

**PWYLLGOR CRONFA ELUSENNOL
CHARITABLE FUNDS COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	15 September 2020
TEITL YR ADRODDIAD: TITLE OF REPORT:	Christmas Monies Update
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Huw Thomas, Director of Finance
SWYDDOG ADRODD: REPORTING OFFICER:	Jennifer Thomas, Senior Finance Business Partner

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

For Decision

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

Following the distribution of the 2019 Christmas monies allocation, a final breakdown of the expenditure is provided for approval by the Charitable Funds Committee (CFC), highlighting any issues encountered.

The CFC is asked to agree whether the allocation of charitable funds to Christmas monies will continue for 2020.

Cefndir / Background

On an annual basis, charitable funds has distributed an allocation of money at Christmas to various wards and departments across the Hywel Dda University Health Board (HDdUHB). This is as a gesture of goodwill providing gifts to inpatients (up to the value of £5 per patient) who have been admitted to hospital over the Christmas period. Inpatient areas can also request up to a maximum allowance of £100 to cover the purchase of Christmas festivities, such as a staff buffet, decorations, etc. Outpatient areas can also apply for charitable funds up to a value of £30 to cover festive expenditure such as the purchase of Christmas decorations.

In accordance with the Christmas Monies procedure, all purchases should be supported by receipts and all receipts for purchases should be returned to the respective site General Offices together with any un-used monies, which is then re-banked.

Following a review of the Christmas monies in 2018, which was discussed further at the CFC meeting on 18th June 2019, the process was reviewed and strengthened to eliminate the issues raised at the meeting.

All forms for requests for Christmas monies now require Senior Sister/Manager approval to ensure an understanding of the rules and requirements before the application is processed, with the guidelines clearly presented within the application form. Detailed timescales and deadlines are clearly communicated to the fund managers to avoid delay and process issues.

Asesiad / Assessment

The table within Appendix 1 indicates the monies allocated per ward/department in 2019 and the actual amount spent.

In total, £16,470 was distributed to the wards/departments across all sites in December 2019, £1,875 was returned to the General Offices and therefore the net Christmas expenditure figure was £14,595.

The majority of the application forms were returned to the Finance Department by the required deadline and the majority of the claim forms and receipts were returned to the General Office promptly after the New Year, representing a significant improvement from the previous year.

Appendix 2 details the main issues encountered from the 2019 Christmas monies returns as summarised below:

- *3 wards/departments had mislaid or not returned receipts.*
- *2 wards/departments did not use the allocation for patient gifts, instead utilising it for Christmas festivities.*
- *6 wards/departments purchased items after 31 December 2019, out of which 2 wards purchased non pay expenditure outside of the Christmas monies guidelines.*

Following thorough scrutiny of all receipts, it was noted that there was significant improvement in adherence to the guidelines to that encountered within the 2018 Christmas Monies returns. Unfortunately, as identified above, certain wards and departments failed to adhere to the guidelines set. These wards and departments have been informed and in future will be required to present a justification report to the Charitable Funds Sub-Committee.

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to note and discuss the content of this report, formally approve the transfer of charitable funds, and agree whether the allocation of charitable funds to Christmas monies will continue for 2020.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Cyfeirnod Cofrestr Risg Risk Register Reference:	Not applicable for this report.
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	9. To improve the productivity and quality of our services using the principles of prudent health care and the opportunities to innovate and work with partners.
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Statement	Not applicable for this report.

Gwybodaeth Ychwanegol:

Further Information:	
Ar sail tystiolaeth: Evidence Base:	Ledger reports and investment reports
Rhestr Termau: 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:	The charity has no employees but may access staff time via the Hywel Dda University Health Board.
Risg: Risk:	Reputational risk if associated with unethical fundraising.
Cyfreithiol: Legal:	The charity's financial reporting is in line with charity law and guidance.
Reputational:	Reputational risk if associated with unethical fundraising.
Privacy	No impact
Cydraddoldeb: Equality:	No EqIA is considered necessary for a report of this type.

APPENDIX 1

2019 Charitable funds Christmas Monies Analysis			
Ward	Total Allocation £	Total spent £	Total Re-Banked Monies £
BGH - Ystwyth Ward	190.00	180.83	9.17
BGH - Gwenllian Ward	150.00	139.02	10.98
BGH - Angharad Ward	160.00	151.46	8.54
BGH - Meurig Ward	170.00	158.07	11.93
BGH - Rhiannon Ward	175.00	112.53	62.47
BGH - Ceredig Ward	245.00	244.36	0.64
BGH - Dyfi (East)	180.00	162.83	17.17
BGH - Dyfi (West)	160.00	158.85	1.15
BGH - ICU	125.00	125.00	0.00
BGH - Y Banwy	190.00	106.89	83.11
Tregaron Community	160.00	145.19	14.81
BGH - Emergency	200.00	67.28	132.72
BGH - Enlli Ward	150.00	126.58	23.42
BGH - Ante Natal Clinic	30.00	28.16	1.84
Ophthalmology North Road	30.00	13.36	16.64
Gorwelion CMHT	30.00	21.58	8.42
BGH - Portering & Hotel Sevices	34.00	34.00	0.00
BGH - Catering Sevices	17.00	17.00	0.00
Bronglais General Hospital (BGH) Total	2,396.00	1,992.99	403.01
GGH - Cleddau/SAU Ward	145.00	145.00	0.00
GGH - Padarn Ward	200.00	162.40	37.60
GGH - Steffan Ward	195.00	164.39	30.61
GGH - Gwenllian Ward	200.00	194.51	5.49
GGH - Cilgerran Ward	150.00	150.00	0.00
GGH - Clinical Decision Unit	250.00	220.00	30.00
GGH - Derwen Ward	225.00	213.80	11.20
GGH - Towy Ward	200.00	200.00	0.00
GGH - Merlin Ward	190.00	159.75	30.25

GGH - Preseli Ward	215.00	211.50	3.50
GGH - Teifi Ward	250.00	228.00	22.00
GGH - Picton Ward	150.00	150.00	0.00
GGH - Ceri Ward	200.00	194.05	5.95
GGH - Dinefwr Ward }	240.00	494.31	45.69
GGH - Antenatal Ward }	175.00	0.00	0.00
GGH - Labour Ward }	125.00	0.00	0.00
GGH - Midwifery Led Unit	140.00	137.99	2.01
GGH - Coronary Care	130.00	130.00	0.00
GGH - Stepdown Unit	130.00	130.00	0.00
GGH - Cadog Ward	195.00	195.00	0.00
GGH - SCBU	140.00	134.91	5.09
GGH - ITU / HDU	285.00	279.73	5.27
GGH - Emergency Unit	200.00	199.24	0.76
GGH - Morlais Ward	160.00	158.70	1.30
GGH - Theatre	100.00	100.00	0.00
GGH - Endoscopy Unit	60.00	57.39	2.61
GGH - Chemotherapy Unit(Own Fund allocation)	100.00	100.00	0.00
GGH - Chemotherapy Unit	60.00	60.00	0.00
GGH - Day Surgical Unit	60.00	59.90	0.10
GGH - Tysul Ward	60.00	60.00	0.00
GGH - Phlebotomy / Pathology	60.00	42.89	17.11
GGH - Priory Day Medical Day Unit	60.00	60.00	0.00
GGH - Priory Day Discharge Lounge	60.00	60.00	0.00
GGH - Pharmacy	30.00	30.00	0.00
GGH - Priory Day Physiotherapy	30.00	30.00	0.00
GGH - Paediatric Audiology	30.00	29.97	0.03
GGH - Aberglasney Suite	30.00	29.99	0.01
GGH - Ty Cymorth	30.00	28.47	1.53
GGH - Childrens Centre	30.00	30.00	0.00
GGH -SCAMHS- Psychological Ty Myddfai	30.00	28.96	1.04

GGH - Cardiac Rehabilitation	30.00	26.25	3.75
GGH-Audiology	30.00	30.00	0.00
GGH - Physio Outpatients	30.00	29.80	0.20
Llandovery - Physio Outpatients	30.00	22.49	7.51
GGH - Adult Diabetes	30.00	12.00	18.00
GGH - Paediatric Diabetes	30.00	14.75	15.25
Wellfield Resource Centre-CMHT	30.00	30.00	0.00
GGH - PACU Unit	30.00	29.15	0.85
GGH - SCAMHS - Canolfan Gwili	30.00	17.50	12.50
GGH - SCAMHS - Ty Llewelyn	30.00	26.04	3.96
Penlan - Learning Disabilities	30.00	30.00	0.00
GGH - Catering Services	21.50	20.00	1.50
Glangwili General Hospital (GGH) Total	5,671.50	5,348.83	322.67
PPH - Ward 1	220.00	219.34	0.66
PPH - Ward 3	210.00	197.00	13.00
PPH - Ward 4	230.00	230.00	0.00
PPH - Ward 5	205.00	205.00	0.00
PPH - Ward 6	150.00	107.88	42.12
PPH - Ward 7	300.00	279.54	20.46
PPH - Ward 9	245.00	245.00	0.00
PPH - Coronary Care Unit	120.00	119.99	0.01
PPH - Intensive Care Unit	125.00	125.00	0.00
PPH - Mynydd Mawr Rehabilitation Unit	175.00	174.67	0.33
PPH - Ty Bryngwyn	135.00	120.01	14.99
PPH - AMAU	235.00	230.98	4.02
PPH - Llandovery - Ward 1	130.00	129.16	0.84
PPH - Theatre	60.00	0.00	60.00
PPH - Minor Injuries Unit	60.00	60.00	0.00
PPH - Chemotherapy Unit	60.00	60.00	0.00
PPH - Gerontology Day Hospital	60.00	58.95	1.05
PPH - Day Surgery Unit	60.00	58.76	1.24

Amman Valley Hospital (AVH) - Day Surgery Unit	60.00	60.00	0.00
PPH - Endoscopy Unit	60.00	30.17	29.83
PPH - Swn Y Gwynt CMHT	60.00	26.21	33.79
PPH - Audiology	30.00	0.00	30.00
PPH - OT & Physio Dept	30.00	25.97	4.03
PPH - Elizabeth Williams Clinic-CHS Reception	30.00	24.97	5.03
PPH - EWC Child Health	30.00	30.00	0.00
PPH - Cardiac Rehab	30.00	30.00	0.00
PPH - Physiotherapy	30.00	17.99	12.01
SP-CAMHS - Elizabeth Williams Clinic	30.00	30.00	0.00
Sexual Health - Elizabeth Williams Clinic	30.00	30.00	0.00
PPH - Chest Pain Clinic	30.00	30.00	0.00
PPH - Pharmacy	30.00	17.50	12.50
PPH - Pre Assessment	30.00	29.99	0.01
Prince Philip Hospital (PPH) Total	3,290.00	3,004.08	285.92
Cysgod y Cwm	100.00	100.00	0.00
Amman Valley Hospital Total	100.00	100.00	0.00
WGH - Ward 1	240.00	208.87	31.13
WGH - Ward 3	250.00	250.00	0.00
WGH - Ward 4	200.00	189.49	10.51
WGH - Ward 7	240.00	240.00	0.00
WGH - Ward 8/CCU	230.00	130.00	100.00
WGH - Ward 10	170.00	126.17	43.83
WGH - Ward 12	230.00	217.93	12.07
WGH - Puffin /PACU	190.00	190.00	0.00
WGH - ACDU	185.00	165.89	19.11
WGH - ITU	145.00	134.15	10.85
WGH - St Caradog Ward	190.00	98.64	91.36
WGH - St Non Ward	175.00	169.74	5.26
WGH - MHL D - Greville Court	120.00	117.51	2.49
WGH - MHL D - Begelly Bungalow	120.00	71.31	48.69
WGH - Midwifery Led Unit	50.00	44.45	5.55

WGH - Endoscopy Unit	60.00	56.45	3.55
WGH - Day Surgery Unit	30.00	16.50	13.50
WGH - Rehab Day Unit	30.00	29.80	0.20
WGH - Main Theatre	30.00	29.96	0.04
WGH - Day Theatre	30.00	26.49	3.51
WGH - Medical Day Unit	30.00	0.00	30.00
WGH - Ante Natal Clinic	30.00	30.00	0.00
WGH - Colposcopy	30.00	0.00	30.00
WGH - SCAMHS - Preseli Centre	30.00	30.00	0.00
WGH - Radiology	30.00	30.00	0.00
WGH - North Team Midwifery	30.00	23.88	6.12
WGH - Outpatient Dept	30.00	30.00	0.00
WGH - Child Health	30.00	29.90	0.10
WGH - Catering Services	22.50	22.50	0.00
WGH - Portering & Hotel Sevices	65.00	65.00	0.00
Withybush General Hospital (WGH) Total	3,242.50	2,774.63	467.87
SPH - Sunderland Ward	300.00	208.70	91.30
Tenby - Park House N H	150.00	150.00	0.00
Tenby - Walk-in Centre	30.00	30.00	0.00
Tenby - Outpatients Dept	30.00	30.00	0.00
SPH - Cleddau River DU	30.00	30.00	0.00
SPH - Cleddau River DU	200.00	35.35	164.65
South Pembrokeshire Hospital (SPH) Total	740.00	484.05	255.95
St David's Hospital (SDH) - Cwm Seren PICU	145.00	143.78	1.22
SDH - Cwm Seren LSU	190.00	176.85	13.15
SDH - Ty Bryn	115.00	109.08	5.92
SDH - Bro Myrddin	110.00	62.62	47.38
PPH - Bryngofal Ward	205.00	201.21	3.79
PPH - Bryngolau Ward	175.00	108.62	66.38
ECT Clinic	90.00	88.15	1.85
Hafan Derwen	1,030.00	890.31	139.69
Totals	16,470.00	14,594.89	1,875.11
TOTAL NET EXPENDITURE			14,595

APPENDIX 2

ISSUES ENCOUNTERED WITH CHRISTMAS MONIES 2019

Issue	Ward	Total Allocation	Total spent	Total Re-Banked Monies	Notes	Details of Receipts received after 31.12.19
No receipt	GGH - Theatre	100.00	100.00	0.00	Receipts were not retained as member of staff did not realise that receipt needed to be kept. Buffet items purchased from Aldi on 24/12/19	Not applicable
No receipt	WGH - Ward 3	250.00	250.00	0.00	Receipt for £37.88 mislaid by Ward Sister	Not applicable
No receipt	WGH - Catering Services	22.50	22.50	0.00	Receipt for £22.50 mislaid by manager - Breakdown of expenditure has been received.	Not applicable
No gifts purchased	Tregaron Community	160.00	145.19	14.81	No trace of purchase of patients gifts - monies used for buffet items and Christmas lights.	Not applicable
No gifts purchased	PPH - Ty Bryngwyn	135.00	120.01	14.99	No trace of patients gifts. All purchases of £120.01 made up of buffet items.	Not applicable
Post 31/12/19 receipt and non pay item	GGH - Priory Day Discharge Lounge	60.00	60.00	0.00	Three Storage Towers for £37.49 purchased from Aldi on 11/01/20	Three Storage Towers for £37.49 purchased from Aldi on 11/01/20
Post 31/12/19 receipt and non pay item	PPH - Ward 7	300.00	279.54	20.46	Purchase of Breville 4 Slice Toaster for £27.00, 2 receipts for £68.35 purchased after Christmas, only £66.20 purchased for patients gifts, one receipt did not have the date and one receipt did not include multi-buy discount.	Buffet items for £9.07 was purchased from Lidl on 27/12/19. Other buffet items for £59.28 was purchased from Asda on 30/12/19. The undated receipt included buffet items and the toaster.
Post 31/12/19 receipt	PPH - Pharmacy	30.00	17.50	12.50	Receipt for £17.50 dated	Items relating to Christmas decorations for £17.50 purchased on 04/01/20
Post 31/12/19 receipt	WGH - Endoscopy Unit	60.00	56.45	3.55	All Items purchased on 09/01/20.	Biscuit and snack items purchased from Tesco on 09/01/20. An e-mail dated 10/01/20 has been received from the ward sister apologising for these late purchases.
Post 31/12/19 receipt	Tenby - Park House N H	150.00	150.00	0.00	First receipt for £20.10 dated 14/01/20 and another receipt for £45.10 dated 30/12/19. Other receipts also include personal expenditure items.	The first receipt dated 14/01/20 referred to the purchase of coffee items from Tesco. The second receipt dated 30/12/19 referred to buffet items from Tesco.