



PWYLLGOR CRONFA ELUSENNOL CHARITABLE FUNDS COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	15 September 2020
TEITL YR ADRODDIAD: TITLE OF REPORT:	Update on Staff Lottery Scheme
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Mandy Rayani, Director of Nursing, Quality and Patient Experience
SWYDDOG ADRODD: REPORTING OFFICER:	Tara Nickerson, Fundraising Manager

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA SBAR REPORT

Sefyllfa / Situation

This paper intends to provide the Charitable Funds Committee (CFC) with an update on the development of a staff lottery scheme.

Cefndir / Background

At the March 2020 CFC meeting, the development of a staff lottery scheme to generate unrestricted funds to support staff health and wellbeing was approved as part of the charity's three-year plan. However the planning of the scheme has been put on hold due to the diversion of resources within the fundraising team to the charity's COVID-19 response.

Asesiad / Assessment

The proposal for the staff lottery scheme was due to be presented to the Staff Partnership Forum on 6th April 2020. However, as this meeting was cancelled due to COVID-19 and we were unable to engage with members before the pandemic, we attended the Partnership Leads meeting on 4th August 2020 to discuss the proposed approach to the development and launch of a staff lottery.

The Partnership Leads meeting was well attended and included representatives from all three counties as well as the Director of Workforce and Organisational Development. Below is a summary of discussions:

1. All those in attendance were supportive of the development of a staff lottery scheme and agreed that the scheme is promoted at £1 a play with a cap of £4 per staff member.
2. Due to current anxieties around the recent NHS pay award announced by Welsh Government, it was suggested that the scheme should not be launched before January 2021, with the first draw taking place in April 2021, when the new Agenda for Change pay award for all NHS staff should be in place.
3. Launching this any sooner could result in negative feedback from staff due to the current climate and additional pressures due to the pandemic.

4. As we are still living in uncertain times, it would not be appropriate to ask staff to invest in the lottery scheme and their own welfare and wellbeing in this way at the present time.

During August 2020, additional feedback was sought from the Organisational Development team including the Staff Psychological and Well-Being Service with the following feedback received:

1. In principle, there were no objections to the staff lottery as long as safeguards are in place to limit the number of staff member 'plays' and that the scheme is open to everyone in a fair and inclusive manner.
2. Request received for launch communications to be clear with regards to the benefits for staff and how the money will be distributed either in prizes or grants.
3. Suggestion received that grants awarded to staff should focus on supporting support health and wellbeing; lifelong learning and 'causes' chosen by staff.
4. With regards to the timing of a launch, it was suggested that the scheme should not be launched before January 2021 due to current pressures on our workforce.

The staff lottery proposal approved in March 2020 anticipated that the first draw would take place in September 2020. The following financial assumptions were made:

Staff lottery year 1	
Running costs	£26,168
Prize money	£28,000
Total costs	£54,168
Income	£62,352
Total grants available	£8,184

Should the launch of the lottery scheme not take place until April 2021, the estimated loss of income available for grant giving focused on staff health and wellbeing during this financial year is anticipated at £8,184. It is not felt that this would have a significant impact on the development of any staff health and wellbeing initiatives at this time due to the numerous staff welfare and wellbeing items and initiatives recently funded from donations and grants received during the pandemic.

At present, the staff lottery scheme is not incurring any running costs as the job description for the Fundraising Support Officer role to support the smooth running of the scheme is awaiting NHS job evaluation prior to the post being advertised.

Based on the information above, the following key actions and revised timescales are proposed to develop and launch the staff lottery scheme:

Action	Timescale
Recruitment of Fundraising Support Officer to be responsible for the administration of the scheme and work alongside fundraising colleagues to promote the scheme and recruit staff members to sign-up	October 2020
Development of new financial procedure to document the rules, regulations, systems and processes involved in the running of the staff lottery	October to December 2020

Repeat staff poll to gauge staff interest in playing the staff lottery	January 2021
Undertake Data Protection Information Assessment regarding the processing of staff data	January 2021
Production of communications plan and marketing materials	January to February 2021
Installation of Harlequin fundraising database lottery module	January to February 2021
Staff training (fundraising, finance, payroll and staff benefit colleagues)	February 2021
Launch of staff lottery scheme with first draw taking place on 30 th April 2021	1 st March 2021

This position will be reviewed over the course of the forthcoming months prior to the launch of the staff lottery scheme, with consideration given to the points noted above as well as the economic uncertainty and any impact on our workforce.

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to note the content of this report and endorse the development of the staff lottery scheme for launch in March 2021.

Amcanion: (rhaid cwblhau)	
Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	6.17 Reviewing alternative sources of funding to donations and legacies which could provide the Committee with additional leverage and access to additional funds.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	7. Staff and Resources
Amcanion Strategol y BIP: UHB Strategic Objectives:	4. 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 Objectives Annual Report 2018-2019	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Discussions with Staff Partnership Forum Leads, Organisational Development team and Staff Psychological and Well-Being Service
Rhestr Termiau: Glossary of Terms:	Included within the main body of the report
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusennol: Parties / Committees consulted prior to Charitable Funds Committee:	Staff Partnership Forum – Partnership leads Organisational Development team Staff Psychological and Well-Being Service Head of Hywel Dda Health Charities

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Any issues are identified in the report.
Ansawdd / Gofal Claf: Quality / Patient Care:	Any issues are identified in the report.
Gweithlu: Workforce:	Any issues are identified in the report.
Risg: Risk:	Any issues are identified in the report.
Cyfreithiol: Legal:	Any issues are identified in the report.
Enw Da: Reputational:	Any issues are identified in the report.
Gyfrinachedd: Privacy:	No impact.
Cydraddoldeb: Equality:	No EqIA is considered necessary for a paper of this type.