

**COFNODION Y CYFARFOD PWYLLGOR CRONFA ELUSENNOL  
HEB EU CYMERADWYO/ UNAPPROVED  
MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING**

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| <b>Date and Time of Meeting:</b> | 9 <sup>th</sup> March 2021 9.30 a.m.   |
| <b>Venue:</b>                    | Boardroom, Ystwyth Building, Hafan Derwen, St David's Park, Carmarthen (via Microsoft Teams) |

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| <b>Present:</b>       | <p>Cllr. Simon Hancock, Independent Member (Committee Chair) (VC)<br/>         Mrs Delyth Raynsford, Independent Member (VC)<br/>         Mr Owen Burt, Independent Member (VC)<br/>         Ms Anna Lewis, Independent Member (VC)<br/>         Mr Mike Lewis, Independent Member (VC)<br/>         Ms Ann Murphy, Independent Member (VC)<br/>         Mrs Mandy Rayani, Director of Nursing, Quality &amp; Patient Experience<br/>         Mr Huw Thomas, Director of Finance (VC) (part)</p>  |
| <b>In Attendance:</b> | <p>Mrs Nicola Llewelyn, Head of Hywel Dda Health Charities<br/>         Mr Gareth Rees, Deputy Director of Operations (VC)<br/>         Ms Rhian Davies, Assistant Director of Finance (VC)<br/>         Mrs Jennifer Thomas, Senior Finance Business Partner (VC)<br/>         Ms Tara Nickerson, Fundraising Manager<br/>         Ms Katie Hancock, Fundraising Officer (VC)<br/>         Ms Gina Beard, Lead Cancer Nurse (VC) (part)<br/>         Ms Julie Brennan, Bereavement Support Services Manager (VC) (part)<br/>         Mr Sohail Moosa, Urology Department (VC) (part)<br/>         Mr Yeung Ng, Urology Department (VC) (part)<br/>         Mrs Claire Williams, Committee Services Officer (Secretariat)</p> |

| <b>Agenda Item</b> |  | <b>Action</b> |
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| <b>CF(21)01</b>    | <b>INTRODUCTIONS AND APOLOGIES FOR ABSENCE</b>   |               |
|                    | <p>The Chair, Cllr. Simon Hancock, welcomed all to the meeting, extending a warm welcome to Ms Katie Hancock, newly appointed Fundraising Officer.</p> <p>Apologies for absence were received from Miss Maria Battle, Chair.</p> |               |
| <b>CF(21)02</b>    | <b>DECLARATIONS OF INTEREST</b>  |               |
|                    | No declarations of interest were received.   |               |
| <b>CF(21)03</b>    | <b>MINUTES OF THE PREVIOUS MEETING HELD ON 30<sup>TH</sup> NOVEMBER 2020</b>   |               |
|                    | <b>RESOLVED</b> - that the minutes of the Charitable Funds Committee meeting held on 30 <sup>th</sup> November 2020 be <b>APPROVED</b> as an accurate record of proceedings.   |               |

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| CF(21)04 | <p><b>TABLE OF ACTIONS FROM THE MEETING HELD ON 30<sup>th</sup> NOVEMBER 2020</b></p> <p>An update was provided on the Table of Actions from the meeting held on 30<sup>th</sup> November 2020, with confirmation received that all outstanding actions have been progressed with the exception of “CF(20)59 Hywel Dda Health Charities Integrated Performance Report”. Members noted that discussions would be undertaken with existing and newly appointed Independent Members (IMs) in order to inform what is required to be included within the report in future.</p>  | NL    |
| CF(21)05 | <p><b>DRAFT CHARITABLE FUNDS COMMITTEE ANNUAL REPORT TO BOARD (2020/21)</b></p> <p>Members were presented with the draft Charitable Funds Committee Annual Report 2020/21, outlining how the CFC has complied with key responsibilities set through its terms of reference and identifying key areas of work intended to provide further assurance that the Committee’s terms of reference are adequately discharged. It was noted that, should the Committee agree the content of the draft report, the discussions from today’s meeting would be added prior to submission to the Extra-ordinary Board meeting in June 2021.</p> <p>The Committee <b>RECEIVED</b> and <b>AGREED</b> the draft Charitable Funds Annual Report to Board (2020/21).</p>  |       |
| CF(21)06 | <p><b>SELF ASSESSMENT OF COMMITTEE EFFECTIVENESS (PROCESS)</b></p> <p>Members were presented with the CFC Self Assessment of Performance Questionnaire template relating to the Committee’s annual self-assessment exercise 2020/21, noting that the questionnaire had been refreshed in line with that utilised by the Quality, Safety &amp; Experience Assurance Committee (QSEAC) in 2019/20 and which would be utilised by other assurance Committees going forward.</p> <p>Members agreed the suggested template and noted that the questionnaire would be forwarded to Members in due course, however Mrs Nicola Llewelyn proposed that questions 2 and 6 be expanded to encompass the overall strategy of the charity. It was agreed for Mrs Llewelyn and Mrs Rayani to amend the two questions and to forward them to Mrs Claire Williams by 12<sup>th</sup> March 2021 in order for adequate time to be provided for Members to complete the questionnaire by the return date of 31<sup>st</sup> March 2021.</p> <p>The Committee <b>CONSIDERED</b> the proposed self-assessment questionnaire template and <b>SUPPORTED</b> its use for 2020/21 with the amendments to questions 2 and 6.</p> | MR/NL |
| CF(21)07 | <p><b>CHARITABLE FUNDS SUB-COMMITTEE UPDATE REPORT</b></p> <p>Members were presented with the Charitable Funds Sub-Committee (CFSC) update report providing an overview of the Sub-Committee’s decisions, including discussions and deliberations, since the previous report presented to the Committee on 30<sup>th</sup> November 2020.</p>   |       |

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|  | <p>Mr Gareth Rees informed Members that there had been no further meetings of the CFSC since the previous report presented due to the continued COVID-19 pressures and associated surge capacity step up arrangements. However, the restarting of CFSC meetings is scheduled to commence before 30<sup>th</sup> April 2021, pending finalisation of the governance revisions made.</p> <p>Members noted that during the reporting period, items totalling £65,829.93 had been approved by Chair’s Action, with one item totalling £24,943.25 pending decision. There had been no items rejected.</p> <p>Mr Owen Burt referred to the outstanding pending request reported at the previous CFC meeting relating to IT works and equipment in support of social distancing measures required to the Cardiology Department at Bronglais General Hospital (BGH), and enquired whether the funding remained a requirement. In response, Mr Rees understood that this had been funded from an alternative route.</p> <p>The Committee <b>RECEIVED</b> and <b>NOTED</b> the Charitable Funds Sub-Committee Update Report.</p> |  |
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| <p><b>CF(21)08</b></p> | <p><b>CHARITABLE FUNDS SUB-COMMITTEE ANNUAL REPORT (2020/21)</b></p> <p>Members were presented with the Charitable Funds Sub-Committee (CFSC) Annual Report for 2020/21, providing assurance in respect of the work it had undertaken and decisions taken on behalf of the CFC during the year and outlining the main achievements which have contributed to furthering the governance of charitable funds across HDdUHB.</p> <p>Mr Rees drew Members attention to the 20 requests approved under Chair’s Action, totalling £154,709.43, emphasising that this represents a minimal amount compared to the expectation of expenditure, which is due to a downturn in activity. It was noted that some expenditures had been supported via COVID-19 monies instead. Mrs Llewelyn noted that one request for funding at a value of £61,116.12 had also been recommended for Executive Director approval. Due to the pandemic, the difficulties associated with engaging with key colleagues in terms of pursuing “above and beyond” expenditure was discussed. Training sessions have been provided to Finance teams to enable them to fully understand the processes and to support discussions within their directorates; Members were pleased to learn that this has led to an increased interest in enquiries relating to staff and patient welfare and wellbeing.</p> <p>Mr Mike Lewis enquired why the extent of additional activities undertaken e.g. the Bronglais Chemotherapy Unit fundraising appeal, had not been reflected within the report. In response, it was confirmed that the extent of additional activities such as this are highlighted within</p> |  |
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|  | <p>the charity’s public facing Annual Report and Accounts. Mrs Mandy Rayani highlighted that the past 12 months had been an extremely busy period for the Charitable Funds Team and, given that the work undertaken by the CFSC supplements the work undertaken by the Team, this would be referred to within the CFSC reports moving forward.</p> <p>Mrs Llewelyn emphasised that the charity’s “Annual Report and Accounts” represents the main public facing document, with a press release for the public prepared at the same time as the HDdUHB Annual General Meeting in order to demonstrate transparency in respect of funding and the work undertaken. Plans are also in place to acknowledge the support provided by the public during the past, unprecedented year.</p> |  |
|  | <p>The Committee <b>RECEIVED</b> and <b>NOTED</b> the Charitable Funds Sub-Committee Annual Report 2020/21.</p>   |  |

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| CF(21)09 | <p><b>CHARITABLE FUNDS COMMITTEE RISK REGISTER</b></p> <p>Members were provided with the Charitable Funds Committee Risk Register report, to provide assurance to the Board that operational risks aligned to the Committee are being identified, assessed and managed effectively.</p> <p>Members noted the following risk aligned to the Committee:</p> <p><i>743 - There is a risk of reputational damage if the Health Board becomes implicated by default, in events outside of the HB’s control, due to association, or perceived association with any external charitable organisations - is presented on the risk register attached, together with the proposed actions to be put in place to provide assurance that the risk is being appropriately monitored and mitigated.</i></p> <p>Mrs Rayani emphasised that the current risk score is 6 (moderate risk), and is within the CFC’s risk tolerance level of 8. Controls and mitigations are in place to manage the risk and it was suggested that the risk be de-escalated to management at service level, with an update provided to the CFC on a 6 monthly basis. Members agreed for the risk to be de-escalated.</p> <p>The Committee:</p> <ul style="list-style-type: none"> <li>• <b>NOTED</b> the controls and mitigating actions that have been put in place to manage this risk.</li> <li>• <b>DISCUSSED</b> and <b>AGREED</b> that the risk can be now de-escalated to management at service level, for review on a bi-monthly basis, noting that the risk would be reported to CFC on a six monthly basis.</li> </ul> |  |
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| CF(21)10 | <p><b>POLICIES AND PROCEDURES RELATING TO CHARITABLE FUNDS</b></p> <p>Mrs Jennifer Thomas provided a verbal update in regard to the policies and procedures relating to charitable funds, informing Members that</p> |  |
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|  | <p>following the presentation of the Charitable Funds Procedure at the CFC meeting held on 30<sup>th</sup> November 2020, the Procedure had been ratified by the Finance Committee in December 2020. Members noted that an appendix would be added to the Procedure with regard to the staff lottery scheme which is due to launch in April/May 2021, and Mrs Thomas did not envisage that the revised policy would be required to be presented to the CFC for further ratification.</p> |  |
|  | <p>The Committee <b>NOTED</b> the verbal update in regard to the policies and procedures relating to charitable funds.</p>   |  |

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| <b>CF(21)11</b> | <p><b>APPROVAL OF CHARITABLE FUNDS EXPENDITURE OVER £50,000</b></p>   |  |
|                 | <p><i>Mr Yeung Ng joined the Charitable Funds Committee meeting</i></p> <p>Members were presented with the Purchase of Trans-perineal Biopsy Machine for Prince Phillip Hospital (PPH) report, requesting approval of funding for £50,000 to purchase a Hitachi trans-perineal biopsy machine, and the four necessary probes.</p> <p>Mr Ng expressed gratitude to the CFC for allowing him to present the request. Members were informed that over 500 prostate biopsies are undertaken each year and specialist machinery is required to undertake these procedures. Within HDdUHB, the number of biopsy machines has reduced from three to one, with this machine located in Glangwili General Hospital (GGH). The current machine does not carry out trans-perineal biopsies and therefore the new equipment requested would allow the capacity of prostate biopsies to be doubled, whilst also allowing advanced trans-perineal biopsies to be undertaken at PPH. The trans-perineal equipment compared to trans-rectal is a safer procedure with lower infection rate of infection as it does not have to undertake the biopsy rectally. The diagnostic rates are also improved. Currently, HDdUHB patients requiring this advanced biopsy are referred to Cardiff &amp; Vale UHB. Offering this service at PPH will benefit all HDdUHB patients by reducing the length of waiting time and the need to travel. The trans-perineal biopsy is included in the National Institute for Health and Care Excellence (NICE) as the recommended procedure. Discussions have been undertaken with stakeholders, e.g. League of Friends and West Wales Prostate Support Group, who are keen for this request to be supported to improve and progress the prostate service provided to the population of HDdUHB.</p> <p>Cllr. Hancock expressed gratitude for the insightful and concise report, and enquired whether any funding had been received from Prostate Cymru. In response, Mr Ng confirmed that no direct funding had been provided.</p> <p>Given the geographical reach of HDdUHB, Mrs Delyth Raynsford queried the future provision for Ceredigion and Powys patients. Mr Ng responded that the prostate cancer diagnostic service had changed fundamentally, with the initial protocol requiring an MRI scan to be</p> |  |

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|                 | <p>undertaken prior to biopsy as approximately 50% of patients do not require a biopsy due to the MRI showing no evidence of cancer. MRIs are undertaken locally, including in BGH, thereby avoiding the requirement for travel. The usual practice for undertaking prostate biopsies had been under general anaesthetic, however this is now moving towards local anaesthetic, providing an opportunity to provide the service at a more local level.</p> <p>Mr Thomas enquired whether there could be an opportunity to track patient outcomes. Mr Ng welcomed this suggestion, emphasising that he had been undertaking audits himself and would welcome the opportunity to have outcome measurement tools in place in order to improve the work undertaken. Mr Thomas undertook to ensure that Mr Simon Mansfield, Head of Value Based Healthcare, liaised with Mr Ng in this respect.</p> <p>Ms Anna Lewis queried why this type of expenditure is required to be funded from charitable funds, not capital funding, emphasising the importance of the acceptable use of charitable funds, rather than as a “backup” for gaps in capital allocations. In response, Mr Thomas referred to the substantial backlog in the medical devices replacement programme, however moving forward these improvements would not be funded by charitable funds and would be included within the equipment replacement programme as and when required.</p> <p>Given that the capital cost of the machine is £100,000, Mr Lewis enquired why the request is only for £50,000, and in response, Mr Ng confirmed that the £100,000 figure represents the recommended retail price; the £50,000 would be utilised to purchase one machine outright and a second machine leased free of charge for the next 5 years.</p> <p>Members were content with the request received and approved the purchase of a trans-perineal biopsy machine for Prince Philip Hospital.</p> <p><i>Mr Ng left the Charitable Funds Committee meeting</i></p> | <b>HT</b> |
|                 | <p>The Committee <b>APPROVED</b> the purchase of a trans-perineal biopsy machine for Prince Philip Hospital.</p>   |           |
| <b>CF(21)12</b> | <b>REVIEW OF ANY APPROVALS MADE OUTSIDE OF THE CFC MEETING VIA CHAIR’S ACTION</b>  |           |
|                 | <p>There were no actions or decisions taken outside of Charitable Funds Committee meetings.</p>  |           |
| <b>CF(21)13</b> | <b>CEREDIGION PROPERTY – TENANCY AGREEMENT BETWEEN HYWEL DDA HEALTH CHARITIES &amp; HYWEL DDA UNIVERSITY HEALTH BOARD</b>  |           |
|                 | <p>Mr Thomas provided a verbal update relating to the Ceredigion property, understood to be owned by the HDdUHB charity and occupied by staff of HDdUHB. Following discussion at the CFC meeting held in March 2020, legal advice had been sought concerning</p>   |           |

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|  | <p>legal documentation between the HDdUHB and the charity. However, following a meeting undertaken with the Estates Department w/c 01/03/21, it had been ascertained from the deeds that the property is owned by HDdUHB and not the charity. Mr Thomas confirmed that further discussions with relevant parties would be undertaken and an update provided at the next CFC meeting.</p> <p>In response to whether there may be other premises in a similar position, Mr Thomas confirmed that this represented the only asset registered to the charity. However, whilst not a matter for the CFC, a review of the Health Board's asset register would be undertaken.</p> | <b>HT</b> |
|  | <p>The Committee <b>NOTED</b> the update relating to the Ceredigion property – tenancy agreement between Hywel Dda Health Charities &amp; Hywel Dda University Health Board.</p>   |           |

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| <b>CF(21)14</b> | <p><b>CaPS COUNSELLING PROJECT</b></p> <p>Members were presented with the CaPS (Cancer Psychological Support Project) presentation.</p> <p><i>Ms Gina Beard and Ms Julie Brennan joined the CFC meeting</i></p> <p>Ms Beard expressed her gratitude to Members for allowing her to present a CaPS project update, and explained that in 2017, Tenovus Cancer Care withdrew the counselling service previously provided by the charity to Health Boards across Wales. HDdUHB undertook to establish what could be undertaken locally as an alternative, and approached the CFC in 2018 and successfully secured funding for a two-year pilot project with the CaPS service launching in September 2019.</p> <p>Three CaPS charitable objectives were developed, embedding HDdUHB's values:</p> <ul style="list-style-type: none"> <li>• Supporting people with cancer.</li> <li>• Educating cancer professionals.</li> <li>• Empowering local cancer teams.</li> </ul> <p>During the first two quarters (from September 2019), between 40 and 50 referrals were received each quarter, which evidenced a necessity for psychological support. Referrals decreased slightly at the start of the COVID-19 pandemic and being unable to provide face-to-face counselling, the Team adapted to remote counselling which was favourably received by patients as it did not require them to leave their homes. Members were pleased to note that this method of counselling would continue to be offered in addition to face-to-face provision.</p> <p>In addition, three interactive away days were held with 38 cancer professionals accessing the training, and cognitive behavioural therapy workshops are also planned to be undertaken.</p> |  |
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Ms Brennan explained that empowering local cancer teams involved the introduction of supervision which has increased the engagement of professionals, and feedback has been extremely positive. CaPS was presented at the All Wales Cancer Research Forum and is partnered with Aberystwyth University in a current PhD research project in Psycho-oncology.

Ms Beard explained that due to decreases in demand at the start of the pandemic, the first year of spending had not been fully exhausted thereby enabling the end of the 2 year project to be extended to April 2022.

Although there had been a challenge in recruiting counsellors due to only being able to offer temporary contracts, Members were pleased to note that a Welsh speaking male counsellor had recently been appointed to the Team.

Ms Beard reiterated that the CaPS project provides a rapid service, enabling cancer patients to receive specialist counselling within two weeks. The service is included within HDdUHB's 3-year plan for cancer services and it would be extremely difficult to continue without this service provision.

*Mr Sohail Moosa joined the CFC meeting having been unavoidably detained.*

Cllr. Hancock informed Mr Moosa that the purchase of a trans-perineal biopsy machine for Prince Philip Hospital had been approved.

*Mr Moosa left the CFC meeting*

Cllr. Hancock expressed gratitude to Ms Beard and Ms Brennan for the informative update.

Referring to slide 4 of the presentation detailing the breakdown of referrals between males (31%) and females (69%), Ms Lewis enquired whether any options for psychological support are being considered for the future. In response, Ms Beard advised that in general, males do not access services as much as females and the option of cancer information services outreaching into the workforce has been considered and would be replicated nationally, reaching out to industries.

Given the relationship between mental and physical health, Mr Thomas enquired whether the performance of the service provided is being captured. In response, Ms Beard confirmed that she had discussed this with Mr Simon Mansfield previously and would welcome a further discussion outside of the meeting with Mr Thomas and Mr Mansfield.

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|  | <p>With regard to funding, Mr Thomas acknowledged the need to provide appointed staff with permanency in their tenure of office, however could not guarantee funding from revenue as this represents an “over and above” service; if funding were to cease in the future, an exit strategy would be required.</p> <p>Mrs Raynsford welcomed the addition of a Welsh speaking counsellor to address patients first choice of language, and enquired whether support is provided to Powys patients. In response, Ms Beard confirmed that the referral search had been undertaken utilising postcodes and that referrals from Powys are low. Mrs Raynsford suggested the exploration of possible match funding from Powys Teaching Health Board and Betsi Cadwaladr UHB. Mrs Llewelyn advised that having become more involved with the CaPS Working Group, match funding had been discussed previously. It is anticipated that the level of provision could be sustained from charity income and a plan would be presented to the CFC at a later date. Mr Thomas reiterated the importance of recognising that the service provided goes beyond the HDdUHB boundaries.</p> <p>The Committee <b>NOTED</b> the CaPS Counselling Project update.</p> |  |
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| CF(21)15 | <p><b>INVESTMENT ADVISOR PERFORMANCE UPDATE</b></p> <p><i>Mr Alexander True joined the CFC meeting</i></p> <p>Mr Alexander True, representative of Sarasin &amp; Partners, was welcomed to the meeting and thanked for sharing with Members in advance of the meeting, the “Hywel Dda Health Charities Investment Update”, providing a summary of the portfolio value as at 19<sup>th</sup> February 2021. Members noted that the portfolio value as at 19<sup>th</sup> February 2021 had a combined value of £8,419,663.</p> <p>Mr True informed Members that income distributions were maintained in 2020 (vs 2019). Income earned decreased by 2% in 2020 against UK dividend cuts of -40% and global dividends -20%. Whilst there is a possible income reduction of between 5-10% in 2021, this is pending confirmation. Overall, the portfolios had performed well ahead of benchmark and with significant capital gains since Sarasin and Partners were appointed.</p> <p>Referring to the recent Government budget announcement, Cllr. Hancock enquired whether, as the economy begins to recover post COVID-19, we would see more investments allocated to UK equities. In response, Mr True advised that there remains some structural issues within the UK market, with energy and mining performing strongly so far this year, however this would be challenged longer term. Having underperformed during 2020, there may be some recovery in 2021.</p> <p>Cllr. Hancock enquired about the performance of the charity’s investment within UK financial institutions, and in response, Mr True confirmed whilst</p> |  |
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|  | <p>there was material exposure, there was not a specific focus on the UK and very few were traditional banks.</p> <p>Mr Thomas referred to the post pandemic recovery and how best to support this e.g. the decarbonising agenda, and enquired whether there would be an opportunity within the charity's investment portfolio to actively invest in the economy, e.g. the new green government bond. In response, Mr True referred to slides 10-12 within the presentation, summarising the actions undertaken in regard to climate issues and the continuation of identifying material risks, encouraging companies to change in line with the goal of the Paris Agreement, a legally binding international treaty on climate change. Mr True undertook to explore the green government bonds on behalf of the charity when they become available and highlighted some of the existing social impact investments within the portfolio.</p> <p>Cllr. Hancock thanked Mr True for the comprehensive analysis of the performance of funds.</p> <p><i>Mr True left the CFC meeting</i></p> |  |
|  | The Committee <b>NOTED</b> the Investment Advisor Performance Update.  |  |

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| <b>CF(21)16</b> | <b>HYWEL DDA HEALTH CHARITIES INTEGRATED PERFORMANCE REPORT</b>  |  |
|                 | <p>Members were presented with the Integrated Hywel Dda Health Charities Performance Report, providing an update on the charity's performance and position as at 31<sup>st</sup> January 2021. Mrs Rayani was pleased to report that the net assets of the charity have increased by £1,053,416 and incoming resources were £1,798,171 for the period ending 31<sup>st</sup> January 2021. Donations had decreased by 9.95% in comparison to the same period the previous year, and Members noted that Mrs Rayani and Mrs Llewelyn were reviewing how the data could best be presented over a period of time rather than merely being comparative.</p> <p>Following the endorsement at the September 2020 CFC meeting of the development of the staff lottery scheme for launch in spring 2021, Members were informed that this had been discussed with the Staff Partnership Forum on 9<sup>th</sup> February 2021, who were fully supportive of launching the lottery in the first quarter of 2021/22 acknowledging the positive benefits for the workforce.</p> <p>Members were requested to endorse that the recently established Rest, Recovery and Recuperation working group, in conjunction with the Director of Nursing, Quality and Patient Experience and Director of Workforce and Organisational Development, assumes the lead on establishing the most appropriate use of the Apêl Hywel Dda NHS COVID-19 Appeal fund, in line with the spirit in which donations had been made to support the welfare and well-being of NHS staff and volunteers. Members supported and endorsed the request.</p> |  |

Mrs Rayani reminded Members that the Marketing & Communications Officer post within the Charities Team had been vacant for over 12 months during 2019 and 2020 and that the post would again be vacant from 1<sup>st</sup> April 2021. Mrs Rayani expressed concern at not having adequate resources for marketing and communications in line with what had been proposed for delivery within the 3-year plan. A request was therefore made for an additional marketing and communications pay budget of £37,500 relating to the underspend from the previous year's staff costs, to enable the additional provision of further resources during 2021/22. Mrs Rayani suggested that a decision may need to be undertaken outside of the Committee meeting, rather than waiting until the next CFC meeting in June 2021, due to the need to proceed at pace with the charity's marketing and communications plans. Cllr. Hancock reiterated the importance of marketing post COVID-19 and enquired whether this request is incorporated into the report presented to Members. In response, Mrs Rayani advised that if Members were supportive, this could be added to the report for consideration by the corporate trustee. Mr Thomas requested the wording "pending satisfactory assurance from a financial perspective" be added. The importance of cost benefit analysis was emphasised and it was suggested that Mrs Llewelyn liaise with Finance colleagues in this respect. In response to which team the role would report to, Mrs Rayani confirmed that although there would be clear links with the Communications Team, the role would be managed by Mrs Llewelyn as Head of Hywel Dda Health Charities.

Members considered and approved the governance and support costs budget of £425,845 for the 2021/22 financial year, noting that this is in line with the approved budget for 2020/21, allowing for a 2% inflation increase for pay costs. Members noted that the report would be presented to HDdUHB Board members as corporate trustees.

Mrs Ann Murphy expressed concern at the imminent launch of the staff lottery scheme due to the concerns associated with the national 1% pay rise announcement. Mrs Llewelyn reassured Members that the launch would not take place until the end of April 2021.

The Committee:

- **NOTED** the content of the Hywel Dda Health Charities Integrated Performance Report and received **ASSURANCE** on the charity's performance.
- **CONSIDERED** and **ENDORSED** that the HDdUHB Rest, Recovery and Recuperation Working Group, in conjunction with the Director of Nursing, Quality and Patient Experience and Director of Workforce and Organisational Development, assumes the lead on establishing the most appropriate use of funds raised via the Apêl Hywel Dda COVID-19 Appeal, in line with the spirit in which the donations had been made to support the welfare and well-being of NHS staff and volunteers.

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|  | <ul style="list-style-type: none"> <li>• <b>CONSIDERED</b> and <b>APPROVED</b> a governance and support costs budget of £425,845 for the 2021/22 financial year, noting that the budget would be presented to HDdUHB Board members as Corporate Trustees for approval in line with the charity’s scheme of delegation.</li> <li>• <b>CONSIDERED</b> and <b>APPROVED</b> in principle an additional marketing and communications pay budget of £37,500 pending satisfactory assurance from a financial perspective.</li> </ul> |  |
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| CF(21)17 | <b>PAPER FOR THE ADMINISTRATION COMMITTEE J C WILLIAMS (ELIZABETH WILLIAMS ENDOWMENT) FUND TO ALLOW THE RELEASE OF FUNDS TO DEVELOP THE HYDROTHERAPY POOL SERVICE AT THE PENTRE AWEL VILLAGE, LLANELLI</b>   |  |
|          | <p>Members were presented with the “Administration Committee – Approval to Seek the Release of Funds Held in the JC Williams (Elizabeth Williams Endowment) Fund” report for information, which is due to be presented to the JC Williams (Elizabeth Williams Endowment) Fund Administration Committee on 10<sup>th</sup> March 2021.</p> <p>Mrs Llewelyn reminded Members of the initial discussion held by the CFC in October 2018 concerning the hydrotherapy pool at the Pentre Awel Village, Llanelli. After seeking legal advice, it was agreed for a further meeting to be held, involving the Community Health Council, to ensure full compliance of drawing down the funds held by PNC Bank. The funds would then be held by the charity and under the terms of a memorandum of understanding, the charity would be responsible for ensuring that funds are released for the development of the hydrotherapy pool. Members noted that the report would be presented to HDdUHB Board members as corporate trustees following the meeting undertaken on 10<sup>th</sup> March 2021.</p> <p>Mr Thomas confirmed that the process had been discussed by the Executive Team.</p> <p><i>Mr Huw Thomas left the Charitable Funds Committee meeting</i></p> |  |
|          | The Committee <b>NOTED</b> the Administration Committee – Approval to Seek the Release of Funds Held in the JC Williams (Elizabeth Williams Endowment) Fund report.  |  |

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| CF(21)18 | <b>CHARITABLE FUNDS COMMITTEE WORK PROGRAMME 2020/21 &amp; 2021/22</b>                             |  |
|          | The CFC work programmes for 2020/21 and 2021/22 were received for information.                     |  |
|          | The Committee <b>NOTED</b> the Charitable Funds Committee Work Programmes for 2020/21 and 2021/22. |  |

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| CF(21)19 | <b>REFLECTIVE SUMMARY OF MEETING</b>   |  |
|          | Mrs Rayani provided a reflective summary of the meeting, highlighting the following matters: |  |

- The work undertaken by the Charities Team and CFSC was acknowledged.
- The purchase of a trans-perineal biopsy machine for Prince Philip Hospital was approved and the significant impact for patients was recognised.
- The benefits to patients provided by the CaPS project was noted.
- A further update in regard to the Ceredigion property would be provided at the June 2021 CFC meeting, where it was anticipated that any remaining issues would be resolved.
- The progress contained with the Integrated Hywel Dda Health Charities Performance Report was acknowledged and the benefit of additional capacity in the Charities Team would be taken forward.

Recognising that this would be the final CFC meeting for Cllr. Hancock, Mr Burt and Mr Lewis, Mrs Rayani expressed her warm gratitude for the contributions made during their respective terms of office. In addition, Cllr. Hancock's dedicated leadership of the CFC was formally recognised.

Mrs Llewelyn reiterated her gratitude to Mr Burt and Mr Lewis for their input and support provided. Since the commencement of a fundraising team in post in 2014, Mrs Llewelyn recognised the substantial journey and development of the charity since Cllr. Hancock's tenure of office both as a member of the CFC and as Chair, with the charity's income having increased by 185% and having generated over £12 million of income and a similar amount of expenditure. The Committee recognised Cllr. Hancock as a champion for charitable funds and he was wished the very best for the future.

Cllr. Hancock gratefully acknowledged the gratitude conveyed, and expressed his sadness at leaving both the CFC and HDdUHB, however recognised the strong position of the current charitable funds and the professionalism of the staff involved. Gratitude was expressed by Cllr. Hancock to Mr Burt and Mr Lewis for their contributions to the CFC.

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| <b>CF(21)20</b> | <b>DATE AND TIME OF NEXT MEETING</b>   |  |
|                 | 30 <sup>th</sup> June 2021 – 9.30 a.m. – 11.30 a.m., Boardroom, Ystwyth Building, Hafan Derwen |  |