

PWYLLGOR CRONFA ELUSENNOL CHARITABLE FUNDS COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	26 September 2022
TEITL YR ADRODDIAD: TITLE OF REPORT:	Charitable Funds Sub-Committee Update Report
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Mandy Rayani, Director of Nursing, Quality and Patient Experience
SWYDDOG ADRODD: REPORTING OFFICER:	John Evans, Assistant Director Medical Directorate and Chair of the Charitable Funds Sub-Committee

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Sicrwydd/For Assurance

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

This report provides the Charitable Funds Committee (CFC) with a summary of the Charitable Funds Sub-Committee's (CFSC) activity between 4th May and 6th September 2022.

Cefndir / Background

The CFSC, in respect of its provision of assurance to the CFC, is responsible for providing quarterly written updates on the following areas of activity:

- Expenditure approved within the Sub-Committee's delegated limits of approval.
- Key decisions.
- Chair's Actions undertaken outside of the cycle of Sub-Committee meetings.
- Key risks and issues/matters of concern.
- Matters requiring Charitable Funds Committee consideration or approval.
- Any revisions to the Sub-Committee's Terms of Reference.

This report provides a summary of the CFSC's activity and provides an opportunity for the CFC to review the activity and discuss any key decisions taken and any matters arising, which may require CFC consideration or approval.

Asesiad / Assessment

The CFSC met on one occasion during this reporting period; 6th September 2022. The Sub-Committee meeting on 5th July 2022 was stood down due to the number of apologies received.

1. Expenditure Approved within the CFSC's Delegated Limits of Approval

The following charitable expenditure requests were considered and approved within the CFSC's delegated approval limits during this reporting period:

Meeting	Item	Comments	Decision
06-09-2022	CF02310 Carendo Shower Chair x 4 WGH Unscheduled Care £12,965.80 (VAT exempt)	The new equipment is designed to enable a single caregiver to perform the full hygiene routine, including dressing and undressing, toileting, showering and other hygiene tasks in a single transfer. The chair has been on trial at WGH and proven very beneficial for patients, allowing staff to shower patients with ease, providing increased reassurance for the patient.	APPROVED
06-09-2022	CF02316 Room hire for senior nursing team study day Women & Children's Directorate £199.60 inc. VAT	<i>Due to the retrospective nature of the request, CFSC consideration was required in line with the Charitable Funds Financial Procedure (FP 420).</i> Request to support the costs of room hire and catering for a senior nurse study day focused on job planning and time to allow the paediatric educational nurses to produce course content which will enhance patient care and ensure mandatory training compliance.	APPROVED
06-09-2022	CF02319 Eisteddfod tickets and transport Tregaron Hospital, Ceredigion County £190.00	<i>Due to the retrospective nature of the request, CFSC consideration was required in line with the Charitable Funds Financial Procedure (FP 420).</i> Request to support the costs of entry tickets and transport for 4 patients and accompanying staff members to attend the National Eisteddfod in Tregaron, thus improving the mental health and wellbeing of said patients providing them with a much-needed break and entertainment for their mental health and wellbeing.	APPROVED

2. Key Decisions

No key decisions were made by the CFSC during this reporting period.

3. Chair's Actions Undertaken Outside of the Cycle of CFSC Meetings

3.1 Higher award studies

At its meeting on 6th September 2022, the Sub-Committee ratified the approval of 11 higher awards expenditure requests for the 2022/23 academic year totalling £36,870 for 20 individual staff members. The requests were approved via Chair's Actions due to the Sub-Committee meeting on 5th July 2022 having been stood down:

Reference	Service	Nature of higher award
CF02281	Palliative Care	MSc Professional Practice Postgraduate Certificate Palliative Care
CF02282	Dermatology	Postgraduate Diploma in Dermatology in Clinical Practice

CF02283	Respiratory	Enhancing COPD Care in Professional Practice
CF02285	Critical Care	Clinical Assessment and Diagnostics
CF02286	Radiography	MSc Advanced Practice in Medical Imaging Radiographer
CF02287	Neonates	Medical Education PGCE
CF02288	Physiotherapy	MSc Module Healthcare Practice MSc Assessment of the Older Person
CF02289	Radiography	Fundamental Applications of Computed Tomography
CF02290	Critical Care	MSc Critical Care
CF02291	Critical Care	Clinical Assessment and Diagnostics
CF02292	Physiotherapy	MSc Advanced Physiotherapy – Lower Quadrant Module Musculoskeletal Diagnosis Treatment & Advanced Physiotherapy

The higher awards expenditure requests were made due to a significant shortfall in funding within the Hywel Dda University Health Board's (HDdUHB) 2022/23 academic year higher awards budget. The HDdUHB Higher Awards Panel gave priority to service critical courses and was therefore not in a position to support all eligible applications received. However, to support as many eligible applications as possible, a number of courses for continuous professional development were submitted by the relevant management teams for funding.

All higher award applications that were supported from charitable funds had been approved by the Higher Awards Panel as eligible studies, in line with the Hywel Dda Learning & Development Policy and charitable funds eligibility criteria.

3.2 Oversees conference

At its meeting on 6th September 2022, the Sub-Committee also ratified the approval of an overseas conference request, approved via Chair's Actions due to the Sub-Committee meeting on 5th July 2022 having been stood down:

Date	Item	Comments	Decision
05-07-2022	CF02293 Oversees conference Corporate Nursing Team £1,850.00	Attendance at the International Society for Quality in Health Care conference in Brisbane, Australia. A contribution of 75% of conference fee and flights. Attendance at the conference will offer the opportunity to network with international colleagues. The learning from other experiences will contribute to the development of the Team Around the patient concept, which will result in the delivery of safe, effective and quality care to the patient population in HDdUHB. In addition, the work being undertaken in HDdUHB is leading the pathway with the support of the Chief Nursing Officer for Wales.	APPROVED Ratified by CFSC on 07-03-2022

4. Key Risks and Issues/Matters of Concern

No key risks or issues/matters of concern were considered by the CFSC during this reporting period.

5. Matters Requiring CFC Consideration or Approval

The following matters were considered by the CFSC during this reporting period, for noting by the CFC:

5.1 Revenue consequences of charitable purchases

The Finance team presented an overview of key principles in relation to managing any ongoing maintenance costs from charitable funds purchases thus ensuring that requesting departments are aware of their obligations regarding on-going maintenance:

- Replacement equipment: maintenance costs to continue to be funded from departmental revenue or medical device maintenance budget as per previous arrangements, with relevant Finance Business Partner to confirm provision made to cover and specify cost centre to be charged.
- New equipment or expansion of services: Demonstration of the added value via a Patient Related Outcome Measures (PROMs) or Patient Related Experience Measures (PREMs) for charitable purchases in excess of £50,000. Requesting services to confirm how any revenue consequences will be supported, both before and after the period of any warranties/maintenance contracts. The relevant Finance Business Partner is to confirm provision made to cover and specify cost centre to be charged, and the relevant budget to be transferred into the medical device maintenance budget if required. If there is no cash benefit, the Use of Resources Group should be asked to consider any new investment, prior to charitable funds consideration.

6. Revisions to the CFSC's Terms of Reference

The CFSC approved amendments to the Sub-Committee's Terms of Reference that had been made as a result of a review of the Charitable Funds Committee's Terms of Reference. The amendments to section 5.1.4 of the document, regarding the responsibilities of the CFSC, were highlighted to members and approved accordingly:

5.1.4 *Providing scrutiny with a view to approving or rejecting:*

- *All unusual or novel expenditure requests of any value under £50,000;*
- *Any expenditure requests resulting in ongoing charitable funds commitment, prior to Charitable Funds Committee consideration.*
- *Overseas training requests including conferences and seminars requiring the attendance of participants outside of the UK.*
- *Higher award and academic studies for which significant benefit to the UHB can be quantified through training and development objectives.*

7. Requests for the Establishment of New Charitable Funds

No requests for the establishment of new charitable funds were received during this reporting period.

8. CFSC Meeting Dates for 2022/23

Charitable Funds Sub-Committee	Update report to Charitable Funds Committee
8 th November 2022	29 th November 2022
17 th January 2023	20 th March 2023
7 th March 2023	June 2023

Argymhelliad / Recommendation

The Charitable Funds Committee is requested to **NOTE** the content of this report in respect of the Charitable Funds Sub-Committee's provision of assurance.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	<u>Charitable Funds Committee</u> 12.6 The Committee shall establish the Charitable Funds Sub-Committee to ensure that the UHB's policies and procedures are followed in relation to specialist designated and restricted funds. <u>Charitable Funds Sub-Committee</u> 10.4.1 The Sub-Committee Chair, supported by the Sub-Committee Secretary, shall report formally, regularly and on a timely basis to the Charitable Funds Committee on the Sub-Committee's activities. This includes the submission of a Sub-Committee update report as well as the presentation of an Annual Report within 6 weeks of the financial year.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Cynllunio Planning Objectives	2E Evidencing impact of charitable funds
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:

Ar sail tystiolaeth: Evidence Base:	Provide independent oversight and ensure correct controls and governance arrangements are in place to provide assurance that charitable funds within HDdUHB are appropriately managed.
Rhestr Termau: Glossary of Terms:	Develop a proactive and standard approach to the expenditure of charitable funds to ensure that appropriate service needs and additional benefits to patient care is supported.
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusennol: Parties / Committees consulted prior to Charitable Funds Committee:	Head of Hywel Dda Health Charities Charitable Funds Sub-Committee

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Provide independent oversight and ensure correct controls and governance arrangements are in place to provide assurance that charitable funds within HDdUHB are appropriately managed.
Ansawdd / Gofal Claf: Quality / Patient Care:	Develop a proactive and standard approach to the expenditure of charitable funds to ensure that appropriate service needs and additional benefits to patient care is supported.
Gweithlu: Workforce:	Not applicable
Risg: Risk:	Reputational risk if charitable funds are not appropriately managed and governance controls are not followed.
Cyfreithiol: Legal:	Not applicable
Enw Da: Reputational:	Reputational risk if charitable funds are not properly managed and governance controls are not followed correctly.
Gyfrinachedd: Privacy:	Not applicable
Cydraddoldeb: Equality:	Equity of access by ensuring decisions made benefit patients and staff within HDdUHB.