

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

DATE OF MEETING: 1:00 PM, Friday 21 June 2024
VENUE: Ystwyth Boardroom/Microsoft Teams

PRESENT: Delyth Raynsford (Hywel Dda UHB - Independent Member) (Chair)
Rhian Davies (Hywel Dda Health Board - Assistant Director of Finance -
Financial Planning & Statutory Reporting)
Anna Lewis (Hywel Dda UHB – Independent Member)
Ann Murphy (Hywel Dda UHB - RCN Trade Union Rep - Independent Board
Member)
Louise O'Connor (Hywel Dda Health Board - Assistant Director) (VC)

IN ATTENDANCE: Stuart Bancroft (Assistant General Manager - Hywel Dda UHB) (VC) (part)
Guto Davies (Hywel Dda UHB - St David's Hospital Mental Health Services
Division) (VC)
Tracy Davies (Hywel Dda UHB - Finance Business Partner (Accounting &
Statutory Reporting)) (VC)
Anthony Dean (Hywel Dda UHB - Estates) (Staff Side Representative)
Carly Hill (Hywel Dda UHB - Assistant Director) (Charitable Funds Sub-
Committee Chair) (VC)
Sian-Marie James (Hywel Dda UHB -Assistant Director of Corporate Legal
Services and Public Affairs) (VC)
Timothy John (Hywel Dda UHB - Senior Finance Business Partner
(Accounting & Statutory Reporting))
Philip Kloer (Hywel Dda UHB – Interim Chief Executive)
Mathew Lawrence (Hywel Dda UHB - Deputy Head of Innovation & Tritech)
(VC) (part)
Nicola Llewelyn (Hywel Dda UHB - Head of Hywel Dda Health Charities)
Kathryn Lambert (Hywel Dda UHB - Arts in Health Co-ordinator) (VC)
Donna Major (Hywel Dda UHB - Junior Sister) (VC) (part)
Anwen Pearce (Hywel Dda Health Board - Capital Programme Manager
Planning) (VC)
Peter Skitt (Hywel Dda UHB – County Director Ceredigion) (VC) (part)
Louisa Standeven (Hywel Dda UHB - Interim Deputy Head of Nursing) (VC)
Abbi Daniel Thomas (Hywel Dda UHB - Senior Nurse Manager) (VC) (part)
Christopher Thomas (Hywel Dda UHB - Architectural Projects Officer) (VC)
Joanne Wilson (Hywel Dda UHB – Director of Corporate Governance/Board
Secretary)
Kate Gannon (Hywel Dda UHB - Committee Services Officer) (Secretariat)
John Jenkins (Hywel Dda UHB - Committee Services Officer)

**MINUTES ITEM
REF.**

ACTION

CFC(24)20 WELCOME AND APOLOGIES

Mrs Delyth Raynsford welcomed everybody to the meeting. Apologies had
been received from: -

- Mr Iwan Thomas, Independent Member
- Mr Huw Thomas, Director of Finance [Ms Rhian Davies, Assistant Director of Finance (Financial Planning and Statutory Reporting) deputising]
- Mrs Sharon Daniel, Director of Nursing, Quality and Patient Experience [Ms Louise O'Connor, Assistant Director of Nursing, Quality and Patient Experience deputising]

CFC(24)21 DECLARATIONS OF INTEREST

There were no declarations of interest.

CFC(24)22 MINUTES FROM THE CHARITABLE FUNDS COMMITTEE MEETING HELD ON 12 MARCH 2024

The minutes of the Charitable Funds Committee (CFC) meeting held on 12 March 2024 were reviewed and approved as a correct record of proceedings.

Decision: RESOLVED – The minutes of the meeting held on 12 March 2024 were accepted as a true and accurate record of the meeting.

CFC(24)23 MATTERS ARISING AND TABLE OF ACTIONS FROM THE MEETING HELD ON 12 MARCH 2024

The Table of Actions arising from the CFC meeting on the 12 March 2024 was reviewed.

In relation to **CFC(24)11** ('Review of Apportionments of Governance and Support Costs and Investment Income and Gains'), Mrs Nicola Llewelyn advised that an item on the presentation of an expenditure plan for Charitable Funds has been added to the Committee Work Plan for the September 2024 meeting.

Decision: The Table of Actions was **NOTED** as all actions being complete.

CFC(24)24 CHARITABLE FUNDS COMMITTEE TERMS OF REFERENCE

Ms Sian-Marie James presented the report on the annual review of the CFC Terms of Reference to the meeting and presented the proposed amended Terms of Reference for the Committee's review ahead of onward submission to the Board for approval.

In response to a question from Ms Llewelyn regarding the reduction in the number of members of the Committee without a change to the quoracy of the Committee, Mrs Joanne Wilson advised that as Corporate Trustee of the Hywel Dda Health Charities (HDdHC), it may be considered

appropriate to amend the quoracy to include either the Director of Finance or the Director of Nursing, Quality and Patient Experience to be in attendance for quoracy purposes or whether the Director of Therapies and Health Science could be added to the membership and quoracy. It was agreed that the Chief Executive and the Director of Corporate Governance/Board Secretary would discuss and advise the next CFC meeting on the matter.

JW

The Director of Corporate Governance/Board Secretary advised that any Executive Director or Independent Member of the Board may attend CFC meetings in their capacity as representatives of the Corporate Trustee of the Hywel Dda Health Charities.

Following a question from Mrs Raynsford regarding the process for amending the membership and quoracy requirements contained within the Terms of Reference, Mrs Wilson advised that with the Committee's agreement, following a discussion between the Chief Executive, Director of Therapies and Health Science and the Director of Corporate Governance/Board Secretary, the Committee could approve any changes to the Terms of Reference subject to that conversation and be approved at Board on 25 July 2024.

Decision: The Charitable Funds Committee **APPROVED** the Charitable Funds Committee's Terms of Reference for onward ratification by the Board on 25 July 2024 subject to a discussion between the Chief Executive, the Director of Therapies and Health Science and the Director of Corporate Governance/Board Secretary relating to Executive Director attendance within the quoracy contained within the Terms of Reference.

CFC(24)25 CHARITABLE FUNDS COMMITTEE ANNUAL REPORT 2023-2024

Mrs Raynsford presented the CFC Annual Report for 2023-24 to the Committee that outlined the work of the Committee over the past year and highlighted the scrutiny and the attention of the focus of the work of the Committee.

Ms Rhian Davies requested that the wording within the Investment Advisor Performance Update be amended.

RD

In response to a question on from Mr Kloer regarding the variation in services and geographic locations of awards of charitable funding, Mrs Llewelyn advised that the HDdHC Annual Report would contain more specific information and assessment of the breadth of expenditure and the services supported as opposed to the Annual Report of the CFC that reports consideration of requests for expenditure over £50,000 and those requiring CFC consideration. Mrs Llewelyn advised that an Expenditure Plan would be presented to the 17 September 2024 CFC meeting that would include a review of historic expenditure by service and location.

NLI/TJ

Ms Anna Lewis believed that the award of charitable funds was reactive based on the requests received from services and felt that awareness of the availability charitable funding was low within many services. Ms Lewis believed that the reactive nature of responding to requests as they are

submitted resulted in requests not being aligned to any strategic or tactical priorities for the application of charitable funding. In response, Mrs Llewelyn believed that the development of the Expenditure Plan would present an opportunity to align charitable funding with the charity's strategic objectives.

Mrs Llewelyn believed that the review of designated funds currently being undertaken had led to increased understanding on the availability of charitable funding and provided clarity on what was able to be funded and through the appropriate fund that in turn was expected to result in an increase in the levels of income received by those funds.

In response to a question from Ms Lewis regarding aligning charitable funding with patient experience, Ms Louise O'Connor advised that the HDdHC Team work closely with the Patient Experience Team and believed that further work around communication could be undertaken and advised that the Ms Llewelyn would be joining the Listening and Learning Committee, and that further work would be undertaken to align with patient experience feedback.

Ms Llewelyn believed that the business case template for the application of charitable funds and the launch of an online application form would assist access to charitable funding opportunities.

Decision: The Charitable Funds Committee **APPROVED** the Charitable Funds Committee's Annual Report 2023/24 for onward transmission to Board for **ENDORSEMENT** at the meeting scheduled to be held on 11 July 2024 subject to the minor amendments to the 'Investment Advisor Performance Update' section.

CFC(24)26 CHARITABLE FUNDS SUB-COMMITTEE TERMS OF REFERENCE

Ms Carly Hill presented the updated Charitable Funds Sub-Committee (CFSC) Terms of Reference to the CFC for approval and advised that there had been a few minor revisions to the CFSC Terms of Reference, to remove responsibility for all applications over £50,000 to firstly be considered by the CFSC due to the scheduling of CFSC and CFC meetings.

There were no questions from members of the Committee.

Decision: The Charitable Funds Committee **APPROVED** the proposed changes to the Charitable Funds Sub-Committee Terms of Reference.

CFC(24)27 CHARITABLE FUNDS SUB-COMMITTEE ANNUAL REPORT

Ms Hill as Chair of the CFSC presented the CFSC Annual Report to the CFC outlining how the Sub-Committee has complied with the key responsibilities delegated by the CFC through its terms of reference to provide assurance in respect of the work that the Sub-Committee has undertaken during 2023/24.

Ms Hill highlighted that three matters had been escalated to the CFC by the CFSC during 2023/24 and that none of those issues necessitated being escalated to the Board.

Ms Llewelyn thanked Ms Hill and Mr Timothy John for their work in relation to the CFSC and believed that the Sub-Committee had evolved considerably over the past 12 months, having taken into consideration concerns relating to the appropriateness of expenditure on requests Estates and that the assurance element of the Sub-Committee had been improved over the past year.

There were no questions from members of the Committee.

Decision: The Charitable Funds Committee **NOTED** the Charitable Funds Sub-Committee Annual Report for 2023/24.

CFC(24)28 CHARITABLE FUNDS COMMITTEE SELF-ASSESSMENT REPORT 2023/24

Mrs Raynsford presented the CFC Self-Assessment Report 2023/24 to the Committee detailing the outcome of the CFC self-assessment process.

Ms Lewis believed that the report was a good assessment of the working of the Committee in the past 12 months and had resulted in a number of actions that were linked to the effectiveness of the Committee, in addition to the previously discussed need for the Committee to think more tactically and strategically, and considered the self-assessment process a valuable exercise for the working of the Committee.

Ms Sian-Marie James advised that the issue of training for the Corporate Trustees had been noted and, in addition to training previously provided, with the appointment of a new Chair of the Health Board, training provided would be open to all members of the Board to receive refreshed training in Charitable Funds affairs with all options such as online induction, training and delivery of refresher training in modular elements to be considered by Ms James.

Mr Kloer believed that the benefits of refreshed training on Charitable Funds should be extended to Executive Members of the Board in addition to Independent Members (IMs) with a particular focus on members of the Board that served on the CFC. It was agreed for the Head of HDdHC and the Director of Corporate Governance/Board Secretary to discuss how the training and promotion of the potential of Charitable Funds by Board Members on service visits.

Decision: The Charitable Funds Committee **CONSIDERED** the outputs from the Committee Self-Assessment process and **AGREED** to the actions to be taken to improve its effectiveness.

CFC(24)29 RATIFICATION OF ANY APPROVALS MADE OUTSIDE THE MEETING VIA CHAIR'S ACTION

There have been none received on this occasion.

There have been no approvals made outside of the Meeting via Chair's Actions to require ratification.

CFC(24)30 RATIFICATION OF CHARITABLE FUNDS DECISIONS BY THE CORPORATE TRUSTEE AT ITS MEETING ON 28 MARCH 2024

The Committee were notified of three decisions of the CFC that were ratified by Corporate Trustee at its meeting on 28 March 2024, namely: -

- To ratify the application for £198,065 of charitable funding to support the cost of the for the additional Project Support Officer post as part of the overall capacity building of the Arts and Health programme for the next four years.
- The approval of Revised Plans to Deliver a newly refurbished Chemotherapy Day Unit (CDU) at Bronglais General Hospital (BGH) and endorse the maximum contribution of the additional charitable funds to bridge the preferred options shortfall of £389,468.91 from the Support for Life Responses Fund (T600).
- To approve the Charitable Funds Committee's preferred apportionment basis for governance and support costs and investment and income gains, namely Option 2 with a central unrestricted fund (T610) up to a maximum level of 10% of the year end investment fund balance and to support and endorse for the approval the proposed fundraising, governance and support costs budget for 2024/25.

Decision: The Committee **RECEIVED** and **NOTED** the Charitable Funds Decisions by the Corporate Trustee at its meeting on 28 March 2024.

CFC(24)31 PATIENT STORY: IMPACT OF CHARITABLE EXPENDITURE ON ARTS IN HEALTH

Ms Kathryn Lambert presented the patient story from a patient currently receiving cancer treatment at the BGH Chemotherapy Day Unit (CDU) who has been a patient representative on the Public Art Group established for the new CDU development. Ms Lambert advised that the Public Art Group comprised representatives from clinical staff, patients and members of the project team who work together to support and create the vision and oversee the delivery of artwork for the new unit at BGH.

Ms Lambert presented a video featuring the patient explaining the patient benefits of the work undertaken through the Public Art Group, how the art work has been of comfort and benefit to patients on the CDU and how as a patient representative they had felt listened to and seen their views incorporated into the outcomes of the work of the project.

Ms Lambert highlighted the work achieved through continuous engagement with patients and staff undertaken by the Project Team through engagement activities with artists to develop a visual identity scheme for the BGH CDU that incorporates the therapeutic and dependability qualities of nature to nurture patients and staff within the CDU.

Ms Lambert presented feedback from individuals involved in the project who reported positively on the level of engagement with patients and staff to develop the art work on display as part of the BGH CDU project.

Ms Lewis believed that the process of developing the public artwork in collaboration with patients and staff was to be celebrated as much as the output of the artwork given its benefit to enhancing the sense of place, community and humanity in the process.

In response to a question from Mr Kloer on what learning can be derived from the project, Ms Lambert believed that the BGH CDU Art in Health Project could serve as a flagship project for what is possible for the development of healthcare spaces throughout the Health Board and that the learning from the process had been that the journey of the development of the project was a key part of the value of the project.

Ms Llewelyn believed that the project showcased the ability of charitable funds to provide a significant level of additionality and benefits to Health Board schemes of this nature through both the process and the output from the project for patients and staff.

Decision: The Charitable Funds Committee **RECEIVED** the Patient Story on the Impact of Charitable Expenditure on Arts in Health.

CFC(24)32 ARTS PROGRAMME FOR DEMENTIA AND FRAILTY PATIENTS

Ms Lambert presented a charitable expenditure request for interactive singing and movement sessions for Older Adult Mental Health and Adult Frailty inpatient wards. Ms Lambert advised that the request was for funding from nine separate charitable funds for a combined total of £64,220.00 to support singing and movement sessions and visual arts and crafts for inpatients with dementia at seven sites within Hywel Dda University Health Board's (HDdUHB) area over two years.

Ms Lambert advised that the funding would provide for 364 fortnightly sessions from September 2024 to September 2026 and the project had been approved by the local operational teams with a collaborative bid for charitable funds being presented to demonstrate the collaborative work undertaken across the Health Board to assist the Committee understand both the breadth of the request and the wider impact of the intended outcomes.

Mr Guto Davies believed that it was difficult to explain the benefits of the project to the Committee and felt that a video would have given a better insight into the project benefits more than words could but advised as a Service Manager for Older Adult Mental Health inpatient wards that it was evidenced the benefits that singing and dancing had for dementia patients and shared his experience of an existing project whereby patients who had previously suffered from low mood and who had difficulty communicating or were withdrawn had exhibited improved mood, energy and communication through singing and dancing.

Ms Donna Major shared the same experience as Mr Davies and believed that the patients were comfortable with the artists and positive feedback has been received from patients and patient families reporting in improved patient experience with an improved mood of the patients observed during their hospital stay.

Mr Mathew Lawrence advised that feedback received from an existing project had been positive and believed that should charitable funding be approved a more detailed and structured feedback would be presented to the CFC to evidence the value of the project and to make a case for the future sustainability of the project.

Mrs Llewelyn advised that the bids considered individually were lower than the threshold requiring CFC consideration however were being presented to CFC for consideration as the requests were for continuation funding with a potential for further charitable funding requests for this work in the future,

Mrs Llewelyn advised that the Mental Health and Learning Disabilities management team has approved the funding contributions from directorate funds however due to the value of designated funds held for Older Adult Mental Health services, a contribution of £8,580.00 from the Support for Life General Fund (T600) is requested to match-fund directorate funds.

In response to a question from Ms Lewis regarding the commitment to ongoing funding for the project, Mrs Llewelyn advised that during the lifespan of the project, the project is expected to actively seek alternative funding sources to extend the life of the project and there was understanding that if approved, the charitable founding would be time-limited and that the local operational teams were in full understanding of this.

In response to a question from Ms Davies regarding the exit strategy, Ms Lambert advised that work had been undertaken with the TriTech and Dementia Wellbeing Team to develop a research-funded project with Health and Care Research Wales to support the continued work of the project and the evidence captured through the project would enable other funding sources to be sought to enable the continuation of the project in addition to being able to demonstrate enhanced patient care having a beneficial effect on costs by enabling patients to be discharged into other care settings.

In response to a question from Mr Kloer questioning if the project had enough evidence to support to grant application, Mr Lawrence confirmed that the project did and believed that the challenge related more so to the evaluation of the data which needed more structure to ensure that full data sets were being captured, which was envisaged to take between 6 and 12 months to collect to support any future grant application and that smaller sources of funding could be sought to enable to continuation or all or part of the project until the full evaluation was available to support a larger grant application.

Mr Matthew Lawrence and Ms Donna Major left the meeting.

Decision: The Charitable Funds Committee **CONSIDERED** and **APPROVED** an application for £64,220.00 of charitable funding to support interactive singing and movement sessions as well as visual arts and crafts for our inpatients with dementia across HDdUHB.

CFC(24)33 THERAPEUTIC LIVE MUSIC PROGRAMME FOR CRITICAL CARE 2024/25

Ms Abbi Daniel Thomas presented the request for approval of charitable funds to extend the live music provision currently being provided our patients at all four intensive care settings across HDdUHB for a further 12 months from September 2024 to September 2025.

Ms Daniel Thomas advised that charitable funds has previously funded the live music programme since April 2023 and provides 12 hours a week of live music to patients in a critical care setting within the Health Board.

Ms Daniel Thomas advised that feedback from patients, families and staff has been overwhelmingly positive and that research has demonstrated that live music within a critical care setting has shown benefits to improving patient outcomes and experiences in addition to providing improved staff well-being.

Ms Daniel Thomas advised that work will be undertaken with the Value Based Health Care (VBHC) Team to further evaluate the impact of live music on patients and their health outcomes and experiences with a 6-month value-based pilot project being proposed to be funded by Welsh Government (WG). The live music pilot would be launched at Glangwili Hospital (GGH).

In response to a question from Ms Davies regarding existing funding of the scheme, Ms Llewelyn advised that the existing scheme had been funded by charitable funds as a pilot scheme within scheduled care and was being presented to the Committee as a continuation of that funding.

Ms Abbi Daniel Thomas left the meeting.

Decision: The Charitable Funds Committee **CONSIDERED** and **APPROVED** an application for £7,200 of charitable funding to support the Therapeutic Live Music Programme in critical care across Hywel Dda University Health Board.

CFC(24)34 DEVELOPMENT OF THERAPEUTIC GARDENS AT PRINCE PHILIP HOSPITAL

Ms Llewelyn presented the request for £2,088 of charitable funding to appoint a professional services cost advisor to provide a project outturn cost for the development of therapeutic and dementia-friendly gardens at Prince Philip Hospital (PPH) that had been deferred from the 12 March 2024 CFC meeting.

Ms Llewelyn believed that lessons had been learned from the BGH CDU development and from the internal audit report that was presented to the Audit and Risk Assurance (ARAC) Committee on 18 June 2024 resulting in the request for funding to provide a professional services cost advisor to support the development of therapeutic gardens at PPH to enable the understanding of the estimated cost and value of the scheme, to assess what is deliverable with the current level of funding available and through future funding.

Ms Llewelyn reminded the meeting that the discussion at the March 2024 CFC meeting also suggested alternative approaches to delivering the scheme. Following discussions with the Design Team and Estates Team, it was agreed to explore a phased approach and to appoint a main contractor to oversee the completion of building and ground works with alternative approaches including engagement with social enterprises, community organisations and voluntary groups to deliver the landscaping, planting and art installations.

Mr Stuart Bancroft advised that there was unused space adjacent to Mynydd Mawr and Bryngolau wards that were not accessible to patients due to the unsafe floor space caused by tree roots protruding through the tarmac with benches in a state of disrepair and not being sheltered from the sun prohibiting their use. Mr Bancroft advised that despite the Estates Team managing maintenance such as hedge cutting and lawn mowing, additional development was required to make the space accessible to patients. Mr Bancroft believed that development and utilisation of this space into a therapeutic garden would enable patients and their families to access this space, undertake garden-related activities and provide a positive environment for staff to support patients back to good health to facilitate their discharge.

Mr Bancroft advised that the £2,088 would enable the project to establish what the further costs were anticipated to be and the logistical requirements of phasing the works.

Mr Guto Davies believed that the provision of outdoor space would be highly valuable in supporting patients with mental health issues by providing a quiet, outdoor space away from the often noisy and busy indoor ward environment, would provide a space for exercise and socialise with their families and normalise day-to-day activities that would be experienced within the patients' homes. The proximity of the outdoor space would also reduce the need for staff to be away from the ward when supporting patients to access outdoor space.

Mr Christopher Thomas advised that the appointment of a cost advisor would enable for accurate and effective budgetary controls to be put in place for the project, enable to phasing of the works to be ascertained and costed.

In response to a question on the use of charitable funds for the project from Ms Lewis, Mr Bancroft advised that the project was being driven by the wards and the needs of the patients of the two wards with the aim of supporting the mental health of patients and reducing the length of stays for patients with a typically prolonged length of stays within the wards and

that the charitable funding raised was designated for a project of the proposed nature. Ms Llewelyn advised that 35% of the target fundraising total had been achieved to date.

Ms Llewelyn advised that should the Committee be minded to approve the request for the funding of the cost advisor then the findings would be presented to the 17 September 2024 CFC meeting for the Committee's further consideration.

GD/SB

In response to a question from Mrs Raynsford regarding timescales for the project, Mr Thomas advised that a quotation for works from a Quantity Surveyor to assist with compiling the budget estimates for the project with pre-construction costs being quoted at the current stage.

Mr Stuart Bancroft left the meeting

Decision: The Charitable Funds Committee **CONSIDERED** and **APPROVED** a funding request of £2,088.00 from the Support for Life General Fund (T600) to appoint a professional services cost advisor to provide a project outturn cost for the development of therapeutic and dementia-friendly gardens at PPH.

CFC(24)35 CHARITABLE FUNDS COMMITTEE TEMPLATES FOR EXPENDITURE REQUESTS AND EVALUATION REPORTS

Ms Llewelyn presented the report on Committee Templates and Expenditure Requests and Evaluation Reports for the Committee's information and assurance following improvements identified through the Committee's self-assessment process.

Ms Llewelyn presented a template for charitable funds applications over £10,000 and a second template for evaluation reports and advised that the templates had been tested with colleagues who were regular applicants for charitable funds to provide feedback to make the application process as accessible as possible.

Ms Llewelyn advised that any requests for funding from the 17 September 2024 CFC meeting would be submitted utilising the new template. In response to a question from Mrs Raynsford, Ms Llewelyn confirmed that the CFSC would also be utilising the same templates for consideration of charitable funding requests.

In response to a question from Ms Lewis regarding the provision of a model application form, Ms Llewelyn advised that from previous experience the provision of a model application form resulted in repetitive answers being provided on the application form and advised that information and guidance would be provided for suggested key phrases to be used when completing the application form to assist colleagues with the completion of the application form.

Mr Peter Skitt joined the meeting.

Decision: The Charitable Funds Committee **NOTED** the content of the report and the actions that have been undertaken to improve the following the feedback received in the Self-Assessment Outcome Report 2023/24.

CFC(24)36 BRONGLAIS HOSPITAL CHEMOTHERAPY DAY UNIT REFURBISHMENT PROJECT UPDATE

Mr Peter Skitt presented the current position update on the Bronglais General Hospital (BGH) CDU project following the approval by the Corporate Trustee in March 2024 to proceed with the revised floor plan and to endorse a maximum contribution of additional charitable funds to bridge the shortfall following tender return of £389,468.91 from the Support for Life Responses Fund (T600).

Mr Skitt advised that the construction phase of the project had commenced and wished to provide an update on the audit of the process of how additional costs of the project had been incurred with feedback having been submitted to the ARAC with the evidence to confirm all recommendations arising from the internal audit report having been actioned.

Mr Skitt advised that there had been a delay of 12 days to the start of the project caused by the clearance of the Leri Day Unit into the Local Authority-owned Canolfan Rheidol building that is expected to incur a charge of £28,000 from the contractor, the cost of which will be met by the Health Board's commitment to the project and not from charitable funds and will be funded from within the contingency funds contained within the project and not cause the project to go over-budget and that the 12 days delay will be made up during the life of the project with no delay to the expected completion date of the project.

Mr Skitt wished to emphasise the positive work being undertaken by the Arts in Health Team as part of the project that had attracted very positive feedback from the public and staff.

In response to a question from Mr Kloer regarding the additional costs caused by the delay to the start of the project, Mr Skitt advised that the £28,000 penalty clause was met from the £120,000 contingency fund that had been factored into the overall cost of the project.

Mrs Llewelyn advised that donations were still being received by HDdHC specifically for the BGH CDU Refurbishment Project appeal with £38,500 having been received since March 2024 thus reducing the level of additional charitable funding needing to be contributed to the scheme.

Mrs Llewelyn also advised the Committee of on-going discussions being held with the family of an individual who had left a legacy gift to BGH and that the family have requested to be involved in how the gift is spent and have expressed a preference that the legacy be spend on cancer services and specifically the CDU at BGH. Ms Llewelyn advised that following meetings with the family, preference to provide funding for the outpatient area of the CDU to return the proposals to the original specification of the

project as opposed to the proposed modest refurbishment suggested as part of savings to offset the increase in tender costs.

Mrs Llewelyn further advised that the individual also left a legacy gift to a national cancer charity and the family have expressed a strong preference to the charity that this gift is used at BGH to make improvements to the cancer information hub that does not form part of the BGH CDU Refurbishment Project. These discussions are on-going and a paper will be presented to the 17 September 2024 CFC meeting for approval should conversations progress with the family on the use of the legacy gift.

PS

In response to a question from Ms Lewis on if there were any additional on-going costs envisaged should the project be upscaled and how responsive the contractor was to changes to the scheme, Mr Skitt advised that there were no additional revenue consequences from any upgrading works made to the scheme and that the contractor was able to "step up" providing such instruction is given by the end of Summer 2024 so as not to have any adverse impact upon any deadlines.

Following a question from Mr Kloer regarding the governance process, Mrs Joanne Wilson confirmed that a formal report would need to be presented to the 17 September 2024 CFC meeting to formally present the information in detail to the Committee with the operational input from the Director of Nursing, Quality and Patient Experience.

PS

Mr Peter Skitt left the meeting]

Decision: The Charitable Funds Committee is **NOTED** the contents of this report.

CFC(24)37 CHARITABLE FUNDS SUB-COMMITTEE UPDATE REPORT

Ms Carly Hill presented the CFSC Update Report covering CFSC meetings held on 5 March 2024 and 7 May 2024 to the Committee and informed the Committee that there were no matters that the Sub-Committee wished to alert or advise the Committee on.

Ms Hill advised that there had been seven expenditure requests presented to CFSC with a combined value of £161,601.66.

Ms Hill highlighted that one application had returned to the CFSC for consideration following approval seeking a revised requested sum following which the CFSC agreed that future requests would only be accepted when accompanied by formal quotes as opposed to estimated expenditure amounts.

In response to a question from Ms Ann Murphy regarding an expenditure request for hoodies from the Carmarthenshire Community Services Team, Mrs Llewelyn advised that this expenditure had not been progressed as it was felt that it was not an appropriate use of charitable funds following discussions at a meeting of the Senior Nursing and Midwifery Team. It was agreed that an update on this item would be provided at the 17 September 2024 CFC meeting.

CH

Decision: The Charitable Funds Committee **RECEIVED** and **NOTED** the Charitable Funds Sub-Committee Update Report.

CFC(24)38 UPDATE ON THE CONSTRUCTION AND ARRANGEMENTS OF THE HYDROTHERAPY POOL AT THE PENTRE AWEL VILLAGE, LLANELLI

Ms Anwen Pearce provided the Committee with an update on the current position of the Hydrotherapy Pool construction and agreements regarding the operational working arrangements of the Pool at the Pentre Awel development in Llanelli.

Ms Pearce advised that prior to transferring the charitable funds for the hydrotherapy pool to the Local Authority, it was necessary to ensure that the operational working arrangements had been agreed between HDdUHB and Carmarthenshire County Council.

Ms Pearce advised that the completion date of the leisure facilities element of the development was scheduled to be January 2025 with a handover date of February 2025 with a delay to the Clinical Decision Unit having a revised handover date of May to June 2025.

A joint working group has been established between the Health Board and the Local Authority to oversee the operational and maintenance requirements of the hydrotherapy pool with a draft operating procedures document currently being devised. The Health Board also has its own hydrotherapy pool working group, led by the Head of Physiotherapy Services that included Health Board representation by Estates and Digital teams focusing on the equipment, digital requirements, sensory lighting, the staffing model needed to run the hydrotherapy pool, the patient access into the hydrotherapy pool and the operational procedures.

Ms Pearce advised that on completion of all the separate strands of work, the Health Board would be in a position to sign a memorandum of understanding (MOU) with the Local Authority that will be presented to the Health Board ahead of seeking approval for the transfer of the charitable funding to the Local Authority.

Ms Pearce advised that there was a shortfall in the capital funding available for the health elements for the development and that a joint bid with Carmarthenshire County Council for WG Integration and Rebalancing Funding (IRCF) had been submitted to WG for the shortfall in funding for the hydrotherapy pool and the Clinical Decision Unit.

In response to a question from Mr Kloer regarding the funding shortfall, Ms Pearce advised that the shortfall was £400,000. Mrs Wilson advised that it was unlikely that this shortfall would be funded from the Discretionary Capital Fund (DCP).

Ms Llewelyn reminded the Committee that it was not the CFC that approved the construction of the hydrotherapy pool with the CFC being the vehicle for holding the funding that had been donated for the purpose of the provision of a hydrotherapy pool with the decision to construct the

hydrotherapy pool having been made by the Health Board but not in its capacity as the Corporate Trustee of the charitable funds.

Mrs Wilson advised that it was not possible to take assurance at this stage due to the funding shortfall and the uncertainty on how the project would be progressed should the application for the WG IRCF funding not be forthcoming. Mrs Wilson advised that an update would need to be presented to Executive Team in the first instance to discuss funding options.

It was agreed that following a discussion at Executive Team, the Chief Executive and Director of Corporate Governance/Board Secretary would report back to the Chair and Vice Chair of CFC to discuss the next steps in the process with input from the Director of Finance.

JW/HT

Decision: The Charitable Funds Committee:

- **TOOK ASSURANCE** of the progress to date on the work that has been carried out to define and agree the operational and maintenance requirements of the Hydrotherapy Pool at Pentre Awel.
- **NOTED** that the Corporate Trustee of the charitable funds held by the University Health Board, will be asked to agree the transfer of the charitable funds to Carmarthenshire County Council once the operational working agreements of the pool have been finalised with Carmarthenshire County Council.
- The Charitable Funds Committee was **UNABLE TO TAKE ASSURANCE** in relation to the funding element of the hydrotherapy pool development at this stage.

CFC(24)39 INTEGRATED HYWEL DDA HEALTH CHARITIES PERFORMANCE REPORT

Mr Timothy John presented the Integrated Hywel Dda Health Charities (HDdHC) Performance Report covering the year ending 31 March 2024 to the Committee.

Mr John advised that the net incoming resources before transfers of the charity was £571,000 with the total incoming resources being £2.5m compared to £3.9m for 2022/23 with the previous year's total including the BGH CDU income.

Expenditure on charitable activities was £1.4m compared to £690,000 in 2022/23.

Investments held on the HDdHC balance sheet at of 31 March 2024 was £8.9 million, compared to £8.1m at the start of the financial year. Money then held in HDdHC bank accounts was £6.1m, with £6m of that total transferred to CCLA as it was a high interest-bearing account.

Mr John advised that the contract with CCLA had been extended for two years for the provision of investment management advice.

Mrs Llewelyn advised that following a discussion at the 12 March 2024 CFC meeting a report is to be presented to the 17 September 2024 CFC meeting in the impact of the fundraising function of the charity.

In response to a question from Mr Kloer regarding training, Mrs Wilson proposed that the induction training to be delivered by the Head of HDdHC and the Assistant Director of Corporate Legal Services and Public Affairs should be offered to all representatives of the Corporate Trustee that included members of CFC.

Decision: The Charitable Funds Committee **NOTED** the content of this report and **RECEIVED ASSURANCE** on the charity's performance.

CFC(24)40 CHARITABLE FUNDS COMMITTEE ANNUAL WORK PROGRAMME

The CFC Committee Annual Work Programme for 2024/25 was presented to the Committee for information.

There were no questions from members of the Committee.

Decision: The Charitable Funds Committee **NOTED** the Committee Annual Work Programme for 2024/25.

CFC(24)41 MATTERS AND RISKS FOR ESCALATION TO THE BOARD

Matters for risk and escalation to the Board are recorded in the Committee Update for Board.

CFC(24)42 ANY OTHER BUSINESS

There were no other matters of business to be considered.

CFC(24)43 DATE AND TIME OF NEXT MEETING

The date of the next CFC meeting is 17 September 2024 at 9:30 am.