

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

Date and Time of Meeting:	Friday September 20 th 2019 9.30 a.m.
Venue:	Room F19, Building 3, St David's Park, Carmarthen SA31 3BB

Present:	Cllr. Simon Hancock, Independent Board Member (Committee Chair) Ms Sarah Jennings, Director of Partnerships and Corporate Services Ms Anna Lewis, Independent Board Member Mrs Delyth Raynsford, Independent Board Member (Committee Vice-Chair) Mr Owen Burt, Independent Board Member
In Attendance:	Mr Matthew Willis, Head of Service Development and Integration (Ceredigion) Mrs Nicola Llewelyn, Head of Hywel Dda Health Charities Mrs Elen Marks, PA to Director of Partnerships and Corporate Services (Minutes) Miss Maria Battle, Chair Mrs Yvonne Burson, Head of Communications (part of meeting) Mr Jeremy Saunders, Wales Audit Office (part of meeting)

Agenda Item	INTRODUCTIONS AND APOLOGIES FOR ABSENCE	Action
CF(19)038	The Chair, Cllr. Simon Hancock, welcomed all to the meeting. Apologies were received from: <ul style="list-style-type: none"> • Mr Steve Moore, Chief Executive • Mr Huw Thomas, Director of Finance • Mr Gareth Rees, Deputy Director of Operations • Mrs Jennifer Thomas, Senior Finance Business Partner • Mr Mike Lewis, Independent Member The Chair welcomed Miss Maria Battle to her first Charitable Funds Committee meeting.	
CF(19)039	DECLARATIONS OF INTEREST No declarations of interest were received.	

CF(19)040	CHARITABLE FUNDS STORY – MARKETING & PROMOTION – OUR NEW APPROACH	
	<p>Mrs Nicola Llewelyn thanked Mrs Yvonne Burson for attending the meeting to support the delivery of the presentation.</p> <p>Mrs Llewelyn introduced the Charitable Funds Story for this quarter which focused on the charity’s approach to marketing and promotion and plans for future development of the charity’s image and printed materials. During recent discussions on identifying the most appropriate ways to increase the charity’s visibility across the Health Board’s estate, it was agreed that the time was right to refresh the charity’s image and re-look at how the charity’s imagery could be modernised and aligned with the UHB’s corporate brand. The charity’s current image and printed materials are aligned with a corporate brand that was developed when Hywel Dda UHB was formed 10 years ago. Mrs Llewelyn drew Members’ attention to the charity’s current imagery and materials as well as examples that are currently in the process of being developed with a design agency that has been supporting the UHB’s communications team.</p> <p>Mrs Burson added that this work is being undertaken in conjunction with the UHB’s communications team and that any new imagery would be accessible and meet the needs of all service users.</p> <p>Mrs Delyth Raynsford enquired how service users are involved in the current discussions. Mrs Llewelyn responded that service user feedback on the current charity imagery and materials has been fed into the design process however further engagement would take place when more final working drafts are available.</p> <p>Mrs Llewelyn advised that updates on this key piece of work will be fed back to the Committee on a quarterly basis through the Integrated Performance Report.</p> <p>Miss Battle and the Chair thanked Mrs Llewelyn and her team for all their work.</p> <p><i>Mrs Yvonne Burson left the Committee meeting</i></p>	NLI
	The Committee NOTED the Charitable Funds Story.	
CF(19)041	MINUTES OF THE MEETING HELD ON 18TH JUNE 2019	
	<p>RESOLVED - that the minutes of the Charitable Funds Committee meeting held on 18th June 2019 be approved as a correct record, subject to the following addition:</p> <ul style="list-style-type: none"> • Page 6 – add ‘representation’ – Charitable Funds <i>representation</i> in future. 	EM
CF(19)042	MATTERS ARISING NOT ON THE AGENDA 18TH JUNE 2019	
	No matters arising were discussed.	
CF(19)043	TABLE OF ACTIONS FROM THE MEETING HELD ON THE 18TH JUNE 2019	

	<p>An update was provided on the Table of Actions from the meeting held on 18th June 2019 and confirmation received that all outstanding actions have been progressed other than those that had been deferred until a later meeting as noted on the Table of Actions.</p> <p>Discussion was held on the following:</p> <ul style="list-style-type: none"> • CF(19)028 - Charitable Funds Committee Risk Register - guidance on the operations of external charities on UHB premises is being included in the revised 'Charitable Funds: Financial Administration and Governance Policy (420)' rather than developing a new standalone corporate policy. The revised policy is being presented to the October 2019 Finance Committee meeting. It was noted that as part of the targeted consultation process, CFC members will be invited to contribute to the policy. • CF(19)034 - Monitoring of Previously Agreed Expenditure – Members agreed that an impact report should come back to the Committee in March 2020 and also to defer the 6 month impact report on the LD care bundle to March 2020. • CF(19)036 Any Other Business – It was suggested reducing the length of meetings in order to incorporate an hour's visit. It was agreed to hold the March 2020 meeting at Witherby General Hospital. 	<p>SD/ CC</p> <p>CW</p>
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<p>CF(19)044</p>	<p>HYWEL DDA HEALTH CHARITIES ANNUAL ACCOUNTS & REPORT 2018-19</p> <p>Mr Jeremy Saunders updated the Committee on the recent audit of the Annual Accounts & Report for 2018-19, advising that this work had been undertaken a quarter earlier than the previous year.</p> <p>The WAO Audit of Financial Statements report sets out for consideration the matters arising from the audit that require reporting under ISA620 and other issues raised in the audit of a less significant nature. Following the audit for the year ending 31st March 2019, it is the Auditor General's intention to issue an unqualified audit report.</p> <ul style="list-style-type: none"> • <i>Typographical error on SBAR – should read 2020 and not 2019 in SITUATION section.</i> <p>The Chair warmly welcomed the report and the following matters were brought to the Committee's attention:</p> <ul style="list-style-type: none"> • There were no concerns in respect of the qualitative aspects of the Health Charities' practices and financial reporting. • There were no significant issues arising during the audit. • There were no significant matters discussed and corresponded on with management or any matters significant to the oversight of the financial reporting process that needed reporting. • There were no material weaknesses in the Health Charities' costs. <p>A brief discussion was held on charitable funded items and those that the NHS typically funds. It was noted that the charity is regulated by the</p>	<p>EM</p>
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	<p>Charity Commission and that WAO audits the accounts and Annual Report based on the Charity SORP (Statements of Recommended Practice) and as part of charity reporting arrangements when there is also a requirement to report on the charity's public benefit. It was noted that the CFC had previously approved eligibility criteria for charitable expenditure which is used to determine the eligibility of items of expenditure.</p> <p>Miss Battle suggested that an expert in charity law could be invited to attend a future Board Seminar Session for all Corporate Trustees to discuss best practice in order that the charity is assured that charitable donations are supporting purchases which get the best results for our patients.</p> <p>Mr Owen Burt noted a number of incorrect arrival and departure dates of Hywel Dda UHB Board Members on page 36 of the report. It was recommended that the table of dates is reviewed with the governance team.</p> <p><i>Mr Jeremy Saunders left the Committee meeting</i></p> <p>The Committee APPROVED the Hywel Dda Health Charities Annual Accounts & Report for 2018-19.</p>	<p>NLI/AG</p> <p>GOV TEAM</p>
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CF(19)045	<p>CHAIR'S ACTIONS & DECISIONS TAKEN OUTSIDE OF CFC MEETINGS</p> <p>There were no actions or decisions taken outside of Charitable Funds Committee meetings.</p>	
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CF(19)046	<p>CHARITABLE FUNDS OPERATIONS SUB-COMMITTEE UPDATE REPORT</p> <p>Mr Matthew Willis provided an update report from the Charitable Funds Operations Sub-Committee meeting held on the 3rd September 2019. Mr Willis provided assurance to the Committee that recent changes to the nature and structure of the Sub-Committee meetings had resulted in improved attendance.</p> <p>Mr Willis provided the following highlights:</p> <ul style="list-style-type: none"> • The Sub-Committee had met on 3 occasions and was quorate at each meeting. • 14 requests valued at £73,562 have been approved. • 5 requests are presently on hold whilst further information is obtained. • 0 requests were approved through Chair's action. • 2 requests were rejected. • 1 request was recommended for Executive Director approval – value £32,915. • No requests have been considered and recommended for Charitable Funds Committee approval. • There were no departures from Health Board Policy to highlight. 	
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Mr Willis presented two items for consideration by the Committee:

1. A proposal from the Director of Operations on the principle of using charitable monies as a gesture to support staff working beyond expectations during the winter months.
2. Internal design fees for charitable funded projects – this matter was highlighted by the Sub-Committee following the recent approval of a garden development for dementia patients at Prince Philip Hospital. The Sub-Committee had noted the level of internal estates fees relating to the scheme and associated works which follows the arrangements for discretionary capital funded schemes. The Sub-Committee felt that it was not appropriate for charitable funded projects to be managed in the same way and the Sub-Committee had agreed to commission a review of the situation.

In relation to the staff recognition proposal, whilst Members endorsing the charity's role in supporting staff wellbeing, Members felt that it was not possible to approve a proposal without additional information on the scale and nature of charitable expenditure. Members agreed that any proposals around staff wellbeing and recognition should be developed in conjunction with front line staff, as well as with community services staff.

Mr Willis confirmed that a summary of discussions would be fed back to the next meeting of the Sub-Committee on 4th October where a request to develop a more in-depth proposal would be made to Operations colleagues with the support of Mrs Llewelyn advising on eligibility and accessing charitable funds for the proposal and reported back to the Committee.

MW/GR

It was also acknowledged that the annual Christmas expenditure mechanism is already in place for accessing charitable funds and that this could potentially be considered for this request. It was agreed that once a formal proposal had been developed, Mrs Llewelyn would support colleagues on the most appropriate way forward to access charitable funds for this purpose.

In relation to the second proposal, Mrs Llewelyn advised that the Sub-Committee Chair would be discussing this matter with the Director of Estates and that a further update would follow.

GR/RE

Further discussions were held on a number of the items within the update report;

- Tilt-in space shower chair – clarity was provided that patients would still be able to attend to their personal hygiene without this specific chair, but that this chair would enhance their experience.
- A discussion on funding of shared and integrated community equipment stores would be presented to the Board at some point in the near future. Applications are being sent to the Charity to purchase specialist equipment for community equipment stores that they do not have the ability to purchase

	themselves.	
	The Committee DISCUSSED and APPROVED the Charitable Funds Operations Sub-Committee Update Report, including items recommended for approval, Sub-Committee decisions and other decisions taken.	

CF(19)047	CHARITABLE FUNDS COMMITTEE RISK REGISTER	
	<p>Ms Sarah Jennings updated the Committee on the ongoing risk and reputational damage by default due to association with external charities. Ms Jennings confirmed that the HDdUHB's Standards of Behaviour policy has undergone a full review and been assessed against similar policies across Wales. The policy was approved at the Business Planning & Performance Assurance Committee on 29th August 2019 and would be linked to the revised 'Charitable Funds: Financial Administration and Governance Policy' once approved. The Communications Plan will involve the use of team brief, payslip information advice section and the intranet. Global emails will be used to remind employees and Independent Members of the policy and their responsibility to comply with it. Awareness of the policy will be raised at specific groups/forums for example the Local Partnership Forum and other key meetings.</p> <p>The Assistant Director of the Medical Directorate has commenced meetings with key clinicians to discuss the importance of declaring all external interests.</p> <p>A presentation was delivered at the May 2019 Operations Business meeting on the revised policy as part of targeted consultation.</p> <p>Guidance on the operation of external charities on UHB premises is being included in the revised 'Charitable Funds: Financial Administration and Governance Policy (420)' rather than developing a new corporate policy.</p> <p>A brief discussion ensued on the tolerance level for this risk due to the nature of the risk and whether the target risk score of 4 would be achievable. Following discussion it was agreed that a target risk of 8 would be more achievable within the tolerance level of the Committee's risk register.</p> <p>A further update will be provided at the next Committee meeting as part of the standard agenda item.</p>	SJ
	<p>The Committee:</p> <ul style="list-style-type: none"> • REVIEWED and SCRUTINISED the risk register to seek assurance that all relevant controls and mitigating actions are in place. • DISCUSSED whether the planned actions will reduce the risk further and/or mitigate the impact if the risk materialises. • APPROVED an increased tolerance level above 8 for the Charitable Funds Committee's risks. 	

CF(19)048	INTEGRATED HYWEL DDA HEALTH CHARITIES PERFORMANCE	
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	<p>REPORT</p> <p>Ms Jennings and Mrs Llewelyn provided a summary of the Hywel Dda Health Charities' performance as at 31st July 2019.</p> <p>A decline of 12% in voluntary income across Carmarthenshire was noted by the Chair and following discussion on the possible reasons for this, Mrs Llewelyn agreed to bring an in-depth analysis and evidence of recent donation trends to the planned December workshop.</p> <p>A brief discussion was held on the following items:</p> <ul style="list-style-type: none"> • New fundraising database is now online and training scheduled to allow the fundraising team to begin to use the system. • An online application form for charitable funds requests is being considered as an area of service improvement. • The Charity has exceeded its target in fundraising during this quarter in a number of areas. • Independent Members being champions during their walkrounds across the Health Board. • To consider the staff lottery scheme in March 2020 and how this could be implemented and the income utilised to support workforce. • Trends in social media messages and how this is affecting the charitable sector. • To keep challenging our investors <p>The Committee APPROVED the content of the Integrated Hywel Dda Health Charities Performance Report and received assurance on the charity's performance.</p>	<p>JT/ NLI</p>
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<p>CF(19)049</p>	<p>PEMBROKESHIRE CANCER SERVICES</p> <p>Members noted that the purpose of this report is to request the approval of charitable funds held by the University Health Board to support enhancements to the Ward 10 refurbishment scheme at Withybush General Hospital (WGH) to improve the patient experience, above and beyond what the NHS can provide.</p> <p>Members noted that the Business Justification Case was approved in September 2017 with refurbishment works on Ward 9 at WGH completed in Spring 2019. The anticipated date of Ward 10 completion is December 2019. During the refurbishment, there would be an opportunity to revisit the ward to explore additional enhancements that could be made above and beyond what the NHS can provide.</p> <p>The paper identified items that would be included in order to provide additional patient comforts, to improve the ward environment, some specialist equipment, technology and some enhanced staff training.</p> <p>Following Mrs Llewelyn's update, Miss Battle suggested additional areas for consideration based on her experiences in Cardiff & Vale Health Board – coloured crockery, garden areas (with probation pay back teams to maintain these) and gym facilities.</p> <p>The breakdown of the charitable funds contribution is set out below:</p>	
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	<ul style="list-style-type: none"> • £196,070 from the Elly's Ward 10 Flag Appeal charitable fund (T928) and any subsequent donations received for the scheme until the closure of the appeal fund. • £31,348 from the WGH Ward 10 legacy fund (T517). • £31,796 from Pembrokeshire Cancer Services charitable fund (T905). 	
	<p>The Committee CONSIDERED and APPROVED the request to contribute £259,214 of charitable funds to support an enhanced scheme which will improve the experience for patients using Ward 10 at Withybush General Hospital.</p>	

<p>CF(19)050</p>	<p>CEREDIGION PROPERTY OPTIONS</p> <p>Ms Jennings provided on behalf of the Director of Finance a brief update on the options and recommendations of the property bequeathed in Ceredigion:</p> <p>Option 1 - Do nothing and continue to receive rental from the Health Board</p> <p>Option 2 - Sell at market value</p> <p>Option 3 - Sell at District Valuation (DV) rate to the Health Board</p> <p>Option 4 - 'Donate it' to the Health Board and transfer ownership from Hywel Dda Charities to Hywel Dda Health Board.</p> <p>Discussion was held on the following:</p> <ul style="list-style-type: none"> • The Committee was reminded that it needed to act in the best interests of the charity. • It was agreed that the paper needed to reflect this responsibility to avoid any potential conflict of interest between the UHB and the charity. • The Committee requested that the pros and cons table be rewritten to reflect this responsibility and to include further detail, before being presented back to the Committee in March 2020. • The Committee asked that Finance and Estates colleagues hold further discussions on the history, the costs of each option, how and why this property came into the possession of the charity and to obtain a site map of the property. <p>It was suggested that Mr Stephen Forster, Strategic Change Finance Director, would have more information in this regard.</p> <p>It was suggested that this item could be taken to the planned December 2019 workshop for discussion and that a final paper be brought back to the March 2020 meeting for decision.</p> <p>The Committee DISCUSSED the options available and agreed the principles. For further discussion at the planned December workshop with a final decision at the March 2020 Committee meeting.</p>	<p>JT</p> <p>JT/RE</p> <p>JT</p>
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<p>CF(19)051</p>	<p>FUNDRAISING APPEAL FOR THE DEVELOPMENT OF A NEW CHEMOTHERAPY DAY UNIT AT BRONGLAIS GENERAL HOSPITAL</p>	
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Members were reminded of the visit to the Chemotherapy Day Unit at Bronglais General Hospital in June 2019 and that a business case relating to the development of a new Chemotherapy Day Unit is due to be presented at a forthcoming Public Board meeting. An element of the business case will discuss the capital investment requirements for the development and the status of funding available. The business case will also propose that a fundraising appeal is developed under the umbrella of Hywel Dda Health Charities to meet the shortfall in funds required for the development.

Members noted that following approval of the development, it is proposed that a fundraising appeal is launched to support the development and this paper presents a summary of areas for the Charitable Funds Committee's consideration in respect of a fundraising appeal under the umbrella of Hywel Dda Health Charities in line with Charity Commission guidance.

Members further noted that significant funds are committed to the appeal with positive discussions currently taking place. Members were informed that the project requires funding to the tune of £1,822,306 and that an estimated £0.594m is required to meet the shortfall in funds.

Members were asked to consider the public benefit requirements, the application of funds raised, the fundraising target, the approach to fundraising and the governance arrangements herewith.

It was proposed that a Fundraising Sub-Committee of the Project Group would be established to oversee the development and implementation of a fundraising appeal. The Sub-Committee would then report to the Charitable Funds Committee on a quarterly basis.

Mrs Llewelyn asked the Committee to formally approve this appeal to meet the shortfall subject to the recommendations noted at the end of the report. Ms Jennings asked for the below amendment in italics and bold to the first recommendation to read:

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*“APPROVE the development of a fundraising appeal under the umbrella of Hywel Dda Health Charities for a new Chemotherapy Day Unit at Bronglais General Hospital, **subject to confirmation of the availability of the proposed location for the development (following the pilot of the shared care model with Y Banwy and Enlli Ward)**“*

The Committee

- **APPROVED** the development of a fundraising appeal under the umbrella of Hywel Dda Health Charities for a new Chemotherapy Day Unit at Bronglais Hospital, subject to confirmation of the availability of the proposed location for the development (following the pilot of the shared care model with y Banwy and Enlli Ward)
- **CONSIDERED** and **AGREED** the most appropriate purpose(s) for

	<p>the charitable appeal.</p> <ul style="list-style-type: none"> • REAFFIRMED ITS COMMITMENT to the £250,000 of charitable funds committed to the scheme in 2015 and APPROVED the additional sum of £9,977 of current and any future interest growth to the scheme. • APPROVED the contribution of £287,496 from the Ceredigion Cancer Services charitable fund (T865) to the development. • NOTED the governance arrangements for the fundraising appeal. • ENDORSED the secondary purpose recommendation of the fundraising appeal for the development of a new Chemotherapy Day Unit at Bronlais General Hospital. 	
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CF(19)052	CHARITABLE FUNDS COMMITTEE WORK PROGRAMME 2019/20	
	<p>It was agreed that a number of items on the work plan for December 2019 would be stood down due to the focus of this meeting being a workshop.</p>	CW
	<p>The Committee NOTED the CFC Work Programme for 2019/20.</p>	

CF(19)053	ANY OTHER BUSINESS	
	<p>Wales for Africa – following the 2018 Internal Audit Report, Ms Jennings confirmed that the recommendation for the Committee was now closed. Ms Jennings advised that correspondence has been sent to all grant funders associated with the T607 fund to confirm that the funded projects are considered to be completed and the grants closed. The T607 charitable fund is now being closed and this process will be completed by 20th September 2019. Any future projects requesting support of this nature will be required to follow the UHB’s International Health Partnership Governance Framework and the guidance specifically relating to the management of grants.</p> <p>Reflective Summary – Ms Jennings provided a brief summary of the meeting:</p> <ul style="list-style-type: none"> ➤ Hywel Dda Health Charities brand refresh ➤ Worthybush General Hospital visit – to consider future visits ➤ Received and welcomed Wales Audit Office Annual Report & Accounts – to review the terms of trustees prior to approval ➤ Sub-Committee Update Report – suggestion to use the Christmas monies approach to support proposals from the Operations directorate around staff wellbeing and recognition. Estate costs of capital schemes relating to charitable funds also discussed. ➤ Risk Register scoring to be changed to an 8 – expect to remove this risk by the March 2020 Committee meeting. ➤ IPR – 12% decrease in Carmarthenshire donations. Staff ideas/Ironman/Long Course Weekend/Maria’s Marvels. Independent Members as champions also discussed. Keep challenging Investors. Online form. ➤ Ward 10 welcomed and approved with 3 suggested ideas from Mrs Battle – coloured crockery, probation payback, gym benefits. 	

	<ul style="list-style-type: none"> ➤ Ceredigion property options – report to be rewritten and presented to the Committee in March 2020. ➤ CDU at Bronglais – to amend the recommended risk pending Board approval of the development ➤ Wales for Africa internal audit report – action for the Committee has now been closed 	
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CF(19)054	DATE AND TIME OF NEXT MEETING	
	Monday 16 th December 2019, 9.00am – 4.30 p.m. Boardroom, Ystwyth, St David's Park, Carmarthen.	