

## Bundle Charitable Funds Committee 18 June 2019

### 2.1 Charitable Funds Operations Sub-Committee Update Report

*Presenter: Gareth Rees*

Item 2.1 Charitable Funds Operations Sub-Committee Update Report SBAR(18.06.19)

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## PWYLLGOR CRONFA ELUSENNOL CHARITABLE FUNDS COMMITTEE

<b>DYDDIAD Y CYFARFOD:</b> <b>DATE OF MEETING:</b>	18 June 2019
<b>TEITL YR ADRODDIAD:</b> <b>TITLE OF REPORT:</b>	Charitable Funds Operations Sub-Committee Update Report
<b>CYFARWYDDWR ARWEINIOL:</b> <b>LEAD DIRECTOR:</b>	Joe Teape Deputy Chief Executive/Director of Operations
<b>SWYDDOG ADRODD:</b> <b>REPORTING OFFICER:</b>	Gareth Rees Deputy Director of Operations

**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 with an overview of Charitable Funds Operations Sub-Committee activity including discussions and decisions taken since the last report presented to Committee on the 14<sup>th</sup> March 2019.

#### Cefndir / Background

This report has been developed to provide assurance to the Committee on decisions taken at Sub-Committee and provides an opportunity for the Committee to discuss these.

#### Asesiad / Assessment

##### Highlights:

- Attendance at the three sessions since 14 March 2019 was favourable.
- 11 requests valued at £74,473 have been approved.
- 1 request is presently on hold whilst further information is obtained.
- 2 requests were approved through chair's action – value £13,612.
- 1 request was rejected.
- 1 request was recommended for executive director approval – value £38,706.
- No requests have been considered and recommended for Committee approval.
- There were no departures from Health Board Policy to highlight.
- In the interest of improving attendance on a sustained basis and acting within the Subcommittee's terms of reference, variations to the business agenda have been agreed and activated.
- Progress has been made in clarifying a way forward where charitable funds support for academic studies is concerned.

#### Argymhelliad / Recommendation

The Committee is asked to receive and discuss this report.

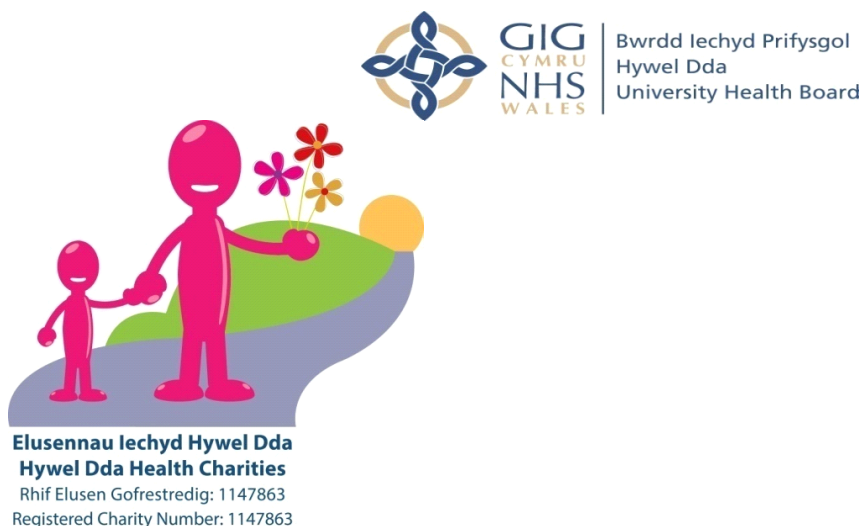
### **Amcanion: (rhaid cwblhau)**

### **Objectives: (must be completed)**

Committee ToR Reference Cyfeirnod Cylch Gorchwyl y	12.6 - The Committee has established the Charitable Funds Operations Sub-Committee to ensure that the
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Pwyllgor	UHB's policies and procedures are followed in relation to specialist designated and restricted funds.
Cyfeirnod Cofrestr Risg Risk Register Reference:	Not applicable
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:	Improve efficiency and quality of services through collaboration with people, communities and partners
Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015 - Pum dull o weithio:  The Well-being of Future Generations (Wales) Act 2015 - 5 Ways of Working:	<b>Long term</b> – Ensure patients are cared for in an appropriate setting. Decisions made will assist with sustaining and developing the services provided now and in the future.
	<b>Prevention</b> – Continually improve governance systems and processes which seek to improve the clinical outcomes and experiences for patients, their families and staff.
	<b>Integration</b> – Work together to directly enhance patient benefit and improve the quality of the service provided to patients.
	<b>Collaboration</b> – Build strong relationships to continuously seek ways to enhance patient benefit and ensure charitable funds are robustly managed.
	<b>Involvement</b> – Service leads and other colleagues are key to ensure issues and solutions are identified which will directly benefit patients, their families and Health Board staff.
<b>Gwybodaeth Ychwanegol: Further Information:</b>	
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:	Charitable Funds Sub Committee
<b>Effaith: (rhaid cwblhau) Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian: Financial / Service:</b>	Provide independent oversight and ensure correct controls and governance arrangements are in place to

	provide assurance that charitable funds within Hywel Dda are appropriately managed.
<b>Ansawdd / Gofal Claf: Quality / Patient Care:</b>	Develop a proactive and standard approach to the expenditure of charitable funds to ensure that appropriate service needs and additional benefits to patient care is supported. Support charitable funds requests which provide increased benefits to patient services and demonstrate enhancement to the quality of patient care provided.
<b>Gweithlu: Workforce:</b>	Not applicable
<b>Risg: Risk:</b>	Reputational risk if charitable funds are not properly managed and governance controls are not followed.
<b>Cyfreithiol: Legal:</b>	Financial reporting is in line with charity law and guidance. Legal obligation to ensure that charitable funds are appropriately controlled.
<b>Enw Da: Reputational:</b>	Reputational risk if charitable funds are not properly managed and governance controls are not followed correctly.
<b>Gyfrinachedd: Privacy:</b>	Not applicable
<b>Cydraddoldeb: Equality:</b>	Ensure equity of access by ensuring decisions made benefit all patients and staff within Hywel Dda Health Board.



# **Hywel Dda Health Charities**

## **Charitable Funds Operations Sub-Committee**

### **Update Report for the Charitable Funds Committee**

**18<sup>th</sup> June 2019**

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## 1. Introduction

This report provides the Charitable Funds Committee with an overview of the Charitable Funds Operations Sub-Committee's considerations since the last report to the Committee on 14<sup>th</sup> March 2019.

The report summarises decisions taken at Sub-Committee level and provides an opportunity for the Committee to review these decisions from the period of 15<sup>th</sup> March to 6<sup>th</sup> June 2019.

## 2. Update from Charitable Fund Operations Sub-Committee meetings.

Since the previous report, the Sub-Committee has met on 3 occasions and was quorate at each meeting:

- 26<sup>th</sup> March
- 2<sup>nd</sup> May
- 6<sup>th</sup> June

### 2.1. Sub-Committee consideration of requests since the last report to Charitable Funds Committee

2.1.1 ITEMS APPROVED AT SUB-COMMITTEE				
Description	Date Approved	Value	Commentary	Patient Benefit
<b>26<sup>th</sup> March 2019</b>				
Defibrillator. Medical Day Unit, Glangwili Hospital	26/03/19	£6,349	New item of equipment to allow medical procedures to take place on the unit. Unit currently borrows equipment from neighbouring services.	Ensures the smooth-running of the MDU and lessen delays to patient treatment and waiting times.
ECG machine (revised application). Medical Day Unit & Priory Day Hospital, Glangwili Hospital	26/03/19	£6,332	New item of equipment to allow medical procedures to take place on the unit. Unit currently borrows equipment from neighbouring services.	Ensures the smooth-running of the MDU and lessen delays to patient treatment and waiting times.
10 x syringe drivers. Ty Bryngwyn, Prince Philip Hospital	26/03/19	£10,875	New items of medical equipment providing palliative patients with adequate pain relief.	Equipment to support patients to remain at home during end of life stages.
2 x riser/recliner chairs. Bronglais Hospital	26/03/19	£5,271	New items of specialist equipment for use	To support patients recovering from stroke.

			during physiotherapy sessions.	
30 x soft cell jackets. Health Records Service, Glangwili Hospital	26/03/19	£990	New items for the use of staff covering the GGH estate transporting files in all weathers.	Bequest received from a former colleague specifically to benefit those within the Health Records Service at GGH. Request made following staff engagement on the most appropriate use of funds.
Reimbursement of subsistence allowance. Carmarthenshire Liver Service	26/03/19	£149	Attendance at Royal College of General Practitioners event - Hepatology update: Rethinking patient care. Considered by Sub-Committee due to the retrospective nature of the request and discussion with individual concerned has taken place.	Learning and development of staff. Event was to identify new treatments and share best practice in the management of patients with liver disease.
Refurbishment works and furniture. Relatives room, Intensive Trauma Unit, Prince Philip Hospital	26/03/19	£6,106	Refurbishment works and the purchase of new furniture.	Improvements to the relatives room in ITU to provide more comfortable facilities for families supporting patients.
Educational materials. Diabetes Centre, Prince Philip Hospital	26/03/19	£50	Materials for patients embarking on a course in diabetes management. Considered by Sub-Committee due to the retrospective nature of the request.	Improve understanding of healthy diet and carbohydrate counting to lead a healthy lifestyle.
Alarm system. Ystwyth ward, Bronglais Hospital	26/03/19	£4,259	Door monitors and alarms to notify staff when a patient suffering dementia leaves the ward environment.	Provide a safer environment for dementia patients allowing patients with freedom to move around the ward whilst ensuring they remain safe.



<b>2<sup>nd</sup> May 2019</b>				
Psychological Support Service. Ty Bryngwyn, Prince Philip Hospital	02/05/19	£15,000	Final contribution to a 3-year SLA with Ty Bryngwyn & Ty Cymorth hospice committees	Project offering specialist psychological support to in-patients and their families.
<b>6<sup>th</sup> June 2019</b>				
2 x ECG machines. South Pems & Tenby Hospitals	06/06/19	£19,092	For the interpretation of cardiac rhythms, diagnosis and immediate plans of care for patients admitted with cardiac conditions.	New equipment to support the Tenby minor injuries service offering an enhanced service. Replacement of obsolete equipment for outpatient services at SPH reducing delays to patient treatment and waiting times and averting the need to borrow equipment from the ward hence depriving in-patients of a timely diagnosis.

<b>2.1.2 ITEMS PENDING DECISION</b>				
<b>Description</b>	<b>Date Reviewed</b>	<b>Value</b>	<b>Commentary</b>	
iPad mini. Dyfi ward, Bronglais Hospital	06/06/19	£412	Further information required before consideration by the Sub-Committee on ongoing licence costs and alignment with electronic devices for in-patient ward approved by CFC in December 2018.	

<b>2.1.3 ITEMS APPROVED BY CHAIR'S ACTION</b>				
<b>Description</b>	<b>Approval Noted at CFSC</b>	<b>Value</b>	<b>Commentary</b>	<b>Patient Benefit</b>
2 x Huntleigh Dopplex Ability Kits. Carms Community	26/03/19	£5,966	For use in the assessment of patients with leg ulcers.	Remove the requirement for patients to travel longer distances for treatment.
Recliner chairs. Ty	02/05/19	£7,646	Additional funding to support the purchase of enhanced recliner	To provide an enhanced model of chair for the newly refurbished in-

Bryngwyn, Prince Philip Hospital			chairs for in-patient areas.	patient area.
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2.1.4 ITEMS REJECTED			
Description	Date Rejected	Value	Commentary
Office flooring. Acute Response Team, Glangwili Hospital	26/03/19	£1,000	Not considered eligible. Requester advised to seek an alternative funding route.

2.1.5 ITEMS RECOMMENDED FOR APPROVAL (by Executive Director or Charitable Funds Committee)				
Description	Date Reviewed	Value	Commentary	Patient Benefit
Lung function machine. Cardio/respiratory department, Withybush Hospital	06/06/19	£38,706	To perform complex diagnostic tests on cardio/respiratory patients.	Replacement equipment offering improved diagnostics and the ability to transfer patient records electronically to clinicians and tertiary centres.

## 2.2. Future Expected Requests

There were no immediate future requests notified to the sub-committee during the reference period over and above those listed in the tables above.

## 2.3. Applications to set up new charitable funds

### 2.3.1 *Ceredigion Community Resource Team and Acute Response Team*

The Sub-Committee approved an application to combine two existing funds under one general fund to enable the purchase of equipment to facilitate the care of patients at end of their life in their own home. The existing funds require integration to reflect the joint care patients receive from both CRT and ART. The request to set up this fund was **approved**.

## 2.4. Issues requiring guidance from Charitable Funds Committee

None at this time.

## 2.5. Other Issues for Noting

### 2.5.1 *Retrospective requests for charitable funds expenditure*

At the March 2019 Sub-Committee meeting, two retrospective requests for funding were received. On both occasions the requester and fund manager were advised of the approved corporate policies regarding charitable funds expenditure and the correct procedures to follow for future applications.

### 2.5.2 *Christmas monies*

At the March 2019 Sub-Committee meeting, members were advised that following analysis of Christmas expenditure, a small number of inappropriate items had been purchased from funds allocated to in-patient areas. There were also a small number of instances where receipts had been mislaid or not returned. Sub-Committee members were asked to remind their service managers of the importance of adhering to approved expenditure guidelines. It was agreed that a review of the *Christmas monies* process was required during the summer months.

### 2.5.3 *Redistribution of monies from Mental Health and Learning Disabilities general funds*

At the March 2019 Sub-Committee meeting, members received a report from the Mental Health and Learning Disabilities Directorate outlining a piece of work that had been completed to redistribute monies from mental health general funds to the new individual department and ward funds recently created. The Sub-Committee reviewed the redistribution of balances and formally agreed these transfers.

### 2.5.4 *Charitable Funds Sub-Committee Attendance*

At the March 2019 Sub-Committee meeting, members discussed a variety of proposals to increase the level of member attendance at meetings. At the May 2019 meeting, members agreed to trial a new approach to the format of meetings whereby meetings would continue on a monthly basis but would be short focused meetings driving effective quick decision making on the charitable funds requests received. A full and extended meeting scheduled prior to each Charitable Funds Committee would then be held on a quarterly basis to cover all governance matters and other relevant business, in line with the Sub-Committee's terms of reference.

### 2.5.5 *Contributions to higher award studies*

At the May 2019 Sub-Committee meeting, members were advised that the Head of Hywel Dda Health Charities had been involved in the higher awards application process for 2019/20 academic studies to ensure consistency in the applications submitted for charitable funding.

The Higher Awards Panel had identified 16 higher award applications as eligible for charitable funding from services with significant levels of funds. It was proposed that half of the UHB's 75% contribution (37.5%) towards the 16

higher award applications could be funded from the individual services' charitable funds, totalling £18,990. The General Managers of the services identified had endorsed this approach subject to Sub-Committee approval. There would be a requirement that employees make a 25% contribution as per the UHB's Learning & Development Policy.

Sub-Committee members discussed the appropriateness of utilising charitable funds in this way with discussions focusing on the fairness of this approach, the setting of a precedence and the UHB's responsibility to provide learning and development opportunities for its workforce.

The Sub-Committee agreed in principle to support this approach and provide delegated authority to the Chair of the Sub-Committee to consider the pending charitable funds requests under Chair's Actions. It was also agreed that this decision was made as an exception not the norm and there should be no expectation that further funding will be available during subsequent financial years.

### 2.5.6 Reporting on financial information

The Senior Finance Business Partner (Accounting & Statutory and Reporting) has advised that the financial information previously provided in this report will now be included in the Hywel Dda Health Charities Integrated Performance Report.

## 3. List of Priorities Eligible for Charitable Funding

The list of priorities below are part of a larger list of capital bids and have been evaluated as eligible for charitable funding and set out the higher level aspirations of service teams after due consideration has been given to funding schemes from capital and other resources. These schemes are now in the hands of the service to facilitate proposals.

Scheme	Site	Estimate of Cost
<b>2 Portable Scanners for Antenatal Clinic</b> Equipment required for use in relevant obstetric situations which will provide consistent standard of care across clinics. Equipment provides swift confirmation of foetal presentation and heartbeat to enable appropriate rapid plan of care.	WGH	£29,561
<b>Optical Coherence Tomography Angiography</b> Latest technique which has revolutionised ophthalmic imaging which is non-invasive and offers significant advantages to patients.	North Road Eye Clinic	£34,772
<b>Ophthalmology Field Analysers</b> To facilitate the delivery of glaucoma services to patients and reduce the number of hospital visits patients need to make.	GGH and BGH	£142,072
<b>Gastrosopes</b> Provides a more accurate method of diagnosis	Scheduled Care	£70,680
<b>Videoscope System for ENT diagnosis</b> Support enhanced delivery of care to patients with cancer by speeding up diagnostic examination and allow for virtual follow-ups and remote discharge to be introduced.	Scheduled Care	£36,272

<b>Stack System</b> Support Head and Neck Cancer Service and enhance the care provided by speeding up diagnostic examination and allows virtual follow ups and remote discharge.	GGH	£36,272
<b>Respiratory Function Equipment and Network</b> Enables local provision of diagnostic tests and expert offsite analysis by advanced respirator physiologists and respiratory consultants. Discussions open on funding one from three at this time.	PPH, WGH and GGH	£171,000
<b>Clicky Hip Scanner</b> Would provide an imaging service allowing easier diagnosis of clinical outcomes for babies. £25,000 funded from league friends donations. The balance of £30,000 being considered from charitable funds by the service	WGH	£55,107

#### 4. Departures from Health Board Policy

There were no reported or otherwise known departures from Health Board Policy.