

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

Date and Time of Meeting:	6 th June 2022, 9.30am
Venue:	Boardroom, Ystwyth Building (via Microsoft Teams)

Present:	Mrs Delyth Raynsford, Independent Member (Committee Chair) Ms Anna Lewis, Independent Member (VC) Mrs Mandy Rayani, Director of Nursing, Quality and Patient Experience Mr Huw Thomas, Director of Finance
In Attendance:	Mrs Nicola Llewelyn, Head of Hywel Dda Health Charities Ms Rhian Davies, Assistant Director of Finance Mr John Evans, Assistant Director, Medical Directorate (VC) Ms Tara Nickerson, Fundraising Manager (VC) Ms Julie Brennan, Bereavement Support Manager (VC) (part) Ms Heather Lamont, Client Investment Director CCLA (VC) (part) Mr Robert Blake, Head of Culture and Workforce Experience (VC) (part) Mrs Sarah Bevan, Committee Services Officer (VC) (Secretariat)

Agenda Item	INTRODUCTIONS AND APOLOGIES FOR ABSENCE	Action
CFC(22)22	The Chair, Mrs Delyth Raynsford, welcomed all to the meeting. Apologies for absence were received from <ul style="list-style-type: none"> • Mr Steve Moore, HDdUHB Chief Executive Officer • Mr Iwan Thomas, Independent Member/Vice Chair • Ms Ann Murphy, Independent Member 	

CFC(22)23	DECLARATIONS OF INTERESTS	
	No declarations of interests were received.	

CFC(22)24	MINUTES OF THE PREVIOUS MEETING HELD ON 15TH MARCH 2022	
	RESOLVED - that the minutes of the Charitable Funds Committee meeting held on 15 th March 2022 be APPROVED as an accurate record of proceedings.	

CFC(22)25	TABLE OF ACTIONS FROM THE MEETING HELD ON 15TH MARCH 2022	
	An update was provided on the Table of Actions from the meeting held on 15 th March 2022, with confirmation received that all outstanding actions had been progressed, with the exception of the following:	

	<ul style="list-style-type: none"> • CFC(22)05 TABLE OF ACTIONS FROM THE MEETING HELD ON 30th NOVEMBER 2021: <i>To present the Investment Sub-Committee’s Terms of Reference to the Committee for approval at its meeting on 6th June 2022 - <u>Item deferred to September 2022 Committee meeting</u>; verbal update to be provided by Ms Rhian Davies under agenda item 2.2 Update on Establishment of the Investment Advisor Sub-Committee.</i> • CFC(22)16 UPDATE ON EVALUATION FRAMEWORK FOR HYWEL DDA HEALTH CHARITIES: <i>To provide an update on the evaluation framework to the Committee at its meeting on 6th June 2022 – <u>Item deferred to September 2022 Committee meeting</u>; Mrs Nicola Llewelyn advised Members that the implementation of the evaluation framework has been delayed due to the electronic charitable funds application process not ready for pilot and launch. The delays have been escalated to the Deputy Digital Director with a request that the Digital Improvement Team prioritise the completion of this piece of work. Mrs Llewelyn advised that the new platform is anticipated to be ready to pilot in July 2022 and a further update will be presented to the Committee in September 2022.</i> 	NL
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CFC(22)26	<p>CHARITABLE FUNDS – MAKING A DIFFERENCE: SPECIALIST BEREAVEMENT SUPPORT AND TRAINING FOR STAFF</p> <p>Members received the Charitable Funds – Making A Difference: Specialist Bereavement Support and Training for Staff presentation, highlighting the positive impact of charitable funding contribution to the service, staff and patients.</p> <p>Ms Julie Brennan informed Members that the aim is to provide educational in-reaching sessions to clinical areas and teams where staff are managing the process of death and dying, and supporting newly bereaved people. The sessions provide basic education to the participants, covering simple skills to provide support to patients and relatives, and give the opportunity to discuss scenarios they have been involved in, in a safe arena with clinical supervision.</p> <p>Ms Brennan informed Members that the recruitment process began in November 2021, which resulted in the appointment of a job share post. Phase one of the pilot took place between January and April 2022 with the roll out of digital presentations and workshops, which attracted 107 attendees. Feedback was gathered from the workshops anonymously to ensure a true reflection of attendees’ thoughts, which will inform the training provided in the next phase of the pilot.</p> <p>Ms Brennan advised Members that feedback received to date was very positive and that the sessions were well conducted and informative. Furthermore, a lack of education with regard to supporting patients, relatives and staff experiencing grief and loss was evident.</p>	
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Ms Brennan advised Members that Phase two will comprise of 36 digital workshops and 14 face to face workshops across HDdUHB's 4 acute sites. However, Ms Brennan highlighted challenges to providing sessions due to the availability of accommodation and staff shortages/holiday period.

Ms Brennan advised Members of the aim by the end of the pilot to submit a business plan to provide this training to all members of staff, regardless of their role.

Mr Huw Thomas acknowledged that there is often a sense that bereavement could be better handled, even by holding earlier conversations with relatives. Mr Thomas welcomed the evaluation of the impact on recipients of the training and also expressed an interest in the feedback mechanism from patients on the impact upon them and noted that this should be area where Patient Reported Experience Measures (PREMs) and Patient Reported Outcome Measures (PROMs) could be used. Mrs Mandy Rayani enquired whether the One Chance to Get it Right document could provide any suitable tools to facilitate this and suggested that Ms Brennan liaises with the Assistant Director (Legal and Patient Support) and the Integrated System Director to explore ways to support the evaluation of this programme.

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In response to a query on which staff groups had attended the training, Ms Brennan responded that it had attracted a variety of staff groups, including Occupational Therapists and Physiotherapists, and that the next phase of the programme will be promoted to porters and hotel services. Mrs Rayani queried the involvement of medical teams. Ms Brennan responded that bereavement training could be incorporated into initial training upon recruitment. With regard to senior medics, Members agreed that it would be an ideal topic for grand round discussions, which are well attended by middle grade and consultant staff.

Recognising that the skills required to deal with unexpected death is different and can have a heightened effect on both family and staff, Mrs Raynsford enquired about the availability of supplementary training. Ms Brennan responded that the programme provides basic training, however it is customised for Intensive Care Unit (ICU) staff and there are plans to develop customised training for health visitors and Accident & Emergency (A&E) staff. Ms Brennan also referred to the development of memory boxes, which Mrs Rayani and Mrs Llewelyn undertook to discuss, outside of the meeting, the types of memory boxes currently being used in the Health Board.

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Mrs Llewelyn noted that the total grant for the 2 year programme is £71,000 and, considering the value of a relatively small sum of money the impact is large and that the long term sustainability of such a service should be discussed further with a potential for charitable funding.

	Mrs Raynsford thanked Ms Brennan for her presentation and praised the project that demonstrated significant improvements to the patient and staff experience.	
	The Committee NOTED the content of the Charitable Funds – Making A Difference: Specialist Bereavement Support and Training for Staff presentation.	
CFC(22)27	RATIFICATION OF ANY APPROVALS MADE OUTSIDE THE MEETING VIA CHAIR'S ACTION	
	It was noted that no approvals were made requiring ratification via Chair's Action since the previous Committee meeting.	
CFC(22)28	RATIFICATION OF CHARITABLE FUNDS COMMITTEE DECISIONS BY THE CORPORATE TRUSTEE	
	Members were informed that on 31 st March 2022, the Board, in its role as Corporate Trustee of the charitable funds held by the University Health Board: <ul style="list-style-type: none"> • RATIFIED the release of £110,329.94 of charitable funding from the T460 Pembrokeshire Cardiology Equipment Fund to support the purchase of an echocardiography machine and an electrocardiogram (ECG) machine; • RATIFIED a governance and support costs budget of £441,969 for 2022/23. 	
CFC(22)29	ANNUAL REVIEW OF COMMITTEE TERMS OF REFERENCE	
	Members received a revised Terms of Reference for the Charitable Funds Committee. Mrs Llewelyn provided an overview of the suggested amendments to the Terms of Reference, notably with regard to 4.2.1 for requests of any nature resulting in ongoing charitable funds commitment. Mr John Evans advised Members that discussions held at the Charitable Funds Sub-Committee meetings have raised concerns regarding the impact of such requests that later affect a department's revenue budget. Mrs Rayani reiterated that any requests should clearly state any associated revenue consequences. Mr Thomas advised Members that the maintenance of medical devices is a Health Board wide issue that will be reviewed. Ms Davies assured Members that all requests for medical devices are required to provide a cost centre for the ongoing revenue for medical devices upon application. <p>Members were in agreement to approve the proposed amendments to the Terms of Reference.</p>	
	The Committee APPROVED the amendments to the Charitable Funds Committee Terms of Reference, for onward submission to the Board for approval.	

CFC(22)30	<p>SELF-ASSESSMENT OF COMMITTEE EFFECTIVENESS 2021/22: REVIEW OF QUESTIONS</p> <p>Members received the Self-Assessment of Committee Effectiveness: Review of Questions report, presenting the Self-Assessment template intended for use to assess the Committee's effectiveness, in order to consider any amendments or omissions to ensure it remains fit for purpose for the Committee's annual self-assessment exercise 2021/22.</p> <p>Mrs Rayani requested that the template be updated to refer to Mrs Delyth Raynsford as the current Chair of the Committee.</p>	SB
	<p>The Committee SUPPORTED the use of the self-assessment questionnaire template for the self-assessment of Committee effectiveness process for 2021/22</p>	

CFC(22)31	<p>CHARITABLE FUNDS SUB-COMMITTEE UPDATE REPORT</p> <p>Members received the Charitable Funds Sub-Committee (CFSC) Update Report, providing a summary of the Sub-Committee's activity between 10th January and 3rd May 2022.</p> <p>Mr Evans highlighted that the following charitable expenditure requests were considered and approved within the CFSC delegated approval limits during this reporting period:</p> <ul style="list-style-type: none"> • Sonosite Ultrasound System for Glangwili General Hospital (GGH). • Replacement medical gas analysis equipment in Wthybush General Hospital (WGH). • Request to provide the Same Day Emergency Care Unit (SDEC), Adult Clinical Decisions Unit (ACDU) and Wards 9 and 12 at WGH with their own dedicated ECG machines. • Request to purchase a replacement incubator at GGH Special Care Baby Unit (SCBU). <p>Mr Evans highlighted the following matters considered by the CFSC during this reporting period, for noting by the CFC:</p> <ul style="list-style-type: none"> • Discretionary Capital Programme (DCP) – Mr Evans informed Members that the Head of Capital Planning, Capital Programme Manager and Head of Hywel Dda Health Charities met to discuss capital priorities that could potentially be supported from charitable funds during 2022/23. It was agreed that details of current unfunded capital bids are to be mapped against available charitable funds for discussion with the relevant fund managers. It was noted that the majority of charitable expenditure requests that meet the capital threshold do not appear on the capital list. However, they are submitted for consideration from charitable funds by fund managers rather than submitting for capital funding. It was also noted that the DCP scoring matrix focused on different priorities than those of the Health Board's charitable funds, which would be a key consideration during the mapping process in relation to eligibility 	
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for charitable funds. It was acknowledged that these conversations would continue during 2022/23 with capital and operations colleagues and that any relevant updates would be provided to the Sub-Committee if appropriate.

- Revenue consequences of charitable purchases - Mr Evans reminded Members that the Sub-Committee's concerns regarding the revenue consequences of charitable purchases were highlighted at the March 2022 CFC meeting. Members were informed that a process will be established within the Finance Business Partnering team to highlight and capture any revenue consequences to HDdUHB at the time a charitable funds purchase is made.

Mr Evans informed Members that an annual review of the Sub-Committee's Terms of Reference was undertaken at the 7th March 2022 meeting with the following amendments suggested for approval by the CFC:

- Membership: Replace the Director of Nursing, Quality & Patient Experience with the Assistant Director of Nursing Mental Health and Learning Disabilities.
- Removing 'all' from section 5.1.2. This is due to the fact that not all requests over £50,000 are able to be considered by the CFSC prior to submission to the CFC due to the scheduling of meetings: *"Considering and recommending for approval all requests for expenditure over £50,000 against named charitable funds, within the scheme of delegation for authorisation of charitable funds expenditure."*

Mrs Rayani enquired why the SCBU equipment request had not been incorporated into the upgrade scheme. Mrs Llewelyn responded that the incubator required replacing after the scheme had ended.

Mrs Raynsford enquired whether the majority of requests were received from acute sites rather than community. Mr Evans responded that the approach to raising awareness on available funding sources would benefit from a refresh and Mrs Llewelyn assured Members that work on this is currently underway, noting that the majority of funds sit within the acute sites.

Members discussed the feedback received from the community regarding seating arrangements in A&E departments in GGH and WGH. Mrs Rayani advised Members that the seating had recently been replaced as part of the receipt of COVID-19 funding and expressed disappointment that the Health Board did not get it right at the time. Mrs Rayani and Mrs Llewelyn undertook to liaise with general managers at both sites on what could be done going forward.

Mr Thomas recognised that this work had likely been completed in haste and now may be the opportune moment to properly evaluate the options available and positively listen to patients/relatives. Mrs Rayani suggested value in linking with the Arts in Health team and the Head of

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	Manual Handling regarding a review of seating arrangements and environmental improvements and undertook to take this action forward.	
	<p>The Committee:</p> <ul style="list-style-type: none"> • NOTED the content of the CFSC Update Report in respect of the Sub-Committee's provision of assurance and; • APPROVED the proposed changes to the Sub-Committee's Terms of Reference. 	
CFC(22)32	UPDATE ON ESTABLISHMENT OF THE INVESTMENT ADVISOR SUB-COMMITTEE	
	Members received a verbal update on the establishment of the Investment Advisor Sub-Committee. Ms Davies advised Members that the new Sub-Committee had not yet convened its initial meeting and assured Members that an update report and the Sub-Committee's Terms of Reference would be presented to the September 2022 Committee meeting.	RD
	The Committee NOTED the verbal update on the establishment of the Investment Advisor Sub-Committee.	
CFC(22)33	CHARITABLE FUNDS COMMITTEE RISK REGISTER	
	<p>Members received the Charitable Funds Committee Risk Register report. Mrs Rayani informed Members of one current risk in the domain of charitable funds; Risk 1373: <i>Risk that the charity will not sustain its income levels or meet its income generation target of +10% annually</i>, which is associated with the delivery of the Hywel Dda Health Charities Planning Objective 2E for 2021/22.</p> <p>The appendix to the report provided Members with an update on the implementation of the risk actions to provide assurance that the identified mitigating actions are being put in place to minimise or reduce the likelihood of significant impact occurring.</p> <p>The risk score remains at 12 due to the fact that it is too early into the financial year to determine whether the risk actions are having a positive impact on the charity's financial position. The risk is being reviewed on a bi-monthly basis and the Committee will receive a further update at the September 2022 meeting.</p> <p>Mr Thomas commented that a degree of the funding is cyclical and dependent upon people's capacity to donate. However, in terms of legacies, this funding is not cyclical and therefore, there is perhaps more to be done to stratify the approach to promote and target legacies. Mrs Llewelyn advised Members of the Make a Will campaign that is currently being promoted across the Health Board. Mr Thomas suggested that a deep dive on the fundraising and targeting of guaranteed and cyclical funds could be presented at a future Committee meeting.</p>	

	<p>Mrs Rayani informed Members' that one of the key actions of the Committee's Planning Objective is to develop the charity's longer term strategy, which will include a focus on fundraising and advised Members that it is anticipated that this can be achieved with a development grant from NHS Charities Together for external support/advice. Mrs Llewelyn undertook to provide an update at the September 2022 Committee meeting.</p>	NLI
	<p>The Committee:</p> <ul style="list-style-type: none"> • RECEIVED ASSURANCE that a new risk has been identified and that all relevant controls and mitigating actions have been identified. • RECEIVED ASSURANCE that the planned actions for the new risk to be implemented are within stated timescales and will reduce the risk further and/or mitigate the impact if the risk materialises. 	

CFC(22)34	<p>ASSURANCE ON PLANNING OBJECTIVES ALIGNED TO CFC</p> <p>Members received the Assurance on Planning Objectives Aligned to CFC report, providing an update on the progress made in the delivery of the Planning Objective aligned to the Committee, for onward assurance to the Board.</p> <p>Mrs Rayani assured Members that the Committee is currently on track with progress made in the delivery of the one Planning Objective aligned to the CFC:</p> <ul style="list-style-type: none"> • 2E - <i>From April 2022, continue to deliver the objectives of the charity's three-year plan (2020-2023) to further promote awareness of the Health Board's official charity and the opportunities available to raise and use funds to make a positive difference to the health, wellbeing and experience of patients, service users and staff across Hywel Dda University Health Board. As part of this, deliver the charity's marketing and communication plan from 1st April 2022 and undertake a review of the charity's strategic objectives, structure and resources to ensure effectiveness for Board assurance with the aim of developing the charity's longer-term strategy by February 2023.</i> <p>The report also provided Members with an update on the outstanding actions relating to the 2021/22 Planning Objective, carried over to 2022/23, and the key deliverables associated with its delivery. Mrs Rayani welcomed the new approach being adopted to develop a longer term strategy by the end of 2022/23.</p> <p>Further information was also provided to Members in relation to progress on the Bronglais General Hospital (BGH) Chemotherapy Day Unit Appeal and future plans. Mrs Llewelyn advised Members that the process of submitting applications to external grant making trusts and foundations is taking longer than anticipated due to the high volume of community fundraising being undertaken for the appeal. Mrs Llewelyn</p>	
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	<p>assured Members that reporting, in relation to financial targets, is presented on a monthly basis to the BGH Chemotherapy Day Unit Project Group with a deep dive into the figures being presented when required.</p>	
	<p>The Committee:</p> <ul style="list-style-type: none"> • RECEIVED ASSURANCE on the current position in regard to the progress of the Planning Objective aligned to the Charitable Funds Committee, in order to provide onward assurance to the Board where Planning Objectives are progressing and are on target, and to raise any concerns where Planning Objectives are identified as behind in their status and/or not achieving against their key deliverables. • NOTED the update provided on the outstanding actions from the 2021/22 Planning Objective, and the key deliverables associated with its delivery. 	

<p>CFC(22)35</p>	<p>UPDATE REPORT FROM THE ADMINISTRATIVE COMMITTEE ANNUAL MEETING (HYDROTHERAPY POOL: JC WILLIAMS (ELIZABETH WILLIAMS ENDOWMENT) TRUST FUND)</p> <p>Members received the Update Report from the Administrative Committee Annual Meeting (Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund), providing assurance to the Charitable Funds Committee regarding the current position relating to the release of the legacy funds standing at \$1.744m as of 10th December 2021, which is held by the Pittsburgh National Corporation Bank (PNC), acting as Trustee under deed of Trust of the JC Williams Charitable Trust (Elizabeth Williams Endowment). The funds are required to supply the capital costs for construction of a Hydrotherapy Pool at the Pentre Awel Village, Llanelli.</p> <p>Mr Thomas informed Members that PNC were unable to provide timelines for when the Trust's accounting would take place due to the significant delays within the US court system as a result of the pandemic. Mr Thomas advised that regular updates and a clear timeline have been requested to be submitted in writing, outlining the stages of their approval process. However, this information has not been received despite regular requests for progress updates to be provided.</p> <p>Mr Evans enquired whether the conditions of the endowment allow the release of equity. Mr Thomas responded that the Charity Commission do not have jurisdiction and therefore any challenge to the legacy is not anticipated.</p> <p>Mr Thomas assured Members that as the Pentre Awel Village is not yet at the stage in the capital build to draw down the money the risk to the development is marginal.</p>	
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	<p>Mrs Raynsford enquired whether the fund is at risk of diminishing due to the ongoing legal costs. Mr Thomas responded that the denomination is in US dollars and therefore the figure varies month to month. Mr Thomas assured Members that the Health Board is in close communication with PNC regarding the process being followed.</p> <p>Mrs Rayani thanked the finance team, and all involved with the pursual of the release of the legacy funds required to supply the capital costs for construction of a Hydrotherapy Pool at the Pentre Awel Village.</p> <p><i>Mr Robert Blake joined the Committee meeting</i></p>	
	<p>The Committee NOTED the content of the Update Report from the Administrative Committee Annual Meeting (Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund)</p>	

<p>CFC(22)36</p>	<p>INTEGRATED HYWEL DDA HEALTH CHARITIES PERFORMANCE REPORT</p>	
	<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 31st March 2022</p> <p>Mrs Davies highlighted the following key financial performance considerations:</p> <ul style="list-style-type: none"> • The net assets of the charity have decreased by £874,994. • The charity's total incoming resources were £1,174,361. • The charity's overall income from donations, grants and legacies has decreased by 60.8% in comparison to the same period in the previous financial year. • The value of investments held by the charity was £8,657,094. The value of total funds held at the same date was £9,773,557. The charity's investment advisors Sarasin & Partners LLP report that the portfolios have performed below the index-based benchmark over the past quarter. • Charitable expenditure excluding support costs for the period 1st April 2021 to 31st March 2022 was £1,555,604 which represents a 66% increase in comparison to expenditure for the previous financial year. • The reported position for the total of governance and support costs (finance and fundraising costs) incurred up to 31st March 2022 is £431,279, breaking even against budget. • There is a net deficit from unrestricted apportionments across funds of £47,966 for the period ending 31st March 2022. This has been offset against the surplus balance brought forward in the central fund from 2020-21. <p>Ms Davies advised Members that, due to an incorrect figure having been presented at the March 2022 Committee meeting, the Committee is requested to recommended for ratification by the corporate trustee an additional budget of £34,224 to support the projected governance and</p>	

	<p>support costs for the 2022/23 financial year. Furthermore, in March 2022, the Committee was asked to consider and approve carrying forward the fixed term funding of £37,500 to fund the Communications Assistant. Within the final months of 2021/22; £5,434 of this budget was used to fund this post, the Committee is therefore asked to consider and approve a revised carry forward budget of £32,066.</p> <p>Mrs Llewelyn advised Members that the reduction in the income from legacies is more than that experienced by other NHS charities however, the income from donations has been on par in comparison. Mrs Llewelyn further advised that the year end figures will be reviewed shortly and noted that the decline in income was expected. Mrs Llewelyn assured Members that every effort is being made to stabilise income levels through the delivery of the key actions of the Committee planning objective's (2E) plan on a page and that progress will be reported to the Committee on a quarterly basis and via the identification of Risk 1373 on the Committee's risk register, which will also monitor the charity's performance in relation to income levels.</p>	
	<p>The Committee:</p> <ul style="list-style-type: none"> • RECEIVED ASSURANCE on the charity's performance. • RECOMMENDED FOR RATIFICATION BY THE CORPORATE TRUSTEE an additional budget of £34,224 to support the projected governance and support costs for the 2022/23 financial year. • APPROVED the carrying forward of the £32,066 marketing and communications pay budget approved in March 2021 to the 2022/23 financial year to fund the costs of a fixed-term Communications Assistant. 	

<p>CFC(22)37</p>	<p>INTRODUCTION TO THE NEW INVESTMENT ADVISOR</p> <p><i>Ms Heather Lamont joined the Committee meeting</i></p> <p>Members received an introduction to the new Investment Advisor for HDdUHB's Charitable Funds. Ms Heather Lamont provided an overview of the company, noting that CCLA is the largest manager of charitable funds in the UK. Ms Lamont advised Members that the company's target for total returns is on average 5% or above inflation, with the aim to provide a steady reliable income stream within the total returns.</p> <p>Ms Lamont highlighted that sustainable investment is at the heart of what CCLA do and is reflected within the company's behaviour and standards, ethical investments, and acting and engaging with companies, policy advisors and government to improve standards of behaviour.</p> <p>Ms Lamont assured Members that quarterly reports will be presented to the Committee.</p>	
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	<p>Mr Thomas suggested that it would be beneficial for stakeholders to see the good that is being done with the money whilst it is being invested. Ms Lamont agreed that transparency on what has worked/not worked is important and assured Members that information regarding this would be provided within the quarterly reports to the Committee in addition to an annual report.</p> <p>Mrs Raynsford thanked Ms Lamont for the clarity of the presentation in a language that is understandable.</p> <p>In relation to the transfer of assets from the previous investment advisor, Sarasin & Partners LLP, Mr Thomas advised Members that the process has begun with an anticipated completion date prior to the next Committee meeting.</p> <p><i>Ms Heather Lamont left the Committee meeting</i></p>	
	<p>The Committee NOTED the introduction to the new Investment Advisor for HDdUHB's Charitable Funds.</p>	

<p>CFC(22)38</p>	<p>UPDATE ON EXPENDITURE: STAFF WELFARE AND WELLBEING - REST AREAS</p>	
	<p>Members received the Update on Expenditure - Staff Welfare and Wellbeing: Rest Areas report, providing an update on progress in using charitable funds to create rest areas for staff.</p> <p>Mr Robert Blake informed Members that the Committee is requested to approve the spending of budget via headcount and local partnership forums. Due to such variation between the needs of staff in different services and localities, the proposal is that:</p> <ul style="list-style-type: none"> • £50,000 is provided to the Executive Director for Workforce and Organisational Development to support the implementation of the medical fatigue and facilities charter. • The remainder of the funding (£162,295) to be allocated to each county partnership forum, according to headcount. • Decision and responsibility to support rest and recovery will be determined by local county partnerships. <p>To split £162,295 between the three counties (based on headcounts) would entail:</p> <ul style="list-style-type: none"> • 59% of the funding will be allocated to Carmarthenshire's Partnership Forum, which is a sum of £95,754.05. • 26% of the funding will be allocated to Pembrokeshire's Partnership Forum, which is a sum of £42,196.70. • 15% of the funding will be allocated to Ceredigion's Partnership Forum, which is a sum of £24,344.25. <p>Whilst recognising the challenge associated with the engagement with staff, and variation across services, Mrs Rayani noted her</p>	

	<p>disappointment that the funds had not yet been spent. Mr Evans enquired whether service managers and clinical directors had been approached, to which Mr Blake responded that they had been. However, there is some challenge in terms of being realistic about what is needed and what meets the criteria for charitable funds expenditure. Mr Thomas agreed and emphasised the importance of managing expectations of what the funds can be spent on.</p> <p>Ms Anna Lewis suggested that examples of how other health boards had utilised such funding could be provided to staff and suggested the sharing of more directive examples on what is possible. Mr Blake responded that this is the likely approach to be adopted going forward.</p> <p>Mrs Llewelyn reiterated to Members that the NHS Charities Together funding is specifically for rest areas and that any changes to these criteria would require reporting to the NHS Charities Together for approval. Mr Blake assured Members that Workforce has been very clear with the County Partnership Forums on the requirement for the funds to be spent on physical rest areas.</p> <p>Mrs Llewelyn informed Members that the deadline for the full expenditure of NHS Charities Together funds is 31st March 2023 and any monies unspent after this date would be returned to NHS Charities Together. Mr Blake assured Members that Workforce is currently exploring further mechanisms to capture staff suggestions.</p> <p>Mrs Llewelyn assured Members that she is working closely with Workforce colleagues and a further update regarding how the money is allocated will be presented to the Committee at its September 2022 meeting, following the convening of the three County Partnership Forums.</p>	NL/EB
	<p>The Committee APPROVED the apportionment and allocation of funding, as outlined above, subject to engagement with the County Partnership Forums.</p>	

CFC(22)39	<p>POLICIES AND PROCEDURES RELATING TO CHARITABLE FUNDS</p> <p>Members received the Policies and Procedures Relating to Charitable Funds report, outlining the following additions to the Charitable Funds Financial Administration and Governance Procedure:</p> <ul style="list-style-type: none"> • Section 6.12 Acceptance of charitable income - this section discusses key considerations for the charity in relation to the acceptance and refusal of charitable income as well as reputational considerations and due diligence checks. • Section 6.13 Acknowledgement of charitable donations - this section discusses key considerations for the charity in relation to 	
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	<p>the practice of naming buildings and facilities funded by charitable income, in line with HDdUHB policies and procedures.</p> <ul style="list-style-type: none"> Appendix 6 – Charitable Funds Expenditure Eligibility Criteria - an addition to the education and training section of the Charitable Funds Expenditure Eligibility Criteria in relation to attendance at awards ceremonies and eligible and ineligible expenditure. <p>Mrs Llewelyn informed Members that, following CFC discussion and consideration, the Procedure’s equality impact assessment will be reviewed with the support of the HDdUHB Senior Diversity and Inclusion Officer. The Procedure will then be submitted to the HDdUHB Policy Co-Ordination Officer for the consultation stage where HDdUHB staff will be invited to comment on the proposed additions to the report. Mrs Llewelyn advised that, following the consultation stage, there will then be a requirement for the Chair of the CFC, via Chair’s Action, to approve the final version of the Procedure and equality impact assessment.</p> <p>In relation to Section 6.12, Mrs Llewelyn advised Members that Health Charities must provide justification when rejecting charitable donations and therefore, this financial procedure will ensure that any decision is well documented. Mrs Rayani provided further assurance to Members that governance advice had also been sought from the Board Secretary.</p> <p>Members were happy to approve the proposed additions to the Charitable Funds Financial Administration and Governance Procedure.</p>	
	<p>The Committee CONSIDERED the Policies and Procedures Relating to Charitable Funds report and APPROVED the proposed additions to Charitable Funds Financial Administration and Governance Procedure outlined within the report.</p>	
<p>CFC(22)40</p>	<p>CONSIDERATION OF CHARITABLE FUNDS EXPENDITURE REQUIRING COMMITTEE APPROVAL: RESPIRATORY RESEARCH, PRINCE PHILIP HOSPITAL</p> <p><i>Item deferred to September 2022 Committee meeting</i></p>	
<p>CFC(22)41</p>	<p>UPDATE ON EVALUATION FRAMEWORK FOR HYWEL DDA HEALTH CHARITIES</p> <p><i>Item deferred to September 2022 Committee meeting</i></p> <p>Members received a verbal update on the Evaluation Framework for Hywel Dda Health Charities from Mrs Llewelyn under the earlier agenda item 1.4 <i>Matters Arising and Table of Actions from the CFC Meeting held on 15th March 2022.</i></p>	

CFC(22)42	CHARITABLE FUNDS COMMITTEE ANNUAL REPORT TO BOARD 2021/22	
	Members received the Charitable Funds Committee Annual Report to Board 2021/22 for information. Mrs Rayani conveyed thanks to the Committee Services Officer for collating the report and the Fundraising team for their work over the past year.	
	The Committee NOTED the Charitable Funds Committee Annual Report to Board 2021/22.	

CFC(22)43	CHARITABLE FUNDS COMMITTEE WORK PROGRAMME 2022/23	
	Members received the Charitable Funds Committee Work Programme 2022/23 for information. Mrs Rayani assured Members that the Work Programme would be updated to reflect any actions arising from today's Committee meeting.	SB
	The Committee NOTED the Charitable Funds Committee Work Programme for 2022/23.	

CFC(22)44	REFLECTIVE SUMMARY OF MEETING	
	<p>Mrs Rayani provided a reflective summary of the meeting, highlighting the following:</p> <ul style="list-style-type: none"> • The powerful presentation provided by Ms Julie Brennan, Bereavement Support Manager, regarding specialist bereavement support and training for staff. • Committee support for the use of the self-assessment questionnaire template for the self-assessment of Committee effectiveness process for 2021/22. • Committee approval of the Charitable Funds Committee revised Terms of Reference, subject to onward submission to the Board for approval. • Committee approval of the Charitable Funds Sub-Committee revised Terms of Reference. • An update on the implementation of Risk 1373: <i>Risk that the charity will not sustain its income levels or meet its income generation target of +10% annually</i>, which is associated with the delivery of the Hywel Dda Health Charities Planning Objective 2E for 2021/22. Assurance was received that the identified mitigating actions are being put in place to minimise or reduce the likelihood of significant impact occurring, with the recommendation that a deep dive on the fundraising and targeting of guaranteed and cyclical funds be presented to the September 2022 Committee meeting. • Committee approval of an additional governance and support costs budget of £34,224 for the 2022/23 financial year, subject to 	

	<p>presentation to the Board at its Public meeting on 28th July 2022 for ratification in its role as Corporate Trustee.</p> <ul style="list-style-type: none"> • Committee approval of the carrying forward of the £32,066 marketing and communications pay budget approved in March 2021 to the 2022/23 financial year to fund the costs of a fixed-term Communications Assistant. • An introduction to the charity's new Investment Advisor, CCLA. • An update on progress in using charitable funds to create rest areas for staff with assurance received that a further update regarding how the money is allocated will be presented to the Committee at its September 2022 meeting, following the convening of the three County Partnership Forums. • Robust discussion of the policies and procedures relating to Charitable Funds and Committee approval of the proposed additions to Charitable Funds Financial Administration and Governance Procedure. 	
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CFC(22)45	ANY OTHER BUSINESS	
	<p>Mrs Llewelyn assured Members that the capture of information relating to the impact of charitable funds, in terms of PROMs and PREMs will feature within the new template business case for charitable funds applications.</p>	

CFC(22)46	DATE AND TIME OF NEXT MEETING	
	<p>26th September 2022</p>	