

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

Date and Time of Meeting:	30 th November 2020 9.30 a.m.
Venue:	Boardroom, Ystwyth Building, Hafan Derwen, St David's Park, Carmarthen (via Microsoft Teams)

Present:	<p>Cllr. Simon Hancock, Independent Member (Committee Chair) (VC) Mrs Delyth Raynsford, Independent Member (VC) Mr Owen Burt, Independent Member (VC) Ms Anna Lewis, Independent Member (VC) Mr Mike Lewis, Independent Member (VC) Ms Ann Murphy, Independent Member (VC) Mrs Mandy Rayani, Director of Nursing, Quality & Patient Experience Mr Huw Thomas, Director of Finance</p>
In Attendance:	<p>Mrs Nicola Llewelyn, Head of Hywel Dda Health Charities Mr Gareth Rees, Assistant Director of Operations (VC) Ms Tara Nickerson, Fundraising Manager (VC) Ms Rachel MacManus, Senior Marketing & Communications Officer (VC) Ms Jina Hawkes, General Manager, Community Primary Care (VC) (part) Mr Jeremy Saunders, Audit Wales (VC) (part) Ms Andrea Thomas, Audit Wales (VC) (part) Mrs Claire Williams, Committee Services Officer (Secretariat) (VC)</p>

Agenda Item		Action
CF(20)48	INTRODUCTIONS AND APOLOGIES FOR ABSENCE	
	<p>The Chair, Cllr. Simon Hancock, welcomed all to the meeting and extended a warm welcome to Rachel MacManus, newly appointed Senior Marketing & Communications Officer, observing the CFC meeting as part of her induction programme.</p> <p>Apologies for absence were received from Miss Maria Battle, Chair, HDdUHB, Ms Rhian Davies, Assistant Director of Finance, and Mrs Jennifer Thomas, Senior Finance Business Partner.</p>	
CF(20)49	DECLARATIONS OF INTEREST	
	<p>Mrs Delyth Raynsford declared an interest relating to item CF(20)60 Aberaeron Integrated Care Centre, as a patient of the GP Practice. Members were content that Mrs Raynsford continue to attend the meeting.</p>	
CF(20)50	MINUTES OF THE PREVIOUS MEETING HELD ON 15TH SEPTEMBER 2020	

	RESOLVED - that the minutes of the Charitable Funds Committee meeting held on 15 th September 2020 be APPROVED as an accurate record of proceedings.	
CF(20)51	TABLE OF ACTIONS FROM THE MEETING HELD ON 15th SEPTEMBER 2020	
	An update was provided on the Table of Actions from the meeting held on 15 th September 2020, with confirmation received that all outstanding actions have been progressed.	
CF(20)52	CHARITABLE FUNDS SUB-COMMITTEE UPDATE REPORT	
	<p>Members were presented with the Charitable Funds Sub-Committee (CFSC) update report providing an overview of the Sub-Committee's decisions, including discussions and deliberations, since the previous report presented to the Committee on 15th September 2020.</p> <p>Mr Gareth Rees informed Members that no further meetings of the CFSC had been undertaken since the report presented to CFC on 15th September 2020, due to the increased COVID-19 and associated surge capacity placed upon the Operations Directorate, and changes to the governance arrangements of the CFSC. It was noted that six requests had been approved using the discretion afforded to the CFSC Chair at a combined value of £53,848.35, and one request pending decision.</p> <p>Mrs Nicola Llewelyn advised that whilst the governance and operating arrangements for the CFSC meetings from January 2021 have yet to be finalised, support has been secured from the Programme Management Office with regard to developing a standard operating procedure which will be in place by the end of January 2021. This will enable a swifter process to be put in place and ensure that spending is more accessible. Members were pleased to note that attendance of the CFSC is being broadened to include representation from continuing health care, primary care and long term care.</p> <p>Mr Owen Burt requested further clarification on the outstanding pending request and Mr Rees responded that the request related to IT works and equipment in support of social distancing measures required, emphasising that it represents a retrospective request, there was no evidence of value considerations, and that safety improvements do not usually receive charitable funds support. Further information is awaited, however it is not anticipated that this will be supported by charitable funds.</p>	
	The Committee RECEIVED the Charitable Funds Operations Sub-Committee Update Report.	
CF(20)53	CHARITABLE FUNDS COMMITTEE TERMS OF REFERENCE	
	Members were presented with the Charitable Funds Committee Terms of Reference, representing two minimal changes following discussion at the CFC meeting held on 15 th September 2020, including a change of lead Director for Hywel Dda Health Charities and amendments to	

	expenditure thresholds. Members approved the Charitable Funds Committee's Terms of Reference for onward ratification by the Board.	
	The Committee APPROVED the Charitable Funds Committee's Terms of Reference for onward ratification by the Board on 28 th January 2021.	

CF(20)54	CHARITABLE FUNDS COMMITTEE RISK REGISTER	
	<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.</p> <p>Members noted the following risk aligned to the Committee:</p> <p><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>Mrs Mandy Rayani emphasised that the risk is being actively managed with the current risk score within the CFC's risk tolerance level of 8. It was noted that a meeting will be held between Mrs Rayani, Mrs Llewelyn, Mr Huw Thomas and Mrs Charlotte Beare (Head of Assurance and Risk) to review the risk and the charity's operational risks in general.</p>	NL
	The Committee REVIEWED and SCRUTINISED the risk register to seek assurance that all relevant controls and mitigating actions are in place and DISCUSSED whether the planned actions will reduce the risk further and/or mitigate the impact if the risk materialises.	

CF(20)55	POLICIES AND PROCEDURES RELATING TO CHARITABLE FUNDS	
	<p>Members were presented with the revised Charitable Funds Financial Administration and Governance Policy for consultation prior to presentation to the Finance Committee for ratification.</p> <p>Mr Thomas explained that the financial procedure had been amalgamated with the charitable funds user guide to create one overarching document and has been updated to reflect governance changes approved by the CFC on 15th September 2020.</p> <p>Referring to section 7.5 of the policy, "fundraising on the HDdUHB estate", Mrs Rayani emphasised that this would further support mitigation of the risk discussed in the previous agenda item.</p> <p>Ms Ann Murphy enquired whether smaller charities who fund raise within hospital sites would be affected, and in response Mrs Llewelyn confirmed that due to current COVID-19 visitor restrictions, no external charities have been undertaking fundraising within HDdUHB sites</p>	

	<p>since March 2020. However, alignment of the objectives of both HDdUHB and external charities will be undertaken in the future and discussed with relevant site management teams.</p> <p>In response to whether communications could be circulated to staff in regard to the accessibility of charitable funds, particularly in smaller, outreach settings within the Ceredigion area, Mrs Llewelyn advised that Global emails have been circulated regarding Christmas expenditure and contact made with site managers and heads of nursing regarding funds available during the winter period. Mrs Llewelyn offered to discuss this further with Ms Murphy outside of the Charitable Funds Committee meeting, if required.</p> <p>The Committee NOTED and DISCUSSED the revised Charitable Funds Procedure prior to being presented to Finance Committee for ratification.</p>	
CF(20)56	APPROVAL OF CHARITABLE FUNDS EXPENDITURE OVER £50,000	
	There was no charitable funds expenditure over £50,000 requiring approval.	
CF(20)57	CHAIR'S ACTIONS & REVIEW OF ANY APPROVALS MADE OUTSIDE OF CFC MEETING	
	There were no actions or decisions taken outside of Charitable Funds Committee meetings.	
CF(20)58	CEREDIGION PROPERTY OPTIONS	
	<p>Mr Thomas provided a verbal update in regard to the Ceredigion property owned by Hywel Dda Health Charities, emphasising that based on current assessments, a positive return on the property with regular income and investment is being received. However, concern was expressed by Mr Thomas in regard to the charity acting as a landlord. Members noted that clear guidance from the Welsh Risk Pool indicates that the risks are adequately covered, and on this basis it was agreed that the arrangement be fully reviewed on a triennial basis.</p> <p>Mrs Raynsford enquired about the responsibilities of the charity acting as a landlord, particularly in terms of health and safety, and whether these are clear. In response, Mr Thomas confirmed that this is covered by the Welsh Risk Pool, however suggested that a service level agreement (SLA) be devised in the near future between the charity and HDdUHB, including confirmation of the responsibilities for ongoing maintenance, etc. Members agreed with the suggestion of an SLA and Mr Thomas undertook to ensure that the Finance Department prepare a suitable agreement.</p> <p>Cllr. Hancock suggested that a further update on the development of the SLA be provided at the March 2021 CFC meeting.</p>	<p>HT</p> <p>HT/CW</p>

	The Committee NOTED the verbal update relating to the Ceredigion Property Options.	
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CF(20)59	HYWEL DDA HEALTH CHARITIES INTEGRATED PERFORMANCE REPORT	
	<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 October 2020.</p> <p>Members were pleased to note the increased growth in income, and noted the decrease in expenditure. Mrs Rayani informed Members of a training session to be scheduled for 15th December 2020 with finance business partners to discuss the proactive accessing and spending of funds within their client departments.</p> <p>Mrs Llewelyn recalled a discussion at a previous CFC meeting with regard to the availability of an additional “Stage 1 COVID-19 Urgent Response Grants” of £50,000 in relation to the second wave, confirming that she had attended a recent meeting of the Bronze Chairs Group to discuss both current and emerging welfare and well-being of staff, volunteers and patients. The primary priority identified had been a winter resilience pack to include items such as a torch, high visibility jacket, etc. for community based staff over the winter period. Approximately 900-1,000 packs would be required at the value of £50,000. Mrs Llewelyn apologised that this information had not been included within the report, due to the information being received after the submission of the meeting papers. Members endorsed the decision to support the purchasing of the winter packs, totalling £50,000.</p> <p>Whilst supportive of the purchasing of the winter packs in principle, Ms Anna Lewis sought reassurance that this is something staff want rather than something predicted by management. In response, Mrs Llewelyn confirmed that the request had been derived from a senior district nurse in Ceredigion on behalf of her team and had also been discussed amongst other teams, including our and community staff.</p> <p>Referring to the quarterly investment performance contained on page 22 of the report, Mr Thomas highlighted that HDdUHB’s investment advisors, Sarasin & Partners, reported that the charity’s portfolios compared favourably against all performance indicators, whilst acknowledging the uncertainties ahead in terms of the impending Brexit and how the economy will recover from COVID-19. Cllr. Hancock reminded Members that investments are based on the long-term and that Sarasin and Partners continue to keep the charity’s funds in “safe hands”.</p> <p>Referring to the previous inconsistency of distributing an expression of gratitude to donors, Cllr. Hancock enquired whether there is now a consistent system in place. Mrs Llewelyn confirmed that this is</p>	

referred to within the new Charitable Funds Financial Administration and Governance Policy where it is suggested that a letter of thanks is issued for all donations over the value of £10. When the fundraising database is operational, it is anticipated that the Fundraising Team will assume the responsibility for distributing these letters of gratitude.

Mrs Rayani referred to the ongoing work undertaken by HDdUHB to support Black, Asian & Minority Ethnic (BAME) outreach workers, and advised that this will also be undertaken further through race equality via Welsh Government.

Referring to the restrictions on Christmas decorations in line with heightened infection prevention and control measures, Members were pleased to note that an alternative form of Christmas spirit is being pursued, for example, providing festive lighting to outdoor areas of the main hospital sites at the request of site management teams. It was noted that the provision of gifts to inpatients (up to the value of £5 per patient) and an allowance of £100 per inpatient area will continue this year

Mrs Rayani, on behalf of the CFC, recognised the substantial work undertaken by the Hywel Dda Charities Team, particularly in light of the exceptional circumstances during 2020. Mrs Raynsford also expressed her gratitude and enquired whether there is anything Independent Members of the Health Board could do to support the Team involved. In response, Mrs Llewelyn thanked Members for the kind words of appreciation and emphasised how the recent unprecedented times had brought a different and more effective way in which relationships have been built with fundraisers. It was agreed for Mrs Llewelyn to discuss with Independent Members, any suggestions for inclusion within the reports presented to the CFC in the future.

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In response to whether 2021 wall planners will be distributed to all areas of HDdUHB, it was noted that in conjunction with the Hotel Services Department, wall planners will be delivered via internal mail to all wards and departments, with additional copies available upon request.

Referring to the “Caring Communities Innovation Fund” and the true citizenship work undertaken by community groups, Cllr. Hancock enquired as to the amount of money that will be allocated. Mrs Llewelyn confirmed that HDdUHB is eligible to apply for a maximum amount of £171,804.12 from the “Stage 2 Community Partnership Grants” funding stream. A bid has recently been submitted for £75,000 with regards to BAME. Final costs for the third priority, a dedicated patients and family liaison service at Bronglais General Hospital, are awaited. A meeting has been arranged with the Chief Officer of the local County Voluntary Councils on 1st December 2020 to discuss this matter further.

The Committee:

	<p>NOTED the content of the Integrated Hywel Dda Health Charities Performance Report and received ASSURANCE on the charity's performance.</p> <p>ENDORSED the key themes identified for stage 3 NHS Charities Together funding for further discussion and consideration by the Executive Team in relation to the operational detail around the priorities identified for the subsequent completion of funding applications.</p> <p>SUPPORTED that the current difference in funds of £39,845.71, be approved to support staff and patient welfare and well-being, and is used to support new and emerging staff and patient welfare and well-being needs as a result of the second wave of the pandemic.</p> <p>APPROVED a maximum allocation of £15,000 from the general Support for Life Response fund (T600) to support charitable expenditure for Christmas 2020.</p>	
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CF(20)60	ABERAERON INTEGRATED CARE CENTRE	
	<p><i>Ms Jina Hawkes joined the Charitable Funds Committee meeting</i></p> <p>Members were presented with the Aberaeron Integrated Care Centre (the Centre) project update report, following completion of the Centre in October 2019, made possible by a significant contribution from the Bessie Ann Jenkins legacy fund totalling £405,531. Ms Hawkes provided assurance to Members that the legacy had been spent appropriately. Prior to services moving into the Centre, services were provided from Aberaeron Hospital, which was in a poor condition, not compliant with health and safety, and teams were geographically fragmented. A business justification case for the provision of the new Centre was submitted to Welsh Government in 2018 and approval was subsequently granted for the release of £2.4 million to support the scheme development. Together with the funding from the legacy fund, HDdUHB was able to purchase and refurbish the new building. Since opening in 2019, teams from across HDdUHB, primary care, ambulance service and local authority are based within the Centre, providing a "one stop vision" enabling patients and families to access the support required 24 hours a day, 7 days a week, and putting the people of the Aberaeron locality at the heart of what HDdUHB wishes to deliver. Members were pleased to note the extent of the service provision currently provided and planned for the Centre. It is anticipated that third sector involvement will also be increased in the future.</p> <p>Ms Hawkes thanked Members for allowing the update to be presented and extended a warm welcome at any time for Members to visit the Centre.</p> <p>Cllr. Hancock thanked Ms Hawkes for the informative presentation, emphasising the substantial changes that charitable funds can provide, which is the standard of healthcare setting to be aspired to and replicated across HDdUHB.</p>	

	<p>In response to Mr Burt's enquiry regarding the anticipated expansion of third sector involvement, Ms Hawkes confirmed that there are currently two third sector facilities within the Centre, with additional third sector groups, e.g. mental health, who utilise rooms at the Centre. This is also being encouraged in other HDdUHB facilities such as the Cardigan Integrated Care Centre.</p> <p>As a resident of Aberaeron and a patient of the Centre, Ms Raynsford expressed contentment of the joint work undertaken within the Centre, and enquired about the plans, moving forward, for children and young people to make the Centre more accessible and child friendly. In response, Members noted that school council representatives had been invited to be part of the Project Board, with schools visiting the Centre during construction. Post COVID-19, this will be repeated in order to obtain the views of children, young people and younger parents to gain an understanding of their requirements from the Centre. It was noted that midwives and health visitors were also utilising the Centre, providing a service to families. Members were pleased to note that community councillors would also be involved in the future.</p> <p>Cllr. Hancock reiterated the extra ordinary difference, which the legacy of Bessie Ann Jenkins has made and enquired how the generosity would be marked. Mrs Rayani informed Members that there are no family members remaining in order to express gratitude to, however a physical reminder of Ms Jenkins' generosity will be arranged in 2021.</p> <p>Mrs Llewelyn informed Members that the newly appointed Head of Capital Planning would be joining the CFSC and, moving forward, it is hoped that many more improvements and projects such as this can be made.</p> <p><i>Ms Jina Hawkes left the Charitable Funds Committee meeting</i></p>	
	<p>The Committee NOTED the content of the Aberaeron Integrated Care Centre report and presentation.</p>	
<p>CF(20)61</p>	<p>FINAL ANNUAL REPORT AND ACCOUNTS (2019/20)</p> <p>Mr Jeremy Saunders and Ms Andrea Thomas, Audit Wales, were welcomed to the meeting.</p> <p>Members were presented with the Hywel Dda Health Charities Annual Report and Accounts for the year ended 31 March 2020 report, following a rigorous audit by Audit Wales.</p> <p>Mr Thomas explained to Members that a minor amendment to the accounts is required relating to the re-stating of 2018-19 figures. It was suggested and agreed for Mr Thomas to arrange for the amendment to be circulated to Members, however, it was noted that the amendment does not affect the accounts presented.</p>	<p>HT</p>

	<p>Ms Thomas explained that COVID-19 has had a significant impact on how audits have been undertaken this year and expressed gratitude to the Finance Team for facilitating this particular audit. Whilst there are no issues to draw Members attention to, there are three minor amendments as contained within Appendix 3 of the report. These amendments are presentational only and have no impact upon the accounts.</p> <p>Cllr. Hancock expressed gratitude to the Finance Team for all their hard work and was delighted with the unqualified audit report provided.</p> <p>The Committee approved the final Hywel Dda Health Charities Annual Report and Accounts for 2019/20, subject to the minor amendments being made.</p> <p><i>Mr Saunders and Ms Thomas left the Charitable Funds Committee meeting</i></p>	
	The Committee NOTED and APPROVED the final Hywel Dda Health Charities Annual Report and Accounts for 2019/20.	
CF(20)62	CHARITABLE FUNDS COMMITTEE WORK PROGRAMME 2020/21	
	The CFC workplan for 2020/21 was received for information.	
	The Committee NOTED the Charitable Funds Committee Workplan for 2020/21.	
CF(19)63	REFLECTIVE SUMMARY OF MEETING	
	Mrs Rayani provided a reflective summary of the meeting, highlighting the substantial amount of matters discussed. It had been heartening to receive the Aberaeron Integrated Care Centre presentation, in particular the impact this has had upon developing the local community, providing a 24/7 service, third sector facilities and multi-agency collaboration. It was pleasing to support the winter packs for staff, and also the promotional work with finance partners which will help to continue to drive forward charitable funds and the impact these have upon staff and patients.	
CF(19)64	DATE AND TIME OF NEXT MEETING	
	9 th March 2021 – 9.30 a.m. – 11.30 a.m., Boardroom, Ystwyth Building, Hafan Derwen	