

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

<b>Date and Time of Meeting:</b>	17 <sup>th</sup> March 2020 9.30 a.m.
<b>Venue:</b>	Meeting Room, Postgraduate Department, Withybush General Hospital, Haverfordwest

<b>Present:</b>	Cllr. Simon Hancock, Independent Board Member (Committee Chair) Mr Owen Burt, Independent Board Member Mr Mike Lewis, Independent Board Member Ms Ann Murphy, Independent Board Member Ms Sarah Jennings, Director of Partnerships & Corporate Services Mr Huw Thomas, Executive Director of Finance
<b>In Attendance:</b>	Ms Maria Battle, Chair, HDdUHB Mrs Nicola Llewelyn, Head of Hywel Dda Health Charities Ms Rhian Davies, Assistant Director of Finance (deputising for Mrs Jennifer Thomas, Senior Finance Business Partner) Ms Mandy Rayani, Executive Director of Nursing, Quality & Patient Experience (part) Ms Alison Gittins, Head of Corporate Governance Ms Tara Nickerson, Fundraising Officer Mrs Claire Williams, Committee Services Officer (Secretariat)

Agenda Item		Action
<b>CF(20)01</b>	<b>INTRODUCTIONS AND APOLOGIES FOR ABSENCE</b>	
	The Chair, Cllr. Simon Hancock, welcomed all to the meeting.  Apologies were received from: <ul style="list-style-type: none"> <li>• Mrs Delyth Raynsford, Independent Board Member (Committee Vice-Chair)</li> <li>• Mrs Jennifer Thomas, Senior Finance Business Partner</li> <li>• Ms Anna Lewis, Independent Board Member</li> <li>• Mr Gareth Rees, Deputy Director of Operations</li> </ul>	
<b>CF(20)02</b>	<b>DECLARATIONS OF INTEREST</b>	
	No declarations of interest were made. It was agreed for Mrs Nicola Llewellyn and Ms Tara Nickerson to depart the meeting during discussion on agenda item 4.1 Hywel Dda Health Charities 3 Year Plan 2020-23.	
<b>CF(20)03</b>	<b>MINUTES OF THE MEETING HELD ON 20<sup>TH</sup> SEPTEMBER 2019</b>	
	<b>RESOLVED</b> - that the minutes of the Charitable Funds Committee meeting held on 20 <sup>th</sup> September 2019 be <b>APPROVED</b> as an accurate record of proceedings.	
<b>CF(20)04</b>	<b>TABLE OF ACTIONS FROM THE MEETING HELD ON THE 20<sup>TH</sup> SEPTEMBER 2019</b>	

	An update was provided on the Table of Actions from the meeting held on 20 <sup>th</sup> September 2019 and confirmation received that all outstanding actions have been progressed.	
CF(20)05	<b>CHAIR'S ACTIONS &amp; DECISIONS TAKEN OUTSIDE OF CFC MEETINGS</b>	
	There were no actions or decisions taken outside of the Charitable Funds Committee meetings.	
CF(20)06	<b>REVIEW OF CHARITABLE FUNDS COMMITTEE TERMS OF REFERENCE</b>	
	Members were presented with the Charitable Funds Committee Terms of Reference highlighting suggested changes proposed by the Corporate Governance Team.	
	Mrs Llewellyn advised that the draft CFC Terms of Reference had been discussed at the CFC Workshop in December 2019 where agreement had been made for the necessity of a full review.	
	Given the current circumstances and emergency measures required relating to COVID-19, it was agreed that the processes for expenditure be re-considered at the current time. It was agreed by the Committee for Mr Huw Thomas, Mrs Mandy Rayani and Ms Sarah Jennings to have authorisation to jointly agree and oversee expenditure relating to COVID-19 (in particular relating to staff welfare) outside of the formal Committee meetings.	
	<i>Ms Maria Battle joined the Charitable Funds Committee meeting</i>	
Concerning item "3.1 Membership" within the Terms of Reference, it was requested for additional wording to be inserted clearly stating that members are "acting as representatives of the Corporate Trustee".	<b>AG</b>	
Following discussion in relation to the upper limit for CFC authorisation, Members agreed for additional wording to item 6.19 within the Terms of Reference to include "Expenditure over £100,000 will require the approval of the Corporate Trustee".	<b>AG</b>	
The Committee <b>NOTED</b> and <b>APPROVED</b> the proposed changes to the Charitable Funds Committee Terms of Reference.		
CF(20)07	<b>UPDATE ON THE IMPACT OF THE UTILISATION OF IT DEVICES (MICROSOFT SURFACE PROS) TO SUPPORT PATIENT CENTRE CARE AND SERVICE IMPROVEMENT</b>	
	Members were presented with the IT Equipment for Patients with Learning Disabilities report, providing an overview on the challenges experienced and the current position on the use of mobile IT devices within ward areas. Mrs Rayani outlined the difficulties encountered in relation to the original agreement, revenue concerns and challenges in regard to the installation of the applications. Members noted that at the end of January 2020, the IT Department issued one IPAD Device for each Acute Hospital Site to pilot a communication application for patients with a learning disability or other communication difficulty over	

	<p>a three-month period. Despite initial teething problems, the feedback received from users has been extremely positive and the impact of the equipment will continue to be monitored.</p> <p>Given the current COVID-19 pandemic and the likelihood of restrictions on visiting patients on hospital sites, Mrs Rayani requested the sum of an additional £25,000 to purchase 100 mobile devices, to provide inpatients who do not have a smart phone/tablet with the prospect of maintaining patient/relative contact via Skype. In response to whether the technical issues previously experienced could be resolved, Mrs Rayani confirmed that the matter had been discussed with Mrs Karen Miles, Executive Director of Performance &amp; Planning, who was confident that the issues could be resolved. Members requested that Mrs Rayani seek further assurance from Mrs Miles, obtain definitive costings and ascertain the specification of the equipment to be purchased. Mrs Llewellyn requested involvement in the discussions relating to equipment to ensure the most appropriate devices are purchased.</p> <p>Members agreed that the devices could be authorised under Chair's Action once further clarity has been received.</p> <p><i>Mrs Mandy Rayani left the Charitable Funds Committee meeting</i></p>	<b>MR</b>
	<p>The Committee <b>NOTED</b> the Update on the Impact of the Utilisation of IT Devices (Microsoft Surface Pros) to Support Patient Centre Care and Service Improvement and <b>AGREED</b> the purchase of additional devices under Chair's Action.</p>	
<b>CF(20)08</b>	<p><b>SELF ASSESSMENT OF EFFECTIVENESS QUESTIONNAIRE</b></p> <p>Members were presented with the Charitable Funds Committee Self Assessment of Performance Questionnaire template and report relating to the Committee's annual self-assessment exercise 2019/20. Members agreed the suggested template and noted that the questionnaire would be forwarded to Members via Survey Monkey in due course.</p> <p>The Committee <b>NOTED</b> the update on the Self-Assessment of Effectiveness Questionnaire.</p>	<b>CW</b>
<b>CF(20)09</b>	<p><b>CHARITABLE FUNDS OPERATIONS SUB-COMMITTEE UPDATE REPORT</b></p> <p>Members were presented with the Charitable Funds Operations Sub-Committee (CFOSC) report providing an overview of the Sub-Committee's decisions, including discussions and deliberations, since the previous report presented to the Committee on 20th September 2019.</p> <p>In Mr Gareth Rees' absence, Mrs Llewellyn referred to the two appendices included with the report relating to requests for charitable funds expenditure. Members noted that the equipment identified within Appendix 1 (Reminiscence Interactive Therapy Activities Digital Reminiscence Therapy Software Package) had been funded using slippage money. The equipment identified within Appendix 2 (2</p>	

	<p>replacement ultrasound scanners for the Breast Care Unit in Prince Phillip Hospital) had been endorsed at the Sub-Committee meeting held in early March 2020 and is presented to the CFC for approval. Members approved this request.</p> <p>Members further requested that due to the variety of devices purchased i.e. ipads, galaxy's, etc, that Mrs Llewellyn liaise with the I.T. Department to gain advice on the most appropriate and cost effective product to purchase.</p> <p>Noting that audit based software had been purchased by the Charity, all were reminded that expenditure of this nature is generally considered inappropriate and that in future increased vigilance would be required to prevent the occurrence of similar expenditure.</p> <p>The Committee <b>DISCUSSED</b> and <b>APPROVED</b> the Charitable Funds Operations Sub-Committee Update Report, including items recommended for approval, Sub-Committee decisions and other decisions taken.</p>	<b>NL</b>
<b>CF(20)10</b>	<p><b>CHARITABLE FUNDS OPERATIONS SUB COMMITTEE ANNUAL REPORT</b></p> <p>Members were presented with the Charitable Funds Operations Sub Committee Annual Report 2019/20, providing assurance in respect of the decisions and work undertaken on behalf of the Charitable Funds Committee in 2019/20, and outlining the main achievements which have contributed to furthering the governance of charitable funds across Hywel Dda University Health Board.</p> <p>Noting the challenges encountered by the Sub Committee in attaining the number of attendees required to be quorate at all meetings, it was acknowledged that changes would be made to the structure, with interim arrangements already in place.</p> <p>The Committee <b>DISCUSSED</b> and <b>APPROVED</b> the Charitable Funds Operations Sub-Committee Annual Report for 2019/20.</p>	
<b>CF(20)11</b>	<p><b>CHARITABLE FUNDS COMMITTEE RISK REGISTER</b></p> <p>Members were provided with the Charitable Funds Committee Risk Register report, to provide assurance to the Board that operational risks aligned to the Committee are being identified, assessed and managed effectively. The paper provided an update on charitable funds related risks and recent actions that have been undertaken to provide assurance that the risk is being appropriately monitored and mitigated. Members noted there is currently one 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></p> <p>The current risk is within the CFC's risk tolerance level of 8, which had been discussed and agreed by the CFC on 20th September 2019. Due</p>	

	<p>to the nature of this risk and whether the original target score of 4 would be achievable, it was previously agreed to increase the risk's target risk score to 8, to sit within the Committee's tolerance level.</p> <p>Members noted the significant action that is being undertaken in relation to this risk.</p> <p>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.</p>	
<b>CF(20)12</b>	<p><b>CHARITABLE FUNDS COMMITTEE ANNUAL REPORT 2019/20</b></p> <p>Members were presented with the Charitable Funds Committee Annual Report 2019/20, and whilst recognising the comprehensive nature of the report, noted the bureaucratic, transactional processes involved with charitable funds and the need to consider how this can be placed more strategically within the Health Board's thinking.</p> <p>Independent Members were encouraged to feed in any views following Board to Floor walkabouts, etc, in order to move the charity forward.</p> <p>Members agreed the CFC Annual Report 2019/20 for onward submission to the Board.</p> <p>The Committee <b>DISCUSSED</b> and <b>APPROVED</b> the Charitable Funds Committee Annual Report for 2019/20 for onward submission to the Board.</p>	<p><b>CW</b></p>
<b>CF(20)13</b>	<p><b>INVESTMENT ADVISOR PERFORMANCE UPDATE</b></p> <p>Members were presented with the Hywel Dda Health Charities Investment Update, noting Mr Alexander True, Sarasin &amp; Partners, had been due to join the meeting via video conference, however, had subsequently been stood down due to the relocation of the meeting venue.</p> <p>Ms Jennings informed Members that the investments made on behalf of the Health Board were long-term and low risk which should recover over time. Although there are no current plans to cash in these investments, should there be a necessity for significant purchases, some investments may need to be sold. Following the expenditure of approximately £1m on the Ward 10, Withybush refurbishment and Aberaeron Integrated Care Centre, there remains a residual total of £1.6million, which can be accessed at any time. Ms Rhian Davies was requested to investigate those investments which could be released quickly, without any consequences.</p> <p>Members agreed that the contract with Sarasin &amp; Partners be extended in the short-term, and to review this arrangement further in 12 months' time.</p> <p>In response to an assessment of the level of current risk appetite on a scale of 1-5, Ms Jennings confirmed that this remains a low risk of 2-3, which should serve to safeguard the charity in the current climate.</p>	<p><b>RD</b></p> <p><b>HT/JT</b></p>

	The Committee <b>NOTED</b> the Investment Advisor Performance Update report.	
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<b>CF(20)14</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 31st January 2020.</p> <p>Members were pleased to note that the value of funds has increased by £1,079,129 during the financial year, and that donations increased by 30% and legacies by 21% in comparison to the same period in the previous financial year, significantly greater than any previous years. Donations have also increased over recent months within Ceredigion and Corporate, and following a recent downward trend in income for Carmarthenshire, donations have remained stable since October 2019, representing a pleasingly strong performance.</p> <p>Members noted that although localised data is not currently available, more intelligent data would be provided to the Committee in the future.</p> <p>The Committee <b>NOTED</b> the Integrated Hywel Dda Health Charities Performance Report.</p>	
<b>CF(20)15</b>	<b>ABERAERON INTEGRATED CARE CENTRE – IMPACT OF CHARITABLE CONTRIBUTION</b>	
	Item deferred to the next CFC meeting.	<b>CW</b>
<b>CF(20)16</b>	<b>PSYCHOLOGICAL SUPPORT FOR CANCER PATIENTS UPDATE REPORT</b>	
	<p>Members were presented with the Psychological Support for Cancer Patients Report, providing an update regarding the resources purchased from charitable funds to support families with young children affected by cancer.</p> <p>Mrs Llewellyn advised that the charity is currently funding CaPS (Cancer Psychological Support), a pilot project offering psychological support both for those following receipt of a cancer diagnosis and the cancer workforce. Early in the application process, the exclusion criteria highlighted a gap in the support available to children where there is a close relative who has had a cancer diagnosis. Although this could not be incorporated into the CaPS project, it served to highlight a need, and the Macmillan Cancer Information and Support Service Coordinators explored resources for use in the information hubs to support families in having difficult conversations involving children around cancer.</p> <p>In response to queries raised on why this remains a pilot scheme when there is clear evidence of the advantages these resources provide to children, and whether this can be committed to on a more permanent basis, it was agreed to continue purchasing the resources and to ensure that these are bilingual.</p>	<b>NL</b>



	<p>Mrs Llewelyn clarified that this is a resource for cancer workers providing counselling designed to help children and young people to understand more about cancer, the treatments offered, and the side-effects they may cause. Work is currently being undertaken with the paediatric palliative care team on the prospect of providing a grief service for all family members.</p> <p>Mrs Llewelyn was requested to explore third sector options concerning counselling and to seek advice from a representative of bereavement services regarding the best package available and how this can be supported and funded.</p> <p>The Committee <b>NOTED</b> the Psychological Support for Cancer Patients Update Report.</p>	<p><b>NL</b></p>
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<p><b>CF(20)17</b></p>	<p><b>CHARITABLE FUNDS INVESTMENT PROPERTY</b></p> <p>Members were provided with the Charitable Funds Investment Property report to consider the Committee's position in relation to property investment.</p> <p>Members were informed that 'Delfryn' is a property in Ceredigion which is owned by Hywel Dda Health Charities, currently occupied by staff of the I.T. Department together with associated equipment, for which Hywel Dda Health Charities receives rental of £14,000 per annum from HDdUHB. Members were reminded that the Committee considered a paper at its meeting in September 2019, which presented options to release the property from the charity's accounts. Following discussions on the history surrounding the property and the options available to the charity, it was agreed that an additional paper would be submitted to the March 2020 CFC meeting for decision.</p> <p>The report summarised the three main considerations for CFC Members to consider before making any decisions in relation to the future of Delfryn property:</p> <ol style="list-style-type: none"> <li>1. <i>Bearing in mind that the property under discussion is an investment and not operational asset of the charity, is the direct holding of a property investment, as allowed for by legislation and guidance, as well as the Charitable objects and governing document of the charity, still in conflict with those objects? (note: we also hold property indirectly as property unit trust investments via Sarasin).</i></li> <li>2. <i>Given the evidence to the contrary in this paper, do members believe the investment property is returning a poor or high risk, return to the charity?</i></li> <li>3. <i>Does the Committee consider the administration of the holding of this investment to be any more a "burden" than it has been for the last 20 years, and furthermore would some form of sale or transfer to the exchequer Health Board materially lessen this burden?</i></li> </ol> <p>Initial reactions from Members was to continue with the current status quo i.e. for Hywel Dda Health Charity to receive the annual income from the property. However, some concerns were expressed regarding the charity owning an asset that cannot easily be managed with £250,000 being tied up in one investment, and as corporate</p>	
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	<p>trustees, having landlord responsibility. The alternatives therefore would be to donate the property to the Health Board or sell it to the Health Board. It was confirmed that if the property were to be sold, the matter would be required to be referred to the Charities Commission. Selling of the property could take up to a year with the money from the sale necessarily going into the Ceredigion general fund as opposed to the Health Board's general fund.</p> <p>It was suggested that discussions take place with the Charities Commission, and that legal advice be sought to ascertain whether the money would be restricted to the Ceredigion fund.</p> <p>In response to whether now represents an appropriate time to investigate the sale of the property given the pressing priorities faced by the Health Board due to COVID-19, it was agreed for Ms Jennings to request Mrs Sian-Marie James, Head of Corporate Office, to liaise with the Finance Department and obtain legal advice from Welsh Health Legal Services.</p> <p>In principle, Members agreed that further investigation of Option 3, as highlighted within the report, be explored.</p>	<b>SJ/SMJ</b>
	<p>The Committee <b>NOTED</b> and <b>DISCUSSED</b> the Charitable Funds Investment Property report.</p>	

<b>CF(20)18</b>	<p><b>HYWEL DDA HEALTH CHARITIES 3 YEAR PLAN 2020-23</b></p> <p>Members were presented with the Hywel Dda Health Charities Three-Year Plan 2020/23, developed in response to priorities identified on the future direction of the charity at the CFC Workshop in December 2019. Members noted that an increased investment in the charity's support functions is required over the next three years to increase the growth and progress the charity further forward to achieve the three objectives outlined in the three year plan:</p> <ol style="list-style-type: none"> <li>1. Income: Increase our income levels by 10% on an annual basis from April 2020 to March 2023.</li> <li>2. Expenditure: Increase our charitable expenditure by 15% on an annual basis from April 2002 to March 2023.</li> <li>3. Communications: Increase our charity's profile and raise awareness of the positive difference we make.</li> </ol> <p>Members were presented with the current position of the charity and noted that the levels of charitable expenditure have not increased in line with the income growth. It is proposed that the objective to increase the income levels by 10% on an annual basis will be achieved by the 16 initiatives listed on page 9 of the report, including the launch of a staff lottery scheme to generate unrestricted funds to support staff health and wellbeing.</p> <p>Ms Jennings emphasised that the Committee is being asked to (1) consider and approve the Hywel Dda Health Charities three-year plan from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2023; (2) consider and approve a budget of £90,993 for the finance support function for the</p>	
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2020/21 financial year; (3) consider the merits of an increased investment in the fundraising function of the charity and approve a budget of £327,413 for the fundraising function for the 2020/21 financial year; (4) consider and approve the establishment of a staff lottery scheme to raise funds to invest in staff health and wellbeing initiatives.

Mrs Llewellyn confirmed that the proposed staff lottery would be a weekly draw to be drawn at the end of each month (4 draws). The timescale of the draw would enable Payroll to confirm that all subscriptions had been paid.

In response to whether safeguards against any unnecessary promotion of gambling had been considered, it was noted that purchasing of tickets would be limited to no more than four tickets per draw and that discussions had already taken place with the Executive Director of Public Health and the Executive Director of Workforce & OD, resulting in the conclusion that the benefits of the scheme far outweigh any gambling risks.

In response to whether unions had been involved in the proposals, it was noted that union representatives across all three counties had been invited to offer feedback and that a presentation had been due to take place at the April 2020 Staff Partnership Forum meeting.

In response to a query regarding representation on the staff lottery bids panel, it was noted this has not yet been confirmed and that there would be a necessity for clear transparency. A financial procedure would be devised and Members were asked to forward any suggestions to Mrs Llewellyn.

Ms Maria Battle queried the governance involved and suggested that due to the large sums involved, the Plan be presented to the Board as the Corporate Trustee, with CFC endorsement. It was agreed for Cllr. Hancock to present the Plan at an In-Committee Trustee meeting on 26<sup>th</sup> March 2020, and for appropriate supplementary wording to be included in the covering report, amending the wording on page 2 from “approve” to “recommend”.

Members suggested deferring consideration of the launch of the lottery until September 2020 at the earliest.

In response to whether the staff lottery would supersede the Pembrokeshire Lottery Scheme, it was noted that the staff lottery would be in addition to the Pembrokeshire Lottery Scheme, which would continue to be available for staff to participate in.

Mr Thomas' views were sought on the financial aspects of the lottery, and emphasised the need to be mindful that should the scheme not be successful, that there is an exit strategy in place. It was agreed for a sentence to be incorporated into the Plan regarding assessment and monitoring of the lottery scheme with

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	<p>regular monitoring to be undertaken at CFC meetings.</p> <p>In response to the ambition of a 15% spend and 10% increase in income, it was noted that these figures have been projected on the current level of expenditure, and although this is an ambitious target, it is anticipated that it can be achieved</p> <p><i>Mrs Llewellyn and Ms Whitlock left the Charitable Funds Committee meeting</i></p> <p>Members were presented with the non-pay costs and proposed staffing structure for the Charities Team outlining a request for the Head of Hywel Dda Charities to be re-banded from a Band 8a to Band 8b (an increase of approximately £2,000) and a corresponding title change to Assistant Director, Hywel Dda Health Charities. In addition, it was proposed that a fundraising manager role be established to manage the day-to-day fundraising activities of the charity and the professional co-ordination of fundraising volunteers/ambassadors across the communities.</p> <p>Members noted the significant financial increase required from £216,788 to £327,413, based on the ambition of the 3-year plan being undeliverable without the extra expenditure, and supported the need for additional staffing to effectively raise the profile of the Hywel Dda charity and increase funds</p> <p>In response to whether the re-banding process would be completed through an OCP process, Ms Jennings confirmed that the Director of Workforce &amp; OD's advice would be sought.</p> <p>In summary, Ms Jennings proposed that if the 3-year plan is to be successful, the proposed structure is essential for the delivery of the plan and remained confident that the 10% and 15% figures would be achievable.</p> <p>Mr Thomas suggested that in the future, consideration could be given to a renaming of the charity, to introduce a distance between the name of the Board and the Charity.</p> <p>Members agreed that the Plan be amended in line with the discussions and presented to an In-Committee Trustee meeting on 26<sup>th</sup> March 2020 for approval.</p> <p>The Committee <b>NOTED</b> the Hywel Dda Charities 3 Year Plan and <b>RECOMMENDED</b> this is presented to an In-Committee Trustee meeting on 26<sup>th</sup> March 2020 for approval.</p>	
CF(20)19	<p><b>CHARITABLE FUNDS COMMITTEE WORKPLAN 2019/20 &amp; 2020/21</b></p> <p>The CFC workplans for 2019/20 and 2020/21 were received for information.</p> <p>The Committee <b>NOTED</b> the Charitable Funds Committee Work Programme for 2019/20 &amp; 2020/21.</p>	

<b>CF(19)20</b>	<b>ANY OTHER BUSINESS</b>	
	No further business was discussed.	

<b>CF(19)21</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
	To be confirmed	