

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

Date and Time of Meeting:	30 th November 2021, 9.30am
Venue:	Boardroom, Ystwyth Building (via Microsoft Teams)

Present:	<p>Mrs Delyth Raynsford, Independent Member (Committee Chair) (VC) Mr Iwan Thomas, Independent Member (VC) (part) Ms Anna Lewis, Independent Member (VC) Ms Ann Murphy, Independent Member (VC) Mrs Mandy Rayani, Director of Nursing, Quality and Patient Experience (VC) Mr Huw Thomas, Director of Finance (VC)</p>
In Attendance:	<p>Miss Maria Battle, Hywel Dda University Health Board (HDdUHB) Chair (VC) Mrs Nicola Llewelyn, Head of Hywel Dda Health Charities Mrs Jennifer Thomas, Senior Finance Business Partner (VC) Ms Rhian Davies, Assistant Director of Finance (VC) Mr John Evans, Assistant Director, Medical Directorate (VC) Mr Andrew Burns, Consultant Surgeon/Withybush Hospital Director (VC) (part) Mr Andrew Hopkins, Capital Programme Manager (VC) (part) Ms Eldeg Rosser, Head of Capital Planning (VC) (part) Dr Eiry Edmunds, Cardiac Consultant (VC) (part) Ms Nerys James, Cardiorespiratory Manager (VC) (part) Ms Elin Brock, Head of Research, Innovation, and Improvement (VC) (part) Ms Gina Beard, Lead Cancer Nurse (VC) (part) Ms Julie Brennan, Bereavement Support Service Manager (VC) (part) Mr Yousef Sharaiha, Consultant Breast Surgeon (VC) (part) Ms Yvonne Thomas, Staff side representative (VC) Mr Matthew Pearce, Senior Communications Officer (VC) Ms Julie Owens, Audit Wales (VC) (part) Mrs Sarah Bevan, Committee Services Officer (Secretariat)</p>

Agenda Item	INTRODUCTIONS AND APOLOGIES FOR ABSENCE	Action
CFC(21)59	<p>The Chair, Mrs Delyth Raynsford, welcomed all to the meeting. Recognising that this would be Mrs Jennifer Thomas' last Charitable Funds Committee meeting, Mrs Raynsford conveyed thanks on behalf of the Committee for her contribution to the work of Hywel Dda Health Charities. Mr Huw Thomas acknowledged the positive transformation led by Mrs Thomas on the way in which the charity's finances have been managed.</p> <p>Mrs Raynsford also extended a warm welcome to Mr Matthew Pearce in his newly appointed role as Senior Communications Officer for the Health Board.</p>	

	<p>Apologies for absence were received from:</p> <ul style="list-style-type: none"> Ms Tara Nickerson, Fundraising Manager 	
CFC(21)60	<p>DECLARATIONS OF INTEREST</p> <p>No declarations of interest were received.</p>	
CFC(21)61	<p>MINUTES OF THE PREVIOUS MEETING HELD ON 27TH SEPTEMBER 2021</p> <p>RESOLVED - that the minutes of the Charitable Funds Committee meeting held on 27th September 2021 be APPROVED as an accurate record of proceedings.</p>	
CFC(21)62	<p>TABLE OF ACTIONS FROM THE MEETING HELD ON 27TH SEPTEMBER 2021</p> <p>An update was provided on the Table of Actions from the meeting held on 27th September 2021, with confirmation received that all outstanding actions had been progressed.</p> <p>In terms of and matters arising:</p> <ul style="list-style-type: none"> CFC(21)45: CHARITABLE FUNDS COMMITTEE TERMS OF REFERENCE - <i>To liaise with the Director of Workforce and Organisational Development regarding a staff side representative to sit on the Committee</i> – Mrs Mandy Rayani welcomed Ms Yvonne Thomas, District Nurse, to the Committee in her role as staff side representative. 	
CFC(21)63	<p>SELF-ASSESSMENT OF COMMITTEE EFFECTIVENESS: ACTION PLAN</p> <p>Members received the Self-Assessment of Committee Effectiveness Action Plan report. Mrs Rayani acknowledged the challenges associated with the new approach to the self-assessment exercise, moving from a tick box exercise to a more narrative based response to elicit greater feedback in order to shape and influence the agenda of the Committee going forward.</p> <p>In relation to the suggestions made for improvement, Mrs Rayani informed Members that a number of actions had already been progressed, for example, the proposed establishment of an Investment Sub-Committee to provide assurance to the Committee on investment advisor performance. Mrs Rayani further informed Members that a Handy Hints Guide for Presenters is shared with new presenters attending Committee meetings. The suggestion to provide an annual seminar on the role of, and key considerations for the corporate trustee, is being progressed through discussions with the Board Secretary.</p>	

	<p>Mrs Rayani assured Members that the suggestion to develop processes for evidencing the impact of charitable expenditure is a key phase of the Committee’s planning objective and that work would be undertaken during Quarter 4, 2021/22 with support from the Health Board’s Research and Development team.</p> <p>In relation to the suggestion of further examination of learning from successes and failures from outside the organisation, Mrs Nicola Llewelyn informed Members that the Hywel Dda Health Charities team continues effective engagement with fellow NHS charities in terms of best practice.</p> <p>Mr Thomas advised Members of the importance of including Patient-reported outcome measures (PROMs) as part of the outcome assessment of expenditure to systematically measure the impact of charitable funds. Mrs Raynsford and Mr Iwan Thomas recognised that a balance of both qualitative and quantitative intelligence would be most effective. Mrs Raynsford acknowledged that information needs to be appropriate to the intended audience and that the appointment of the new Senior Communications Officer would assist the framing of how information is shared.</p> <p>Mrs Llewelyn informed Members that the New Philanthropy Capital (NPC) has produced valuable resources regarding evaluation models for NHS charities and will aim to incorporate these resources into this work during Quarter 4, 2021/22 with a view to providing an update on progress to the Committee at its meeting on 15th March 2022.</p> <p>Mrs Rayani drew Members’ attention to reference in the report to the support to the Specialist Children and Adolescent Mental Health Service (S-CAMHS) and the Mental Health and Learning Disabilities Directorate through the funding of a one-year pilot Arts in Health programme for children and young people living with eating disorders, self-harming behaviours, low mood and/or suicidal feelings. Mrs Rayani assured Members that patient experience has been recognised as a key component of this programme.</p> <p>Mr Thomas emphasised the importance of the role of fundraisers working for the charity and the potential value of their experience and impact in bringing communities together and making a difference.</p>	NLI
	<p>The Committee NOTED the content of the Self-Assessment of Committee Effectiveness Action Plan report and RECEIVED ASSURANCE that any actions from the CFC Self-Assessment 2020/21 are being progressed within the agreed timescales.</p>	
CFC(21)64	CHARITABLE FUNDS STORY: POST PROJECT EVALUATION OF WARDS 9 AND 10 IN WITBYBUSH GENERAL HOSPITAL	

Members received the Post Project Evaluation of Wards 9 and 10 in Withybush General Hospital (WGH) report, highlighting the positive impact of charitable funding contribution to the refurbishment of the wards on patient and staff experiences.

Mr Andrew Burns informed Members that the project, completed in March 2020, addressed a long standing requirement to improve the clinical environment, including patient privacy, patient dignity, infection control measures and sex segregation criteria, all of which are strongly associated with modern healthcare environments. Included in the scheme had been the refurbishment of Ward 9 as a decant area whilst the Ward 10 works were undertaken. Ward 9 also had a similar long standing requirement to improve the clinical environment.

Mr Burns informed Members that £3.153 million had been received from the Welsh Government's All Wales Capital Programme to undertake the project, with donations totalling circa £300,000 received from the Elly's Ward 10 Flag Appeal and other charitable donations.

Mr Andrew Hopkins advised Members that the post-project evaluation had been a key phase within the capital project to allow the Health Board to reflect on the extent of the benefits of the refurbishment, assess whether the project achieved its investment objectives, and identify any lessons learnt.

Mr Hopkins informed Members that positive feedback from patients had been collated via Family Liaison Officers on Ward 10 in terms of the environment. In addition, feedback from wider stakeholders highlighted the impact of the project amongst the wider cancer services network in Pembrokeshire in boosting morale from the knowledge that end of life services would be supported in a modern, welcoming, and dignified environment for patients and their families. The presence of the Elly's Ward 10 Flag Appeal fundraising campaign, whose purpose was to improve the experience and environment for patients and staff on Ward 10, allowed the equipping forum to be innovative in challenging traditional boundaries for equipment and environmental improvements in a clinical environment, whilst balancing infection control requirements.

Mr Hopkins informed Members that the post project evaluation identified that it would be beneficial for future projects to ensure that external stakeholders are clear at the outset on what aspects of a project can be influenced or not. He provided the example of the clear parameters in place for infection control, which will limit the viability of certain items of equipment or furniture for consideration.

Mrs Raynsford commented that it would have been beneficial for Members to have a visual presentation of the improvements made, to which Mr Hopkins responded that liaison would take place with the Senior Communications Officer for future presentations.

	<p>Mr Burns informed Members that the project had attracted a high level of political and public interest, largely due to the unique fundraising campaign of Elly's Ward 10 Flag Appeal, including local press, social media, and pre-pandemic visits from charitable donors. However, it had been recognised that internal communication could improve going forward for future projects. Mrs Rayani advised Members that maintaining effective engagement with stakeholders and fundraisers is vital to manage expectations in terms of the scale of what can be achieved with the generous funds received.</p> <p>Miss Maria Battle commented that success stories such as this are important in boosting staff morale in addition to providing reassurance to the public in response to any perceived speculation regarding the closure of WGH, which is not the case.</p> <p>Mrs Raynsford welcomed the post project evaluation in setting the standard for future developments. Ms Anna Lewis enquired whether there is an opportunity to evaluate the impact of the physical environment on patient outcomes for future capital developments in other hospitals. Mrs Rayani responded that PROMs could be taken into account in conjunction with the Value Based Healthcare team when considering capital schemes and undertook to liaise with Ms Eldeg Rosser, Mrs Llewelyn and the Head of Value Based Healthcare on a future approach for both charitable and non-charitable funded projects. Mr Thomas reiterated the importance of capturing PROMs and patient-reported experience measures (PREMs) as part of the outcome assessment of expenditure.</p> <p>Mrs Llewelyn informed Members that the Bronglais Chemotherapy Day Unit Appeal is launching on 30.11.2021 and will benefit from consideration of the lessons learnt from the post project evaluation of WGH Wards 9 and 10. Mrs Llewelyn also highlighted that the involvement of communications and engagement colleagues is integral to the Bronglais development.</p> <p><i>Mr Andrew Burns, Mr Andrew Hopkins and Ms Eldeg Rosser left the Committee meeting</i></p>	MR/ER/ NLI
	<p>The Committee NOTED the content of Charitable Funds Story: Post Project Evaluation of Wards 9 and 10 in Worthybush General Hospital report.</p>	

CFC(21)65	<p>REVIEW OF ANY APPROVALS MADE OUTSIDE THE MEETING VIA CHAIR'S ACTION: CHRISTMAS CHARITABLE EXPENDITURE 2021</p> <p>Members received the Christmas Charitable Expenditure 2021 report, relating to the expenditure of charitable funds over the 2021 Christmas period.</p> <p>Mrs Llewelyn informed Members that for Christmas 2021, a review of appropriate expenditure has been undertaken, supported by the Senior</p>	
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Nurse for Infection Prevention and Control, to ensure that all Christmas charitable expenditure is in line with current HDdUHB infection prevention and control measures.

Mrs Llewelyn informed Members that in recent years, two additional categories of Christmas expenditure have been supported by charitable funds, however these categories are not documented within the Charitable Funds Financial Administration and Governance Procedure (FP-420). It is therefore proposed that day case areas and support services are considered for approval and inclusion within the Charitable Funds Financial Administration and Governance Procedure, and it is anticipated that these changes will not result in an increase of annual expenditure as this expenditure was incurred during 2019 and 2020.

Mrs Llewelyn further informed Members that, during the review of Christmas 2021 expenditure, and following engagement with key stakeholders such as HDdUHB Trade Union leads, it is proposed that an additional category of expenditure is introduced for 2021 to support colleagues working within community and Mental Health and Learning Disabilities services.

Mrs Llewelyn confirmed that, as per the arrangements for Christmas 2020, Christmas charitable funds will be made available in the form of gift cards with applications requiring the approval of a Senior Nurse Manager, Service Delivery Manager, or managers at equivalent level.

Mrs Llewelyn advised Members that 140 applications have been received from services to date. Mrs Rayani advised Members that applications for Christmas charitable funds cover all staff who work at Christmas, beyond the more obvious areas such as inpatient wards. Ms Ann Murphy requested clarification regarding the gift card arrangement, to which Mrs Llewelyn responded that the gift cards would be provided to staff to purchase items for inpatient gifts.

Miss Battle reiterated the importance of this expenditure, particularly during the pandemic, and advised Members of plans to undertake a *Twelve Days of Christmas* visiting programme for Health Board Independent Members to visit different teams within acute and community services.

The Committee **RATIFIED** the decision taken under Chair's Action for:

- Approval of the specified increased limits of expenditure.
- Approval of the inclusion of the specified categories of expenditure within the Charitable Funds Financial Administration and Governance Procedure.
- Approval of a maximum allocation of £20,000 from the general Support for Life Response fund to support charitable expenditure for Christmas 2021.

CFC(21)66	<p>CHARITABLE FUNDS SUB-COMMITTEE UPDATE REPORT</p> <p>Item deferred to the March 2022 Committee meeting due to the current scheduling of the Charitable Funds Sub-Committee meeting. Mrs Llewelyn assured Members that the previous Sub-Committee meeting had been held the week of the deadline for reports for this Committee meeting and that an update report from the Sub-Committee meeting would be presented to the March 2022 Committee meeting.</p>	
CFC(21)67	<p>ASSURANCE ON PLANNING OBJECTIVES ALIGNED TO CFC</p> <p>Members were presented with the Assurance on Planning Objectives Aligned to CFC report, providing an update on the progress made in the delivery of the Planning Objective aligned to this Committee, for onward assurance to the Board.</p> <p>Mrs Rayani advised Members that the Committee is on track with progress made in the delivery of the one Planning Objective aligned to the Committee:</p> <ul style="list-style-type: none"> • 2E - From April 2021, develop a programme of activities which promote awareness of the Health Board's official charity and the opportunities available to raise and use funds to make a positive difference to the health, wellbeing and experience of patients, service users and staff across Hywel Dda University Health Board. Develop clear processes for evidencing the impact of our charitable expenditure on our patients, service users and staff with the aim of increasing our income and expenditure levels on an annual basis. <p>Mrs Llewelyn informed Members that for the 2022/23 planning objective consideration will be given to the development of the charity in line with the Health Board's strategy. Mrs Llewelyn acknowledged that this is the first time that the charity has featured in the Integrated Medium Term Plan (IMTP) submitted to Welsh Government and welcomed this higher profile opportunity.</p> <p>In relation to item 3.10 on the action plan, to develop a marketing and communications plan for the charity, Mr Thomas suggested that it may be a more achievable action to state that a 'draft' marketing and communications plan be developed, in light of the recent appointment of the Senior Communications Officer. Mrs Rayani assured Members that work has already been undertaken with a view to completion by the end of Quarter 4, 2021/22 as stipulated in the action plan. Mrs Llewelyn advised Members that, although there is no requirement to bring the marketing and communications plan to the Committee for approval, an update on the proposed delivery of the plan will be presented to the Committee at its meeting on 15th March 2022.</p> <p>In relation to item 3.3 on the action plan, to develop and launch a legacy fundraising and in-memoriam giving campaign, Ms Murphy enquired about the tax implications, to which Mr Thomas responded</p>	NLI

	<p>that it would be the role of solicitors to guide families through the process.</p> <p>Mr Thomas advised Members that there is a need for careful consideration that the integration of the charity's planning objective through the IMTP does not impact on the requirement as a charity to remain independent and reminded Members that the Committee, acting as representatives of the Corporate Trustee, has a duty to act in the best interests of the charity, not necessarily the Health Board. Members recognised that there is a fine line between these two roles.</p> <p><i>Dr Eiry Edmunds and Ms Nerys James joined the Committee meeting</i></p>	
	<p>The Committee RECEIVED ASSURANCE on the current position in regard to the progress of the Planning Objective aligned to the Charitable Funds Committee, in order to provide onward assurance to the Board where Planning Objectives are progressing and are on target, and to raise any concerns where Planning Objectives are identified as behind in their status and/or not achieving against their key deliverables.</p>	
<p>CFC(21)68</p>	<p>FINAL ANNUAL REPORT AND ACCOUNTS 2020/21</p> <p><i>Ms Elin Brock joined the Committee meeting</i></p> <p>Members received the Final Annual Report and Accounts 2020/21, providing an overview of the Hywel Dda Health Charities accounts.</p> <p>Mr Thomas conveyed thanks to the teams involved in the preparation and auditing of the accounts, which reflects the significant activity undertaken by the charity. Mr Thomas also expressed his gratitude regarding the donations made to the charity.</p> <p>Ms Julie Owens, Audit Wales, commended the quality of the accounts and the processes in place. Ms Owens highlighted the following key findings:</p> <ul style="list-style-type: none"> • the Auditor General's intention is to issue an unqualified audit report on the 2020/21 accounts, which will be issued following sign off by the HDdUHB Chair and Director of Finance. • There are no misstatements identified with the accounts, which remain uncorrected. • There were initially minor presentational misstatements in the accounts that have now been corrected by management. These have no impact on Hywel Dda Health Charities' reported net expenditure. <p>Ms Rhian Davies advised Members that there had been no significant changes to the draft report and accounts presented to Committee at its meeting on 27th September 2021 and that, following sign off at today's meeting, the accounts will be submitted to Board for ratification.</p>	

	<p>Mrs Llewelyn reiterated the effective working relationship between the finance team and the charity and commended their management of the multiple income streams which have increased in recent years.</p> <p>Mrs Raynsford praised the user friendly and visual nature of the annual report. Mr Thomas echoed this sentiment, adding that different audiences are catered for via the availability of easy read versions, and informed Members that the report would be promoted to third sector colleagues.</p> <p>Ms Davies advised Members that, following discussions held at the Committee meeting on 27th September 2021, the annual report reflects how the charity's current investment advisors can demonstrate that the companies it invests in are being driven in the direction of providing social value and can illustrate the positive impact on society. Mr Thomas advised Members that the social value provided by the charity in expenditure and investments will be further explored in advance of the next financial year's annual report.</p> <p><i>Ms Gina Beard and Ms Julie Brennan joined the Committee meeting</i></p> <p>Miss Battle informed Members that the Communications team is producing a Christmas video message for staff, with fundraisers and supporters invited to contribute and there are also plans to use video clips of fundraisers in the Health Board's Christmas e-card.</p> <p><i>Ms Julie Owens left the Committee meeting</i></p>	
	<p>The Committee APPROVED the Final Annual Report and Accounts 2020/2021, prior to presentation to Public Board at its meeting on 27th January 2022 for ratification in its role as Corporate Trustee.</p>	

CFC(21)69	<p>FUNDING APPLICATION FOR HAEMODYNAMIC MONITORING EQUIPMENT (GGH) TO IMPROVE ACCESS TO DIAGNOSTIC CORONARY ANGIOGRAPHY HEALTH BOARD-WIDE</p>	
	<p>Members received the Funding Application for Haemodynamic Monitoring Equipment in Glangwili General Hospital (GGH) to Improve Access to Diagnostic Coronary Angiography Health Board-wide report, requesting Committee support of the application for £86,800.00 funding for procurement of the diagnostic coronary angiography haemodynamic monitoring equipment to enable GGH's Radiology Room 3 to provide this service.</p> <p>Dr Eiry Edmunds provided a brief overview of the coronary angiography procedure, informing Members that a successful application would complement the service's current established out-patient diagnostic angiography capacity at Price Philip Hospital (PPH) by enabling GGH's Radiology Room 3 to undertake this important cardiology diagnostic. The PPH service provides for out-patient demand and consistently runs to capacity and continues to address the COVID-19 backlog for this diagnostic. The proposed GGH service would provide additional</p>	

	<p>capability and capacity to undertake in-patient diagnostic angiography for suitable 'low risk' Acute Coronary Syndrome (ACS)/Chest Pain patients who could receive this diagnostic locally to support clarification of diagnosis, management plan and discharge and avoid prolonged waits for transfer to Morriston Cardiac Centre. Development of this service, which would benefit all four acute hospital sites, would reduce reliance on Morriston Cardiac Centre for this element of the ACS/Chest Pain pathway and significantly reduce patient length of stay and care experience.</p> <p><i>Mr Yousef Shariah joined the Committee meeting</i></p> <p>Miss Battle expressed her full support for the application. Mrs Rayani also supported the application, however suggested the need to agree a sustainable delivery of service for the future and to consider quality and equity of service for the Health Board's population.</p> <p>Ms Nerys James informed Members that a room has been identified for the equipment and that storage space and a trolley have been included within the application. Mrs Raynsford queried the maintenance of the equipment and any associated revenue costs, to which Dr Edmunds responded that the maintenance of the equipment had been considered and discussed with medical devices colleagues.</p> <p>Dr Edmunds assured Members that an update would be provided at a future Committee meeting to include patient experience feedback in relation to the impact upon the population and how it will reduce the transport issues identified.</p> <p><i>Dr Eiry Edmunds and Ms Nerys James left the Committee meeting</i></p>	EE
	<p>The Committee CONSIDERED and SUPPORTED the application for £86,800.00 funding to support procurement of the diagnostic coronary angiography haemodynamic monitoring equipment to enable GGH's Radiology Room 3 to provide this service.</p>	

CFC(21)70	<p>PHASE 2 OF THE CANCER PSYCHOLOGICAL SUPPORT (CAPS) PROJECT: PSYCHOLOGICAL SUPPORT FOR PEOPLE AFFECTED BY CANCER AND THE CANCER WORKFORCE</p> <p>Members received the Phase 2 of the Cancer Psychological Support (CaPS) Project: Psychological Support for People Affected by Cancer and the Cancer Workforce report, requesting the allocation of £228,000 over the next 3 financial years to approve funding for phase 2 of the CaPS Project.</p> <p>Ms Gina Beard informed Members that, for the past two years, CaPS has provided a pilot service, which has been fully funded by cancer charitable funds. Ms Beard assured Members that the pilot has received good feedback to date however, as outlined in the original application for funding, a repeat application to the Committee would be submitted should the project demonstrate that an extension on the</p>	
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	<p>scoping period would be beneficial. Mrs Rayani advised Members that, whilst supporting this application in principle, it should be embedded within the Directorate's IMTP following any additional period of charitable support. Ms Beard responded that the consideration of mainstream funding is within the Directorate's IMTP and anticipated that this would be validated by project data and outcomes.</p> <p>Mr Thomas stressed the importance in ensuring that PROMs and PREMs are included in the project in order to understand the real patient outcome benefit to enable justification of mainstreaming investment.</p>	
	<p>The Committee APPROVED the request for the allocation of £228,000 over the next 3 financial years to support funding for phase 2 of the CaPS Project, subject to ratification by the Corporate Trustee.</p>	

CFC(21)71	<p>PURCHASE OF TRANSPERINEAL BIOPSY MACHINE FOR PRINCE PHILIP HOSPITAL EVALUATION REPORT</p> <p>Item deferred to the Charitable Funds Committee meeting to be held on 15th March 2022.</p>	
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CFC(21)72	<p>PURCHASE OF FAXITRON MACHINE FOR PRINCE PHILIP HOSPITAL BREAST CARE UNIT EVALUATION REPORT</p> <p>Members received the Purchase of Faxitron Machine for Prince Philip Hospital Breast Care Unit Evaluation presentation by Mr Yousef Shariah, who explained the significant contribution to the wellbeing of patients that has been made possible with this piece of equipment.</p> <p>Mr Shariah informed Members that the purchase of the Faxitron machine has reduced the length of time for surgical operating procedures, reduced the length of time that a patient is under anaesthetic, and decreases the need for a patient to return for further surgery.</p> <p>Mr Shariah provided examples of patient feedback received in terms of being able to visualise their cancer.</p> <p>Mr Raynsford commended Mr Shariah on the powerful nature of his presentation and acknowledged the positive impact the equipment has had on both the patients and the clinician.</p> <p>Mrs Llewelyn informed Members that a good news story on this purchase had recently been published which, with the support of Mr Shariah, provided good local press coverage and social media reach.</p> <p>Miss Battle commended Mr Shariah and the team involved on their excellent reputation across Hywel Dda.</p> <p><i>Mr Yousef Shariah left the Committee meeting</i></p>	
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	The Committee NOTED the content of the Purchase of Faxitron Machine for Prince Philip Hospital Breast Care Unit Evaluation Report.	
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CFC(21)73	<p>STAFF WELFARE AND WELLBEING: CREATING REST AREAS FOR OUR STAFF</p> <p>Members received the Staff Welfare and Wellbeing: Creating Rest Areas for our Staff report, requesting Committee approval of charitable funds expenditure of £180,941 to be spent on creating rest areas for staff across HDdUHB.</p> <p>Ms Elin Brock provided Members with an overview of the Discovery Report, approved by the Board in September 2021, which sought to capture staff experiences of working during a global pandemic to inform the Health Board’s recovery plan and culture going forward. The report provided valuable insight into staff experiences and made recommendations for improving the working environment for staff.</p> <p>Ms Brock informed Members that the request for funding amounts to £67,896 of stage 3 grant funding from NHS Charities Together and £113,045 from the Hywel Dda NHS COVID-19 Appeal.</p> <p>Ms Brock further informed Members that the People, Organisational Development and Culture Committee (PODCC) is the Committee identified to receive assurance against the action plan developed from the recommendations from the Discovery Report. However, progress and assurance reports will be submitted to both the PODCC and CFC via the Discovery Report Action Plan.</p> <p>Mrs Raynsford enquired whether the funding would be available for Community services in addition to the four acute hospital sites. Ms Brock advised Members that the NHS Charities Together funding was originally approved for the development of outdoor gyms at the four acute hospital sites. However, consultation with operational teams suggest that outdoor gyms are no longer needed on sites, and therefore it is recommended that this money is reallocated to spend on rest areas for staff across the whole of HDdUHB. Ms Yvonne Thomas undertook to liaise with Ms Brock to identify community colleagues to participate in the consultation process to ensure an equitable approach to requests.</p> <p>Ms Brock assured Members that an analysis of the number of staff located at each site has also been undertaken to ensure a fair and equitable approach to requests. Discussions are also underway with the Medical Directorate to align funding and plans to create rest areas as this is also a priority area under the Wales Fatigue and Facilities Charter.</p> <p>Mrs Llewelyn advised Members that, at its meeting in October 2021, the Staff Partnership Forum endorsed the recommendation that Members of the Operational Planning and Delivery Programme Meeting assume the lead for engagement and prioritisation regarding</p>	YT
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	<p>the most appropriate needs to be met by this funding, in line with the spirit in which the donations were made to support the welfare and wellbeing of NHS staff and volunteers.</p> <p>Mrs Rayani informed Members that the Arts in Health Coordinators are now in post and would represent a valuable link in terms of maximising the creation of aesthetic spaces.</p> <p>In conclusion, Mrs Raynsford noted that Members supported the approval of charitable funds expenditure of £180,941 to be spent on creating rest areas for staff across HDdUHB. Mrs Llewelyn advised that the bid will require approval from the Corporate Trustee, given its value over £100,000, as per the Health Board's Scheme of Delegation.</p> <p>Ms Brock undertook to provide a further update to the Committee at its meeting on 15th March 2022.</p> <p><i>Ms Elin Brock left the Committee meeting</i></p>	EB
	<p>The Committee:</p> <ul style="list-style-type: none"> • APPROVED charitable funds expenditure of £180,941 to be spent on creating rest areas for staff across HDdUHB subject to ratification by the Corporate Trustee. • APPROVED the apportionment of funds following engagement with the Operational Planning and Delivery Programme Meeting and other key stakeholders, to be endorsed by the Director of Workforce and Organisational Development (Executive Lead for staff welfare and wellbeing). • RECEIVED ASSURANCE that progress and assurance reports would be submitted to the People, Organisational Development and Culture Committee and the Charitable Funds Committee, via the Discovery Report Action Plan. 	
CFC(21)74	<p>TRAINEE HAEMATOLOGY CLINICAL NURSE SPECIALIST PROPOSAL FOR CEREDIGION AND PEMBROKESHIRE UPDATE REPORT</p> <p>Members received a verbal update on the Trainee Haematology Clinical Nurse Specialist Proposal for Ceredigion and Pembrokeshire.</p> <p>Ms Beard informed Members that 2 part-time posts had been approved and the recruitment process undertaken. Ms Beard undertook to provide a further update to the Committee at its meeting in September 2022 to present feedback once the posts are fully operational.</p> <p><i>Ms Gina Beard and Ms Julie Brennan left the Committee meeting</i></p>	GB
	<p>The Committee NOTED the verbal update on the Trainee Haematology Clinical Nurse Specialist Proposal for Ceredigion and Pembrokeshire.</p>	
CFC(21)75	<p>INTEGRATED HYWEL DDA HEALTH CHARITIES 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 30th September 2021.

Mrs Thomas highlighted the following key financial performance considerations:

- The net assets of the charity have decreased by £379,790 for the period. However, Mrs Thomas informed Members that it is envisaged that the launch of the Hywel Dda Health Charities Lottery and the Bronglais General Hospital (BGH) Chemotherapy Day Unit capital fundraising appeal will help to stabilise income levels during the remainder of 2021/22.
- The charity's overall income from donations, grants and legacies to 30th September 2021 has decreased by 51.3% in comparison to income received for the same period in the previous financial year. Mrs Thomas advised Members that the decrease in income had been expected and could be attributed to the unprecedented support the charity received in 2020/21, the significant level of grant funding received from NHS Charities Together during this period, and the significant impact of the pandemic on UK charitable giving, community fundraising and mass participation events.
- The reported position for the total of governance and support costs (including finance and fundraising costs) incurred up to 30th September is £195,050; an underspend of £17,873 against budget.
- There is a net surplus from unrestricted apportionments across funds of £20,223 for the period ending 30th September 2021, which is sufficient to cover the governance and support costs and audit fees incurred by the charity.

Mrs Llewelyn advised Members that although a decrease in income had been expected, it had not been predicted to this scale and that work is being undertaken to stabilise income levels during the remainder of 2021/22. Mrs Llewelyn also assured Members that HDdUHB is performing on par or better in comparison with other NHS Charities including those across Wales.

In relation to the charity's approach to expenditure, Mrs Rayani commented that in order to spend money from a designated charitable fund, approval has to be sought from the fund manager and not this Committee. Consequently, a general pot of funds would provide greater flexibility. The ambition is to increase income into the charity's general fund as well as overall expenditure in addition to considering how donations are spent.

Mr Iwan Thomas left the Committee meeting

Referring to an observation upon joining the Health Board, Miss Battle acknowledged the challenge in determining a breakdown of the significant number of funding lines and the difficulty in spending against

	<p>these. However, Miss Battle noted that it was excellent to see how far the Health Board has moved forward in creating a general fund that has less constraints on its spending and is therefore more accessible and equitable to all services with no dedicated charitable funds.</p>	
	<p>The Committee RECEIVED ASSURANCE on the charity's performance from the content of the Integrated Hywel Dda Health Charities Performance Report.</p>	

<p>CFC(21)76</p>	<p>HYWEL DDA HEALTH CHARITIES ACTIVITIES UPDATE</p> <p>Members were presented with the Hywel Dda Health Charities Activities Update. Mrs Llewelyn informed Members that the Hywel Dda Health Charities Lottery launched in September 2021 and had received 428 weekly plays to date, which is already a third of the expected activity for the first year's delivery.</p> <p>Mrs Llewelyn further informed Members of plans to relaunch the lottery in the new year, with the new appointment of Mr Matthew Pearce as Senior Communications Officer.</p> <p>The presentation provided examples of promotional material produced for giving in memory and legacies. Mrs Llewelyn informed Members that the Free Will campaign, which launched on 1st October 2021, offering fifty free wills to staff and members of the public will contribute to increasing the legacy income of the Hywel Dda Health Charities. To date, 46 out of the 50 wills offered had been taken up, of which a number were staff members.</p> <p>Mrs Llewelyn informed Members that grant funding income had decreased compared to the previous year due to the significant NHS Charities Together grants, however projects are underway to increase opportunities. New methods of giving have been developed to increase the number of donations, including links to donate online via the charity's page on the main Health Board website. Mrs Llewelyn advised Members that the prospect of having a standalone website for the Hywel Dda Health Charities, which is the case for other health board charities, would increase its reach and ability to generate income from a wider audience. Mr Thomas commented that this would also emphasise the independence of the charity.</p> <p>Mrs Llewelyn informed Members that the capital fundraising appeal for the Bronglais Chemotherapy Day Unit will launch at 2pm on 30/11/2021 and acknowledged the positive engagement of staff with the campaign. The Cambrian News has partnered with the charity regarding promotion of the appeal, which will further help to reach a wider audience. Mrs Llewelyn undertook to present an update on progress to the Committee at its meeting on 15th March 2022.</p> <p>Mrs Rayani took the opportunity to remind Members that the Health Board's Christmas T-shirt day will be held on 10th December 2021 and</p>	<p>NLI</p>
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	will reflect the Health Board's Bare Below the Elbow message in relation to infection prevention and control measures currently in place.	
	The Committee NOTED the content of the Hywel Dda Health Charities Activities Update presentation.	
CFC(21)77	CHARITABLE FUNDS COMMITTEE WORK PROGRAMME 2021/22	
	The Charitable Funds Committee Work Programme for 2021/22 was received for information.	
	The Committee NOTED the Charitable Funds Committee Work Programme for 2021/22.	
CFC(21)78	INVESTMENT SUB-COMMITTEE TERMS OF REFERENCE	
	The Investment Sub-Committee's Terms of Reference were received for information. Mrs Raynsford advised Members that the proposed establishment of the new Sub-Committee is as a result of discussions held at the previous Committee meeting regarding working more closely with the Hywel Dda Health Charities investment advisors to explore the benefit to patients and the population from investment returns.	
	Ms Davies informed Members that the Sub-Committee will hold its initial meeting in the new year and that the Terms of Reference would be presented to the Committee for approval at its meeting on 15 th March 2022.	RD/HT
	The Committee NOTED the Investment Sub-Committee's Terms of Reference.	
CFC(21)79	REFLECTIVE SUMMARY OF MEETING	
	Mrs Rayani provided a reflective summary of the meeting, highlighting the following: <ul style="list-style-type: none"> - The receipt of formal evaluation reports detailing the impact on investments made from the awarding of charitable funds and their impact upon staff and patients. - The launch of the Bronglais Chemotherapy Day Unit Appeal. - Ratification of the approval under Chair's Action following a review of Christmas charitable expenditure 2021/22 to increase the limits of expenditure to reflect the increase in the cost of living; to include day case areas and support services within the Charitable Funds Financial Administration and Governance Procedure; and the addition of a new category of expenditure to support colleagues working within community and Mental Health and Learning Disabilities services. - Commendation by Audit Wales of the quality of the Hywel Dda Health Charities accounts and the processes in place, resulting in the Auditor General's intention to issue an unqualified audit report on the 2020/21 accounts. 	

	<ul style="list-style-type: none"> - Committee support of the application for £86,800.00 funding for procurement of the diagnostic coronary angiography haemodynamic monitoring equipment to enable GGH's Radiology Room 3 to provide this service and the significant impact the equipment would have on the service and its patients. - Committee support of the application for £228,000 over the next 3 financial years to support funding for phase 2 of the Cancer Psychological Support (CaPS) Project. - The welcome appointment of Mr Matthew Pearce as the newly appointed Senior Communications Officer. 	
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CFC(21)80	ANY OTHER BUSINESS	
	<p>Mrs Llewelyn informed Members that the Scottish Government has recently published the findings of an independent review commissioned to strengthen governance arrangements for Scottish NHS endowment funds (NHS charities) following a 2019 report by the Scottish Charity Regulator concerning the mismanagement of charitable funds by NHS Tayside.</p> <p>Mrs Llewelyn informed Members that the report provides recommendations to strengthen governance arrangements for NHS charities. A significant recommendation is that “<i>A Health Board should no longer be the corporate trustee of an NHS-linked charity</i>”. One of the main risks highlighted is the ability of the corporate trustee to act in the charity’s best interests when they may conflict with those of the Health Board, especially where there are significant financial pressures.</p> <p>Although there is currently no indication that Welsh Government intends to carry out a similar review, Mrs Llewelyn advised that the report will be used as a basis to undertake an internal review to provide assurance around HDdUHB’s governance structures and internal decision making processes. Mr Thomas advised that he would wish to be involved in the review.</p> <p>Mrs Llewelyn undertook to provide an update to the Committee at its meeting on 15th March 2022.</p>	NLI

CFC(21)81	DATE AND TIME OF NEXT MEETING	
	15 th March 2022, 9.30am – 12 noon.	