

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

<b>Date and Time of Meeting:</b>	15 <sup>th</sup> March 2022, 9.30am
<b>Venue:</b>	Boardroom, Ystwyth Building (via Microsoft Teams)

<b>Present:</b>	Mrs Delyth Raynsford, Independent Member (Committee Chair) (VC) Mr Iwan Thomas, Independent Member (VC) Ms Ann Murphy, Independent Member (VC) Mrs Mandy Rayani, Director of Nursing, Quality and Patient Experience (VC) Mr Huw Thomas, Director of Finance (VC) Miss Maria Battle, Hywel Dda University Health Board (HDdUHB) Chair (VC) (part)
<b>In Attendance:</b>	Mrs Judith Hardisty, HDdUHB Vice Chair (VC) Mrs Nicola Llewelyn, Head of Hywel Dda Health Charities (VC) Mrs Rhian Davies, Assistant Director of Finance (VC) Mr John Evans, Assistant Director, Medical Directorate (VC) Mr Ngiaaw Khoon Saw, Consultant Urologist (VC) (part) Ms Caroline Lewis, Service Delivery Manager (VC) (part) Ms Lianne Wood, Service Manager ENT & Urology (VC) (part) Mr Nick Davies, Service Delivery Manager Acute Paediatric and Neonatal Services (VC) (part) Ms Tara Nickerson, Fundraising Manager (VC) Mrs Sarah Bevan, Committee Services Officer (VC) (Secretariat)

Agenda Item	INTRODUCTIONS AND APOLOGIES FOR ABSENCE	Action
<b>CFC(22)01</b>	The Chair, Mrs Delyth Raynsford, welcomed all to the meeting.  An apology for absence was received from Ms Anna Lewis, Independent Member.	

<b>CFC(22)02</b>	<b>DECLARATIONS OF INTERESTS</b>	
	No declarations of interests were received.	

<b>CFC(22)03</b>	<b>CHARITABLE FUNDS – MAKING A DIFFERENCE: PURCHASE OF TRANSPERINEAL BIOPSY MACHINE FOR PRINCE PHILIP HOSPITAL (PPH)</b>	
	Members received the Charitable Funds – Making A Difference: Purchase of Transperineal Biopsy Machine for Prince Philip Hospital (PPH) presentation, highlighting the positive impact of charitable funding contribution to the service, staff and patients.  Mr Ngiaaw Khoon Saw, Consultant Urologist, informed Members that prostate cancer is the main cause of mortality in men and outlined the	

serious implications of infection during surgery. Mr Saw advised that the procurement of the transperineal biopsy machine would reduce the prevalence of septicaemia infections and allow improved accessibility to the treatment area. Mr Saw further advised that use of a transperineal biopsy machine has been standard practice in England and that HDdUHB is the first health board in Wales to use precision point biopsy.

Mr Saw informed Members that implementation of the equipment is currently underway in PPH, with the intention to extend provision to Bronglais General Hospital (BGH) and Withybush General Hospital (WGH). Mr Saw further informed Members that, in comparison to transrectal biopsy, the equipment will improve rates of cancer detection and reduce patient need for antibiotics, which subsequently reduces the requirement for a hospital stay.

Mr Huw Thomas enquired whether Patient Reported Experience Measures (PREMs) or Patient Reported Outcome Measures (PROMs) had been considered to evaluate the experience and impact on patients. Mr Saw responded that there are existing PROMs currently used in NHS England which HDdUHB could adopt.

Mrs Raynsford commented that she had been unaware of the use of antibiotics during treatment and acknowledged that a reduction in the use of antibiotics would be beneficial for HDdUHB's prescription budget in addition to the ongoing challenge of antibiotic resistance and the overuse of antibiotics. Mrs Raynsford enquired whether patients had reported that transperineal biopsy is a less invasive process compared with transrectal biopsy. Mr Saw responded that, although the procedure can be unwieldy, the pain and discomfort can be less in comparison. Mr Saw advised Members that the transperineal biopsy procedure may not be suitable for all patients and would therefore be used alongside, and not in place of, transrectal biopsies.

With regard to a proposed implementation date, Mr Saw informed Members that delivery of the equipment is currently awaited. Mrs Raynsford extended an invitation to Mr Saw to attend the Committee in six months' time to provide a comparison of patients undergoing the new procedure and the difference it is making to them. Mr Huw Thomas commented that it would be useful to understand PROMs both pre and post implementation stage and welcomed the opportunity to explore this with the service.

Mrs Mandy Rayani informed Members of the Health and Social Care (Quality and Engagement) (Wales) Act 2020 in relation to the reporting of quality improvements and impact upon patients. Mrs Nicola Llewelyn assured Members that impact reporting measures will be captured on a more formal basis going forward and has been incorporated into the new application process for larger requests for financial support and the evaluation framework, which is to be implemented for Quarter 1

**NKS**

	<p>and 2, 2022/23. Mrs Rayani noted that the use of both patient and staff reported measures would be beneficial.</p> <p><i>Miss Maria Battle left the Committee meeting</i></p> <p>Mrs Raynsford concluded by recognising that the financial savings generated by small cost items such as this equipment can be significant. Mrs Raynsford thanked Mr Saw for his insightful presentation.</p> <p><i>Mr Ngjaw Khoon Saw, Ms Caroline Lewis and Ms Lianne Wood left the Committee meeting</i></p> <p><i>Mrs Delyth Raynsford left the Committee meeting due to connection issues.</i></p>	
	<p>The Committee <b>NOTED</b> the content of the Charitable Funds – Making A Difference: Purchase of Transperineal Biopsy Machine for Prince Philip Hospital (PPH) presentation.</p>	

<b>CFC(22)04</b>	<b>MINUTES OF THE PREVIOUS MEETING HELD ON 30<sup>th</sup> NOVEMBER 2021</b>	
	<b>RESOLVED</b> - that the minutes of the Charitable Funds Committee meeting held on 30 <sup>th</sup> November 2021 be <b>APPROVED</b> as an accurate record of proceedings.	

<b>CFC(22)05</b>	<b>TABLE OF ACTIONS FROM THE MEETING HELD ON 30<sup>th</sup> NOVEMBER 2021</b>	
	<p>An update was provided on the Table of Actions from the meeting held on 30<sup>th</sup> November 2021, with confirmation received that all outstanding actions had been progressed.</p> <p>In terms of matters arising:</p> <ul style="list-style-type: none"> <li>• <b>CFC(21)73 Staff Welfare And Wellbeing: Creating Rest Areas for our Staff:</b> <i>Elin Brock to provide a further update to the Committee regarding charitable funds expenditure for creating rest areas for staff across the Health Board</i> - Mrs Llewelyn, on behalf of Ms Elin Brock, Head of Research, Innovation &amp; Improvement, informed Members that there had been limited progress made due to operational pressures. Mrs Llewelyn assured Members that there has been considerable interest from staff, engagement work with operations managers is well underway and that the Head of Research, Innovation &amp; Improvement has networked with NHS England to explore innovative ways to utilise the funding.</li> <li>• <b>CFC(21)78 Investment Sub-Committee Terms of Reference:</b> <i>Rhian Davies to provide an update regarding the Investment Sub-Committee and its Terms of Reference.</i> Mrs Rhian Davies informed Members that the Sub-Committee has not yet held its</li> </ul>	

	<p>initial meeting, however the evaluation of seven tender bids had been undertaken and the successful tender has been awarded. Mrs Davies informed Members that once the compulsory 10 day standstill period has passed, the Sub-Committee will be established with the successful investment advisor. Mr Huw Thomas assured Members that the transaction between the current and future investment advisors will be carefully considered to ensure that asset values are maintained during the transfer process. Additionally, Mr Huw Thomas advised Members that the Sub-Committee will require input from an independent advisor and the Finance team is currently exploring the adoption of a procurement framework currently utilised by Carmarthenshire County Council. Mrs Davies undertook to present the Investment Sub-Committee's Terms of Reference to the Committee for approval at its meeting on 6<sup>th</sup> June 2022.</p> <ul style="list-style-type: none"> <li>• <b>CFC(21)80 Any Other Business:</b> <i>Nicola Llewelyn to provide an update to the Committee regarding potential Welsh Government intention to carry out a similar review to the independent review commissioned by the Scottish Government to strengthen governance arrangements for Scottish NHS endowment funds (NHS charities) following a 2019 report by the Scottish Charity Regulator concerning the mismanagement of charitable funds by NHS Tayside – Mrs Llewelyn assured Members that whilst there are currently no plans for a similar review to be undertaken in Wales, the recommendations from the Scottish Government review will be taken into consideration for Quarter 1 and 2, 2022/23.</i></li> </ul>	RD
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CFC(22)06	<b>RATIFICATION OF ANY APPROVALS MADE OUTSIDE THE MEETING VIA CHAIR'S ACTION</b>	
	It was noted that no approvals were made requiring ratification via Chair's Action since the previous Committee meeting.	

CFC(22)07	<b>RATIFICATION OF CHARITABLE FUNDS COMMITTEE DECISIONS BY THE CORPORATE TRUSTEE</b>	
	It was noted that no decisions were made by the Committee requiring ratification by the Corporate Trustee since the previous meeting.	

CFC(22)08	<b>DRAFT CHARITABLE FUNDS COMMITTEE ANNUAL REPORT 2021/22</b>	
	<p>Members received the Draft Charitable Funds Committee Annual Report to Board 2021/22 for endorsement, prior to onward submission to Board.</p> <p>Mrs Rayani advised Members that the report demonstrates the passion and commitment of the Committee to making a difference to patients and staff. Mr Iwan Thomas commended the comprehensive report, particularly the performance section, highlighting the difference that</p>	

	<p>past charitable funds have made. Mr Iwan Thomas enquired about future plans for the Hywel Dda Health Charities Lottery Scheme. Mrs Llewelyn responded that the new Senior Communications Officer is developing plans for a relaunch to increase player numbers, which will include a direct mail campaign. Mrs Llewelyn commented that it is envisaged that year 1 targets will be met during the next six months following the relaunch. There has been a number of staff signing up to the scheme, which in some instances has generated conversations on the availability of charitable funds.</p> <p>Ms Ann Murphy commented that little feedback has been seen in terms of winners. Mrs Llewelyn responded that regular updates are provided via social media platforms, however the team is somewhat restricted in terms of what can be included within the Health Board's global emails and the internet/intranet pages. Mrs Llewelyn assured Members that this will be reviewed once the team is able to access the SharePoint system.</p> <p><i>Mrs Delyth Raynsford re-joined the Committee meeting and requested Mr Iwan Thomas chair the remainder of the meeting due to temperamental internet connections.</i></p>	
	<p>The Committee <b>ENDORSED</b> the Draft Charitable Funds Committee Annual Report to Board 2021/22 for onward submission to the Board.</p>	

<p><b>CFC(22)09</b></p>	<p><b>CHARITABLE FUNDS SUB-COMMITTEE UPDATE REPORT</b></p> <p>Members received the Charitable Funds Sub-Committee Update Report, providing a summary of the Sub-Committee's activity between 11<sup>th</sup> September 2021 and 10<sup>th</sup> January 2022.</p> <p>Mr John Evans highlighted the following key points for the Committee to note:</p> <ul style="list-style-type: none"> <li>• Revenue consequences of charitable purchases – the Sub-Committee recognised the need for controls to be implemented to ensure the consideration and acceptance of ongoing revenue costs associated with all charitable purchases. The Assistant Director of Finance provided confirmation to the Sub-Committee 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. Mrs Rayani and Mr Huw Thomas agreed that a clear solution to address revenue consequences is necessary to avoid encumbering the decision-making process for investments of the charity. Mrs Davies assured Members that discussions had been held with Finance Business Partners regarding the sign off of revenue consequences by the appropriate directorate.</li> <li>• Learning and Development – the Sub-Committee was informed that HDdUHB's Learning &amp; Development Policy is to be reviewed during Q4 2021/22 and consideration given to the role that charitable funds could play in supporting extended learning opportunities for staff, including higher award studies. It was noted</li> </ul>	
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	<p>that this review would also consider equitable access to training as not all services have access to sufficient levels of charitable funds. Mrs Judith Hardisty sought assurance that the application process for charitable funds for learning and development purposes is equitable as there could be potential for discrimination, i.e., if their first language is not English or Welsh. Mr Evans responded that the Learning &amp; Development department are introducing references to charitable funds into the new policy. Mrs Llewelyn provided clarification to Members that requests for training are submitted to the Sub-Committee if they fall outside of the remit of the Learning &amp; Development Policy and outside of the annual application process. Mrs Llewelyn assured Members that a review of the application process, for example the Higher Award process, is being undertaken in conjunction with Workforce and Organisational Development colleagues to address concerns surrounding equity and accessibility.</p> <ul style="list-style-type: none"> <li>• Discretionary Capital Programme – the Sub-Committee was advised by the Head of Capital Planning that HDdUHB's 2022/23 capital priorities should be confirmed by the end of February 2022. Subsequently, this will enable the Capital Planning team and the Hywel Dda Health Charities team to identify any capital bids eligible for charitable funds and to discuss the support of any priorities from charitable funds with the relevant fund managers. Mr Evans informed Members that this work is ongoing.</li> </ul>	
	<p>The Committee <b>NOTED</b> the content of the Charitable Funds Sub-Committee Update Report.</p>	

<b>CFC(22)10</b>	<b>CHARITABLE FUNDS SUB-COMMITTEE ANNUAL REPORT 2021/22</b>	
	<p>Members received the Charitable Funds Sub-Committee Annual Report 2021/22 for endorsement.</p> <p>Mr Evans expressed thanks to Mrs Llewelyn and the team for their support and contribution to the work of the Sub-Committee over the past year.</p>	
	<p>The Committee <b>ENDORSED</b> the Charitable Funds Sub-Committee Annual Report 2021/22.</p>	

<b>CFC(22)11</b>	<b>CHARITABLE FUNDS COMMITTEE RISK REGISTER</b>	
	<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 1130 <i>Failure to increase charitable funds income and expenditure</i>, which is associated with the delivery of the Hywel Dda Health Charities Planning Objective 2E for 2021/22.</p> <p>Mrs Rayani informed Members that the charity's latest Integrated Performance Report demonstrates that the charity's overall income from</p>	

	<p>donations, grants and legacies to 31<sup>st</sup> January 2022 has decreased significantly, and it is therefore recommended that this risk is closed as the risk has materialised. Mrs Rayani assured Members that, although the risk of downturn in income generated through charitable funds has been realised, the risk will remain under review. Mrs Rayani recognised that the failure to increase charitable funds income and expenditure is not due to a lack of volition and engagement from the Fundraising team, but due to the current economic environment.</p> <p>Mrs Llewelyn informed Members that a new risk relating to sustaining and increasing the charity's income levels has been identified and that a risk assessment and action plan have been created to provide assurance that suitable actions will be implemented to minimise or reduce the likelihood of significant impact occurring.</p> <p>Mr Iwan Thomas enquired about possible funding for the Ukrainian crisis and resettlement schemes. Mrs Rayani responded that the Health Board's charitable funds are for the purposes of supporting HDdUHB patients and staff. However, the Health Board is supporting and promoting donations to the Ukraine crisis. Mr Huw Thomas confirmed that the charity is constituted to benefit the patients of HDdUHB and that there are certain stipulations attached to the allocation of funding.</p> <p>Mrs Llewelyn informed Members that a staff bulletin had recently been circulated on how employees can support Ukraine campaigns. Regarding resettlement schemes and health needs, Mrs Llewelyn referred to the healthcare services previously provided by the Health Board to refugees at the Penally site in Tenby and highlighted the importance of partnership working to support and signpost refugees to relevant agencies. Mr Iwan Thomas concluded by noting that, although the Health Board is keen to signpost and support in any way possible, the Health Board has a requirement to operate within the remit of charitable funding directives.</p>	
	<p>The Committee:</p> <ul style="list-style-type: none"> <li>• <b>NOTED</b> the closure of Risk 1130 as the risk has materialised.</li> <li>• <b>RECEIVED ASSURANCE</b> that a new risk has been identified and that all relevant controls and mitigating actions have been identified.</li> <li>• <b>RECEIVED ASSURANCE</b> 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.</li> </ul>	
<p><b>CFC(22)12</b></p>	<p><b>ASSURANCE ON PLANNING OBJECTIVES ALIGNED TO CFC</b></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 advised Members that the Committee is on track with progress made in the delivery of the one Planning Objective aligned to the CFC:</p> <ul style="list-style-type: none"> <li>• <b>2E</b> - <i>From April 2021, develop a programme of activities which 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. Develop clear processes for evidencing the impact of our charitable expenditure on our patients, service users and staff with the aim of increasing our income and expenditure levels on an annual basis.</i></li> </ul> <p>Mrs Llewelyn informed Members that Planning Objective 2E has been revised for 2022/23 and, subject to Board approval, will be reported via the CFC with effect from the June 2022 meeting:</p> <ul style="list-style-type: none"> <li>• <b>2E</b> - <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 1<sup>st</sup> 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></li> </ul>	
	<p>The Committee:</p> <ul style="list-style-type: none"> <li>• <b>RECEIVED ASSURANCE</b> 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.</li> <li>• <b>NOTED</b> the revised Planning Objective 2E for 2022/23 and the key deliverables associated with its delivery.</li> </ul>	
<p><b>CFC(22)13</b></p>	<p><b>INTEGRATED HYWEL DDA HEALTH CHARITIES PERFORMANCE REPORT</b></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 31<sup>st</sup> January 2022.</p> <p>Mrs Davies highlighted the following key financial performance considerations:</p> <ul style="list-style-type: none"> <li>• The net assets of the charity have decreased by £810,873.</li> </ul>	



- The charity's total incoming resources were £612,424.
- The charity's overall income from donations, grants and legacies has decreased by 68.3% in comparison to the same period in the previous financial year.
- The value of investments held by the charity was £9,078,880. The value of total funds held at the same date was £9,811,110. The charity's investment advisors Sarasin & Partners LLP report that the portfolios have performed above the index-based benchmark over the past quarter.
- Charitable expenditure, excluding support costs, for the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> January 2022 was £1,413,475. This represents a 92.1% increase in comparison to expenditure for the previous financial year.
- Charitable expenditure including support costs was £1,498,319, which represents an 83% increase in comparison to expenditure for the same period in the previous financial year.
- The reported position for the total of governance and support costs (including finance and fundraising costs) is £351,250; an underspend of £3,621 against budget.
- There is a net surplus from unrestricted apportionments across funds of £109,283, which is sufficient to cover the governance and support costs and audit fees incurred by the charity.

Regarding the significant decrease in income levels, Mrs Llewelyn advised Members that the Fundraising team had not anticipated a decrease to such an extent due to the high levels of engagement with fundraisers and donors locally. With specific regard to legacies, Mrs Llewelyn informed Members that a reduction has been experienced Wales-wide and could be attributed to the uncertainty arising from the merger of health boards in Wales in 2009.

Regarding the BGH Chemotherapy Day Unit Capital Fundraising Appeal, Mrs Llewelyn informed Members of the successful launch held in November 2021 and provided assurance to Members that the campaign is currently on track to meet the expected March 2022 target of £78,500. Mrs Llewelyn conveyed thanks to the clinical teams within Cancer services, in their role as the public face of the appeal, as well as the phenomenal support received from local communities.

Mrs Llewelyn assured Members that there are currently no risks associated with the campaign and that the appeal is on track to meet the overall target of £500,000 by January 2023.

Members approved a governance and support costs budget of £441,969 for the 2022/23 financial year, subject to presentation to the Board at its Public meeting on 31<sup>st</sup> March 2022 for ratification in its role as Corporate Trustee. Members also approved the carrying forward of the £37,500 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><i>Mr Alexander True and Mr Tom Lindsey joined the Committee meeting</i></p>	
	<p>The Committee:</p> <ul style="list-style-type: none"> <li>• <b>RECEIVED ASSURANCE</b> on the charity’s performance.</li> <li>• <b>RECOMMENDED FOR RATIFICATION BY THE CORPORATE TRUSTEE</b> a governance and support costs budget of £441,969 for the 2022/23 financial year.</li> <li>• <b>APPROVED</b> the carrying forward of the £37,500 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.</li> </ul>	
<p><b>CFC(22)14</b></p>	<p><b>INVESTMENT ADVISOR PERFORMANCE UPDATE</b></p> <p>Members received the Investment Advisor Performance Update presentation. Mr Alexander True informed Members that the current concerns regarding inflationary pressures and the geopolitical environment are reflected within the charity’s portfolio, adding that Sarasin are responding to these challenges to meet its long term objectives.</p> <p>Mr Huw Thomas informed Members that the charity’s possible exposure to Russia had been considered and assured Members that there are no direct investments. However, with regard to indirect investments, Mr Huw Thomas queried whether there is likely to be any impact on the charity’s portfolio. Mr Tom Lindsey confirmed that there is no direct exposure and that any indirect exposure is limited, citing two examples of indirect exposure, which were of no concern.</p> <p>Mr Huw Thomas enquired whether the portfolio would be adjusted to generate long term returns in light of the current crisis, to which Mr True responded that the environment remains challenging for returns and, should there be an increased need to draw upon capital, adjustments to the portfolio would be considered. Mr True drew Members’ attention to slide 11 of the presentation, demonstrating Sarasin’s engagement with companies in terms of generating sustainable returns and how this is being managed on behalf of the charity. Mr True assured Members that investments are subject to social and ethical good governance.</p> <p><i>Mr Alexander True and Mr Tom Lindsey left the Committee meeting</i></p> <p>Mrs Hardisty enquired about the recent investment advisor tender process and Mr Huw Thomas confirmed that the investment advisor contract has been awarded and that a formal announcement would be made once the compulsory 10 day standstill period has passed.</p>	
	<p>The Committee <b>NOTED</b> the content of the Investment Advisor Performance Update.</p>	

CFC(22)15

**FUNDING APPLICATION FOR CARDIOLOGY EQUIPMENT  
(WITHYBUSH GENERAL HOSPITAL PAEDIATRICS)**

Members received the Funding Application for Cardiology Equipment (WGH Paediatrics) report.

Mr Nick Davies informed Members that, as a result of the response to the COVID-19 pandemic, a significant change has been made to the under-16 paediatric pathway in Pembrokeshire, which has focused on acute medical presentations and the need for admission or secondary care intervention. However, a significant level of outpatient activity has also been maintained throughout the pandemic.

Mr Davies further informed Members that clinic activity for Cardiology has been maintained at the Child Health department, WGH, in order to maximise access for the local population and to ensure that care of this nature is provided as close to the patient's home as possible. Mr Davies informed Members that despite the significant gaps in the paediatric consultant establishment having been significantly improved over the past 18 months, there remains a specific, longer-term risk to the patient population.

Both the echocardiography and electrocardiogram (ECG) machines used within the Child Health department are borrowed from the Cardiology technician team based at WGH and have to be reallocated to paediatrics whenever the clinics are held, which impacts on the ability to deliver an inpatient service. Specifically, in relation to the echocardiography machine, there have been issues concerning the reliability of the equipment. In terms of a paediatric specification, the current echocardiography machine does not have a high frequency paediatric probe which can result in the quality of certain types of imaging falling below the anticipated standard. Additionally, as the Child Health department sits outside of the main hospital estate, the equipment is currently transported between departments, presenting a risk to its integrity.

Mr Davies assured Members that the revenue costs have been considered within the application. Within the charitable funds establishment, there is a dedicated Pembrokeshire Cardiology Equipment Fund account (T460), which is specifically for the purchase of cardiology equipment for Pembrokeshire-based services. Mrs Llewelyn informed Members that the Month 11 uncommitted balance of this fund is £233,174, which is sufficient to cover the cost of the request.

Mrs Rayani reiterated the importance of demonstrating the positive impact of the use of charitable funds on staff and patients and requested that the experience and direct impact of the equipment is captured to provide assurance to the Committee that the funds have been effectively utilised.

With regard to the benefit to patients and their families, Mr Davies informed Members that it is anticipated that in every 3-month period, the

	<p>local consultant alone would see approximately 80 patients. Of these, there is an expectation that 20-30% of scans would identify an anomaly, totalling up to 24 cases each quarter.</p> <p>Mrs Hardisty enquired whether any capital works would be necessary to accommodate the equipment, to which Mr Davies confirmed that the machine would be permanently housed in the Child Health department and that no major capital works would be required.</p> <p>Regarding the anticipated receipt of the equipment and its operability, Mr Davies advised Members that this would be subject to the procurement process involved, which was not anticipated to be lengthy. Mrs Llewelyn informed Members that, due to the value of funds requested, the application would require presentation to the Board at its Public meeting on 31<sup>st</sup> March 2022 for ratification in its role as Corporate Trustee, prior to proceeding with the purchase.</p> <p>Members agreed to approve the application for £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.</p> <p>Mr Davies and Mrs Llewelyn undertook to determine an appropriate time on the Committee Work Programme 2022/23 for an update and evaluation of the impact of these charitable funds on the service, staff and patients.</p>	<p>ND/NLI</p>
	<p>The Committee <b>CONSIDERED</b> and <b>APPROVED</b> the application for £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, prior to presentation to the Board at its Public meeting on 31<sup>st</sup> March 2022 for ratification in its role as Corporate Trustee.</p>	
<p><b>CFC(22)16</b></p>	<p><b>UPDATE ON EVALUATION FRAMEWORK FOR HYWEL DDA HEALTH CHARITIES</b></p> <p>Members received a verbal update on the Evaluation Framework for Hywel Dda Health Charities. Mrs Llewelyn informed Members that, following discussions with NHS colleagues, particularly in England regarding the reporting of charitable funding impact, HDdUHB appears to be leading the way.</p> <p>Mrs Llewelyn informed Members that a draft evaluation framework is currently being developed with input from HDdUHB's Head of Value Based Health Care and the Research and Development team to measure the impact of charitable funding on patients, staff and services.</p>	

	<p>Mrs Llewelyn outlined the proposals for each area of expenditure. For example, expenditure under £10,000 would require the completion of a short survey to capture numerical data, such as the number of patients benefiting from a successful bid. Expenditure between £10,000 and £25,000 would require more in-depth survey and additional information such as case studies to support reporting. Expenditure over £25,000 is likely to involve a business care template being developed for expenditure requests that incorporates an evaluation framework detailing the PROMs and PREMs to be reported against.</p> <p>Mrs Llewelyn advised Members that the evaluation framework is being developed for Quarter 1 and 2, 2022/23 and undertook to provide an update to the Committee at its meeting on 6<sup>th</sup> June 2022.</p>	<b>NLI</b>
	The Committee <b>NOTED</b> the content of the verbal Update on Evaluation Framework for Hywel Dda Health Charities.	
<b>CFC(22)17</b>	<b>CHARITABLE FUNDS COMMITTEE WORK PROGRAMME 2021/22</b>	
	The Charitable Funds Committee Work Programme for 2021/22 was received for information.	
	The Committee <b>NOTED</b> the Charitable Funds Committee Work Programme for 2021/22.	
<b>CFC(22)18</b>	<b>CHARITABLE FUNDS COMMITTEE WORK PROGRAMME 2022/23</b>	
	The Charitable Funds Committee Work Programme for 2022/23 was received for information.	
	Mrs Rayani and Mrs Llewelyn undertook to review the Charitable Funds Committee Work Programme for 2022/23 in terms of timeframes for future evaluation reporting and agenda management.	<b>MR/NLI</b>
	The Committee <b>NOTED</b> the Charitable Funds Committee Work Programme for 2022/23.	
<b>CFC(22)19</b>	<b>REFLECTIVE SUMMARY OF MEETING</b>	
	<p>Mrs Rayani provided a reflective summary of the meeting, highlighting the following:</p> <ul style="list-style-type: none"> <li>- The challenges to generating income for the charity going forward.</li> <li>- The powerful presentation provided by Mr Saw to illustrate the positive impact of the purchase of the transperineal biopsy machine at PPH on patients and staff.</li> <li>- The receipt of the Charitable Funds Committee and Charitable Funds Sub-Committee Annual Reports for 2021/22, which provide a summary of the charity's activity and demonstrate the</li> </ul>	

	<p>impact on investments made from the awarding of charitable funds upon staff and patients.</p> <ul style="list-style-type: none"> <li>- The upcoming relaunch of the Hywel Dda Health Charities Lottery Scheme and consideration of Members' feedback regarding future communication of the Lottery's winners and successes.</li> <li>- Notification of the creation of a new risk relating to sustaining and increasing the charity's income levels and receipt of a risk assessment and action plan to provide assurance that appropriate actions will be put in place to minimise or reduce the likelihood of significant impact occurring.</li> <li>- Committee approval of a governance and support costs budget of £441,969 for the 2022/23 financial year, subject to presentation to the Board at its Public meeting on 31st March 2022 for ratification in its role as Corporate Trustee.</li> <li>- Committee approval of the carrying forward of the £37,500 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.</li> <li>- Committee approval of the application for £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, prior to presentation to the Board at its Public meeting on 31<sup>st</sup> March 2022 for ratification in its role as Corporate Trustee.</li> <li>- Comprehensive feedback received regarding the evaluation framework for Hywel Dda Health Charities to measure the impact of charitable funding on patients, staff and services.</li> </ul>	
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<b>CFC(22)20</b>	<b>ANY OTHER BUSINESS</b>	
	No other business was raised.	

<b>CFC(22)21</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
	Monday 6 <sup>th</sup> June 2022, 9.30am – 12.30pm.	