

**PWYLLGOR CRONFA ELUSENNOL
CHARITABLE FUNDS COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	19 September 2019
TEITL YR ADRODDIAD: TITLE OF REPORT:	Charitable Funds Operations Sub-Committee Update Report
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Joe Teape Deputy Chief Executive/Director of Operations
SWYDDOG ADRODD: REPORTING OFFICER:	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 18th June 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 the 18th June 2019 was favourable.
- 14 requests valued at £73,562 have been approved.
- 5 requests are presently on hold whilst further information is obtained.
- No requests were approved using chair's action.
- 2 requests was rejected.
- 1 request was recommended for executive director approval at a value of £32,915
- No requests have been considered and recommended for Committee approval.
- There were no departures from Health Board Policy to highlight.
- A stakeholder group has been established to consider whether the use of charitable monies would support staff well-being during winter.
- The subcommittee has commissioned a review of the use of charitable funds monies to pay for estates internal design fees that are in all likelihood already covered from capital projects.

Argymhelliad / Recommendation

The Committee is asked to receive and:

- Discuss and share views on the principle of using charitable monies as a gesture to support staff working beyond expectations during winter;
- Discuss and share views on the principle of using charitable funds to augment estate income lines.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference Cyfeirnod Cylch Gorchwyl y Pwyllgor	12.6 - The Committee has established the Charitable Funds Operations Sub-Committee to ensure that the 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:	
	Long term – 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.
	Prevention – Continually improve governance systems and processes which seek to improve the clinical outcomes and experiences for patients, their families and staff.
	Integration – Work together to directly enhance patient benefit and improve the quality of the service provided to patients.
	Collaboration – Build strong relationships to continuously seek ways to enhance patient benefit and ensure charitable funds are robustly managed.
	Involvement – 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.
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:	Charitable Funds Sub Committee

Parties / Committees consulted prior to Charitable Funds Committee:	
Effaith: (rhaid cwblhau)	
Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	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.
Ansawdd / Gofal Claf: Quality / Patient Care:	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.
Gweithlu: Workforce:	Not applicable
Risg: Risk:	Reputational risk if charitable funds are not properly managed and governance controls are not followed.
Cyfreithiol: Legal:	Financial reporting is in line with charity law and guidance. Legal obligation to ensure that charitable funds are appropriately controlled.
Enw Da: Reputational:	Reputational risk if charitable funds are not properly managed and governance controls are not followed correctly.
Gyfrinachedd: Privacy:	Not applicable
Cydraddoldeb: Equality:	Ensure equity of access by ensuring decisions made benefit all patients and staff within Hywel Dda Health Board.



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Hywel Dda
University Health Board



Elusennau Iechyd Hywel Dda
Hywel Dda Health Charities
Rhif Elusen Gofrestredig: 1147863
Registered Charity Number: 1147863

Hywel Dda Health Charities

Charitable Funds Operations Sub-Committee

Update Report for the Charitable Funds Committee

19th September 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 18th June 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 19th June to 19th September 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 on the following dates:

- 2nd July 2019
- 6th August 2019
- 3rd September 2019

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	Claimed Patient Benefit
Plants and landscaping at WGH	2 nd July 2019	£6,000	Development of green spaces across the WGH site.	Provides access to green spaces which has been shown to improve health and wellbeing.
Study Leave for Pharmacy Technicians	2 nd July 2019	£14,000	Provide advanced training for the Pharmacy Technician Team as a key area of service development.	Improvement of patient care and medicines management by freeing time for the pharmacists to ensure patients receive the best care possible.
4 Pharmacy label Printers	2 nd July 2019	£1,098	Improvement to the efficiency of preparing medications and discharging prescriptions.	Enhances patient experience by reducing patient waiting times through simplifying prescription and delivery process.
3 Phlebotomy chairs for outpatients at GGH	6 th August 2019	£6,075	Electronically controlled height adjustment mechanism assists infirm patients to sit	Provides patients with additional comfort during the venepuncture process.

			and vacate the chair with greater ease.	
Digital Reminiscence Software for Amman Valley Hospital	6 th August 2019	£5,995	Software provides support for older people and can be used for single patient use or group involvement. The materials encourage conversations among patients and can also involve family and carers.	Provides support for older people and reduces agitation, isolation, depression and delirium by offering stimulation and engagement. This helps to improve health, wellbeing and the quality of care received by patients in acute elderly wards.
2 Sorrento chairs for Y Banwy Unit at BGH	6 th August 2019	£4,768	Funds provided by friend of recently deceased patient requesting purchase of these chairs.	Chairs provide patients with comfort, support and aid rehabilitation.
Physiotherapy exercise machine for Carmarthenshire community service.	6 th August 2019	£6,030	Supports community patients with their spasticity management and general health and wellbeing.	Provision of enhanced service with equipment well suited to community care and assist in the prevention of return hospital visits.
Leg ulcer treatment chairs for Narberth Leg Ulcer Clinic	6 th August 2019	£5,150	Chair designed for heavier patients and allows either leg to be suitably elevated, reducing pressure in the veins. Also includes equipment to assist nurses delivering care.	Provides the best possible environment for care, including refurbishing community facilities.
Higher Award Applications	6 th August 2019	£6,131	Support higher award studies for 2019/20 academic year.	Enhancement of staff expertise and knowledge to deliver better care.
Wanderguard alarm system	6 th August 2019	£4,249	Alarm system which activates when a patient wearing a wristband leaves the ward.	Extremely useful for patients with dementia to increase comfort and ensure the greatest amount of mobility possible within confines of the ward.
Tilt-in space shower chair	3 rd September 2019	£2,961	Provides postural support for community patients with severe mobility restrictions offering	Additional non-standard equipment designed to improve postural balance and provides support

			assistance whilst showering.	and increased dignity of care to patients.
Bladder scanner and printer for Cadog Ward, GGH	3 rd September 2019	£7,025	For patient assessment and management of urinary problems, particularly for elderly and cognitively impaired patients. This equipment enables minimally invasive examinations to aid rapid decision-making and helps to prevent return or multiple hospital visits.	The equipment directly benefits patient care providing an enhanced patient experience, quicker diagnosis and shorter waiting times.
Higher Award funding for MSc in Biomedical Science.	3 rd September 2019	£3,060	The request asks for a 75% contribution to the higher award as it was a late application and the corporate higher award fund being oversubscribed and unable to support the 37.5% contribution made in the previous batch. The applicant will be making the required 25% contribution towards the studies and the Learning and Development team have also endorsed the request for higher award studies.	Enhanced knowledge of the Quality Management system with knowledge and skills benefiting the department and other laboratory colleagues within Blood Sciences. This will ultimately benefit patients due to development of staff knowledge and expertise.
Establishment of staff running groups	6 th August 2019	£1,020	A request for funding to support the establishment of running groups for staff across the four main hospital sites was considered by the sub-committee. The costs relate to a coach training programme and DBS checks.	Promotion of health and wellbeing across the Health Board with a positive impact on patient care.

2.1.2 ITEMS PENDING DECISION			
Description	Date Reviewed	Value	Commentary
Mobile video conferencing integrated system	2 nd July 2019	£18,999	Custom built mobile video conferencing system for use by specialist palliative care team to communicate across the Health Board. The Sub-committee requested further information to ascertain whether this equipment was really needed or whether laptop functionality would suffice.
DAWN Software Training	2 nd July 2019	£1,660	Training of anti-coagulant nurses to receive computerised software dosing training which is used to monitor and dose patients across the Health Board. On review of the request, the sub-committee determined that the application did not emphasise the needs of the service and enhanced benefits this would offer to patients due its improved functionality. The sub-committee advised that submission of a revised request detailing these benefits would be supported.
2 laptops for Diabetes Unit, BGH	6 th August 2019	£1,236	To deliver diabetes training to spread awareness on treatments of diabetes to a variety of staff and carers. Requestor advised to check with IT that the equipment is compatible with the Health Board systems.
Lifepak 1000 Defibrillator and Monitor	3 rd September 2019	£1,584	The district nursing team is relocating to Llwynhendy Health Centre with an increase in nurse led clinics planned from the site. The provision of this equipment would help to improve a patient's chance of surviving a cardiac arrest should this occur whilst attending a clinic appointment. A revised form has been requested to clarify the enhanced benefit to patients and why this equipment is not provided by the GP surgery.
Tablet and Digital Camera	3 rd September 2019	£241.94	Camera to provide photographic physiotherapy programmes to children and tablet was required as a distraction for children completing therapy. Further assurance required on the governance and also clarity that the tablet was just for this purpose as the equipment differed from those suggested by IT.

2.1.3 ITEMS APPROVED BY CHAIR'S ACTION				
Description	Approval Noted at CFSC	Value	Commentary	Patient Benefit
No items approved by Chair's Action				

2.1.4 ITEMS REJECTED			
Description	Date Rejected	Value	Commentary
Flu Vaccination for Staff	3 rd September 2019	£2,080	A request for funding to promote flu vaccination for HDUHB staff yielded various concerns as to its eligibility for charitable funding. The sub-committee did not support this request.
Conference expenses	3 rd September 2019	£650	A request for travel costs to India for a member of staff to attend an international conference was considered by the sub-committee. On review of the submission the sub-committee did not believe that the request was eligible for charitable funding according to the criteria as there was no apparent benefit to the Health Board or its patients. Further information was requested from the fund holder before a final decision is communicated to the requestor.

2.1.5 ITEMS RECOMMENDED FOR APPROVAL (by Executive Director or Charitable Funds Committee)				
Description	Date Reviewed	Value	Commentary	Patient Benefit
Garden for patients with dementia at PPH	6 th August	£32,915	To provide a safe, inviting and sensory environment for patients and enhance their rehabilitation whilst in hospital.	Architectural evidence shows that calming environments support better management of dementia cases.

- 2.2. Applications to set up new charitable funds
No applications were received.

2.3. Issues requiring guidance from Charitable Funds Committee

None at this time.

2.4. Other Issues for Noting

Tilt-in space shower chair approved at September meeting

This equipment would provide postural support for community patients with severe mobility restrictions offering assistance whilst showering. This equipment would be available to a number of palliative clients as necessary and patients will be able to move onto more standardised equipment as they progress.

Revenue budgets are increasingly challenged by requests for equipment that are needed to meet the complex health needs of some individuals which are considered beyond 'core' provision. The number of people with increasing levels of such complex health needs are due to improved recovery rates from major trauma, improved management and life expectancy of life limiting conditions.

The community service equipment fund has historically funded equipment of this nature but that fund has depleted significantly over the last few years as the number of patients with complex needs have increased. This forms part of a wider issue for requirements for specialist equipment of this kind if community teams are increasingly delivering more care at home for which a case has been lodged with the finance team.

Similar requests for specialist equipment are likely to follow from other community teams if they are to continue to manage patients with increasing levels of complexity. A paper is being developed for a future Operations Business meeting to set out the wider issues and to seek a solution and collaborative approach to the increasing requirement for this specialised equipment.

Design Fees for Charitable Funded Projects

This matter was highlighted as a result of the sub committee's recommendation to approve the garden development for dementia patients at Prince Philip Hospital. The subcommittee noted that internal development approval form supporting the request included time charges, lump sum fees and external fee elements amounting to £1,944 which represented almost 6% of the full cost of the scheme (£32,925). It was further highlighted that almost £50,000 of charitable monies were paid to the estates team for the design input associated with the recent work to the Ty Bryngwyn Hospice at Prince Philip Hospital. The amount of fees paid to estates from charitable funds currently follows the arrangements for discretionary capital funded schemes which include a time charge element for upfront feasibility work and lump sum percentage fee elements. Some schemes also incur external fees. The subcommittee felt that it was not appropriate to pay for internal design fees which had potentially already been paid for from charitable resources when surpluses were likely to feed into the estates bottom line with little if any charitable benefit. The subcommittee agreed to commission a review of the situation.

Supporting Staff Well-being during Winter

The Director of Operations wished for the potential to be explored to use charitable monies to support staff well-being during periods of greatest pressure on the unscheduled care system as a gesture of thanks for their extra efforts. The initiative

might involve offering sweets, cakes or hot or cold drinks to staff that found themselves working beyond what could be reasonably expected. This was discussed at the September subcommittee meeting and whilst there was support in principle the practical arrangements seemed to bring out complications. It was agreed that a task and finish group would examine options and report back to the next meeting of the subcommittee.

Terms of Reference for Review

The revised terms of reference were presented at the Sub-committee meeting on the 3rd September to note the change to item 8.1 noted below:

*8.1 There may be circumstances where decisions which would normally be made by the Sub-Committee need to be taken between scheduled meetings, and it is not practicable to call a meeting of the Sub-Committee. In these circumstances the Sub-Committee Chair may deal with these matters on behalf of the Sub-Committee **as an exception rather than the norm.***

Quoracy for the sub-committee has improved in recent months and this has assisted the expediting of decisions whilst reducing the need to resort to chairs actions.

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
Respiratory function equipment and network	GGH and PPH	£114,000
Ophthalmology field analysers	GGH and BGH	£129,657
Breast scanners (x3)	PPH	£136,333
Bronchoscope	WGH	£32,155

5. Departures from Health Board Policy

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