

**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> September 2020 1.30 p.m.
<b>Venue:</b>	Boardroom, Ystwyth Building, Hafan Derwen, St David's Park, Carmarthen (via Microsoft Teams)

<b>Present:</b>	Cllr. Simon Hancock, Independent Member (Committee Chair) (VC) Mrs Delyth Raynsford, Independent Member (VC) Mr Owen Burt, Independent Member (VC) Mr Mike Lewis, Independent Member (VC) Ms Ann Murphy, Independent Member (VC) Mrs Mandy Rayani, Director of Nursing, Quality & Patient Experience Mr Huw Thomas, Director of Finance
<b>In Attendance:</b>	Miss Maria Battle, Chair, HDdUHB Mrs Nicola Llewelyn, Head of Hywel Dda Health Charities Mrs Jennifer Thomas, Senior Finance Business Partner Mr Gareth Rees, Assistant Director of Operations (VC) Mr Paul Williams, Assistant Director of Strategic Planning (VC) (part) Mr James Johns, Head of Internal Audit (VC) (part) Ms Gina Beard, Lead Cancer Nurse (VC) (part) Ms Tara Nickerson, Fundraising Manager Mrs Claire Williams, Committee Services Officer (Secretariat) Mr Alexander True, Sarasin & Partners (VC) (part) Mr Tom Lindsey, Sarasin & Partners (VC) (part)

<b>Agenda Item</b>		<b>Action</b>
<b>CF(20)22</b>	<b>INTRODUCTIONS AND APOLOGIES FOR ABSENCE</b>	
	The Chair, Cllr. Simon Hancock, welcomed all to the meeting and extended a warm welcome to Mrs Mandy Rayani to her first Charitable Funds Committee (CFC) meeting as Executive lead.  Apologies for absence were received from Ms Anna Lewis, Independent Member.	
<b>CF(20)23</b>	<b>DECLARATIONS OF INTEREST</b>	
	Mrs Delyth Raynsford declared an interest relating to item 3.5 on the agenda, Aberaeron Integrated Care Centre, however, Cllr. Hancock confirmed that this item had been deferred to the November 2020 CFC meeting.	
<b>CF(20)24</b>	<b>MINUTES OF THE PREVIOUS MEETING HELD ON 17<sup>TH</sup> MARCH 2020</b>	
	<b>RESOLVED</b> - that the minutes of the Charitable Funds Committee meeting held on 17 <sup>th</sup> March 2020 be <b>APPROVED</b> as an accurate record of proceedings, with the following exception: <ul style="list-style-type: none"> <li><b>CF20(17) Charitable Funds Investment Property</b> - Mr Mike</li> </ul>	

	<p>Lewis referred to the last paragraph on page 8 of the minutes and it was requested to amend the paragraph from <i>“In principle. Members agreed that further investigation of Option 3 be explored”</i> to <i>“In principle, Members agreed that further investigation of Option 3, as highlighted within the report, be explored”</i>.</p>	CW
CF(20)25	<p><b>TABLE OF ACTIONS FROM THE MEETING HELD ON 17<sup>TH</sup> MARCH 2020</b></p> <p>An update was provided on the Table of Actions from the meeting held on 17<sup>th</sup> March 2020, with confirmation received that all outstanding actions have been progressed with the exception of <b>CF(20)17 Charitable Funds Investment Property</b> which will be discussed as part of item <b>CF(20)36 Ceredigion Property Options</b>.</p>	
CF(20)26	<p><b>CHAIR’S ACTIONS &amp; DECISIONS TAKEN OUTSIDE OF CFC MEETINGS INCLUDING FEEDBACK FOLLOWING CORPORATE TRUSTEE MEETING HELD ON 23<sup>rd</sup> JUNE 2020</b></p> <p>There were no actions or decisions taken outside of Charitable Funds Committee meetings.</p>	
CF(20)27	<p><b>SELF-ASSESSMENT OF COMMITTEE EFFECTIVENESS OUTCOME (2019/20)</b></p> <p>Members were presented with the Charitable Funds Committee Self-Assessment of Performance 2019/20 Composite Report, comprising the outcomes from the annual self-assessment exercise. Cllr. Hancock highlighted that it is evident from the responses that refresher training in relation to the role as corporate trustees is required and Mrs Rayani undertook to discuss the matter of a training seminar with the Board Secretary.</p> <p>Mrs Rayani referred to the self-assessment of committee effectiveness template utilised by the Quality, Safety &amp; Experience Assurance Committee (QSEAC), which asks five critical questions and enquired whether this format could be used by the CFC moving forward; Cllr. Hancock welcomed this suggestion.</p> <p>Mrs Raynsford requested that staff representation from community services/primary care within the Charitable Funds Committee/Sub-Committee membership also be considered; Mrs Rayani undertook to pursue this further with the Head of Hywel Dda Health Charities.</p> <p>The Committee:  <b>DISCUSSED</b> the findings of the Charitable Funds Committee Self-Assessment exercise 2019/20.  <b>SUPPORTED</b> the suggested actions by the Corporate Governance Team and Charitable Funds Team.  <b>CONSIDERED</b> any further improvements that could be made to increase the Committee’s effectiveness.</p>	<p>MR</p> <p>MR/NL</p>
CF(20)28	<p><b>CHARITABLE FUNDS OPERATIONS SUB-COMMITTEE UPDATE REPORT</b></p> <p>Members were presented with the Charitable Funds Operations Sub-</p>	

Committee (CFOSC) update report providing an overview of the Sub-Committee's decisions, including discussions and deliberations, since the previous report presented to the Committee on 17<sup>th</sup> March 2020. Mr Gareth Rees confirmed that the CFOSC last met on 05/03/20, with seven requests for funding having been processed since the last meeting, using the discretion of the Chair, with a total combined value of £35,031.15; one request was approved by the Director of Operations to the value of £61,116.12. It was confirmed that all requests received the same level of scrutiny and were not delayed in any way.

Miss Maria Battle enquired as to the frequency of CFOSC meetings moving forward and in response, Mr Rees confirmed that the current arrangements in place necessitate a monthly meeting, however under agenda item 2.1.2 Review of Scheme of Delegation including the role of the Charitable Funds Operations Sub-Committee, it is proposed to change the frequency of meetings to bi-monthly.

Mr Lewis enquired why the CFOSC has not been meeting of late and in response, Mr Rees confirmed that meetings had not been held due to the unavoidable changes to operational priorities as a result of the COVID-19 pandemic and challenges with Polycom software prior to the introduction of Microsoft Teams.

In response to a query requesting clarification on why all decisions relating to expenditure approvals are not channelled through the CFOSC governance structure, Mrs Llewelyn reminded Members of the decision agreed by the Committee at its meeting on 17/3/20 for Mr Huw Thomas, Mrs Rayani and Ms Sarah Jennings to have authorisation to jointly agree and oversee charitable expenditure relating to COVID-19. Miss Battle added that the Board had agreed to the standing down of Committees, including the CFC, due to the impact of COVID-19, with an overview of charitable monies spent and received included within the Chair's Report presented to Public Board in May 2020, and as discussed at the Corporate Trustee meeting on 23/06/20.

Mr Huw Thomas expressed concern relating to the NHS Rainbow hooded jumpers provided as gifts to Carmarthenshire community staff and the need to be mindful of tax implications. In response, Mrs Jennifer Thomas confirmed that she had discussed this with Mr Gareth Jones, Tax Lead, and provided assurance that there were no implications. Mrs Llewelyn was requested to amend the report prior to it going into the public domain to reflect that these hooded jumpers had been a gift from the charity and not the Community Head of Nursing.

Mrs Raynsford enquired whether the provision of hooded jumpers could be extended to the community nursing teams within Ceredigion and Pembrokeshire, utilising the NHS Together grant. Mrs Rayani recalled some concerns about the jumpers given they are not considered to be a standard part of national uniform and therefore hesitant regarding its roll out. Mrs Llewelyn confirmed that the Ceredigion and Pembrokeshire community nursing teams are looking at an alternative use of charitable funds such as insulated flasks and winter spikes for footwear with decisions being made locally on the most appropriate use

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	of funds.	
	The Committee <b>RECEIVED</b> the Charitable Funds Operations Sub-Committee Update Report.	

<b>CF(20)29</b>	<b>REVIEW OF SCHEME OF DELEGATION INCLUDING THE ROLE OF THE CHARITABLE FUNDS SUB-COMMITTEE</b>	
	<p>Members were presented with the Review of the Charitable Funds Scheme of Delegation including the role of the Charitable Funds Sub-Committee report, proposing amendments to the scheme of delegation for HDdUHB’s charitable funds and the role of the Charitable Funds Sub Committee.</p> <p>Mrs Llewelyn reminded Members of discussion held at the CFC Strategy Day held in December 2019 when Members met to formulate the three year plan, to focus upon the scheme of delegation to make it easier for colleagues to access funds, and to improve systems.</p> <p>The following proposed changes to the scheme of delegation were presented to the Committee:</p> <ul style="list-style-type: none"> <li>• <i>4<sup>th</sup> level</i> £1,001 - £10,000 – Recommendation to increase approval limit from £5,000 to £10,000.</li> <li>• <i>3<sup>rd</sup> level</i> £10,001 - £50,000 – Recommendation to increase approval limit from £25,000 to £50,000 and the removal of Executive Director approval for expenditure between £25,001 and £50,000.</li> </ul> <p>In terms of membership, it is proposed that the CFOSC’s membership is reviewed to draw on nominations of colleagues from across the HDdUHB with both operational and clinical backgrounds from within the portfolios of Executive Team members. It is also proposed that the frequency of the meetings be changed to bi-monthly to ensure that bids submitted are fully scrutinised prior to consideration.</p> <p>Cllr. Hancock expressed confidence that the number of bids and expenditure would increase in line with the three year plan.</p> <p>Miss Battle welcomed the changes in levels of financial delegation in anticipation that this would encourage the further submission of bids. In terms of how applications for funding can be encouraged, and how best to address the lack of confidence of staff in approaching fund managers for funding, it is anticipated that this will be addressed through communications to staff.</p> <p>Referring to principle 6 in the report - <i>“Expenditure must be non-recurrent with no associated revenue implications to the charity”</i>, Mrs Llewelyn was requested to add the following wording <i>“except in exceptional circumstances with the agreement of the Charitable Funds Committee”</i>.</p> <p><i>Ms Gina Beard joined the Charitable Funds Committee meeting via VC</i></p>	<b>NL</b>

Cllr. Hancock enquired whether advice is provided to applicants and in response, Mrs Llewelyn confirmed that advice is always provided and support made available to applicants when requested. Mrs Thomas added that closer working relationships with finance business partners located within services to support managers are being reviewed and developed to create a less bureaucratic system to ensure that monies are spent. Acknowledging the variation in the standard of requests received over the past few years, Mr Rees proposed investment in providing model questionnaires as part of a training pack which Members agreed as a good suggestion.

The following proposed changes to the “Support for Life Response Fund” were presented to the Committee:

- 3<sup>rd</sup> level £10,001 - £50,000 - Charitable Funds Sub-Committee to replace the Chief Executive as fund advisor who is currently able to consider and approve requests up to £50,000.
- Charitable Funds Sub-Committee approval limit to increase from £25,000 to £50,000.
- Whether the principle of a maximum limit of funding should be applied to the value of individual requests for funding approved from the fund. For example, a percentage of the available uncommitted balance of the fund.
- Whether applications to the fund should be prioritised for services that do not have access to their own charitable funds or have sufficient levels of funds.

Members agreed to the proposed changes and agreed that the maximum limit of funding be kept open for flexibility.

Members noted that the name of the “Support for Life Response Fund” should be reconsidered for re-branding in the near future.

Members emphasised the need to be cognisant that some donors may wish to support certain areas, for example, cancer services and children, with services such as mental health receiving very little donations, and that these services should be kept in mind when distributing funds in the future.

In summary, Members acknowledged the importance of the population of Hywel Dda having maximum benefit from the donations received, and that relevant training should be provided to those required to ensure a level of confidence that donations will be utilised effectively.

The Committee:

**APPROVED** the proposed amendments to the scheme of delegation for Hywel Dda University Health Board’s charitable funds.

**APPROVED** the proposed amendments to the Charitable Funds Sub-Committee Terms of Reference.

**AGREED** whether a maximum limit of funding should be applied to the value of individual requests for funding approved from the Support for Life Response Fund.

**CONSIDERED** whether applications to the Support for Life Response

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	Fund should be prioritised for areas that do not have access to their own charitable funds or have sufficient levels of funds.	
<b>CF(20)30</b>	<b>CHARITABLE FUNDS COMMITTEE RISK REGISTER</b>	
	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.	
	Members noted the following risk aligned to the Committee: <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>	
	Mrs Rayani assured Members that a course of action relating to the risk has been agreed with Dr Mark Henwood, Deputy Medical Director, with it anticipated that the risk can be managed, with systems put in place, to avoid the risk of reputational damage.	
	The Committee <b>REVIEWED</b> and <b>SCRUTINISED</b> the risk register to seek assurance that all relevant controls and mitigating actions are in place and <b>DISCUSSED</b> whether the planned actions will reduce the risk further and/or mitigate the impact if the risk materialises.	
<b>CF(20)31</b>	<b>CFC ASSURANCE REPORT SUBMITTED TO ARAC</b>	
	Members were presented with the Charitable Funds Committee Assurance Report submitted to the Audit & Risk Assurance Committee (ARAC) in June 2020 to provide assurance to ARAC that the Charitable Funds Committee's Terms of Reference, as set by the Board, are being adequately discharged.	
	The Committee <b>NOTED</b> the Charitable Funds Committee Assurance Report submitted to ARAC.	
<b>CF(20)32</b>	<b>HYWEL DDA HEALTH CHARITIES FUNDRAISING STORY (WARD 10, WGH)</b>	
	Members were presented with a fundraising presentation highlighting the extensive refurbishments and modernisation of Wwithybush Hospital's Ward 10, which re-opened to patients on 6 <sup>th</sup> April 2020, having benefited from more than £500,000 of charitable donations.	
	Ms Tara Nickerson provided a heart-warming overview of the Ward 10 fundraising project, highlighting the following:	
	<ul style="list-style-type: none"> <li>• Luke Harding was diagnosed with stage 4 lung cancer at the age of 30 and undertook awareness raising and fundraising for Ward 10 under the name of "Team Harding". Luke received a Pride of Britain award in recognition of the fundraising undertaken, and his wishes were incorporated into the design and refurbishment of the ward. Ms Nickerson highlighted that it was important to Luke to have a homely area away from his bed where he could eat his meals,</li> </ul>	

	<p>watch television, etc., and that his family are delighted with what has been achieved.</p> <ul style="list-style-type: none"> <li>• Elly Neville, aged 4 years at the time, designed a Pembrokeshire flag as part of a St David's Day competition, which she subsequently won. Elly decided to sell the flag to raise money for charity and from there went on to raise £210,000 under the umbrella of the Ward 10 Flag Appeal. The Neville family have also been involved with the design, etc., of the ward.</li> <li>• The ward has been created with en-suite single bedrooms and smaller bedded bays together with a relative's room. The remaining element of the project involves a rooftop garden, which is in the initial planning stages and is anticipated to be made available to patients in 2021.</li> </ul> <p>Cllr. Hancock thanked Ms Nickerson for her presentation, highlighting the substantial work and transformation undertaken.</p> <p>Mrs Rayani referred to the proposed rooftop garden and agreed to liaise with Health and Safety colleagues to ensure that necessary health and safety measures have been incorporated into the scheme.</p> <p>Mrs Raynsford commended the fundraising undertaken by Elly and enquired how she had been thanked. Mrs Llewelyn confirmed that Elly has received a personal thank you from the Chair and Chief Executive of HDdUHB. Elly has also been the recipient of a number of awards, and the Ward 10 Flag fundraising appeal has received significant press coverage and recognition. It is anticipated that a larger celebration recognising the opening of Ward 10 will be undertaken in the future to which the Neville family will be invited to attend.</p> <p>The Committee <b>NOTED</b> the Hywel Dda Health Charities Fundraising Story highlighting the extensive refurbishment of Wityhush Hospital's Ward 10.</p>	MR
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CF(20)33	<p><b>APPROVAL OF CHARITABLE FUNDS EXPENDITURE OVER £50,000</b></p> <p>Members were presented with the Trainee Haematology Clinical Nurse Specialist Proposal for Ceredigion and Pembrokeshire report, and Ms Gina Beard was welcomed to the meeting. Ms Beard thanked the Committee for considering the report and provided a background to the Haematology Clinical Nurse Specialist (CNS) posts, explaining that an application had been made to Macmillan in 2019 for funding for a CNS post in Ceredigion, which had been supported, however due to the COVID-19 pandemic, Macmillan subsequently withdrew the funding. It had also been planned to submit a bid to Macmillan for the CNS post in Pembrokeshire in 2021.</p> <p>Members were informed that the role which the Haematology CNS' provide is a specialist role, providing care to patients with complicated needs, with the form of cancer from which these patients suffer often being very unpredictable. The relationship between a CNS and their</p>	
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patients can therefore be long-standing with the need for end of life care often appearing within days. Referring to the numbers of diagnoses within HDdUHB, Withybush General Hospital (WGH) has had 53 and Bronglais General Hospital (BGH) 33 during the past 12 months.

The proposal presented requested charitable funds to fund the employment of two Haematology CNS trainees for three days per week for a three year period. The posts would be required to be advertised as permanent, rather than fixed-term. During the three years, the trainees would spend time with current CNS', working across the health board and would complete Masters studies and visit tertiary centres to equip them with the required skills to replace the full CNS roles when gaps arise due to the impending retirement of current post holders. The risks associated with not funding the posts or not future-proofing arrangements could result in a recruitment gap and would leave patients with unpredictable levels of support at crucial points in time.

To address the risk of these individuals leaving HDdUHB's employment upon completion of their training, Ms Beard confirmed that HR advice had been sought who advised that a trainee contract could be issued to include an expectation that the individuals involved would remain with HDdUHB for a period of two years upon completion of training. A stipulation could also be included that if these individuals were to leave HDdUHB's employment, the costs associated with obtaining the Master's degree would be required to be paid back by the individual, which is included within HDdUHB's Learning & Development Policy.

Ms Beard referred to a late concern raised by Dr Elin Jones, Locum Consultant Oncologist, concerning the use of charitable funds for these posts whilst there is also a fundraising proposal for the Bronglais Chemotherapy Day Unit, however Ms Beard remained confident that with appropriate communications in place, the interlinkages between the Unit and CNS' could be evidenced. Mrs Raynsford added that the new Chemotherapy Unit, as a more vibrant place to work, would make recruitment to staff more attractive.

Ms Beard informed Members that a local external charity, Withybush Cancer Day Unit Appeal Fund, had been approached to fund 50% of the Pembrokeshire element of the project, which has now been agreed should the proposal be accepted.

Cllr. Hancock requested an Executive Director perspective and Mrs Rayani expressed some disappointment whilst understanding the concerns raised by Dr Jones as without the appropriate staff in place, the new Day Unit would not be fully functional. Both Mrs Rayani and Mr Thomas expressed support for the proposal, particularly in light of Macmillan not being in a position to provide funding due to the COVID-19 pandemic, and with HDdUHB charities having benefitted from additional funds.



	<p>Ms Ann Murphy queried whether secondments into these posts could be considered and in response, Ms Beard highlighted issues that have occurred in the past in terms of other areas releasing staff to undertake secondments.</p> <p>Mr Lewis emphasised the need for caution when funding individual posts, and the importance of involving all stakeholders. In response to whether Macmillan should be re-contacted in relation to part funding the posts, Ms Beard confirmed that many Macmillan staff have been furloughed until very recently and that careful consideration is being given to their funding priorities at the current time.</p> <p>Mr Owen Burt referred to concerns raised regarding the substantial amount of monies (£67,819) being utilised from within the Ceredigion Cancer Service and whether this is linked to the new Day Unit. Mrs Llewelyn responded that in terms of the uncommitted balance of the Ceredigion Cancer Service fund, £1million is currently available for the Day Unit (£360,000 for capital and £600,000 plus for the new unit), with the clinical team in Ceredigion indicating that the increase in donations had been for the capital build of the unit which will be a benefit to patients.</p> <p>Ms Beard was thanked for her attendance and the Committee approved the proposal, requesting that Mrs Rayani and Ms Beard finalise the engagement and workforce plans.</p> <p>Members were presented with the Prince Phillip Hospital Breast Scanner report, requesting approval of funding to purchase a Faxitron machine for Prince Philip Hospital's Breast Care Unit, totalling £63,500. Members approved the purchase of the Faxitron machine.</p>	<b>MR/GB</b>
	<p>The Committee:  <b>CONSIDERED</b> and <b>AGREED</b> the funding of the Haematology Clinical Nurse posts for the next three years.  <b>CONSIDERED</b> and <b>AGREED</b> the purchase of a Faxitron machine for Prince Phillips Hospital's Breast Care Unit.</p>	
<b>CF(20)34</b>	<p><b>INVESTMENT ADVISOR PERFORMANCE UPDATE</b></p> <p><i>Mr Alexander True and Mr Tom Lyndsey joined the Charitable Funds Committee meeting via VC</i></p> <p>Mr True and Mr Lyndsey, representatives of Sarasin &amp; Partners, were welcomed to the meeting and thanked for sharing the Hywel Dda Health Charities Investment Update in advance of the meeting.</p> <p>In terms of performance, particularly in light of COVID-19, Cllr. Hancock queried the Charity's exposure in terms of its investment in UK banks. Mr True stated that as financial organisations account for only 10% of the portfolio of the charity's investment, there is limited exposure.</p> <p>In response to a query raised on how the portfolio is protected against the prospect of higher inflation, Mr True advised of the difficulty in</p>	

determining this at the current time, although it is of an increasing focus and has been discussed considerably of late. It was noted that the Macro Economic Team would be including a section on this in the next Sarasin and Partners House Report.

In terms of performance, Mr True informed Members that the Permanent Endowment and General Funds portfolios are ahead of the comparative benchmark and long-term objectives. Whilst volatile times may be expected to continue, the income provided in 2020 will remain the same as 2019, given its continued generation. However, due to the degree of uncertainty in place, a 10% reduction in income for 2021 is anticipated.

Cllr. Hancock enquired about the long term economic impact, and Mr True responded that when lockdown became a reality in the UK, this provided Sarasin & Partners with the opportunity to assess the portfolio of investments and re-evaluate 'bull, base and bear' case scenarios for each of the most vulnerable investments.

*Mr Paul Williams joined the Charitable Funds Committee meeting via VC*

Mr Lewis queried the expectation of global economic recovery, and in response, Mr Lyndsey confirmed that the expectation for global GDP (Global Domestic Product) is - 4.8%. In terms of redemption, as a "best guess" this could be 4% in 2021. Mr Lyndsey added that it is a very similar scenario to that of the 2008/09 financial crisis.

Mr Thomas emphasised two important points:

1. Assurance that the portfolios had performed well against performance indicators and this would continue to be monitored.
2. There will continue to be uncertainty over the next few months/years, and queried whether cash deposits are available to remain committed to a long-term investment over the next few years. Mrs Thomas confirmed that there is currently £2million in cash reserves.

Mr True informed Members that the company publishes a weekly video, which could be shared with those Members wishing to receive it.

Cllr. Hancock thanked Mr True and Mr Lyndsey for the comprehensive analysis of performance of funds.

*Mr True and Mr Lyndsey left the Charitable Funds Committee meeting*

The Committee **NOTED** the Investment Advisor Performance Update report.

**CF(20)35**

**LLANELLI HYDROTHERAPY POOL**

Members were presented with the Hydrotherapy Pool at Pentre Awel Development, Llanelli, report and Mr Paul Williams was welcomed to the meeting.

Mr Williams referred to the trustees of a local charity, the Llanelli

	<p>Hydrotherapy Pool, who wish to entrust Hywel Dda Health Charities with the funds they hold (circa £300k) to be used as a contribution towards the capital or revenue costs of the pool at Pentre Awel. In addition, there are also further funds held through the JC Williams Trust. Mr Williams referred to the need for a caveat that the utilisation of the monies be extended in the event that the hydrotherapy pool does not go ahead as planned. A task and finish group is being arranged to govern contractual issues with Carmarthenshire County Council, timescales and the releasing of funds.</p> <p>Mr Lewis raised a concern regarding the 18 month timescale for the distribution of the JC Williams fund and in response, Mr Williams confirmed that this would form part of the remit of the task and finish group, with it understood that if all goes well, the money could be spent within 12 months. Clarity of the programme plan will be known when the financial aspects and commencement of the development run in parallel.</p> <p>Mr Thomas raised no concerns in the Health Board accepting the monies, adding that historically donations have been received for specific purposes; assurance is also in place that the monies would be held in trust until required. Mr Williams added that the wider scope and restrictions for use of the monies relating to rehabilitation pools elsewhere, has also been discussed with Mrs Llewelyn.</p> <p>The Committee endorsed the recommendations contained within the report (as set out below).</p> <p><i>Mr Williams left the Charitable Funds Committee meeting</i></p>	
	<p>The Committee:  <b>CONSIDERED</b> and <b>AGREED</b> for the donation of £300k to be accepted at this moment in time.  <b>NOTED</b> the contents of the report and the intent to use charitable and Trust funding to provide a hydrotherapy facility in Pentre Awel.  <b>NOTED</b> the need to address the points raised by the Assistant Director of Corporate Legal Services and Public Affairs.  <b>ENSURED</b> the revenue costs of staffing the facility were fully understood.  <b>AGREED</b> to a formal legal agreement between CCC and the HDdUHB that will specify the legal and operational relationship between the parties.</p>	
<p><b>CF(20)36</b></p>	<p><b>CEREDIGION PROPERTY OPTIONS</b></p> <p>Mrs Thomas provided a verbal update in regard to the Ceredigion property, advising that the Assistant Director of Corporate Legal Services &amp; Public Affairs has contacted the Welsh Government Legal Department for advice, and if they are unable to provide appropriate advice, this will be sought from one of the legal firms HDdUHB utilises. Mrs Thomas undertook to provide an update at the next CFC meeting scheduled for 30/11/20.</p> <p>The Committee <b>NOTED</b> the verbal update in regard to the Ceredigion property.</p>	<p><b>JT</b></p>

<b>CF(20)37</b>	<b>BRONGLAIS CHEMOTHERAPY UNIT FUNDRAISING APPEAL UPDATE</b>	
	Mrs Mandy Rayani provided a verbal update in regard to the Bronglais Chemotherapy Unit fundraising appeal, reminding Members that this had been approved at the Charitable Funds Committee in September 2019, subject to the availability of a suitable location. The appeal was launched in April 2020, however has since been put on hold until a suitable location for the unit is identified, with an update to be provided when further plans are in place. Cllr. Hancock reiterated the importance of having certainty of a suitable location before fundraising commences.	
	The Committee <b>NOTED</b> the verbal update in regard to the Bronglais Chemotherapy Unit Fundraising Appeal.	
<b>CF(20)38</b>	<b>ABERAERON INTEGRATED CARE CENTRE – IMPACT OF CHARITABLE CONTRIBUTION</b>	
	Item deferred to November 2020 Charitable Funds Committee meeting.	
<b>CF(20)39</b>	<b>CHRISTMAS MONIES</b>	
	<p>Members were presented with the Christmas Monies update report, including the final breakdown of expenditure following distribution of the 2019 Christmas monies allocation. Members were requested to agree whether the allocation of charitable funds to Christmas monies should continue for 2020.</p> <p>Mrs Thomas reminded Members that a report had been presented to the Charitable Funds Committee in June 2019, highlighting concerns relating to the governance of Christmas monies. Following this, the process has been reviewed and strengthened, and there is clear evidence that processes have now significantly improved with a task and finish group established in relation to 2020 festivities.</p> <p>Previously, Christmas monies had been utilised for staff buffets and decorations, etc., however due to COVID-19, these forms of expenditure may not be appropriate this year.</p> <p>Mr Thomas expressed disappointment that receipts had been mislaid by some wards/departments and that monies had not been used in accordance with the guidelines, whilst recognising that the wards/departments in question have been required to provide an explanation as to why guidelines were not adhered to. Mrs Thomas added that trends in relation to non-compliance with guidelines, etc would be monitored moving forward.</p> <p>Miss Battle referred to the Black, Asian &amp; Minority Ethnic (BAME) community who celebrate religious festivals, etc throughout the year and confirmed that a diverse calendar has been designed with inspirational quotes which will be sent to every member of staff in December as a thank you from the Board.</p>	
	The Committee:	

**NOTED** and **DISCUSSED** the content of the Christmas Monies report.  
**APPROVED** the transfer of charitable funds.  
**AGREED** for the allocation of charitable funds to Christmas monies to continue for 2020.

CF(20)40

**UPDATE ON NHS CHARITIES TOGETHER GRANT FUNDING EXPENDITURE**

Members were presented with the Update on NHS Charities Together Grant Funding Expenditure report, providing an update on the expenditure relating to the grant monies received from NHS Charities Together.

Mrs Llewelyn informed Members that additional information had been received since writing the report in relation to Stage 2 grant funding – community partnership grants. Priorities for consideration in relation to this funding opportunity have been identified from the Public Health and Nursing portfolios, as follows:

1. Project to develop BAME outreach workers in order to address the disproportionate impact of COVID-19 on groups who have historically faced barriers to accessing health services.  
Recommendation to develop a project with local authority and third sector partners with a match-funding commitment being requested of the Test Trace Protect Regional Oversight Group.
2. Accelerating public engagement in the co-production of community based system wide prevention services, in line with the aims of the Transformation Steering Group, Regional Partnership Board and Public Services Boards. This would involve establishing a process for community organisations to receive funding to support pump-priming local community led initiatives such as the Solva care model.
3. Mrs Rayani highlighted the proposal contained within page 3 of the report regarding the introduction of Family Liaison Officer (FLO) roles across HDdUHB, providing invaluable support to patients, families and staff by working in partnership with the third sector. The value of the FLOs has been invaluable of late and the current arrangements in place are due to cease on 31/03/21. The continuation of these posts, working with the third sector, under the umbrella of an improvement team could potentially remove people from universal credit/unemployment and enable employment through the “Kickstart” scheme.

Mrs Llewelyn recommended that further discussions on the funding application for Stage 2 grants, based on the three priorities listed above, should take place with the relevant Executive leads, with the CFC endorsing this approach.

Miss Battle referred to the previously committed Integrated Care Fund, and enquired whether consideration could be given to extending the psychological wellbeing support service provided by HDdUHB to primary care practitioners. Mr Thomas responded that he was not aware that this service was not available to primary care practitioners and supported the extension of the service to this cohort of staff. Mrs

	<p>Llewelyn confirmed that Stage 3 recovery grants are linked to wellbeing and undertook to discuss this further with Mrs Lisa Gostling, Director of Workforce &amp; OD and her deputy.</p> <p>The Committee noted the content of the report and approved the sum of £33,316.47 from the donations made to the recent Apel Hywel Dda NHS COVID-19 appeal to fund the shortfall identified.</p>	<b>NL</b>
	<p>The Committee:</p> <p><b>NOTED</b> the expenditure of the grant funding received from NHS Charities Together.</p> <p><b>APPROVED</b> the sum of £33,316.47 from the donations made to the recent Apel Hywel Dda NHS COVID-19 Appeal to fund the shortfall identified.</p> <p><b>NOTED</b> the details of additional grant funding available to NHS Charities Together member organisations and <b>ENDORSED</b> the proposed approach to identifying needs and priorities for discussion and consideration by the CFC and the Executive Team.</p>	
<b>CF(20)41</b>	<b>STAFF LOTTERY SCHEME</b>	
	<p>Members were presented with the Update on Staff Lottery Scheme report.</p> <p>Mrs Rayani informed Members that Mrs Nickerson had met with Partnership Leads on 04/08/20 to discuss the proposed approach to the development and launch of a staff lottery, who were supportive of the scheme and suggested that the launch take place in 2021.</p> <p>The Committee, being cognisant of the view of staff partners, agreed to the March 2021 launch date of the staff lottery scheme.</p>	
	The Committee <b>NOTED</b> the content of the report and <b>ENDORSED</b> the development of the staff lottery scheme for launch in March 2021.	
<b>CF(20)42</b>	<b>INTEGRATED HYWEL DDA HEALTH CHARITIES 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> July 2020.</p> <p>Mrs Thomas referred to the key outcomes contained within pages 1 and 2 of the report, providing assurance on the charity's performance.</p> <p>Members noted the increase in overall funds, incoming resources and donations, and whilst recognising that expenditure has been minimal to date, acknowledged the actions in place to increase expenditure.</p>	
	The Committee <b>NOTED</b> the content of the Integrated Hywel Dda Health Charities Performance Report and received <b>ASSURANCE</b> on the charity's performance.	
<b>CF(20)43</b>	<b>DRAFT ANNUAL ACCOUNTS (2019/20)</b>	
	Members were presented with the Hywel Dda Health Charities Accounts for the Year Ended 31 March 2020 report, prepared in	

	<p>accordance with the Statement of Recommended Practice.</p> <p>The Committee noted that Audit Wales are taking longer than usual to undertake audits, with revenue accounts taking five weeks as opposed to three weeks, which is having a subsequent effect on audits, hence the annual accounts for 2019/20 being presented in draft format.</p>	
	<p>The Committee <b>NOTED</b> the draft Hywel Dda Health Charities Accounts for the Year Ended 31<sup>st</sup> March 2020.</p>	

<b>CF(20)44</b>	<b>CHARITABLE FUNDS INTERNAL AUDIT REPORT – AUGUST 2020</b>	
	<p><i>Mr James Johns joined the Charitable Funds Committee meeting via VC</i></p> <p>Members were presented with the Charitable Funds Internal Audit Report 2020/21, following the audit of the system surrounding charitable funds, undertaken in August 2020.</p> <p>Mr Johns was welcomed to the meeting and emphasised that the audit had focused upon “pandemic times”. However, the findings from the review had been positive, with considerable good practice identified. One recommendation was highlighted which is classified as a medium priority level, with the response to this recommendation contained with the report.</p> <p>Members noted that the report had also been presented to the Audit &amp; Risk Assurance Committee (ARAC) on 25/08/20.</p>	
	<p>The Committee <b>NOTED</b> and were <b>ASSURED</b> by the Charitable Funds Internal Audit Report.</p>	

<b>CF(20)45</b>	<b>CHARITABLE FUNDS COMMITTEE WORKPLAN 2020/21</b>	
	<p>The CFC workplan for 2020/21 was received for information.</p>	
	<p>The Committee <b>NOTED</b> the Charitable Funds Committee Workplan for 2020/21.</p>	

<b>CF(19)46</b>	<b>REFLECTIVE SUMMARY OF MEETING</b>	
	<p>Mrs Rayani provided a reflective summary of the meeting, highlighting the substantial amount of matters discussed and welcomed the focus of expenditure agreed which will make a significant difference to patients and their families.</p> <p>In addition, the changes to the Charitable Funds Sub-Committee Terms of Reference will ensure a greater focus on expenditure in the future.</p> <p>The ability to undertake further fundraising and to take the ambition of the charity forward once the Fundraising Manager is in post was acknowledged.</p>	

<b>CF(19)47</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
	<p>30<sup>th</sup> November 2020 – 9.30 a.m. – 11.30 a.m., Boardroom, Ystwyth Building, Hafan Derwen</p>	