the use of Endowment Funds and this would be arranged again in the future.</p> <p>The Committee Vice Chair (CVC) requested that the Trustee be advised of the recommendation by Internal Audit when an updated report is taken in January 2020.</p> <p>The Committee Resolved that:</p> <p>(a) The Committee noted the Charitable Funds Final Internal Audit Report.</p>	CL
CFC19/12/012	<p>Investment Manager Update</p> <p>The DFD advised the Committee that the Investment Portfolio had gone out to tender and feedback had been provided to all suppliers who had put themselves forward. The scoring process was challenged therefore, two independent bodies came in to re score. These bodies also produced different outcomes, therefore the tender has gone back out to suppliers.</p> <p>The CVC asked if learning had been taken from the independent scoring? In response, the DFD confirmed that learning had been taken on board, and the UHB scoring criteria had been revised.</p> <p>The END requested that the Trustee be briefed on this challenge at the meeting in January 2020.</p> <p>The Committee Resolved that:</p> <p>(a) The Committee noted the interim arrangement of investment funds until a new tender is agreed.</p>	CL
CFC19/12/013	<p>Fundraising Report</p> <p>The HAHC introduced the report and confirmed the following;</p> <ul style="list-style-type: none"> • Staff Lottery had increased, as well as applications for bids. • Prop Blue Tie Ball had raised a profit of over £12,000.00 for the Prop Appeal Fund; and 	

	<ul style="list-style-type: none"> Breast Centre Ball was a very well attended, successful event. All profit made will go into the Breast Centre Appeal Fund <p>The END explained that the Breast Centre story within the report was an excellent example of patient outcomes, therefore, requested it be presented at the Trustee meeting in January 2020.</p> <p>The END explained that better communication was required around the number of appeals that sat within the charity, eg, Make it Better Fund, Our Orchard, Endowment Funds.</p> <p>The Committee Resolved that:</p> <p>(a) The Committee noted the Fundraising Report.</p>	<p>SJ</p> <p>JB</p>
CFC19/12/014	<p>Patrons Process</p> <p>The HAHC introduced the paper and it was taken as read.</p> <p>The DCG reminded the Committee that Patrons hold no legal responsibility and are not held to account for any decisions made.</p> <p>The Assistant Director of Patient Safety (ADPS) advised the Committee that Patrons are not allowed to visit any Cardiff & Vale sites unaccompanied.</p> <p>After Committee discussion, it was agreed that a memorandum of understanding needed to be drawn up and signed by Patrons and it was confirmed that patrons needed to be signed off by the Trustee.</p> <p>The Committee Resolved that:</p> <p>Subject to the amendments outlined above,</p> <p>(a) The Committee approved the Patrons Process.</p>	
CFC19/12/015	<p>Staff Lottery Bids Panel Report</p> <p>The Chair of the Staff Lottery Bids Panel (CSLBP) introduced the report and advised the Committee there had been a significant increase in bids which has resulted in positive staff morale. The HAHC added that other Health Boards were approaching the UHB to find out what makes the Staff Lottery successful.</p> <p>The DCG queried the purpose of Chairs Action detailed in the report? In response, the CSLBP confirmed that due to restrictions with timing, some bids required Chairs Action. It was confirmed that the DFD and Senior Hospital General Manager (SHGM) were briefed on the bids prior to agreed Chairs Action, the bids will then be taken to the next Bids Panel Meeting for endorsement. The DCG advised that Chairs Action should be kept to a minimum for audit and assurance purposes.</p> <p>The Committee Resolved that:</p>	

	(a) The Committee noted the Staff Lottery Bids Panel Report.	
CFC19/12/016	<p>Bid Success Report</p> <p>The HAHC reviewed the Bid Success Report.</p> <p>The Committee Resolved that:</p> <p>(a) The Committee noted the Bid Success Report.</p>	
CFC19/12/017	<p>Any Other Business</p> <p>The CSLBP raised a concern with the number of Third Sector Organisations who were able to fundraise in concourse areas of the UHB.</p> <p>The Committee Resolved that:</p> <p>(a) The Committee noted the concern raised.</p>	
CFC19/12/018	<p>The HAHC requested approval for the December 2020 Staff Lottery Mega Draw to be a one off amount of £20,000.00</p> <p>The Committee Resolved that:</p> <p>(b) The Committee approved the December 2020 Staff Lottery Mega Draw to be £20,000.00.</p>	
CFC19/12/019	<p>Items to bring to the attention of the Board / Trustee</p> <p>It was agreed the following items would be taken to the Trustee Meeting in January 2020;</p> <ul style="list-style-type: none"> • Breast Centre Patient Story; • Annual Accounts; • Charitable Funds Final Internal Audit Report; and • Investment Manager Update. <p>The Committee Resolved that:</p> <p>(a) The Committee noted the items to be taken to the Trustee.</p>	
CFC19/12/020	<p>Date and Time of Next Meeting</p> <p>Tuesday 17th March 2020, 9:30am – 12:00pm, Nant Fawr 1 & 2, Woodland House.</p>	