



Confirmed Minutes of the Charitable Funds Committee
Held via Skype
Tuesday 23rd June 2020 9:30am – 12:00pm

Present:

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

Susan Elsmore	SE	Independent Member – Local Authority
Sara Moseley	SM	Independent Member

In Attendance:

Martin Driscoll	MD	Executive Director of Workforce and Organisational Development
Nicola Foreman	NF	Director of Corporate Governance
Joanne Brandon	JB	Director of Communications
Fiona Jenkins	FJ	Executive Director of Therapies and Health Science
Chris Lewis	CL	Deputy Executive Finance Director
Ruth Walker	RW	Executive Nurse Director
Peter Welsh	PW	Senior Hospital General Manager, University Hospital Llandough

Secretariat:

Laura Tolley	LT	Corporate Governance Officer
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Apologies:

Gary Baxter	GB	Independent Member
Mike Jones	MJ	Chair of Staff Lottery Bids Panel
John Union	JU	Committee Vice Chair and Independent Member - Finance

CFC20/06/001	Welcome & Introductions The Committee Chair (CC) welcomed everyone to the special meeting. The CC extended a special welcome to Susan Elsmore, Independent Member – Local Authority who was in attendance for the first time since becoming a member of the Charitable Funds Committee.	Action
CFC20/06/002	Apologies for Absence Apologies for absence were noted.	

CFC20/06/003	Quorum The CC confirmed that the meeting was quorate.	
CFC20/06/004	Declarations of Interests There were no declarations of interest.	
CFC20/06/005	Minutes of the Committee Meeting held on 17th March 2020 The Committee reviewed the minutes of the meeting held on 17 th March 2020. Resolved that: (a) The Committee approve the minutes of the meeting held on 17 th March 2020 as a true and accurate record.	
CFC20/06/006	Health Charity Presentation: “How the Arts and Health Charity have #spreadthelove during COVID19” On behalf of the Charitable Funds Committee, the CC expressed sincere thanks to the Health Charity for the work undertaken during COVID-19. The Director of Communications (DC) introduced the presentation and confirmed the following: <ul style="list-style-type: none"> • On the 23rd March 2020 the Health Charity stopped all routine business in relation to running events and fundraising; • Over £950,000.00 in donations had been received from the public in total since 23rd March 2020, the public have given generously to official NHS charities and NHS Charities together, where £143,500.00 had been received; • The Health Charity had received over 20,000 easter eggs; • The Health Charity distributed 200 treat bags to midwives, 61 treat boxes to patients and staff and 20 VE Celebration boxes for patients; • Three staff havens had been set up, the Health Charity had spent 60 days covering the havens, distributed 16,000 bottles of water and over 70,000 portions of food had been delivered to staff. The DC advised the Committee that the impact of the #spreadthelove campaign had resulted in 1,697 new social media followers, 717 posts on social media, 176 media articles and 5 TV news items which featured the Health Charity. The DC explained that the Nathan Wyburn artwork that the Health Charity commissioned made up of 200 faces of NHS workers had become the face	

	<p>of the COVID-19 pandemic and the image had been displayed across all hospitals across Wales.</p> <p>The Executive Nurse Director (END) expressed thanks to the Health Charity staff for their commitment and excellent work carried out during this period.</p> <p>The Director of Corporate Governance (DCG) advised that the presentation would be great to share at the Health System Management Board meeting.</p> <p>Resolved that:</p> <p>(a) The Committee noted the Presentation: "How the Arts and Health Charity have #spreadthelove during COVID19".</p>	LT
CFC20/06/007	<p>Health Charity Donations / Gifts Received</p> <p>The DC introduced the paper and advised the Health Charity had received a wide range of donations which totalled £952,657.06 and this sum included, but was not limited to:</p> <ul style="list-style-type: none"> • Website donations; • JustGiving donations; • NHS Charities Together; • £500,000.00 from Gareth & Emma Bale; • £20,000.00 from Aaron Ramsay; • £20,000.00 from Stanley Thomas; • £14,514.00 from local funeral directors. <p>James Sommerin had delivered a significant number of meals for staff and has offered continued support to the Health Charity with online fundraising events.</p> <p>The Health Charity expenditure to date totalled £33,063.00, this included funding for iPads and tablets to patients to help enable virtual visiting and family contact, scooters for staff at Ysbyty Calon Y Ddriag / Dragons Heart Hospital and staff wellbeing resources at the three staff havens.</p> <p>The CC requested the Healthy Charity write a personal letter or small certificate to all those who have donated expressing thanks.</p> <p>The Executive Director of Therapies & Health Science (EDTHS) explained the Health Charity had greatly benefited from the generous donations from retailers and businesses, therefore, the Health Charity and Committee needed to explore ways that the Health Charity could support them through publicity going forward. The END added that CEO Connects would be a good platform to express gratitude.</p> <p>The EDTHS asked if an area for remembrance and reflection could be identified and suggested plaques of names of those who supported the Health Charity during the pandemic? In response, the END explained that this would be discussed at the next Board of Trustee meeting at the end of July.</p>	<p>JB</p> <p>JB</p>

	<p>The DC added that in relation to wellbeing, people want the opportunity to reflect and remember, with the work of the Orchard and Horatio's Garden, the Health Charity needed to ensure equity across all sites, therefore this would be discussed with the team and a proposal would be brought to a future meeting for consideration.</p> <p>Resolved that:</p> <p>(a) The Committee noted the Health Charity Donations / Gifts Received</p>	JB
CFC20/06/008	<p>Health Charity Operational Governance</p> <p>The DC introduced the paper and confirmed that the Health Charity significantly promoted the Spread the Love campaign to ensure that donations went through the correct route to the Health Charity, social media platforms were utilised to appeal for specific items, ie toiletries and in relation to PPE donations, the Health Charity ensured that these went through the Life Sciences Hub for testing.</p> <p>The DC explained that it was recognised that there were elements that could have been improved upon, however decisions and systems were implemented at pace and the team used best endeavours to implement arrangements.</p> <p>The Independent Member – Local Authority (IM-LA) queried how learning would be captured going forward. In response, the DC confirmed that the team had already undertaken a learning exercise which explored what had been done, what was done well and what could be improved.</p> <p>The Deputy Finance Director commented that the Health Charity response had been rapid in response to the environment it faced, and commended the team for the work that had been undertaken.</p> <p>The DCG advised that UHB Financial Governance was being investigated by Internal Audit, Wales Audit Office and KPMG, therefore the Health Charity may get audited in due course.</p> <p>Resolved that:</p> <p>(a) The Committee noted the Health Charity Operational Governance.</p>	
CFC20/06/009	<p>Financial Donations</p> <p>The DFD introduced the paper and confirmed a significant number of donations had been received during COVID-19, and it was unknown if this increase in donations would be seen throughout the remainder of the year. The DFD asked the Committee to consider the increase alongside the considerable loss in the stock market and to ensure that money was spent wisely.</p>	

	<p>The CC thanked the DFD for the paper and confirmed it was important to have an account of all what had been received to provide the Committee with assurance.</p> <p>Resolved that:</p> <p>(a) The Committee noted the Financial Donations.</p>	
CFC20/06/010	<p>Next Steps for the Cardiff and Vale Health Charity</p> <p>The DC introduced the paper and confirmed due to the ongoing COVID-19 pandemic, all mass gatherings had been cancelled, therefore work was being undertaken with the fundraising team to address how income could continue to be generated for the Health Charity. There was an opening up for virtual and online activities, therefore the team would look to capitalise on this. The DC recognised the team needed to adapt, however it was unknown how long this would be required. The DC informed the Committee that the Health Charity would be unable to reach previous fundraising amounts, and the team did not have the digital marketing skill set to develop online and virtual fundraising events. An events planner was being developed to include virtual events and this would be presented at a future meeting for consideration.</p> <p>The IM-LA queried if there was digital expertise within the Communications team that could be utilised to assist the Health Charity in this area. In response, the DC confirmed there was, however currently there was no capacity within the Communications to provide additional support to the Health Charity.</p> <p>The EDTHS commented that it had been noted throughout COVID-19 the need to embrace digital and the UHB needed the correct workforce to help develop this. The Executive Director of Workforce & Organisational Development (EDWOD) added that COVID-19 had made the UHB look at how business is operated internally, further work was required to support employees to work remotely however the digital team had worked phenomenally during this. The EDWOD explained there had been a significant number of requests for financial support for digital services, therefore these all needed consideration of where best to place resource.</p> <p>The DCG commented that some communication around Health Charity next steps would be a good idea, to address some queries that have been received on how the money donated would be used.</p> <p>Resolved that:</p> <p>(a) The Committee noted the Next Steps for the Cardiff and Vale Health Charity.</p>	JB
CFC20/06/011	<p>Any Other Business</p> <p>There was no other business raised.</p>	

CFC20/06/012	<p>Items to bring to the attention of the Board / Trustee</p> <p>It was agreed the following items would be taken to the Board of Trustee Meeting in July 2020;</p> <ul style="list-style-type: none"> • Health Charity Strategy; • Health Charity position on dormant funds; • COVID-19 Income; • Bale Donation & Spending Plan Options; • Health Charity Events Planner. <p>Resolved that:</p> <p>(a) the Committee noted the items to be taken to the Board of Trustee Meeting.</p>	LT
CFC20/06/013	<p>Date and Time of Next Meeting</p> <p>Tuesday 4th August 2020 9:30am – 12:30pm Nant Fawr 1 & 2, Woodland House</p>	