



PWYLLGOR CRONFA ELUSENNOL CHARITABLE FUNDS COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	27 September 2021
TEITL YR ADRODDIAD: TITLE OF REPORT:	Hywel Dda Health Charities Integrated Performance Report
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Mandy Rayani, Director of Nursing, Quality and Patient Experience
SWYDDOG ADRODD: REPORTING OFFICER:	Jennifer Thomas, Senior Finance Business Partner Nicola Llewelyn, Head of Hywel Dda Health Charities

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Trafodaeth/For Discussion

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

This report provides the Charitable Funds Committee (CFC) with an integrated picture of Hywel Dda Health Charities performance and position as at 31st July 2021.

Cefndir / Background

The accompanying report, attached as item 4.1a, provides the CFC, on behalf of the Corporate Trustee, with an integrated picture of performance of Hywel Dda Health Charities.

The report is intended to provide the CFC with key financial information in addition to a summary of activities and key achievements in line with the objectives of the charity's approved three-year plan and planning objective 2E.

Asesiad / Assessment

The charity's financial performance is summarised in the main body of the report. The key financial performance considerations are:

1. The **net assets** of the charity have increased by **£97,116** for the period ending 31st July 2021 (see Appendix 1).
2. Total **incoming resources** to 31st July 2021 (See Appendix 1) were **£172,114** of which:
 - **£152,495** related to **donations and fundraising income**, a **decrease of 62.8%** in comparison to income received for the same period in the previous financial year.
 - **£5,000** related to **legacy income**, a **decrease of 50%** in comparison to previous year income for the same period.
 - **£14,619** related to **investment income**, a **decrease of 0.2%** in comparison to previous year income for the same period.

3. The charity's **overall income from donations, grants and legacies** to 31st July 2021 has **decreased by 72.9%** in comparison to income received for the same period in the previous financial year.
4. The **value of investments** held by the charity as at 31st July 2021 was **£8,731,688**. The **value of total funds** held at the same date was **£10,628,321**. Our investment advisors Sarasin & Partners LLP report that our portfolios compare favourably against all performance comparators.
5. **Realised and unrealised gains on investment assets** (endowment only) amount to **£71,815** as at 31st July 2021, a **decrease of 68.2%** in comparison to previous year gains (See Appendix 1).
6. The **balances** of our charity **bank accounts** as at 31st July 2021 were **current account £100** and **deposit account £3,200,850**.
7. Our **charitable expenditure** for the period 1st April 2021 to 31st July 2021 was **£74,997** which represents a **35.7% decrease** in comparison to expenditure for the previous financial year.
8. The reported position for the total of **governance and support costs** (including finance and fundraising costs) incurred to 31st July is **£127,719**, an **underspend of £14,230** against budget.
9. There is a **net surplus** from **unrestricted apportionments** across funds of **£54,485** for the period ending 31st July 2021 which is **sufficient to cover the governance and support costs** and audit fees incurred by the charity.

In relation to the main body of the report, the additional considerations for the CFC are to note the updates provided on:

1. NHS Charities Together stage 2 and 3 grant funding (Section 4.1).
2. Material commitments to 31st July 2021 (Appendix 3).
3. Expenditure over £10,000 for the period April to July 2021 (Appendix 4).
4. Update on the delivery of planning objective 2E (Appendix 5).

Argymhelliad / Recommendation

The Charitable Funds Committee is requested to note the content of this report and receive assurance on the charity's performance.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)

Committee ToR Reference:
Cyfeirnod Cylch Gorchwyl y Pwyllgor:

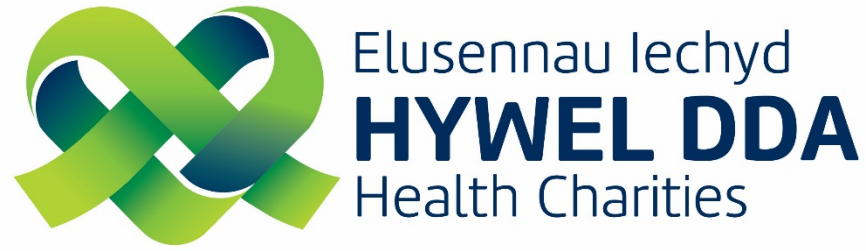
4.1 Within the budget, priorities and spending criteria determined by the UB as trustee, and consistent with the requirements of the Charities Act 2011 (or any modification of these acts), to apply the charitable funds in accordance with its respective governing documents.

	4.8 Seek assurance on delivery against Planning Objectives aligned to the Committee, considering and scrutinising the programmes and processes that are developed and implemented, supporting and endorsing these as appropriate (PO 2E).
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Risk reference: 1130 Failure to increase charitable funds income and expenditure (planning objective 2E) Risk score: 9
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Ledger reports and investment reports.
Rhestr Termiau: Glossary of Terms:	Included within the body of the report.
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusennol: Parties / Committees consulted prior to Charitable Funds Committee:	Director of Finance. Fundraising Team.

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	The report sets out the financial position of the charity. Income generated from fundraising activities is a key source of income for Hywel Dda Health Charities. The charity is therefore duty bound to ensure that the correct controls and governance arrangements exist with regards to all aspects of fundraising.
Ansawdd / Gofal Claf: Quality / Patient Care:	Charity objects are in support of NHS services locally.
Gweithlu: Workforce:	Governance and support costs included in Section 4.2
Risg: Risk:	Reputational risk if associated with unethical fundraising.

Cyfreithiol: Legal:	The charity's financial reporting is in line with charity law and guidance.
Enw Da: Reputational:	Reputational risk if associated with unethical fundraising.
Gyfrinachedd: Privacy:	No impact.
Cydraddoldeb: Equality:	No EqIA is considered necessary for a paper of this type.



Integrated Performance Report

**Position as at
31st July 2021**



Contents

	Page
1 Introduction.....	3
2 Summary of Key Financial Activity.....	3
3 Our Income.....	5
4 Our Expenditure.....	6
4.1 NHS Charities Together Stage 2 and 3 Grant Funding.....	7
4.2 Governance and Support Costs.....	8
5 Appendices	
Appendix 1: Statement of Financial Activity to 31 st July 2021.....	9
Appendix 2: Investment Performance.....	10
Appendix 3: Material Commitments to 31 st July 2021.....	11
Appendix 4: Expenditure Over £5,000 April to July 2021.....	12
Appendix 5: Delivery of Planning Objective 2E.....	13

1. Introduction

This report provides the Charitable Funds Committee (CFC), on behalf of the Corporate Trustee, with an integrated picture of performance of Hywel Dda Health Charities.

The report provides an update on the charity's financial performance and position as of 31st July 2021, in addition to a summary of activities and key achievements in line with the objectives of the charity's approved three-year plan and planning objective 2E.

2. Summary of Key Financial Activity*

** 2020/21 end of year figures may be subject to change pending audit of the annual accounts.*

2.1 The **net assets** of the charity have increased by **£97,116** for the period ending 31st July 2021 (see Appendix 1).

2.2 Total **incoming resources** to 31st July 2021 (See Appendix 1) were **£172,114** of which:

- **£152,495** related to **donations and fundraising income**, a **decrease of 62.8%** in comparison to previous year income for the same period.
- **£5,000** related to **legacy income**, a **decrease of 50%** in comparison to previous year income for the same period.
- **£14,619** related to **investment income**, a **decrease of 0.2%** in comparison to previous year income for the same period.

2.3 The charity's **overall income from donations, grants and legacies** to 31st July 2021 has **decreased by 72.9%** in comparison to previous year income for the same period.

2.4 The **value of investments** held by the charity as at 31st July 2021 was **£8,731,688**. The **value of total funds** held at the same date was **£10,628,321**. Our investment advisors Sarasin & Partners LLP report that our portfolios compare favourably against all performance comparators.

2.5 **Realised and unrealised gains on investment assets** (endowment only) amount to **£71,815** as at 31st July 2021, a **decrease of 68.2%** in comparison to previous year gains (See Appendix 1).

2.6 The **balances** of our charity **bank accounts** as at 31st July 2021 were: **current account £100** and **deposit account £3,200,850**.

2.7 Our **charitable expenditure** for the period 1st April 2021 to 31st July 2021 was **£74,997** which represents a **35.7% decrease** in comparison to expenditure for the previous financial year.

2.8 The reported position for the total of **governance and support costs** (including finance and fundraising costs) incurred to 31st July is **£127,719**; an **underspend of £14,230** against budget.

2.9 There is a **net surplus** from **unrestricted apportionments** across funds of **£54,485** for the period ending 31st July 2021, which is **sufficient to cover the governance and support costs** and audit fees incurred by the charity.

Further information:

- The **statement of financial activity** for the period ending 31st July 2021 is included at **Appendix 1**.
- A summary of our **investment performance** for the period ending 31st July 2021 is included at **Appendix 2**.
- Details of material commitments (approved by the CFC) as at period ending 31st July 2021 is included at **Appendix 3**.
- Details of the charity's **expenditure over £10,000** to 31st July 2021 is included at **Appendix 4**.

3. Our Income

Objective: Increase our income levels by 10% on an annual basis from April 2020 to July 2023

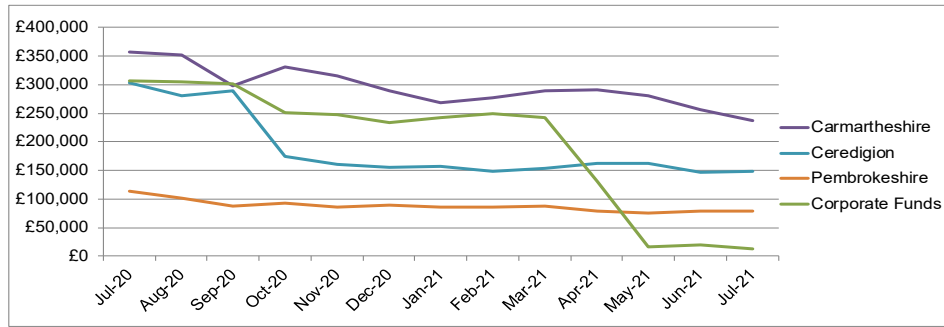


Figure 1: Rolling annual donation figures by county from July 2020 to July 2021

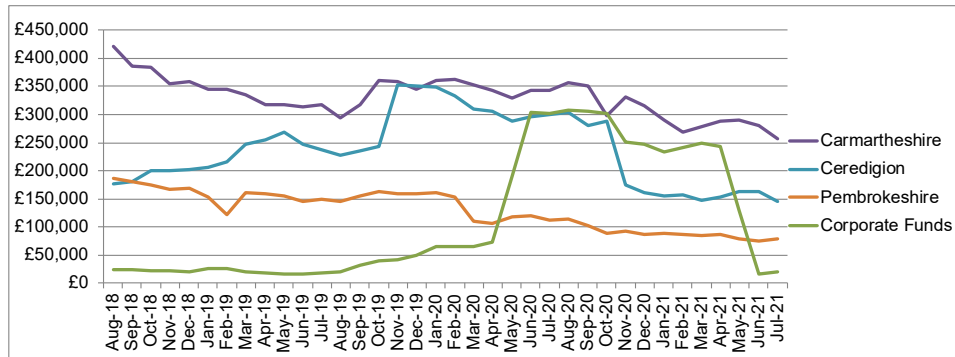


Figure 2: Rolling donation figures by county from April 2018 to July 2021

- The charity’s overall income from donations, grants and legacies to 31st July 2021 has decreased by 72.9% in comparison to income received for the same period in the previous financial year.
- As the charity’s income increased by 20.75% during 2020/21 and remained above the national UK levels of average charitable giving, a decrease in income during 2021/22 was to be expected.
- The decrease in income can be attributed to the unprecedented support the charity received in 2020/21, the significant impact of the pandemic on UK charitable giving, community fundraising and mass participation events, in addition to the significant level of grant funding received from NHS Charities Together during 2020/21.
- It is envisaged that the charity may experience further reductions in income due to the ongoing impact on community fundraising and mass participation events for the foreseeable future.
- However, every effort is being made to stabilise income levels. 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 second half of 2021/22.
- Latest legacy predictions for 2021/22 forecast an increase in income by between 18% and 23% as legacies start recovering from both the pandemic and administrative delays at the probate service.
- £14,619 related to investment income, a decrease of 0.2% in comparison to previous year income for the same period.

4. Our Expenditure

Objective: Increase our charitable expenditure by 15% on an annual basis from April 2020 to July 2023

Expenditure	2019-20	2020-21	As at 31st July 2021	
			2021-22 £	2021-22 %
Support costs	97,372	99,993	33,938	31.04
Medical and surgical equipment	480,453	403,844	69,693	63.74
Office and computer equipment	290,121	183,304	-4,912	-4.49
Building and refurbishment	1,390,282	5,941	2,062	1.89
Staff education/ welfare	90,187	39,158	6,169	5.64
Patient education/ welfare	85,313	88,712	222	0.20
Miscellaneous	151,189	216,134	2,167	1.98
Total (£)	2,584,917	1,037,086	109,339	100.00

Figure 3: Charitable expenditure to 31st July 2021

- Charitable expenditure to 31st July 2021 was £109,339, which represents a 27.1% decrease in comparison to expenditure for the previous financial year. This can be attributed to the higher level of spend incurred in the same period during 2020/21 to support staff and patient wellbeing during the pandemic.
- The majority of charitable expenditure (£66,891) has been committed or incurred against medical and surgical equipment. This includes a Telemetry Cardiac Monitoring System (£30,672) and a Unique+ CFM starter kit (£14,554) for the Special Care Baby Unit.

- The negative figure reported against office and computer equipment relates to a reversal of a commitment as a requisition was not raised within the required timescale following approval of funds. This is currently being reviewed with the service.
- Charitable expenditure within community and mental health services continues to be minimal.
- The Digital Improvement Team continue to support the development of the online charitable funds application process. A 'test' electronic application form is available to pilot prior to launch during quarter 3.
- A review of charitable funds expenditure guidance for staff and fund managers is being undertaken as part of the electronic application process, to make it as easy as possible for staff to access our funds.
- Close working relationships continue to be established with Finance Business Partners to encourage appropriate expenditure and support their client departments to deploy charitable funding effectively in areas where it can make the biggest difference.
- The remaining balance of £36,361 NHS Charities Together stage 1 'COVID-19 urgent response' grants will be committed during quarter 3. This will support new and emerging staff and patient welfare and wellbeing needs, in line with the terms and conditions of funding, which will allow us to submit an end of grant report to NHS Charities Together.

4.1 NHS Charities Together Stage 2 and 3 Grant Funding

NHS Charities Together Stage 2 Community Partnership Grants

- Hywel Dda Health Charities is eligible to apply for a further allocation of £96,804 from this funding stream.
- The purpose of this funding stream is to recognise the vital work that voluntary and community groups do to support the work of the NHS.
- This funding opportunity seeks to support effective partnerships between the NHS and its community partners.
- Priority for this funding is supporting projects that:
 - Result in a measurable improvement in health outcomes for communities adversely affected by Covid-19.
 - Involve a partnership of NHS charities and community organisations.
 - Lead to a direct, positive impact on the NHS whilst it responds to the COVID-19 pandemic.
- Key stakeholders have been engaged via the Integrated Executive Group (IEG) of the Regional Partnership Board (RPB) and internal discussions within HDdUHB to identify priorities and proposals for this funding opportunity.
- Following the identification of a number of projects for consideration, a verbal update will be presented to CFC at its meeting on 27th September 2021 for discussion.
- The closing date for applications is 31st December 2021.

NHS Charities Together - Stage 3 Recovery Grants

- A £242,000 grant was awarded in February 2021 for six projects with a focus on staff health and well-being:
 - Nature based eco-therapy programme (£33,000) to provide psychological wellbeing support with the aim of reducing sickness absence.
 - Health and Wellbeing Champions Network (£21,000) to promote health and wellbeing in the workplace and develop and deliver local activities.
 - Bereavement support and training for staff (£71,362) to increase resources within the specialist bereavement team to provide open access support to staff who have been affected by bereavement. To also provide educational in-reaching sessions to clinical areas.
 - Outdoor gym for acute hospital sites (£67,896).
 - Lifelong Learning Recovery and Restoration Education Fund (£30,000) to enable staff to access learning opportunities for the development of new skills, which will aid recovery from the experience of the pandemic and support the restoration of their wellbeing.
 - Arts in health and wellbeing activities for staff (£18,742) to pilot the provision of positive experiences for a cross section of our workforce through participation in the arts.
- The delivery of these projects is led by colleagues within the Workforce and Organisation Development Directorate.
- The projects have been included within a new HDdUHB planning objective relating to staff wellbeing and progress will be reported to both the CFC and Public Board in line with corporate reporting processes.

4.2 Governance and Support Costs

	Approved annual budget 2021-22 £	Budget to 31/07/21 £	Actual costs to 31/07/21 £	(Under) / Over budget to 31/07/21 £
Finance	92,813	30,938	30,938	0
Fundraising	333,032	111,011	96,781	(14,230)
Total	425,845	141,949	127,719	(14,230)

Figure 4: Finance and fundraising costs to 31st July 2021

	Restricted Funds (£)	Unrestricted Funds (£)	Endowment Funds (£)	Overall Total (£)
Investment Income	(27,966)	(27,456)	(19,525)	(74,947)
Governance & Support - Finance, Fundraising & Support Team	64,678	63,500	1,699	129,877
Investment Management Fees	4,452	4,259	3,184	11,895
Audit Fees	1,719	1,281	0	3,000
Investment Gains & Losses	(97,852)	(96,069)	(74,385)	(268,307)
(Surplus) / Deficit	(54,969)	(54,485)	(89,028)	(198,482)

Figure 5: Investment income, returns and charges to 31st July 2021

For clarity on the nature of dividends and interest earned by 'unrestricted', 'restricted' and 'endowment' funds, these can be defined as follows:

- Unrestricted and restricted funds – income earned from surplus cash from general and restricted funds invested with Sarasin & Partners LLP. The income earned is apportioned against all unrestricted and restricted funds based on an average fund balance across the whole year.
- Endowment funds – income earned from an investment where the capital cannot be spent, and that income earned is to be used for a specific purpose and is therefore restricted and will not be generally apportioned across all funds.

- In March 2021, the CFC approved a governance and support costs budget of £425,845 for 2020/21, in line with the resources required to deliver the charity's three-year plan.
- For the year to 31st July 2021, the reported position for the total of finance and fundraising costs is an underspend of £14,230 against budget. This is mainly as a result of recruitment delays within the fundraising team.
- The table at figure 5 depicts all investment income, returns and charges apportioned across funds for the period ending 31st July 2021.
- There is a net surplus from unrestricted apportionments of £54,485. The unrestricted funds surplus is sufficient to cover the governance and support costs and audit fees incurred by the charity.

Appendix 1: Statement of Financial Activity for the Period Ending 31st July 2021

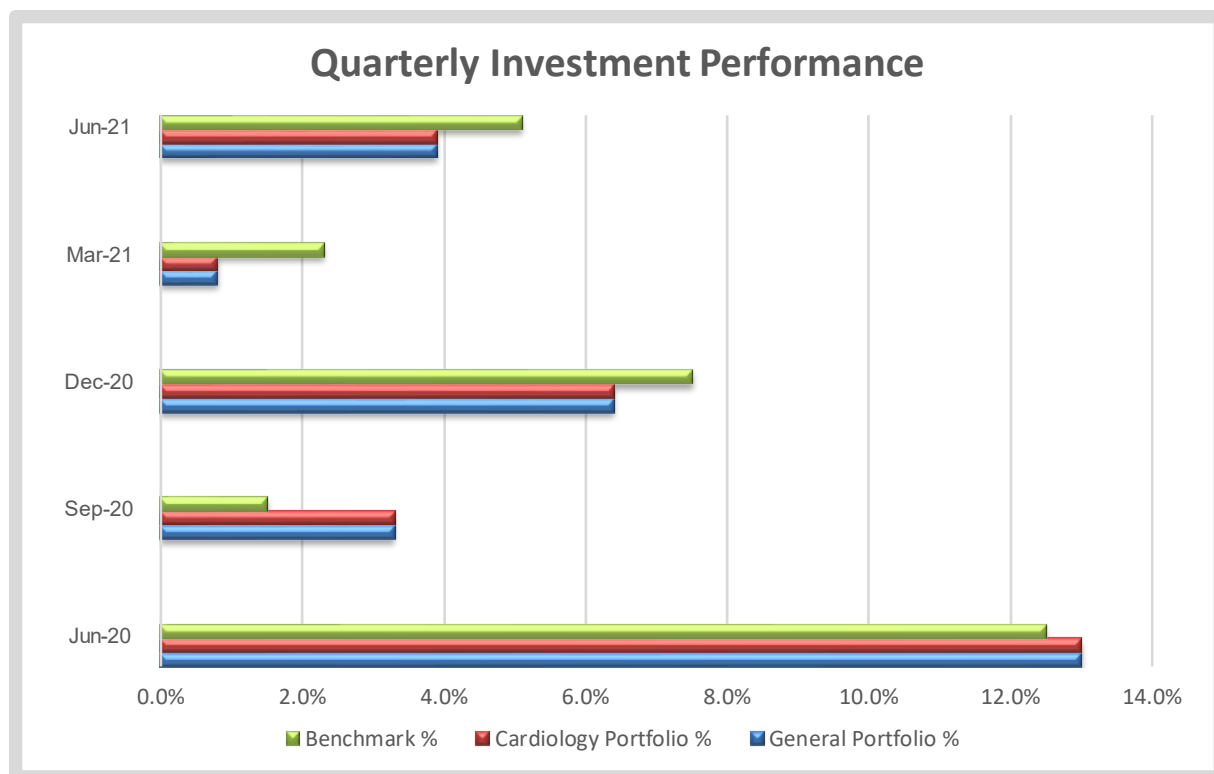
HYWEL DDA LOCAL HEALTH BOARD CHARITABLE FUND REPORT - SUMMARY FOR THE PERIOD ENDING 31 JULY 2021							
	Corporate	Acute Services	Carmarthen Community	Ceredigion Community	Pembrokeshire Community	Mental Health & Learning Disabilities	Total
	£	£	£	£			£
Incoming resources							
Donations	11,275	125,009	7,983	3,464	908	3,856	152,495
Legacies	0	5,000	(0)	0	0	0	5,000
Grants receivable	0	0	0	0	0	0	0
Investment income	0	14,619	0	0	0	0	14,619
Activities for generating funds	0	0	0	0	0	0	0
Other incoming resources	0	0	0	0	0	0	0
	11,275	144,628	7,983	3,464	908	3,856	172,114
Resources expended							
Costs of generating funds	0	0	0	0	0	0	0
Charitable activities	(5,703)	(64,115)	(3,586)	715	(1,748)	(560)	(74,997)
Governance costs	0	0	0	0	0	0	0
Support costs	0	0	0	0	0	0	0
Investment Management	0	0	0	0	0	0	0
	(5,703)	(64,115)	(3,586)	715	(1,748)	(560)	(74,997)
Net incoming/(outgoing) resources before transfers	5,573	80,513	4,396	4,179	(840)	3,296	97,116
Gross transfers between funds	0	0	0	0	0	0	0
Net incoming/(outgoing) resources	5,573	80,513	4,396	4,179	(840)	3,296	97,116
Gains/(losses) on investment assets							
Realised and Unrealised	0	71,815	0	0	0	0	71,815
Net movement in funds	5,573	152,328	4,396	4,179	(840)	3,296	168,932
Opening balance at 1 April 2021	1,167,498	8,231,524	496,527	207,646	148,328	207,868	10,459,390
Closing balance at 31 July 2021	1,173,070	8,383,852	500,924	211,824	147,488	211,164	10,628,321

Appendix 2: Investment Performance

As at 31st July 2021, the value of investments held by the charity was £8,731,688. The value of total funds held at the same date was £10,628,321.

Funds are separated into two areas. Firstly, a fund tied to the permanent endowment fund for Pembrokehire Cardiology Equipment of £2,337,135 and secondly a general charity fund of £6,394,553.

Investment performance against the benchmark for the period ending 31st July 2021



Portfolio benchmark (from 1-Feb-20): ICE BofAML Sterling Corporate (7.5%), ICE BofAML UK Gilts All Stocks (7.5%), MSCI AC World ex UK (Local Currency) (GBP) (10%), MSCI AC World ex UK (Net Total Return) (40%), MSCI All Balanced Property Funds - One Quarter Lagged (5%), MSCI UK IMI (Net Return) GBP (20%), UK cash LIBOR 1 Month (Total Return) (10%). Performance is calculated 'net' of Sarasin's investment management fees, using Bid prices. This takes into account receipts to and withdrawals from the portfolio during the period, and their dates. Prices are sourced from Bloomberg. The report 'looks-through' to the underlying investments within the Sarasin funds in order to show the portfolio's overall allocation. Where a portfolio holds Sarasin Unit Trusts or OEIC Funds, we use a close of business unit price to enable more accurate performance comparison with the portfolio benchmark.

Appendix 3: Material Commitments as at 31st July 2021 (approved by CFC)

Service	£	Description	Date Approved	Status
Unscheduled Care - Ceredigion	259,977	BGH Chemotherapy Relocation	2015	Re-committed to the development in September 2019.
Cancer Service - Pembrokeshire	154,833	Ward 10 Enhanced Scheme	Sep-19	Active Spend - Finance are working with Fundraising Team to ensure spend has complied with approved expenditure plan.
Cancer Service - Ceredigion	287,496	BGH Chemotherapy Development	Sep-19	Approved as contribution to the development in September 2019
Cancer Service - Pembrokeshire	12,401	Cancer Psychological Support Pilot Project 2 years	Mar-18	Reducing balance - monthly recharges transacted in 2021-22 to support staff costs.
Cancer Service - Glangwili	30,967	Cancer Psychological Support Pilot Project 2 years	Mar-18	
Cancer Service - Prince Philip	27,312	Cancer Psychological Support Pilot Project 2 years	Mar-18	
Unscheduled Care - Ceredigion	5,000	Funding of Trainee Clinical Nurse Specialist Post	Sep-20	Agreed via CFC Meeting 15th September 2020 - due to the pandemic appointed into these posts have been delayed until 2021. Closing dates of advert 30th July 2021.
Unscheduled Care - Pembrokeshire	5,000	Funding of Trainee Clinical Nurse Specialist Post	Sep-20	
Cancer Service - Ceredigion	67,819	Funding of Trainee Clinical Nurse Specialist Post	Sep-20	
Cancer Service - Pembrokeshire	31,409	Funding of Trainee Clinical Nurse Specialist Post	Sep-20	
Unscheduled Care - Prince Philip	39,054	Mynydd Mawr Garden Project		Agreed via Sub Committee - Form CF1750

Appendix 4: Expenditure Over £5,000 for the Period April to July 2021

Service	Fund Name	£	Description	Claim Ref
Scheduled Care	T709-Carms Urology	29,249	Hitachi Trans-Perineal Biopsy Equipment	CF02047
Scheduled Care	T003-CAR – Urology Cancer Fund	20,751	Hitachi Trans-Perineal Biopsy Equipment	CF02047
SCBU Women & Childrens Directorate	T782-Carms Childrens Services- Neonatal	14,554	Unique+ CFM Starter Kit	CF02013
Unscheduled Care	T458-PDT - WGH General Purpose Fund	21,000	2 X Bladderscanner	CF01955
Unscheduled Care	T458-PDT - WGH General Purpose Fund	7,000	1 X Bladderscanner	CF01959
Unscheduled Care	T330-CMW - Bronglais Gen Hosp (G)	9,400	1 X Bladderscanner (includes Warranty Extension)	CF02035
Scheduled Care	T725-PPH Anaesthetics	8,050	MAC VU360 ECG Machine	CF02073

Appendix 5: Update on Planning Objective 2E – Hywel Dda Health Charities

Planning Objective 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.

Action I.D.	Action	Update on progress	By when	by who	RAG rating
3.1	Develop lottery scheme proposal for consideration by the Charitable Funds Committee.	Lottery proposal approved at the Charitable Funds Committee meeting on 30th June 2021.	30/06/2021	Fundraising Manager	Green
3.2	Develop and launch of lottery scheme (subject to approval).	Public lottery scheme has been approved and is on target to be launched on Monday 20th September 2021.	30/01/2022	Fundraising Manager	Green
3.3	Develop and launch of legacy fundraising and in-memoriam giving campaign.	a) In Memory Giving - A5 information leaflet created and direct mailing sent to all Funeral Directors in Carmarthenshire, Ceredigion and Pembrokeshire. b) Legacy Fundraising - partnered with a national will writing company and will be launching a free will campaign as part of Free Wills month in October 2021. In the process of designing a legacy fundraising pack with a view to launching a 'Write your will' campaign in March 2022.	30/09/2021	Fundraising Manager/ Fundraising Officer	Yellow
3.4	Develop and launch of a fundraising campaign for paediatric palliative care services.	Awaiting sign-off of campaign materials from the service. To be progressed during Q3 2021/22.	31/07/2021	Fundraising Manager/ Fundraising Officer	Yellow
3.5	Develop and implement electronic charitable funds application process.	The Digital Improvement Team continues to support the development of the online charitable funds application process. A 'test' electronic application form is now available to pilot prior to launch during quarter 3.	31/07/2021	Head of Hywel Dda Health Charities/Principal Project Manager/Senior Finance Business Partner & Informatics	Yellow
3.6	Review of charitable funds expenditure guidance for staff and fund managers and promotion of guidance.	A review of the charitable funds expenditure guidance for staff and fund managers is being undertaken as part of the electronic application process, to make it as easy as possible for staff to access our funds.	31/07/2021	Head of Hywel Dda Health Charities/Principal Project Manager/Senior Finance Business Partner	Yellow
3.7	Delivery of training to Charitable Funds Sub-Committee members to ensure that the charity's grant-making and financial policies and procedures are understood.	Training took place at the first meeting of the new Sub-Committee membership in May 2021.	31/05/2021	Head of Hywel Dda Health Charities/Finance Business Partner	Green
3.8	Attendance at Rest Recovery Reference Group meetings and regular communication with Organisational Development colleagues around the rest, recovery and recuperation of staff.	Head of Hywel Dda Health Charities is a member of the Rest Recovery Reference Group. Support also currently being provided to the Wellbeing Champions project, the HDdUHB Green Health Implementation Group and local networks.	31/05/2021 and ongoing	Head of Hywel Dda Health Charities/Assistant Director of Organisational Development	Green
3.9	Recruitment of Senior Marketing & Communications Officer.	Vacancy currently live. Closing date 19th September 2021. It is not envisaged that the vacancy will be filled before 1st November 2021.	31/08/2021	Head of Hywel Dda Health Charities	Yellow
3.10	Develop a marketing and communications plan for the charity.	It is envisaged that this work will be completed during Q4 2021/22 due to recruitment details.	30/10/2021	Head of Hywel Dda Health Charities/Assistant Director of Communications/ Senior Communications Officer	Yellow
3.11	Develop processes for evidencing the impact of our charitable expenditure.	It is envisaged that this work will be completed during Q4 2021/22.	31/03/2022	Head of Hywel Dda Health Charities	Green