

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

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| Date and Time of Meeting: | 9.30am, Tuesday June 18 <sup>th</sup> 2019                        |
| Venue:                    | Boardroom, Ystwyth Building, St David's Park, Carmarthen SA31 3BB |

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| Present:       | <p>Cllr. Simon Hancock, Independent Board Member (Committee Chair)<br/>         Ms Sarah Jennings, Director of Partnerships and Corporate Services<br/>         Mr Huw Thomas, Director of Finance<br/>         Ms Anna Lewis, Independent Board Member<br/>         Mrs Delyth Raynsford, Independent Board Member (Committee Vice-Chair)<br/>         Mr Owen Burt, Independent Board Member</p>   |
| In Attendance: | <p>Mr Gareth Rees, Deputy Director of Operations<br/>         Mrs Nicola Llewelyn, Head of Hywel Dda Health Charities<br/>         Mrs Elen Marks, PA to Director of Partnerships and Corporate Services (Minutes)<br/>         Mrs Jennifer Thomas, Senior Finance Business Partner<br/>         Ms Fiona Powell, Assistant Director of Finance (Finance Systems and Statutory Reporting)<br/>         Mr Alexander True, Senior Associate Partner, Sarasin &amp; Partners (part of meeting)<br/>         Mr Tom Kight, Investment Manager, Sarasin &amp; Partners (part of meeting)<br/>         Mrs Sharon Daniel, Assistant Director of Nursing (part of meeting)<br/>         Mrs Gina Beard, Lead Cancer Nurse (part of meeting)</p> |

| Agenda Item | Introductions and Apologies for Absence  | Action |
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| CF(19)021   | <p>The Chair, Cllr. Simon Hancock, welcomed all to the meeting.</p> <p>Apologies were received from:</p> <ul style="list-style-type: none"> <li>Mr Steve Moore, Chief Executive</li> <li>Mr Adam Morgan, Independent Board Member</li> <li>Mrs Carol Cotterell, Assistant Director Operational Nursing &amp; Quality Acute Services</li> <li>Mr Mike Lewis, Independent Member</li> </ul> <p>Chair advised the Members that Mr Adam Morgan had recently accepted a new post and will commence this new post in July. Chair thanked Mr Morgan profusely for his significant contribution to the work of Charitable Funds.</p> |        |
| CF(19)022   | <p><b>Declarations of Interests</b></p> <p>No declarations of interested were received.</p> <p><i>Mrs Delyth Raynsford arrived at the meeting.</i></p>   |        |
| CF(19)022   | <p><b>Charitable Funds Story – Focus on Staff Fundraising</b></p> <p>Mrs Nicola Llewelyn gave a number of examples of recent staff fundraising activity to provide the Committee with an insight of what colleagues are doing behind the scenes.</p>   |        |

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|                  | <p>She noted that we have now seen a notable increase within the last 2 to 3 years in terms of staff confidence in the charity which has resulted in increased staff engagement. The examples discussed included:</p> <ol style="list-style-type: none"> <li>1. Ward 12, Withybush Hospital</li> <li>2. St Non's Ward, Bro Cerwyn, Withybush Hospital</li> <li>3. AnnMarie Thomas, Lead for Medical Workforce</li> <li>4. Sara Davies, Lead Occupational Therapist at Cwm Seren</li> <li>5. Dr Elin Jones, Bronglais Hospital</li> <li>6. Chris Richards, Bronglais Hospital</li> <li>7. NHS Big Tea</li> </ol> <p>The Chair expressed his gratitude to staff who are so committed to their own work and patient improvements that they are fundraising in their own time. He added that these staff fundraising stories are very heartening and inspiring.</p> <p>Ms Sarah Jennings noted that a significant number of stories being highlighted on social media are to do with charitable funds and staff fundraising. Charitable funds stories have a huge contribution to make to staff communications and staff wellbeing.</p> <p>Mrs Raynsford asked how we recognise staff for their contribution over and above their day job. In her reply, Mrs Llewelyn advised that members of staff that fundraise get a letter of thanks from the charity team as well as the service. They also receive a thank you certificate.</p> |           |
|                  | <p>The Committee <b>NOTED</b> the Charitable Funds Story.</p>  |           |
| <b>CF(19)023</b> | <p><b>Minutes of the Meeting held on 14<sup>th</sup> March 2019</b></p> <p><b>RESOLVED</b> - that the minutes of the Charitable Funds Committee meeting held on 14<sup>th</sup> March 2019 be approved as a correct record.</p>  |           |
| <b>CF(19)024</b> | <p><b>Table of Actions of the meeting held on 14<sup>th</sup> March 2019</b></p> <p>An update was provided on the Table of Actions from the meeting held on 14<sup>th</sup> March 2019 and confirmation received that all outstanding actions have been progressed, excluding those that had been deferred until a later meeting, as noted on the Table of Actions.</p> <p>CF(18)72 – Mr Huw Thomas asked if this particular item could be picked up by Mrs Jennifer Thomas so that he can act as a trustee in future. Mrs Elen Marks to update the table accordingly.</p>   | <b>EM</b> |
| <b>CF(19)025</b> | <p><b>Matters Arising not on the Agenda 14<sup>th</sup> March 2019</b></p> <p>There were no matters arising discussed.</p>   |           |
| <b>CF(19)026</b> | <p><b>Chair's Actions &amp; Decisions taken outside of CFC meetings</b></p> <p>There were no actions or decision taken outside of Charitable Funds Committee meetings.</p>   |           |

Mr Gareth Rees provided an update report from the Charitable Funds Operations Sub-Committee since the last report presented to Committee on 14<sup>th</sup> March 2019. Mr Rees updated members on charitable items approved for purchase and noted a number of items were pending decision. Mr Rees responded to members' questions on the information within the report. Some highlights noted by Mr Rees were:

- The Sub-Committee had met on 3 occasions and was quorate at each meeting.
- 11 requests valued at £74,473 have been approved.
- 1 request is presently on hold whilst further information is obtained.
- 2 requests were approved through chair's action – value £13,612.
- 1 request was rejected.
- 1 request was recommended for executive director approval – value £38,706.
- No requests have been considered and recommended for Charitable Funds Committee approval.
- There were no departures from Health Board Policy to highlight.
- In the interest of improving attendance on a sustained basis and acting within the Sub-Committee's terms of reference, variations to the business agenda have been agreed and activated.
- Progress has been made in clarifying a way forward where charitable funds support for academic studies is concerned.

The Chair queried and noted his concern around the retrospective reimbursing of subsistence allowances for training courses. Mrs Llewelyn confirmed that although expenditure was within the eligibility criteria approval of expenses was made retrospectively. Conversations have since taken place with the individuals who applied for this funding to ensure future conformation with the UHB financial procedures. It was added that any future requests of this nature be received that they would not be considered.

Mr Rees informed members that having looked back on previous minutes since he had presided on the Sub-Committee that no other retrospective requests had been made.

Ms Anna Lewis queried whether a defibrillator was considered a non-essential item. Mr Rees noted that after debate at Sub-Committee level he was comfortable with the decision to approve this item as there were some enhanced features on this particular device.

Further discussions were had on the procurement processes of medical devices through charitable funding and it was suggested that such proposals should be refereed to Medical Devices Governance and Assurance Group to discuss the need for additional equipment of this nature.

Mr Thomas recommended that such proposals should be referred to the Medical Devices Governance and Assurance Group for consideration in future.

**GR**

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|  | <p>Ms Jennings added that once we know who the new Independent Member will be instead of Mr Adam Morgan, that training will be provided on the role of the corporate trustee and how to separate the roles of Independent Member/Executive Director and a member of the Charitable Funds Committee. This training will be repeated regularly with legal expertise and investment broker expertise.</p>    | <p><b>SJ/JW</b></p>  |
|  | <p>Mrs Llewelyn advised that fundraising and finance colleagues will be updating the Charitable Funds policies and procedures in the next quarter and will take this conversation into consideration.</p>   |                      |
|  | <p>Mr Thomas asked why Chair's Actions was requested and granted in respect of item 2.1.3. He asked that Chair's Actions be granted strictly by exception and members agreed with this. Mrs Llewelyn advised that the Sub-Committee's Terms of Reference would therefore need to be revised in light of this to read by exception and not the norm.</p>   | <p><b>GR</b></p>     |
|  | <p>The report highlighted an analysis that was undertaken by Finance colleagues in respect of Christmas Monies and through this analysis a small number of items had been purchased outside of agreed procedures. A review of the Christmas Monies procedures would be undertaken during the Summer in order to have stricter and clearer procedures.</p>   | <p><b>JT/NLI</b></p> |
|  | <p>Higher Awards Panel –</p> <p>At the May 2019 Sub-Committee meeting, members were advised that Mrs Nicola Llewelyn had been involved in the higher awards application process for 2019/20 academic studies to ensure consistency in the applications submitted for charitable funding.</p>  |                      |
|  | <p>The Higher Awards Panel had identified 16 higher award applications as eligible for charitable funding from services with significant levels of funds. It was proposed that half of the UHB's 75% contribution (37.5%) towards the 16 higher award applications could be funded from the individual services' charitable funds, totalling £18,990.</p>   |                      |
|  | <p>Sub-Committee members discussed the appropriateness of utilising charitable funds in this way with discussions focusing on the fairness of this approach, the setting of a precedence and the UHB's responsibility to provide learning and development opportunities for its workforce.</p>  |                      |
|  | <p>The Sub-Committee agreed in principle to support this approach and provide delegated authority to the Chair of the Sub-Committee to consider the pending charitable funds requests under Chair's Actions. It was also agreed that this decision was made as an exception not the norm and there should be no expectation that further funding will be available during subsequent financial years.</p> |                      |
|  | <p>The Committee <b>DISCUSSED and RECEIVED</b> the Charitable Funds Operations Sub-Committee Update Report, including items recommended for approval, Sub-Committee decisions and other decisions taken.</p>  |                      |

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| CF(19)028 | <p><b>Charitable Funds Committee Risk Register</b></p> <p>Ms Jennings updated the committee on the recently added risk in relation to external charitable organisations and the progress made against risk actions as follows:</p> <ul style="list-style-type: none"> <li>• The Standards of Behaviour Policy has undergone a full review and been assessed against similar policies in place across Wales. The revised policy is currently in the consultation stage. Consultation end date mid July 2019 following its passage through Staff Partnership Forum (10th June) and Workforce &amp; OD Sub-Committee (4th July).</li> <li>• Following a longer than anticipated period of consideration due to the nature of the enquiry, Legal &amp; Risk Services have advised that it would be more appropriate to develop a new corporate policy on the operations of external charities on UHB premises and their working arrangements with the UHB rather than introduce individual Memorandums of Understanding. New corporate policy to be developed.</li> </ul> <p>Mrs Llewelyn confirmed that a draft policy would be available for circulation for discussion at the next CFC meeting on the 19<sup>th</sup> September.</p> <p>The Committee:</p> <ul style="list-style-type: none"> <li>• <b>REVIEWED</b> and <b>SCRUTINISED</b> the risk register to seek assurance that all relevant controls and mitigating actions are in place.</li> <li>• <b>DISCUSSED</b> whether the planned actions will reduce the risk further and/or mitigate the impact if the risk materialises.</li> </ul> | NLI |
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| CF(19)029 | <p><b>Integrated Hywel Dda Health Charities Performance Report</b></p> <p>Ms Jennings provided a summary of the Hywel Dda Health Charities' performance as of 30<sup>th</sup> April 2019. Ms Jennings noted that the report was now in a dashboard style format as per the request of Committee members. She noted that she would welcome any ideas for any other improvements in order to provide clarity to trustees on assurance of performance.</p> <p>Ms Jennings went on to note the key messages from the report:</p> <ul style="list-style-type: none"> <li>• The net movements in funds has increased by £15,335 in the month of April 2019</li> <li>• Donations have remained steady over the year</li> </ul> <p>The Chair invited questions and comments from fellow members.</p> <p>Mr Owen Burt asked about the downward decline in donations for Carmarthenshire noted in 2.1 since August 2018 and whether we know why this is. Mrs Llewelyn in her response noted that she is waiting for a detailed analysis of Carmarthenshire funds to better understand what areas have seen an impact.</p> <p>Ms Jennings confirmed that the report did not demonstrate high level of spending and asked the funds are used in a more proactive way. Mrs Llewelyn added that she will be working with Finance colleagues during</p> |  |
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|  | <p>the next few months to raise awareness of Charitable Funds to our Finance Business Partners who have regular direct access to charitable funds general managers. The Chair asked that an update comes back to the September meeting noting the outcome of the discussions with the business partners and how we start implementing the expenditure plan.</p> <p>Mrs Raynsford asked that Patient Experience Committee is linked in for this in respect of trends that patients have identified that would make their involvement with the Health Board better. Ms Jennings advised that the Patient Experience Committee will change to include Charitable Funds representation in future.</p> <p>Ms Jennings added that the Terms of Reference for the Improving Experience Sub-Committee will be revised and Mrs Llewelyn to become a member of the sub-committee. Ms Jennings also confirmed that the strategy day in December will look at the 5 year plan, the make-up of the funds and how the charity is set up.</p> <p>As an action, it was asked that the Improving Experience Sub-Committee include Health Charities and Mrs Llewelyn to become a member of the committee. The strategy day in December will look at the 5 year plan, the make-up of the funds and how the charity is set up.</p> <p>In respect of the report, Mrs Llewelyn highlighted:</p> <ul style="list-style-type: none"> <li>• 1.2.1 – decrease of 30% in donations for month 1 was recovered in month 2.</li> <li>• Year ending 31<sup>st</sup> March 2019 – this was the Charity’s largest ever income during a financial year with 26% increase in overall income.</li> </ul> <p>Following a brief discussion on the set up of the report, Ms Jennings agreed to include a front page analysing the headlines and top five points from the finance and fundraising. Members were in agreement that this would be helpful.</p> <p>Mr Owen Burt asked that an income to cost ratio analysis be undertaken in respect of staffing and governance in order to see if the trend is increasing or decreasing.</p> <p>The committee <b>DISCUSSED</b> and <b>NOTED</b> the content of this report and received assurance on the charity’s performance.</p> | <p>JT/NLI</p> <p>SJ</p> <p>JT</p> |
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| CF(19)030 | <p><b>Investor Advisor Performance Update</b></p> <p><i>Mr Alexander True and Mr Tom Kight arrived at the meeting</i></p> <p>The Committee welcomed Alexander True, Business Partner and Tom Kight, Investment Manager.</p> <p>An update was given on the Charity’s portfolio, training and events and the investment outlook as at 31<sup>st</sup> May 2019.</p> <p>Some key points noted were:</p> <ul style="list-style-type: none"> <li>• Combined portfolio value as at 31<sup>st</sup> May 2019 was £7.3million</li> <li>• Mildly overweight in respect of equities and property</li> <li>• Underweight on fixed interest</li> <li>• Performance versus peers up 6.8% versus 6.1% (Arc)</li> </ul> |  |
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|  | <p>A brief discussion was had on ethical investments and the ethical investment policy will be brought back to the September meeting prior to Board approval.</p> <p>Mr Huw Thomas asked whether a document can come back to the CFC Board every 6 months to show Sarasin's decision making processes that we can incorporate into the annual report.</p> <p>It was proposed that in the December workshop a discussion is held on the future strategy for the charity where the charity's investment strategy can be considered and aligned to the charity's future plans.</p> <p>Mr True added that their work extends to reporting back on how Sarasin are voting on the Charity's behalf also.</p> <p>Mr Kight gave an update on the markets during the last year. Some key points:</p> <ul style="list-style-type: none"> <li>• Rate height reached a peak and soon will start to fall again</li> <li>• European interest rates – German government issued a 10 year bond offering a negative rate of -0.3% and it was 1.6 times over-subscribed.</li> <li>• Western economy has enjoyed a decent growth from 2009.</li> <li>• UK government borrowing is at a 17 year low.</li> </ul> <p>He noted that an Investment Forum Lunch is taking place in Cardiff on the 11<sup>th</sup> September. Details to be forwarded to Mrs Marks for circulation to members.</p> <p>Chair thanked Mr True and Mr Kight for their work and offered the committee's appreciation for their attendance at the meeting.</p> <p><i>Mr True and Mr Kight left the meeting.</i></p> <p>The Committee <b>DISCUSSED</b> and <b>NOTED</b> the Investment Advisor Performance Update.</p> | <p><b>AT</b></p> <p><b>TK/EM</b></p> |
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| <b>CF(19)031</b> | <b>Expenditure &amp; Commitments Requiring Approval</b>      |  |
|                  | There were no expenditure or commitments requiring approval. |  |

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| <b>CF(19)032</b> | <b>Approach for Business Cases over £50,000</b>  |  |
|                  | <p><i>Mrs Gina Beard and Mrs Sharon Daniel arrived at the meeting.</i></p> <p>The Chair noted that there were no items over £50,000 but Mrs Llewelyn confirmed that this item was included on the agenda following discussions at the previous meeting on inconsistencies in approaches to applying for funds over £50,000 and the quality of those submissions.</p> <p>A template is being pulled together for formal business cases so that any future business cases will be consistent.</p> <p>The Committee <b>NOTED</b> the update on Business Cases over £50,000.</p> |  |

**Psychological Support for Cancer Patients -**

Mrs Gina Beard provided an update on the Cancer Psychological Support project and noted that it had been a year since the appropriation of funds was supported by the Charitable Funds Committee.

Mrs Beard noted some ways that the project aims to support cancer patients –

1) to provide a specialist counselling service that is available to people affected by cancer.

2) to provide a resource of specialist cancer knowledge, advice and education in psychological aspects of care, promoting positive coping skills for the person affected by cancer and the cancer workforce.

3) to enhance the skills of the cancer workforce to provide peer based psychological support and promote innovations that build reflective practice, clinical supervision and support into clinical practice.

Over the past 12 months a considerable amount of time has been spent on the recruitment of the psychologist post for the project. Unfortunately, despite identifying a suitable candidate for this post, workforce issues around an internal candidate accepting a secondment to the psychologist role prevented the successful candidate from being able to take up the position. This has therefore led to a delay in the project launch and required a review of the project's delivery model.

In order to achieve the projects aims, the following changes are being proposed to ensure the success of the project:

- A further 15 hours Band 5 Counsellor allocated to Carmarthenshire due to the fact that 50% of newly diagnosed cancer patients live in the region.
- Senior professional support for the project in terms of psychological services to be provided by an existing 8a within the bereavement counselling service.
- One of the counsellors to take over project lead as a Band 6 once the service has been launched.
- Lead Cancer Nurse to hold the overall project lead and vision and budgetary management.

Mrs Beard advised the committee of the posts that are currently being recruited into to deliver the project and the changes needed in order to achieve this.

Focus groups have been taking place, one per county – 36 cancer professionals engaged with the groups and additional training days have been set up for July. Referrals to the service will begin in September.

By the end of the 2 year project, the Cancer & Psychological Services within Hywel Dda Health Board will have evidence to document the needs of our patients and workforce and will be able to design a service



that directly meets the need.

Mrs Beard also noted that following a piece of research that Ms Debbie Fenlon has done recently on the benefits of Cognitive Behavioural Therapy for women going through induced menopause due to cancer treatment. She added that Hywel Dda Health Board are the first health board to deliver on this and 8 cancer nurses will be undertaking some training on this and delivering CBT to groups of women on all 4 of Hywel Dda sites.

Mrs Beard also showed an age-related visual aid box and books funded by Charitable Funds for children with cancer or whose family members are dealing with cancer.

Mrs Raynsford thanked Mrs Beard and the team for taking on board her initial query in relation to children affected by cancer in families. Mrs Beard was asked to feedback and bring an update in future on the effectiveness of some of these visual aid boxes. The Chair asked that an update report be brought back halfway through the project.

GB

*Mrs Beard left the meeting.*

#### **Update on the Utilization of IT Devices to Support Patient Centred Care and Service Improvement –**

Mrs Sharon Daniel gave a brief update on the IT Devices and noted that there had been a delay in the purchase of these devices.

Mrs Daniel added that they had now been ordered and the issue of revenue consequences had now been resolved. In respect of the revenue going forward from 2021, the devices will be covered by The Microsoft Enterprise agreement that the health board has recently signed. Therefore, resulting in no cost pressure going forward.

Mrs Daniel confirmed that she would be working with Mrs Cotterell in respect of the LD care bundle and that a project plan will need to be rolled out once and training to be provided on the use of these devices.

SD/CC

Ms Jennings asked that a 6 month impact report be brought back to the committee.

Mr Rees raised the issue of wi-fi availability for these devices across all sites. Mrs Daniel in her response noted that she had spoken to IT that morning and they had confirmed that there is wi-fi on every site; 80% coverage with a work plan to further progress the remaining 20%. Ms Jennings added that we need to be aware of where the not spots are in order to prioritize these.

*Mrs Daniel left the meeting.*

The Committee **NOTED** the changes outlined in the report which are being implemented to ensure the success of the CaPS project so that the project is able to achieve its original aims, within the original approved project budget.

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| CF(19)035 | <b>Charitable Funds Committee Work Programme 2019/20</b>   |  |
|           | The work programme would be updated following the meeting. |  |
|           | The Committee <b>NOTED</b> the Work Programme 2019/20.     |  |

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| CF(19)036 | <b>Any Other Business</b>  |           |
|           | <p><b>Bronglais Chemotherapy Day Unit Update</b> – The Chair noted that he and other committee members made a visit to the Chemotherapy Day Unit on the 14<sup>th</sup> June and was struck by the professionalism of staff and also how limited and unsuitable the space is in the unit. He added that it was remarkable the work they do with such limited space.</p> <p>The Chair added that there has been a notable increase in donations to Ceredigion Cancer Services in recent years which bodes well for the launch of a future fundraising appeal for a new unit at Bronglais Hospital.</p> <p>The Board will be discussing this matter in a future meeting.</p> <p>Ms Jennings welcomed the positive feedback on the visit and suggested that the arranging of future visits be added to the work programme</p> <p><b>Reflective Summary</b> – Ms Jennings gave a brief summary on the meeting:</p> <ul style="list-style-type: none"> <li>• Sub-Committee – debate and discussion on assurance of an isolated matter of a retrospective request for subsistence.</li> <li>• IT devices - Medical Devices Sub-Committee to risk assess the need for devices.</li> <li>• IMs to keep independence as IM and trustee – Training for the 2 roles.</li> <li>• Chair’s Actions at Sub-Committee should be by exception and not the norm.</li> <li>• Assurance on consistency with higher award study funding with Mrs Llewelyn now being on higher awards panel.</li> <li>• Risk register - develop a new policy versus a MOU.</li> <li>• Increase donations and reduced spend proportionally. How to use the funds more proactively.</li> <li>• Sarasin update – performance review; asset allocation breakdown and purchases and sales; 20 year vision at December workshop and including the ethical alignment to the vision.</li> <li>• Mrs Beard and Mrs Daniel’s update reports were welcomed.</li> <li>• Bronglais CDU Visit – schedule future visits/meetings.</li> </ul> <p>Chair thanked all for their attendance.</p> | <b>EM</b> |

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| CF(19)037 | <b>Date and Time of Next Meeting</b>   |  |
|           | Thursday 19 <sup>th</sup> September 2019, 9.30am – 12.30pm. Boardroom, Ystwyth Office. |  |