



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

<b>Date and Time of Meeting:</b>	28 November 2023; 09:30
<b>Venue:</b>	Boardroom, Ystwyth Building (and via Microsoft Teams)

<b>Present:</b>	Mrs Delyth Raynsford, Independent Member (Committee Chair) Mr Iwan Thomas, Independent Member (Committee Vice Chair) (VC) Ms Ann Murphy, Independent Member (VC) Mr Huw Thomas, Director of Finance (VC) Mrs Mandy Rayani, Director of Nursing, Quality and Patient Experience (Lead Director, Hywel Dda Health Charities)
<b>In Attendance:</b>	Ms Rhian Davies, Assistant Director of Finance (Financial Planning and Statutory Reporting) Mrs Nicola Llewelyn, Head of Hywel Dda Health Charities Mr Anthony Dean, Staff Side Representative Mrs Sharon Daniel, Deputy Director of Nursing, Quality and Patient Experience Mr Timothy John, Senior Finance Business Partner Ms Sian-Marie James, Assistant Director of Corporate Legal Services and Public Affairs (VC) Ms Elin Brock, Head of Research, Innovation and Improvement (VC) (part) Ms Emma Perkins, Assistant Finance Business Partner (VC) Mr Andrew Kirby, Future Workforce Development Manager (VC) (part) Ms Liz Tooby, Simulation Training Coordinator (VC) (part) Mr James Severs, Executive Director of Therapies and Health Science Mr Nick Davies, Service Delivery Manager Acute Paediatric and Neonatal Services (VC) (part) Ms Karen Richardson, Corporate & Partnership Governance Officer Mr John Jenkins, Committee Services Officer (Secretariat)

<b>Agenda Item</b>	<b>INTRODUCTIONS AND APOLOGIES FOR ABSENCE</b>	<b>Action</b>
<b>CFC(23)77</b>	<p>The Chair, Mrs Delyth Raynsford, welcomed all to the meeting and introduced Mr James Severs, Director of Therapies and Health Science to the meeting and a discussion was held to determine Mr Severs membership of the Charitable Funds Committee which would be addressed outside of the meeting following consultation with Mrs Joanne Wilson, the Director of Corporate Governance/Board Secretary. It was noted that Ms Sian-Marie James, Assistant Director of Corporate Legal Services and Public Affairs will attend the Committee on behalf of Mrs Wilson in order to provide advice from a legal perspective.</p> <p>Apologies for absence were received from:</p> <ul style="list-style-type: none"> <li>Ms Anna Lewis, Independent Member</li> <li>Mr Steve Moore, Chief Executive</li> </ul>	<b>JW</b>

	<ul style="list-style-type: none"> <li>• Mrs Joanne Wilson, Director of Corporate Governance/Board Secretary</li> <li>• Ms Carly Hill, Assistant Director Medical Directorate (Chair of the Charitable Funds Sub-Committee)</li> </ul>	
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<b>CFC(23)78</b>	<b>DECLARATIONS OF INTEREST</b>	
	No declarations of interest were made.	

<b>CFC(23)79</b>	<b>MINUTES OF THE PREVIOUS MEETING HELD ON 26 SEPTEMBER 2023</b>	
	<b>RESOLVED</b> - that the minutes of the Charitable Funds Committee meeting held on 26 September 2023 be <b>APPROVED</b> as an accurate record of proceedings.	

<b>CFC(23)80</b>	<b>MATTERS ARISING AND TABLE OF ACTIONS FROM THE MEETING HELD ON 26 SEPTEMBER 2023</b>	
	<p>An update was provided on the Table of Actions from the meeting held on 26 September 2023.</p> <p>In terms of matters arising:</p> <ul style="list-style-type: none"> <li>• <b>CFC(23)57 Integrated Hywel Dda Health Charites performance Report:</b> it was reported that following a delay with Barclays Bank caused by technical issues, the balance of circa. £6m held in the Barclays deposit account has been transferred into the CCLA COIF Charities Deposit Fund where it would benefit from a higher interest rate. The next step will be to review how much money should be transferred into the Ethical Investment Fund.</li> </ul> <p>Mrs Mandy Rayani reported that she has had discussions with Ms Nicola Llewelyn regarding the need for on-going discussions with Finance colleagues regarding expenditure plans for the next 1-3 years and expressed concern that there is a growing expectation that charitable funds will be called upon to support what otherwise would be considered core expenditure. Mrs Rayani noted that the Committee has recently made decisions that will have a financial consequence for more than a one-year period with further expenditure requests to follow at the March 2024 meeting.</p> <p>Mr Huw Thomas stated that the role of charitable funds are to provide funding for expenditure over and above what the NHS could and should provide and that budgetary constraints within</p>	

	<p>the NHS should not automatically imply that funding will be available via charitable funds. Mr Thomas reminded the Committee that there were controls in place, such as the Medical Devices Group and the Capital Group, as well as the controls on the Charitable Funds Committee (CFC) and the CFC Sub-Committee to ensure that expenditure is appropriate. To provide a level of assurance, Mrs Nicola Llewelyn advised that a refresher session on what is deemed appropriate charitable funds expenditure will take place with the finance business partners before the end of the financial year so that they are able to support their services appropriately. However it is important to understand the additionality in terms of patient benefit of any funding request received is vital.</p> <ul style="list-style-type: none"> <li>• <b>CFC(23)61 Expenditure Request: Arts in Health for Staff Wellbeing Activities:</b> it was reported that the Arts in Health Charter was being presented to a meeting of the Quality, Safety and Experience Committee (QSEC) on 7 December 2023.</li> <li>• <b>CFC(23)54 Period Poverty Briefing Paper:</b> it was reported that this project be considered paused as the pilot scheme at Withybush General Hospital had not been able to proceed.</li> </ul>	
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<p><b>CFC(23)81</b></p>	<p><b>EXPENDITURE REQUEST: SIMULATION-BASED EDUCATION EQUIPMENT NEEDS</b></p> <p>Members received the expenditure request for charitable funding to support the cost of Remote Interprofessional Simulation-Based Educational Equipment.</p> <p>Ms Liz Tooby explained the benefits of simulation-based education stating that it provided staff with the ability to learn new skills and practice existing skills without having to do so on a real person or patient, removing the risk of harm as well as in modelling new services and in the use of engagement when working with potential future workforce.</p> <p>The three elements being requested funding for were explained as follows:</p> <ul style="list-style-type: none"> <li>• A Scotia Medical Observation and Training System (SMOTS) audio-visual system which allows for delegates using the system not to have to have observers in the same room as them affecting the realism of the simulation and also it is portable allowing it to be taken to all regions of the Health Board’s area.</li> <li>• The IRIS licence, which provides a national catalogue of simulation templates meaning that staff who wish to run a simulation can use an existing simulation template as opposed to having to design a fresh template which, given that a lot of staff are new to simulation, provides staff with an existing template to ensure that an efficient simulation is provided.</li> </ul>	
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- A Manikin, which plays the role of a patient ensuring that no patient comes to harm during the running of the simulation.

Mr Andrew Kirby advised that it was the Health Board's mission to be a pioneer in the field of interprofessional learning in Wales and simulation-based education was seen as a key driver for the development of opportunities for interprofessional learning within the Health Board.

Mr Kirby shared his experience of his work with schools and colleges relating to work experience and providing an engaging experience of what it was like to work for the NHS.

Mr Kirby considered the potential for utilising the benefits of simulation-based learning in immersing groups of school and college students in safe clinical and medical training opportunities.

In response to a query from Mr Huw Thomas regarding whether there had been any conversations with Mr Anthony Tracey, Digital Director, regarding digital connectivity and cyber-security, Mr Kirby advised that there would be dialogue with the Digital Team and Ms Tooby advised that there had already been discussions with Mr Preet Singh, Senior Project Manager – Informatics. It was stated that both SMOTS and IRIS were both closed systems and confirmed there would be dialogue with the Digital Team to ensure matters of connectivity and cyber-security are considered.

Mrs Sharon Daniel enquired whether the work was being undertaken to link in with the universities, highlighting that Swansea University were opening a simulation suite in Carmarthen in the New Year. In response, Ms Toomy advised that there is a close working relationship with Swansea University which has facilitated compatibility between this simulation-based education equipment and the Swansea University simulation suite and that there were also close links developed with Aberystwyth University where the Health Board has offered its staff to be part of the Aberystwyth University nursing course simulation exercises.

Mr James Severs enquired whether this request was just a starting point and whether there were more ambitious plans for simulation-based education equipment, and whether just one manikin was sufficient to provide equity of access to the facility. Mr Kirby advised that this was the start of the simulation-based education journey and that a Simulation-Based Education Group was in the process of being established and will meet for the first time in January 2024 in order to undertake a mapping exercise of simulation expertise and training needs within the Health Board to develop an understanding of capacity and need.

In response to a query from Mr Severs regarding the on-going costs of the IRIS licences, Ms Tooby advised that following the initial three-year

	<p>period that would be used to determine whether the licenses were a useful resource. However, if beneficial, the intention will be to fund from core budgets.</p> <p>Mr Iwan Thomas enquired whether engagement had taken place with the University of Wales Trinity St. David and also requested that in addition to community engagement that the opportunities of upskilling of our existing workforce be considered.</p> <p>Mrs Mandy Rayani observed that regarding the universities, the ambition was to provide the same capacity to train the Health Board's staff post-registration to the same level as the universities provide pre-registration. Mrs Rayani also welcomed the opportunity to work with all of our college and university partners but observed that the capacity to do so was limited with the purchase of only one manikin and also noted that it was a relatively inexpensive manikin in comparison to other more sophisticated models available.</p> <p>Ms Tooby advised that whilst the requested manikin has limitations, it is portable and confirmed that it has sufficient functions for its purpose.</p> <p><i>Mr Andrew Kirby and Ms Liz Tooby left the Committee meeting.</i></p>	
	<p>The Committee <b>APPROVED</b> the application for £56,461.00 of charitable funding to support the cost of the Remote Interprofessional Simulation Equipment.</p>	

<b>CFC(23)82</b>	<b>RATIFICATION OF CHARITABLE FUNDS DECISIONS BY THE CORPORATE TRUSTEE</b>	
	<p><i>There were no Charitable Funds Committee decisions that required ratification by the Corporate Trustee.</i></p>	

<b>CFC(23)83</b>	<b>CFC SELF-ASSESSMENT OF PERFORMANCE PROCESS 2023/24</b>	
	<p>Mrs Mandy Rayani outlined the new self-assessment process for the Health Board's committees. All members were encouraged to complete the self-assessment when it becomes available at the start of January 2024.</p> <p>Mrs Daniel asked Mrs Rayani for her observations on the work of the Committee, given that it was Mrs Rayani's last Committee meeting before her retirement she would not have the opportunity to respond to the survey. In response, Mrs Rayani advised that she believed that receiving feedback and evaluation from services that had received charitable expenditure was useful and that having staff physically present their requests for charitable funding was helpful for the</p>	

	<p>Committee to fully understand the proposal and to ensure that funding was being used and targeted appropriately.</p> <p>Mrs Rayani expressed her caution that the Committee would be asked to fund expenditure from charitable funds that could be considered as core expenditure, and it was important that the Committee took guidance from Mrs Sian-Marie James, Assistant Director of Corporate Legal Services and Public Affairs.</p> <p>Mrs Raynsford believed that the Committee did not hear enough from the staff of the Hywel Dda Health Charity and that it would be useful for the Charity staff to present to the Committee on the work that they do.</p> <p>Within the online chat, Mr Huw Thomas commented that the Committee recognised that the financial challenges affecting the public sector may well increase the pressure on the CFC to approve items which would normally be considered core NHS funding. The Committee will remain vigilant on the appropriateness of charitable expenditure in order to maintain the trust of our donors and proposed that this be highlighted to Board.</p> <p>Mr Huw Thomas also reminded the Committee that voting members of the Board are representatives of the Corporate Trustee and that voting members exercise equal responsibilities as CFC members and that this arrangement differed from other assurance and scrutiny committees and might require different governance and reflective arrangements to the other committees, especially in relation to just having the Independent Members involved in reflective sessions.</p>	
	<p>The Committee <b>RECEIVED ASSURANCE</b> from the refreshed approach to the Annual Report and Self-Assessment process for 2023/24.</p>	

<p><b>CFC(23)84</b></p>	<p><b>INTEGRATED HYWEL DDA HEALTH CHARITIES PERFORMANCE REPORT</b></p>	
	<p>Members received the Integrated Hywel Dda Health Charities Performance Report for the six-month period up to the end of September and Mr Timothy John introduced Emma Perkins, Assistant Finance Business Partner, from the Financial Accounting Team.</p> <p>Mr Timothy John highlighted that net incoming resources of the charity before transfers have increased by £43,189 with total incoming resources being £479,255 with £422,301 of that figure coming from donations and fundraising income.</p> <p>Mr John confirmed that a £1.3m legacy gift income has been received and that a review was underway to ensure that all legacy income that</p>	

has been received this year to date has been allocated to the appropriate category.

Mr John reported that grant income was £33,250 with investment income of £16,363 and other income from trading activities such as the lottery generating £7,341 income.

Mr John noted that the reduction on income figures from the same period last year was due to the significant performance of the Charity in the previous year, stating that this year's figures were an improvement on years prior to the previous year.

It was highlighted that the value of investments held by the charity on 30 September 2023 was £8,053,249 with the total value of funds being £12,013,443.

The charity's bank balances as of 30 September 2023 were £414.75 in the current account and £5,312,248.31 in the deposit account, although it was observed that this was before the £1.3m legacy which raised the deposit account balance to over £6m prior to the transfer of the majority of that balance to the CCLA COIF deposit account referred to in CFC(23)57.

In response to a query from Ms Ann Murphy relating to the categorisation of the legacy gift Ms Rhian Davies advised that the £1.3m legacy had been made for general purposes so was being held in the General Fund and that since 1 April 2023, all legacies received by the Charity have been held in unrestricted but designated funds.

Following a query from Ms Raynsford relating to a reduction in the level of charitable donations in Carmarthenshire, Ms Davies advised that the reduction has occurred since August 2023 and she believed that it was too soon to be able to provide an analysis on the reduction. However, added that campaigns such as the recently launched Garden Appeal at Prince Philip Hospital (PPH) should improve the Carmarthenshire income amount.

Mr Huw Thomas believed that the reduction was a reflection of the financial pressures that many households currently find themselves in and stressed that the Charity may need to work harder to make itself more relevant to potential donors as opposed to just having a general presence. Mr Huw Thomas added that individuals will want to see a very demonstrable difference that their donations are making, which may require a change to the charity's fundraising strategies.

Mrs Llewelyn drew attention to the Charity Workplan progress update and explained the changes being made to the review of designated funds. Mrs Llewelyn explained that the Charity is currently awaiting the publication of the organisational change program within the Operations

	<p>Directorate to ensure that the Charity’s proposed structure aligns with the Operations Directorate.</p> <p>Mrs Llewelyn also explained that work has been undertaken with Mrs James and the Legal Services Team regarding the classification of restricted funds and how to appropriately reclassify restricted funds as unrestricted but designated funds or allocate them to the closest corresponding fund.</p> <p>Mrs Llewelyn advised that a full review and recommendations would be presented to the CFC at the 12 March 2024 meeting for implementation during Quarter 1 2024/25. Ms James advised that external legal advice had been sought and assured the Committee that the recommendations presented to the CFC would be on the basis on that legal advice.</p> <p><i>Ms Elin Brock joined the Committee meeting.</i></p>	<b>CSO</b>
	<p>The Committee <b>NOTED</b> the contents of the report and <b>RECEIVED ASSURANCE</b> on the charity’s performance.</p>	

<b>CFC(23)85</b>	<p><b>DRAFT ANNUAL REPORT AND ACCOUNTS (2022/23)</b></p> <p>Members received the Draft Annual Report and Accounts 2022/23 to the Committee.</p> <p>Ms Davies summarised the Statement of Financial Activities and highlighted the significant variation in incoming resources from generated income being inflated due to the liquidation of the JC Williams Trust and the contributions to the Bronglais Hospital Chemotherapy Day Unit fundraising appeal.</p> <p>Ms Davies also highlighted the reduction in expenditure which was a result of commitments made in the previous year for the development of the new Bronglais Hospital Chemotherapy Day Unit.</p> <p>Global economic pressures were given as the reason for the net loss derived from income from investments although an increased level of donations received, and a reduced level of commitments has shown as overall increase in the total net assets held by the Charity.</p> <p>In relation to the auditing of the accounts, Ms Davies advised that the Charity has yet to receive a date from Audit Wales for when the accounts will be audited, although reassurance was provided that the accounts would be audited in time for submission to the Charity Commission before the deadline of 31 January 2024.</p> <p>Within the online chat, Mr Huw Thomas emphasised that the delay is an Audit Wales delay, not an internal one and expressed disappointment that the audit process is late again this year. Further</p>	
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	<p>noting that the Finance Team were in a position to prepare the final accounts sooner, believing that the impact of the report loses something the further away from the year end we go.</p> <p>In response to a query from Mr Severs regarding engagement with service users and the community and whether the categorisation of health care settings reflected patients and provided parity of service, Mrs Llewelyn advised that it was a challenge to ensure equity across the Charity's funds as services such as mental health services and primary care received limited donations of charitable funds resulting in the Charity having to do specific fundraising campaigns such as the PPH Gardens Appeal.</p> <p>Following a further query from Mr Severs regarding the composition of the membership of the Board, Mr Huw Thomas suggested that advice is sought from the Auditors regarding the list of Board Members and confirmation of the formal membership of the Corporate Trustees. Ms James also advised that for compliance, the dates of when Board Members joined and left the Board as part of their role as Corporate Trustee of the Charity, should also be included. The Committee also agreed that an open invitation should be extended to all Board Members to meetings of the CFC, specifically highlighting where the Fundraising Team are presenting on their work for the Charity.</p> <p>Mr Huw Thomas also stated that while the value of investments fluctuate, the Charity were investing for the long-term and that the cash returns from those investments were remaining stable and suggested that the Draft Report be amended to reflect this.</p> <p>Mrs Raynsford advised that the Draft Annual Report and Accounts for 2022/23 would require formal approval at an Extraordinary CFC Meeting before the 31 January 2024 deadline for submission to the Charities Commission, with a meeting date to be confirmed.</p>	<p>SJ/KR</p> <p>CSO</p> <p>TJ/RD</p> <p>DR/RD/ CSO</p>
	<p>The Committee <b>NOTED</b> the Draft Annual Report and Accounts for 2022/23.</p>	

<p><b>CFC(23)86</b></p>	<p><b>UPDATE ON EXPENDITURE: STAFF WELFARE AND WELLBEING (REST AREAS)</b></p>	
	<p>Members received an update on the expenditure on staff welfare and wellbeing rest areas.</p> <p>Ms Elin Brock provided the background to the project that following the COVID-19 pandemic a key action arising from The Discovery Report was the provision of rest areas for staff. Each County Partnership Forum was invited to submit proposals in each of their counties, resulting in:</p> <ul style="list-style-type: none"> <li>• 10 projects in Carmarthenshire</li> </ul>	

- 13 projects in Ceredigion
- 16 projects in Pembrokeshire

The Committee were shown two case studies and positive feedback received from staff.

The Committee commented favourably on the process and the outcomes of providing new and refurbishing existing staff rest areas and believed that the investment in these services could form part of the staff recruitment and retention process.

Mrs Rayani expressed her concern that the provision of many rest areas had been allowed to fall into a state of disrepair and these comments were echoed by Mr Huw Thomas who also stated that this area was an example of where funding for such expenditure should have derived from core funding as opposed to charitable funding, even though the funding for this project came from an external fund for this specific purpose. Mrs Raynsford stated that the engagement with staff to develop the rest area facilities was to be commended and encouraged Board Members to engage with staff on walk-arounds to invite feedback on the provision and standard of staff facilities and further stated that the topic of staff welfare areas and how they are funded would be raised at Board level.

*Ms Brock left the Committee meeting.*

The Committee **NOTED** the presentation.

**CFC(23)87**

**EXPENDITURE REQUEST: BRONGLAIS GENERAL HOSPITAL CHEMOTHERAPY DAY UNIT REFURBISHMENT PROJECT**

Members received an update on the governance arrangements of the Bronglais Hospital (BH) Chemotherapy Day Unit (CDU) capital scheme and seeking the Committee's approval of the contribution of funding from the Bronglais Chemo Appeal fund (T392) to the scheme for the new CDU, as well as any future donations to the appeal fund.

Mrs Llewelyn advised that the construction phase of the project would begin in January 2024.

It was advised that the Arts in Health Team had established a Task and Finish Group with patient and staff representation to commission local artists to provide bespoke artwork for the new CDU.

The Committee were informed that the project had a positive funding balance of £73,298.51 pending receipt of verbally committed funds from the Mid Wales Colo-Rectal Cancer Fund and the Estates Team has provided reassurance that the final tender return costs are not anticipated to exceed the budget for the project.

	<p>It was stated that any surplus funding to the overall value of the project following the acceptance of the tender costs would be transferred into the Ceredigion Cancer Services charitable fund as the secondary purpose of the appeal.</p> <p>The report sought the Committee's formal endorsement and recommendation for approval by the Corporate Trustee that the full value of the Bronglais Chemo Appeal Fund be transferred to the capital scheme and any future donations to that appeal.</p> <p>In response to a query from Mrs Rayani, Mrs Llewelyn advised that the scheme would follow the financial procedures of the Capital and Charitable Funds financial procedures in line with the Health Board's capital managed schemes and that the income sources would be held in one designated charitable fund and only transferred into a capital cost retrospectively, following the appropriate level of scrutiny.</p> <p>In response to a query from Mr Huw Thomas, Mrs Llewelyn advised that any additional inflationary cost impacts would be borne by the Charity although it was believed that the current financial situation is considered positive.</p> <p>In response to a query from Mrs Raynsford, Mrs Llewelyn advised that there was work being undertaken to seek funding for outdoor spaces at BH a Green Health group based at BH. Work is also underway with the National Botanic Gardens of Wales to seek external funding through the NHS Charities Together Greener Communities fund.</p>	
	<p>The Committee</p> <ul style="list-style-type: none"> <li>• <b>NOTED</b> the update relating to the development of the new Chemotherapy Day Unit at Bronglais Hospital.</li> <li>• <b>ENDORSED</b> and <b>RECOMMENDED FOR APPROVAL</b> by the Corporate Trustee the contribution of £912,989.00 from the Bronglais Chemo Appeal fund (T392) to the capital scheme for the new Chemotherapy Day Unit as well as any future donations to the appeal fund.</li> <li>• <b>NOTED</b> the financial governance arrangements in place for expenditure relating to the development.</li> </ul>	
<p><b>CFC(23)88</b></p>	<p><b>EXPENDITURE REQUEST: NEONATAL VENTILATORS</b></p> <p><i>Mr Nick Davies joined the Committee meeting.</i></p> <p>Members received an expenditure request for the provision of four new neonatal ventilators.</p> <p>Mr Nick Davies outlined the request for charitable funding to support the purchase of four SLE6000 ventilators as part of a national Quality Improvement (QI) project as part of the Perinatal Excellence to Reduce</p>	

Injury in Premature Birth (PERIPrem) Cymru network with the aim of making improvements to neonatal care to make improvements to outcomes for the short-term and long-term survival and immediate response to ill-health within neonatal babies.

It was advised that the SLE6000 ventilators are used throughout the neonatal network in Wales, with Hywel Dda University Health Board (HDdUHB) being the outlier, using the SLE5000 model of neonatal ventilator.

In response to queries from Mrs Rayani, Mr Davies advised that the likelihood of the neonatal ventilators being funded by capital expenditure was considered limited in the current and next financial year and that given the outcomes were predominantly patient based, met the criteria for charitable funding.

Mr Davies also advised that there were no additional on-going maintenance costs associated with this request following confirmation from the manufacturers that the maintenance costs for the SLE6000 will be the same as the existing devices and it was anticipated that consumable costs would be lower with the new devices.

Mr Davies also advised that a significant benefit of upgrading to the SLE6000 machines improve the ability to provide neonatal babies with rapid and the best quality care locally, as opposed to having to travel outside of the Health Board.

Mr Davies also assured members that the request for four ventilators has been made having been mindful to be cost effective and was sufficient, would provide for twin premature babies to be supported and that one of the SLE5000 machines would be retained as a back-up.

In response to a query from Mrs Llewelyn, Mr Davies advised that there was no risk of any machines being misplaced with other Health Boards during the transfer of patients as the patients would be transferred onto a local machine with the Health Board's machines being retained. Mr Davies further explained that by upgrading to the SLE6000 devices that were used in other Special Care Baby Units (SCBU) then there would be improvements in patient care and safety by having the same devices available across Health Boards.

Mrs Llewelyn noted that the report made reference to a risk register score being referred to as being a Health Board risk register and that the members present were acting on behalf of the Corporate Trustee of the Health Board Charity and that any decision made by the CFC was based on the patient benefit and the QI elements and not based on the risk to the HB.

Mrs Raynsford requested that the QI impact on patients and their families could be included in the 2023/24 annual report and Mr Davies

**ND/CSO**

	<p>agreed to present an update on this item to a future CFC meeting for inclusion in the annual report.</p> <p><i>Mr Nick Davies left the Committee meeting</i></p>	
	<p>The Committee <b>ENDORSED</b> and <b>RECOMMENDED FOR APPROVAL</b> by the Corporate Trustee funding within the Neonatal Paediatric Service of £120,727.72 for the procurement of four new SLE6000 ventilators.</p>	

<p><b>CFC(23)89</b></p>	<p><b>CHARITABLE FUNDS SUB-COMMITTEE UPDATE REPORT</b></p> <p>Members received the Charitable Funds Sub-Committee Update Report, providing a summary of the Sub-Committee’s activity between 6 September and 7 November 2023.</p> <p>Mrs Llewelyn advised that the Sub-Committee had received:</p> <ul style="list-style-type: none"> <li>• 6 expenditure requests over £10,000 and under £50,000</li> <li>• 1 request for unusual or novel expenditure</li> </ul> <p>The Sub-Committee also approved the creation of a new designated charitable fund for the PPH Gardens capital fundraising appeal in line with best practice to ensure that donations made to the Appeal can be managed appropriately.</p> <p>Following a query from Mrs Rayani, Mrs Llewelyn advised that Item CF02693 ('TV ariel installation' at WH) was funded from charitable funds as opposed to core funds due to no other source of funding being identified to provide the installation of TV ariels at WH in areas where they had not already been upgraded in recent years in a timely manner, given that some of the wards were currently vacant and there being a significant cost reduction for the works to be undertaken at this time.</p> <p>Mrs Llewelyn also advised that, despite an agreement between the Estates and Digital Teams in 2022 that these works would be funded from core budgets, budgetary constraints had caused a delay to the work being undertaken and given that remedial works relating to Reinforced Autoclaved Aerated Concrete (RAAC) were progressing at WH it was considered timely to upgrade the TV ariels at the present time.</p> <p>Mrs Llewelyn advised that the members of the Sub-Committee were satisfied that there was sufficient patient benefit for this expenditure to be eligible for charitable funding given that all possible funding avenues have been explored.</p> <p>Mrs Raynsford proposed that the Committee instruct the WH Management Team to place a hold on this project pending a discussion with the Director of Operations to determine if this expenditure could</p>	<p><b>DR/NLI</b></p>
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	<p>and should be funded from core expenditure pending a decision to proceed.</p> <p>Following a query from Mr Severs regarding Item CF02725 ('Create a new sluice room' at Glangwili Hospital (GH) Chemotherapy Day Unit) Mrs Llewelyn advised that the intention was to remove the water supply to the proposed new sluice room and decommissioning a sluice room as opposed to creating a new sluice room. Mrs Murphy expressed concern that if the proposal was to create a storage area and not a new sluice room then the £33,548.40 expenditure was excessive and should be a matter for core expenditure and not charitable funds. Mrs Llewelyn advised that the application was for funding to create a new sluice room from a currently unused shower and toilet room where there was an existing water supply to create a dual-purpose area which could also be used as a clean storage room.</p> <p>Mrs Raynsford expressed concern regarding the risk to Infection Prevention and Control by having a dual-purpose storage and sluice room and requested further reassurance as to the safety of the proposal.</p> <p>Mrs Raynsford proposed that the Committee instruct the Cancer Services Management Team to place a hold on this project pending a decision to proceed following the determination of the detail of the proposed works and appropriateness of the request and the appropriateness of the use of charitable funding. Mrs Llewelyn proposed that once assurance has been received on Items CF02693 and CF02725, Chair's Actions should be undertaken to release charitable funding.</p> <p>Following a query from Mrs Rayani on Item CF02727 ('Chair's Commendation Awards'), Mrs Llewelyn agreed to establish information from how Swansea Bay University Health Board (SBUHB) fund their equivalent staff commendation awards ceremony. Mrs Raynsford commented that how we recognise our staff was a matter that should be discussed by the Board.</p>	<p>DR/NLI</p> <p>NLI</p>
	<p>The Committee:</p> <ul style="list-style-type: none"> <li>• <b>NOTED</b> the content of the report in respect of the Charitable Funds Sub-Committee's provision of assurance.</li> </ul>	

CFC(23)90	<b>CHARITABLE FUNDS COMMITTEE RISK REGISTER</b>	
	<i>There was no report for presentation as there is currently no risks in the domain of Charitable Funds.</i>	
CFC(23)91	<b>CHARITABLE FUNDS COMMITTEE ANNUAL WORK PROGRAMME 2023/24</b>	

	Members received the Charitable Funds Committee Work Programme 2023/24 for information.	
	The Committee <b>NOTED</b> the Charitable Funds Committee Work Programme for 2023/24.	
<b>CFC(23)92</b>	<b>MATTERS AND RISK FOR ESCALATION TO THE BOARD</b>	
	<p>Mrs Rayani provided a reflective summary of the meeting, highlighting the following matters and risk for Escalation to the Board:</p> <ul style="list-style-type: none"> <li>• The level of engagement with and detail provided to the Charitable Funds Sub-Committee to ensure that appropriate applications are approved for charitable funding expenditure.</li> <li>• To note the financial governance arrangements and the progress of the Bronglais Hospital Chemotherapy Day Unit capital development.</li> <li>• To note the support given to Simulation-Based Educational Equipment and the potential to further enhance the application following the initial pilot.</li> <li>• To note the impact on quality improvement and benefit to patients and their families of the investment in the neonatal ventilators.</li> <li>• To highlight the positive benefit that has been realised from the work undertaken around staff wellbeing and rest areas.</li> <li>• The Committee recognised that the financial challenges affecting the public sector may well increase the pressure on the CFC to approve items which would normally be considered core NHS funding. The Committee will remain vigilant on the appropriateness of charitable expenditure in order to maintain the trust of our donors.</li> <li>• To discuss the appropriate manner to recognise and reward outstanding service and award to staff utilising charitable funds</li> </ul>	
<b>CFC(23)93</b>	<b>ANY OTHER BUSINESS</b>	
	Mrs Raynsford observed that it was Mrs Rayani's last CFC meeting before her retirement and paid tribute to Mrs Rayani for all her hard work and advice and support to the Committee during her length of service.	
<b>CFC(23)94</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
	12 March 2024; 09:30 – 12:00	