



PWYLLGOR CRONFA ELUSENNOL CHARITABLE FUNDS COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	12 March 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Hywel Dda Health Charities Integrated Performance Report
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Huw Thomas, Director of Finance Sharon Daniel, Interim Director of Nursing, Quality and Patient Experience
SWYDDOG ADRODD: REPORTING OFFICER:	Timothy John, Senior Finance Business Partner Nicola Llewelyn, Head of Hywel Dda Health Charities

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Sicrwydd/For Assurance

ADRODDIAD SCAA SBAR REPORT

Sefyllfa / Situation

This report provides the Charitable Funds Committee (CFC) with an integrated picture of Hywel Dda Health Charities' performance and position as of 31 January 2024.

This report also provides the CFC with the charity's work plan for 2024/25, summarising the priority areas that will be progressed during the next financial year.

Cefndir / Background

The accompanying reports, attached at Annex 1-4, provide the CFC, on behalf of the Corporate Trustee, with an integrated picture of Hywel Dda Health Charities' performance.

The reports are intended to provide the CFC with key financial information, in addition to a summary of activities and key achievements in line with the charity's strategic objectives for 2023/28.

Asesiad / Assessment

Hywel Dda Health Charities' financial performance is summarised in the main body of the Integrated Performance Report (Annex 1). The key financial performance considerations are:

1. The **net incoming resources before transfers** of the charity is **£765,205** for the period ending 31 January 2024.
2. Total **incoming resources** to 31 January 2024 were **£2,345,950** of which:
 - **£594,769** related to **donations and fundraising income** compared to **£1,359,586** for the same period last year.

- **£1,434,069** related to **legacy income** had been received to date in year compared to **£673,294** for the same period last year.
 - **£30,924** related to **grant income** compared to **£78,805** for the same period last year.
 - **£274,280** related to **investment income** compared to **£202,596** for the same period in the previous year.
 - **£11,908** related to **income from other trading activities**. This was the profit generated by the lottery for the period 1 March 2023 to 31 December 2023.
3. The charity's **overall income from donations, grants and legacies** to 31 January 2024 has decreased by **£51,923** in comparison to previous year's income for the same period.
 4. The **closing value of investments** held by the charity on 31 January 2024 was **£8,679,561**. The **value of total funds** at the same date was **£13,274,698**.
 5. **Realised and unrealised loss on investment assets** amounted to **£546,725** for the period ending 31 January 2024, compared to a loss of **£768,520** for the same period last year.
 6. The **balances** of the charity **bank accounts** as of 31 January 2024 were: **current account £2,331** and **deposit account £87,579**. **£6,000,000** is also held in a **high interest deposit account** with CCLA.
 7. Our expenditure on charitable activities for the period ending 31 January 2024 was **£1,126,512** compared to **£653,233** in comparison to previous year's expenditure for the same period.
 8. The reported position for the total of **governance and support costs** (including finance and fundraising costs) incurred in the year to 31 January 2024 is **£915 underspent** against budget.
 9. There was a **net surplus** from **unrestricted apportionments** (after investment gains) across funds of **£65,042** for the period ending 31 January 2024. This will be added to the surplus balance brought forward in the central fund from 2022/23 (subject to agreement by the Committee discussed in a separate paper on the agenda).

In addition to the Statement of Financial Activity for the period ending 31 January 2024 at Appendix 1 within Annex 1, further considerations for the CFC to note are the updates provided within the report at Annex 1 regarding:

- Investment performance (Annex 1, Appendix 2).
- Material commitments to 31 January 2024 (Annex 1, Appendix 3).
- Expenditure over £5,000 for the period October 2023 to January 2024 (Annex 1, Appendix 4).

Workplan for 2023/24

In addition to the financial information provided in the Integrated Performance Report in Annex 1, the following information is provided on the charity’s key achievements, in line with the objectives of the approved work plan for 2023/24:

- Progress update on the 2023/24 workplan (Annex 2)
- Spring 2024 highlights from the fundraising and communications support team (Annex 3)

Work plan for 2024/25

Attached at Annex 4 is the charity’s work plan for 2024/25, summarising the priority areas that will be progressed during the next financial year.

The CFC is asked to note the content of the workplan and priority areas in the context of the strategic objectives 2023/28 approved by the CFC in November 2022:

1. Making a difference: Funding services and activities above and beyond what the NHS can provide.
2. Fundraising and communications: Stabilising our income levels and conveying the impact of our work.
3. Maximising the contribution: Making the best use of our resources to maximise our impact.

The workplan also summarises the charity’s core day-to-day activities that align to each of the strategic objectives, focused on raising and distributing funds to make a positive difference to the health, wellbeing and experience of patients, service users and staff across Hywel Dda University Health Board (HDdUHB).

Progress against the priority areas for 2024/25 will be reported to the CFC on a quarterly basis via the Integrated Performance Report.

Argymhelliad / Recommendation

The Charitable Funds Committee is requested to:

- **NOTE** the content of this report and receive **ASSURANCE** on the charity’s performance.
- **NOTE** the charity’s work plan for 2024/25 and priority areas that will be progressed during the next financial year.

Amcanion: (rhaid cwblhau)	
Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	4.1 Within the budget, priorities and spending criteria determined by the Health Board as trustee, and consistent with the requirements of the Charities Act 2011 (or any modification of these acts), to apply the charitable funds in accordance with its respective governing documents.

	<p>4.4 In addition, to make decisions involving the sound investment of charitable funds in a way that both preserves their value and produces a proper return consistent with prudent investment and ensuring compliance with:</p> <p>4.4.1 Trustee Act 2000</p> <p>4.4.2 The Charities Act 2011</p> <p>4.4.3 The Charities Act 2022</p> <p>4.4.4 Terms of the fund's governing documents</p>
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	Not Applicable
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	Not Applicable
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Cynllunio Planning Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	10. Not Applicable

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: Parties / Committees consulted prior to Charitable Funds Committee:	Director of Finance Fundraising Team

Effaith: (rhaid cwblhau)

Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	The report sets out the financial position of the charity. Income generated from fundraising activities is a key source of income for Hywel Dda Health Charities. The charity is therefore duty bound to ensure that the correct controls and governance arrangements exist with regards to all aspects of fundraising.
Ansawdd / Gofal Claf: Quality / Patient Care:	Charity objects are in support of NHS services locally.
Gweithlu: Workforce:	Governance and support costs included in Section 4.2 of Annex 1.
Risg: Risk:	Reputational risk if associated with unethical fundraising.
Cyfreithiol: Legal:	The charity's financial reporting is in line with charity law and guidance.
Enw Da: Reputational:	Reputational risk if associated with unethical fundraising.
Gyfrinachedd: Privacy:	No impact.
Cydraddoldeb: Equality:	No EqIA is considered necessary for a report of this type.

Annex 1: Integrated Performance Report

Position as at 31 January 2024

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1. Introduction

This report provides the Charitable Funds Committee (CFC), on behalf of the Corporate Trustee, with an integrated picture of performance of Hywel Dda Health Charities.

The report is intended to provide the CFC with key financial information as well as a summary of activities and key achievements in line with the objectives of the charity's work plan for 2023/24.

2. Summary of Key Financial Activity

2.1 The **net incoming resources before transfers** of the charity is **£765,205** for the period ending 31 January 2024 (see Appendix 1).

2.2 Total **incoming resources** to 31 January 2024 (see Appendix 1) were **£2,345,950** of which:

- **£594,769** related to **donations and fundraising income**, compared to **£1,359,586** for the same period last year.
- **£1,434,069** related to **legacy income** had been received to date in year; compared to **£673,294** for the same period last year.
- **£30,924** related to **grant income**, compared to **£78,805** for the same period last year.
- **£274,280** related to **investment income** compared to **£202,596** for the same period last year.
- **£11,908** related to **income from other trading activities**. This was the profit generated by the lottery for the period 1 March 2023 to 31 December 2023. Profits are paid a month in arrears.

2.3 The charity's **overall income from donations, grants and legacies** to 31 January 2024 has decreased by **£51,923** in comparison to previous year's income for the same period.

2.4 The **closing value of investments** held by the charity on 31 January 2024 was **£8,679,561**. The **value of total funds** at the same date was **£13,274,698**.

2.5 **Realised and unrealised gains on investment assets** amounted to **£546,725** for the period ending 31 January 2024, compared to a loss of **£768,520** for the same period last year.

2.6 The **closing balances** of our charity **bank accounts** as of 31 January 2024 were: **current account £2,330.79** and **deposit**

account £87,579.33. £6,000,000 is also held in a **high interest deposit account** with CCLA.

- 2.7 Our expenditure on charitable activities for the period ending 31 January 2024 was **£1,126,512** compared to **£653,233** in comparison to previous year's expenditure for the same period.
- 2.8 The reported position for the total of **governance and support costs** (including finance and fundraising costs) incurred in the year to 31 January 2024 is **£915 underspent** against budget.
- 2.9 There was a **net surplus** from **unrestricted apportionments** (after investment gains) across funds of **£65,042** for the period ending 31 January 2024. This will be added to the surplus balance brought forward in the central fund from 2022/23 (subject to agreement by the Charitable Funds Committee).

Further information for the period ending 31 January 2024:

- The **Statement of Financial Activity** is included at **Appendix 1**.
- A summary of our **investment performance** is included at **Appendix 2**.
- Details of material commitments (approved by the CFC) is included at **Appendix 3**.
- Details of the charity's **expenditure over £5,000** is included at **Appendix 4**.

2. Our Income

Figure 1: Rolling annual donation figures by county from January 2021 to January 2024

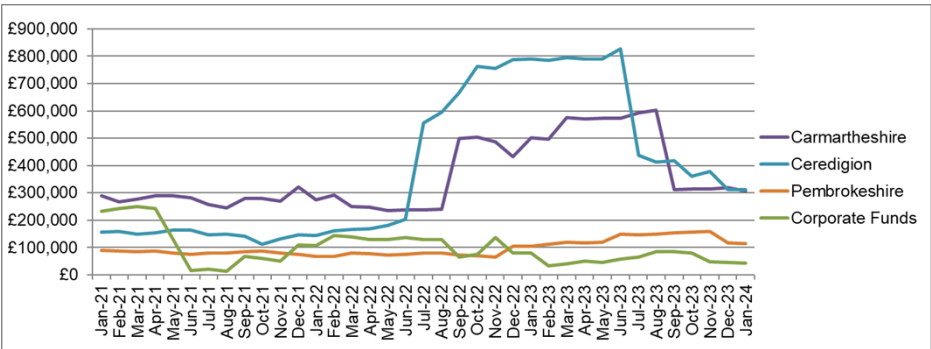
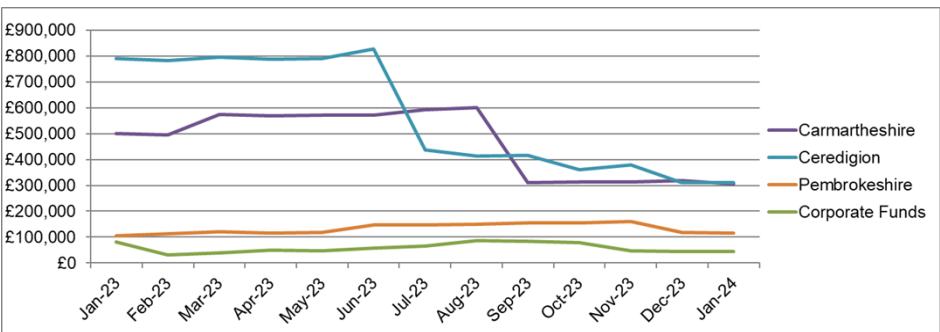


Figure 2: Rolling annual donation figures by county from January 2023 to January 2024



- The charity’s overall income from donations, grants and legacies to 31 January 2024 was £2,059,762. This has decreased by 3% (£51,923) in comparison to the same period in the previous financial year where £2,111,685 was received.
- Donations for the 10 month period to 31 January 2024 have decreased by 56% to £594,769 compared with the same period in the prior year.
- The charity’s income during 2022/23 was the highest recorded since the charity’s establishment in 2012 (£3.99m). This was as a result of the successful Bronglais Chemo Appeal as well as significant donations for the Pentre Awel hydrotherapy pool.
- During this reporting period, the Bronglais Chemo Appeal accounts for 69% of the reported reduction in donations.
- Legacy income for the 10 month period to 31 January 2024 increased by 113% to £1,434,069 compared with the same period in the prior year. In November 2023 a significant legacy of £1,329,817 was received.
- The overall gain of £546,725 on investment assets reported is compared to a loss of £768,520 for the same period last year. This was due to instability in the economic markets in 2022/23.

3. Our Expenditure and Commitments

Figure 3: Charitable expenditure to 31 January 2024

Expenditure & Commitments	2021-22 (£)	2022-23 (£)	As at 31 January 2024	
			2023-24 (£)	2023-24 %
Support costs	105,993	111,643	95,450	7.8
Medical and surgical equipment	266,614	273,189	607,183	49.7
Office and computer equipment	43,816	43,347	39,176	3.2
Building and refurbishment	867,937	66,985	240,457	19.7
Staff education/ welfare	19,835	97,403	60,656	5.0
Patient education/ welfare	349,545	126,475	132,762	10.9
Miscellaneous	7,857	84,435	46,278	3.8
Total (£)	1,661,597	803,477	1,221,962	100

For clarity on the nature of expenditure and commitments, these can be defined as follows:

- Expenditure: supplier invoices and internal recharges paid in year.
- Commitments: orders raised and receipted but not fully invoiced. SBARs approved by Charitable Funds Committee.

In addition, Appendix 5 includes a historical analysis of Building and refurbishment and Patient education/welfare costs.

- Charitable expenditure to 31 January 2024 including support costs (finance and audit) was £1,221,962 which represents an approximate increase of 64% in comparison to expenditure for the same period in the previous financial year.

Summary of expenditure committed or incurred to 31 January 2024:

Building and refurbishment

- Staff rest areas (£23,085)
- Ground preparation to house outdoor gym (£5,234)
- Bronglais Hospital (BGH) Chemotherapy Day Unit works (£154,601)
- Garden improvements Prince Philip Hospital (PPH) ward 9 and ward 1 (£5,497)

Patient education and welfare

- Actual and committed staff costs in relation to approved projects namely CaPS, Trainee Haematology Clinical Specialist Nurses, Delivering Nutrition Skills for Life Programme and Domestic Abuse Specialist.

Summary of expenditure committed or incurred to 31 January 2024 (continued):

Medical and surgical equipment

- Fibroscan and travel case. BGH (£43,350)
- Smart Exam, BGH (£20,400)
- XL Probe, BGH (£15,640)
- Vivid S70N Dimension, BGH Cardiac Rehab (£72,730)
- Vivid E95 4D Ultra, Withybush Hospital (WGH) Cardiology (£7,503)
- 2 x VR Headsets, Ceredigion Palliative Care (£6,600)
- Remote Interprofessional Simulation Equipment (£42,122)
- Eclipse Pro Ambulatory ECG Recorder, Glangwili Hospital (GGH) Cardiology (£9,992)
- SSL 5500 LED Headlight system, GGH ENT (£4,788)
- Sonosite Edge II Vascular Scanner, Scheduled Care, (£29,946)
- Tomey UD 800 A&B Scan, Tysul Eye Unit, GGH (£14,260)
- Paxman Scalp cooling system, PPH Oncology (£11,975)
- Lymphatouch Therapy Device, various sites (£14,850)
- Hockey stick probe, PPH Rheumatology (£6,000)
- Bladderscanner Prime, Emergency Care WGH, (£12,537)
- Dawn Software for Clinical Haematology (£7,230)
- Giraffe Omnibed care station, Special Care Baby Unit (SCBU) (£35,891)
- 7 x Eclipse pro monitors, Ceredigion Cardiology (£9,993)
- Telemetry Cardiac Monitoring, WGH (£30,762)
- SCBU ventilators (£60,364)

4.1 Governance and Support Costs

Figure 4: Finance and fundraising costs to 31 January 2024

		Annual Budget 2023-24	Budget to 31/01/24	Actual Costs to 31/01/24	(Under) / Over budget to 31/01/24
Finance		99,379	82,816	82,818	2
Fundraising	Pay	378,466	315,388	334,125	18,737
	Non Pay	46,910	39,092	37,288	(1,804)
Committee Approved (March 2023)		524,755	437,296	454,231	16,935
Fundraising Pay Award Uplift (Non Recurring)		9,367	9,367	0	(9,367)
Grant Funding					
Fundraising	Pay	10,180	8,483	0	(8,483)
Total		544,302	455,146	454,231	(915)
<i>Costs funded by Grant income & Pay Award Uplift are included within Fundraising Actual Pay costs</i>					

Figure 5: Investment income, returns and charges to 31 January 2024

	Restricted Funds (£)	Unrestricted Funds (£)	Endowment Funds (£)	Overall Total (£)
Investment Income	(138,589)	(85,600)	(50,091)	(274,280)
Governance & Support - Finance, Fundraising & Support Team	272,987	168,611	0	441,599
Audit Fees	7,809	4,823	0	12,632
Investment (Gains) & Losses	(247,512)	(152,876)	(146,337)	(546,725)
(Surplus) / Deficit	(105,305)	(65,042)	(196,428)	(366,775)

For clarity on the nature of dividends and interest earned by 'unrestricted', 'restricted' and 'endowment' funds, these can be defined as follows:

- Unrestricted and restricted funds: income earned from surplus cash from general restricted funds invested. The income earned is apportioned against all unrestricted and restricted funds based on an average fund balance across the whole year.
- Endowment funds: income earned from an investment where the capital cannot be spent, and that income earned is to be used for a specific purpose and is therefore restricted and will not be generally apportioned across all funds.

- In March 2023, the Charitable Funds Committee approved a total governance and support costs budget of £524,755 for the 2023/24 financial year.
- A further £9,367 non-recurring uplift has been applied to this budget, received from NHS exchequer funds rather than charitable funds, as a contribution to the NHS Wales 5% pay award enhancements for 2023/24.
- An additional £10,180 of income is included in the 2023/24 budget from the NHS Charities Together stage 2 Operational Support Grant, as a contribution towards the pay costs of the Head of Hywel Dda Health Charities, which is reflected in table 4.
- For the period ending 31 January 2024, the reported position for finance and fundraising costs was an underspend of £915 as per the table in figure 4.
- The table at figure 5 presents all investment income, returns and charges which are apportioned across funds. Dividend and interest on endowment funds have been applied to their restricted funds.
- As agreed in March 2018, the unrestricted funds income, returns and charges will be brought into a central fund should the net surplus in that fund remain in credit. As at 31 January 2024 there is a net surplus from the unrestricted apportionments of £65,042. This will be added to the surplus balance brought forward in the central fund from 2022/23 (subject to agreement by the Charitable Funds Committee).

4.2 Assessment of Financial Risks

- Investments held in stocks and shares can increase as well as decrease. In order to ensure the best return and to minimise any losses, the charity employs the services of an investment advisor (CCLA). Although gains and losses can occur it is expected that over time investment returns will be greater than investing in an interest-bearing account. The charity monitors the performance and reports back to the Charitable Funds Committee through Appendix 2 of this report. Due to the high value of investments this is rated as medium risk due to the uncertainty of future fluctuations in the market. Mitigation is through the appointment of the investment advisor with the expertise to maximise gains and minimise losses.
- The Charitable Funds Committee agreed that the charity's investment income should cover the charity's governance and support costs. This has been assessed as high risk and apportionment of governance and support costs and investment income and gains is being reviewed.
- Other than the charity's governance and support costs, the charity does not have any other ongoing cost commitments to which our charitable funds must cover. Should any costs of this nature arise, all relevant information will be brought to the Committee's attention to assess the nature of the costs and the impact if these costs are not met. This has been assessed as low risk and will be reviewed should there be any requests for ongoing commitments made.
- The financial risks of the charity are minimised through the nature of the charity working on an individual grant-making basis. Grant commitments are not approved should there be insufficient funds held by the charity. This has been assessed as low risk due to the financial procedures in place to ensure that the charity does not over commit its resources.

Appendix 1: Statement of Financial Activity for the period ended 31 January 2024

HYWEL DDA LOCAL HEALTH BOARD CHARITABLE FUND REPORT - SUMMARY								
FOR THE PERIOD ENDING 31 JANUARY 2024								
	Corporate	Acute Services	Carmarthen Community	Ceredigion Community	Pembrokeshire Community	Mental Health & Learning Disabilities	Other To be apportioned	Total
	£	£	£	£				£
Incoming resources								
Donations	34,240	498,497	24,341	17,507	10,541	9,643	0	594,769
Legacies	1,329,817	89,253	5,000	10,000	0	0	0	1,434,069
Grants receivable	55,837	(9,691)	(5,065)	(4,752)	(1,563)	(3,843)	0	30,924
Investment income	786	50,071	(274)	0	0	(489)	224,186	274,280
Income from other trading activities	12,528	(620)	0	0	0	0	0	11,908
Other incoming resources	0	0	0	0	0	0	0	0
	1,433,207	627,511	24,002	22,755	8,978	5,311	224,186	2,345,950
Resources expended								
Expenditure on raising funds	0	0	0	0	0	0	(358,782)	(358,782)
Charitable activities	(205,010)	(867,312)	(24,662)	(10,010)	(10,224)	(9,294)	0	(1,126,512)
Support Costs	0	0	0	0	0	0	(63,073)	(63,073)
Governance costs	0	0	0	0	0	0	(32,377)	(32,377)
Investment Management	0	0	0	0	0	0	0	0
	(205,010)	(867,312)	(24,662)	(10,010)	(10,224)	(9,294)	(454,232)	(1,580,744)
Net incoming/(outgoing) resources before transfers	1,228,198	(239,802)	(661)	12,745	(1,246)	(3,983)	(230,046)	765,205
Gross transfers between funds	0	0	0	0	0	0	0	0
Net incoming/(outgoing) resources	1,228,198	(239,802)	(661)	12,745	(1,246)	(3,983)	(230,046)	765,205
Gains/(losses) on investment assets								
Realised and Unrealised	(1,036)	146,367	361	0	0	644	400,388	546,725
Net movement in funds	1,227,162	(93,434)	(300)	12,745	(1,246)	(3,339)	170,342	1,311,930
Opening balance at 1 April 2023	571,615	8,776,944	2,027,762	224,421	135,377	226,648	0	11,962,768
Closing balance at 31 January 2024	1,798,777	8,683,510	2,027,462	237,167	134,131	223,310	170,342	13,274,698

Appendix 2: Investment performance

As at 31 December 2023, the value of investments held by the charity was £14,679,561. The value of total funds held at the same date was £13,274,698.

Funds are separated into two areas. Firstly, a fund tied to the permanent endowment fund for Pembrokeshire Cardiology Equipment of £2,323,178 and secondly a general charity fund of £6,356,383. The charity also currently holds £6,000,000 in a deposit account.

Over the quarter the Fund returned 8.56% compared with the comparator return of 6.28%. Over the last 12 months, the Fund returned 13.16% compared with the comparator return of 13.28%.

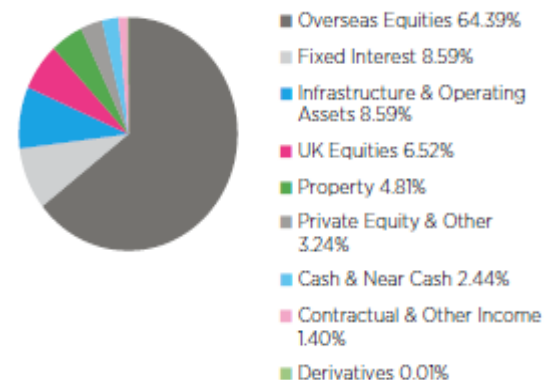
Most of the asset markets represented in the Fund, notably equities which make up the major part of the portfolio, rose over the quarter as investors became more confident that official interest rates would begin to decline in the coming months. Lower interest rates are generally supportive of investment market returns.

Total return performance

Performance* to 31 December 2023	3 months	1 year	3 years p.a.	5 years p.a.
Ethical	+8.56%	+13.16%	+6.06%	+9.85%
Comparator	+6.28%	+13.28%	+6.02%	+7.72%

Comparator - composite: From 01/01/21, MSCI WORLD 75%, MSCI UK Monthly Property 5%, iBoxx £ Gilts 15% & SONIA 5%. From 01/01/18, MSCI UK IMI 30%, MSCI World ex UK 45%, MSCI UK Monthly Property 5%, iBoxx £ Gilt 15% & 7 Day LIBID 5%. Source: CCLA

Asset allocation as at 31 December 2023



Appendix 3: Outstanding material commitments as at 31 January 2024 (approved by CFC)

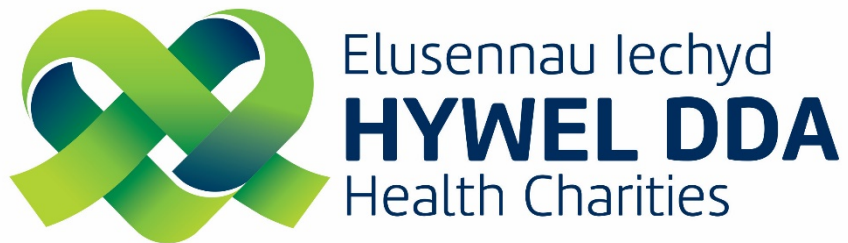
Service	£	Description	Date Approved	Status
Cancer Service - Ceredigion	259,977	BGH Chemotherapy Development	2015	Funds committed to the delivery of a new Chemotherapy Day Unit at BGH. Expenditure of funds will be aligned to the delivery of the capital scheme following acceptance of tender return costs
Cancer Service - Ceredigion	287,496	BGH Chemotherapy Development	Sep-19	
Cancer Service - Ceredigion	58,918	BGH Chemotherapy Development	Jun-21	
Cancer Service - Ceredigion	173,937	BGH Chemotherapy Development	Jun-21	
Cancer Service - Ceredigion	400,000	BGH Chemotherapy Development	Jun-21	
Cancer Service - Ceredigion	912,989	BGH Chemotherapy Development	Nov-23	
Cancer Service - Pembrokeshire	41,758	Ward 10 Enhanced Scheme	Sep-19	Work is now complete. Review of costs to be undertaken and any underspend to be released.
Cancer Service - Ceredigion	32,158	Funding of Trainee Clinical Nurse Specialist Post	Sep-20	Reducing balance - monthly recharges transacted in 2023-24 to support staff costs.
Cancer Service - Pembrokeshire	18,379	Funding of Trainee Clinical Nurse Specialist Post	Sep-20	
Unscheduled Care - Prince Philip	39,054	Mynydd Mawr Garden Project		Agreed via Sub Committee - Form CF1750. Project has been delayed due to the pandemic, rising costs, staff changes. Funds will need to be re-applied for if scheme is to go ahead during 2023-24.
Women & Children's Services	5,043	Family Counsellor Proposal for Paediatric Palliative Care (2 posts)	Sep-21	Reducing balance - monthly recharges transacted in 2023-24 to support staff costs for one post which commenced in Jan 2022.
Cancer Services	61,140	Cancer Psychological Support Pilot Project Year 3 - 5	Nov-21	Approved additional contribution towards the project. monthly recharges transacted in 2023-24 to support staff costs.
	2,290,849			

Appendix 4: Expenditure over £5,000 (invoices paid) for the period 1 October 2023 to 31 January 2024.

Service	Fund Name	£	Description	Claim Ref
BGH - Cardiac & Respiratory	T352 - CMW Cardiac Rehabilitation	72,730	Cardiac Ultrasound Machine - Vivid S70N Dimension V206	CF02630
Specialist Palliative Care	T559 - CMW Ty Geraint Palliative care	6,600	2 year lease agreement for 2 X DR.VR Headsets	CF02729
GGH - Cardio-respiratory	T703 - GGH Cardiology Fund	9,993	Eclipse Pro ECG Recorder	CF02661
Cancer Services	T720 - PPH Oncology	22,993	Paxman Scalp Cooling System	CF02633
WGH - Rheumatology	T721 - PPH Rheumatology	6,000	Hockey Stick Probe for Ultrasound System	CF02558
BGH - Cardiac & Respiratory	T866 - Ceredigion Cardiovascular Services	9,993	7 x Eclipse Pro Monitor	CF02662
Clinical Haematology	T766 - Carms Clinical Support Haematology	6,025	DAWN Software	CF02856
SCBU	T782 - Carms Childrens Services Neonatal	34,630	Giraffe Omnibed Care Station	CF02230
		168,962		



#MakingaDifference in 2023-24



Annex 2: Workplan 2023-24

Progress update February 2024

Strategic objective 1: Making a difference

Priority areas for 2023-24

	Activity	Update on progress February 2024	RAG rating
1.	Review and refine the charity's fund structure to ensure that donations can be accessed in a timely manner to further our charitable objectives whilst meeting the wishes of our supporters.	<ul style="list-style-type: none"> This action will be carried forward to the 2024/25 work plan. A full update on this action is provided in agenda item 3.5. 'Rationalising of Charitable Funds Update'. 	<i>Due to revised dates</i>
2.	Launch the new electronic/online charitable funds application process for use by all services across the University Health Board.	<ul style="list-style-type: none"> This action will be carried forward to the 2024/25 work plan with a target launch date of September 2024. The new electronic charitable funds application form (built in Microsoft Power Apps) is currently being tested by the finance and fundraising team. Once tested and refined, the application form will be piloted with 12 teams/services that regularly apply for charitable funds to ensure that the new process is as user-friendly as possible. As the new application form will be used for charitable requests up to £10,000, business case templates for requests between £10,000 and £50,000 (Charitable Funds Sub-Committee) and up to £50,000 (Charitable Funds Committee) will be developed during quarter 1 2024/25. 	<i>Due to revised dates</i>
3.	Develop and implement an internal communications plan to raise the profile of the charity, highlight the positive difference that charitable funds can make and encourage more applications for funding.	<ul style="list-style-type: none"> An impact newsletter (spring 2024) has been produced to showcase recent charitable expenditure to staff. Regular updates and charity news are shared via Global emails and the closed staff Facebook group. Bespoke posters for individual inpatient ward noticeboards have been designed and distributed to showcase how expenditure has benefited patients and staff in specific areas. A video introducing and promoting the charity to new and existing staff has been submitted to the Learning and Development team and we are working with them to integrate it into the induction programme for new starters. The staff intranet has been updated with information on the latest appeals (Christmas and Prince Philip Hospital Gardens Appeal) and our monthly highlights and quarterly impact newsletters have been uploaded to the site. 	
4.	Produce improved guidance for our fund managers to ensure that they understand the nature and value of the funds they are responsible for as well as their roles and	<ul style="list-style-type: none"> This action will be carried forward to the 2024/25 work plan. The action did not progress during this reporting period as the guidance to be produced will be based on the new fund structure and this review has not concluded. 	<i>Due to revised dates</i>

	responsibilities as custodians of our charitable funds.		
5.	Integrate the planning of proactive charitable funds expenditure into the remit of HDdUHB's Finance Business Partners to support their directorates to deploy charitable funding effectively in areas where it can make the biggest difference.	<ul style="list-style-type: none"> This action will be carried forward to the 2024/25 work plan. This action did not progress during this reporting period due to a vacancy within the Finance Accounting team. This vacancy was filled, and a new Finance Business Partner (Accounting & Statutory Reporting) joined the team in December 2023. The Finance Business Partner will progress this priority area in conjunction with the Head of Hywel Dda Charities during quarter 2 2024/25. 	Due to revised dates

Strategic objective 2: Fundraising and Communications

Priority areas for 2023-24

	Activity	Update on progress February 2024	RAG rating
6.	Develop and launch a capital fundraising appeal to improve outdoor spaces for patients at Mynydd Mawr Rehabilitation Unit and Bryngolau ward at Prince Philip Hospital	<ul style="list-style-type: none"> The appeal has started positively with regular social media stories and videos being posted, along with content being issued from our media partner, the Llanelli Star, to encourage donations. Staff fundraising champions from both wards have been appointed. Several fundraising events have taken place including the Boxing Day Walrus Dip at Pembrey Country Park, a Curry Night and a team of staff from Bryngolau Ward completing the Llanelli 10k. The local community is also coming together with business, clubs and organisations across Llanelli showing their support by kindly displaying collection boxes and a mailing has been sent to the top 20 Health Board suppliers in the Llanelli area with a request to support the appeal. 	
7.	Further develop the Hywel Dda Health Charities lottery to increase unrestricted funds	<ul style="list-style-type: none"> The Hywel Dda Health Charities Lottery currently has 551 active weekly plays. Profit generated from the lottery since launch is £30,468.50. A Royal Mail lottery leaflet drop across Ceredigion during October 2023 resulted in 63 new players and 75 new weekly plays. A new player who signed up from the leaflet drop won £1,000 in November 2023. The scheme continues to be promoted via our social media accounts and internal communications channels and will be further developed during 2024/25. 	
8.	Pilot new contactless donations stations for use within both hospital and community settings to make it as easy as possible for people to donate	<ul style="list-style-type: none"> We are awaiting guidance from the Procurement Team on the rental payment process for the contactless devices so that orders can be placed. We are on target for the donations stations to be installed before the end of March 2024 in conjunction with the installation of graphics across all HDdUHB acute and community hospital sites (see no. 10 below). 	

9.	Upgrade the charity's current Customer Relationship Management (CRM) database to a new and improved web version	<ul style="list-style-type: none"> Our current supplier has now launched its new web-based CRM software following a significant delay. A Digital Services Support Request has been completed however Digital Services is unable to support with the upgrade before April 2024. We expect the upgraded CRM to be installed by the end of May 2024. The delay has not had a significant impact on our service provision as our existing CRM is still operational. 	Due to revised dates
10.	Install a series of graphics across all HDdUHB acute and community hospital sites to increase visibility and ensure that we are the charity with the most prominent presence	<ul style="list-style-type: none"> Installation of the new charity graphics at 11 acute and community sites is in progress and will be completed before the end of March 2024. This is being undertaken in conjunction with the installation of donations at acute sites (see no. 8 above). 	
11.	Develop new social media platforms to engage with new audiences, for example TikTok, LinkedIn	<ul style="list-style-type: none"> A formal request for a new charity LinkedIn account has been submitted to the HDdUHB Communications Team. If the request is successful, the Communications Team will set up the account for the charity. Profile information and imagery has been drafted. 	

Strategic objective 3: Maximising the contribution

Priority areas for 2023-24			
	Activity	Update on progress February 2024	RAG rating
12.	Regular meetings of the Investment Sub-Committee to provide advice to the Charitable Funds Committee on the charity's investment portfolio.	Action complete	
13.	Implementation of the evaluation framework and data capture process to evidence the effectiveness and impact of our charitable expenditure.	<ul style="list-style-type: none"> This action has not been achieved due to the delayed launch of the electronic charitable funds and will be carried forward to the 2024/25 work plan. In the meantime, the impact of expenditure over £50,000 continues to be reported to the CFC. The impact of lower value expenditure is captured by the Senior Communications Officer in the expenditure stories regularly featured in the local press, social media and our impact newsletter. The data capture processes to evidence the impact of our charitable expenditure have been developed and will be piloted during Quarter 1 2023/24. 	Due to revised dates
14.	Introduce an improved financial reporting system and processes for all charitable funds cost centres.	<ul style="list-style-type: none"> The NHS Wales Central Team for E-Business Services is in the process of moving the Qlikview reporting system to an All-Wales Qlik Sense reporting solution. The charitable funds application (app) within Qlik Sense is due to be approved in February 2024 and is currently in the test phase. The aim is for the charitable funds app to have live data from March 2024 but Qlikview will continue to run in parallel. 	Due to revised dates

- The roll out of Qlik Sense will undertaken during the 2024/25 financial year and the Financial Accounting team will work with the Systems team to provide access and training to fund managers by December 2024.
- This will be carried forward to the 2024/25 work plan.

SPRING 2024

Highlights at



Elusennau Iechyd
HYWEL DDA
Health Charities



LOCAL COMMUNITY GETS BEHIND GARDENS APPEAL

Following its launch before Christmas, the Prince Philip Hospital Gardens Appeal to raise £100,000 for new therapeutic gardens is gaining fantastic support from the local communities around Llanelli.

The Phil Bennett, The Royal Oak Felinfoel, The Foel, Dafen Chemist, Dafen Stores and Post Office, Owens Petrol Station and the Prince Philip Hospital shop have all recently shown their support by kindly displaying collection boxes.

There will also be a collection for the Appeal at the Felinfoel Rugby Club during the highly anticipated Felinfoel RFC v Llanelli Wanderers game.

Staff at Bryngolau and Mynydd Mawr wards are leading the way with a series of fundraising events including a curry night, Llanelli Half and 10k team entry, skydive and Pen y Fan walk.

Within the first 10 weeks of the Appeal, over £6,900 has been donated by the local community and we hope that figure will continue to grow in the coming months as more fundraisers are launched.

To find out more about the Appeal, please visit:
hywelddahealthcharities.org.uk

Right: Fundraising Officer Claire braves the Walrus Dip at Pembrey on Boxing Day to raise funds for the Appeal.



CRACKING CHRISTMAS SUPPORT

We received fantastic support from our donors and fundraisers over the festive period!

Our Give a Gift Christmas Appeal raised £1,000 for items to make patients' stay in hospitals across the health board over the festive period more comfortable.

The 3 Amigos and Dollies Motorcycle Group's much-loved Christmas toy run, which took place on 9th December, also raised £4,000 for the charity: £3,000 for Cilgerran Ward in Glangwili and £1,000 for the Wish Fund which creates magical memories for children and young people living with life-limiting or life-threatening conditions.



OUR IMPACT

Charitable funds are having a positive impact on the experiences of patients, service users and staff across the health board.

Click [here](#) to download our latest Impact Newsletter with examples of how charitable expenditure is enhancing services throughout the three counties.



CARDIFF HALF CHALLENGE LAUNCHES



In January we launched our 2024 Cardiff Half Challenge which will see fundraisers take on one of the largest and most exciting road races in the United Kingdom!

Taking place on 6th October 2024, the Principality Cardiff Half Marathon is now one of Europe's biggest half marathons and is Wales' largest mass participation and multi-charity fundraising event.

We have 25 free spaces for our #TeamHywelDda runners and each will pledge to raise a minimum of £250 in sponsorship for our charity.

WISH FUND: CREATING MAGIC



We're delighted to report that our Wish Fund campaign to create magical experiences for palliative paediatric care patients continues to gain fantastic support.

Gary Evans and Matthew Dagnall did a skydive to raise funds for the Wish Fund in October; Tregroes Waffles raised over £1,000 at their 40th Anniversary Family Fun Day; Aberystwyth Crematorium donated £3,000, and the Gwendraeth Christmas Tractor Run also raised funds for the campaign.

Supported by Scarlets Rugby, the Wish Fund has contributed to recent events at Parc y Scarlets stadium, the Botanical Gardens of Wales, and Ffrwne Theatre in Llanelli where patients had entry to a production of The Little Mermaid.

Children's Community Lead Nurse Angharad said: "This means so much to the children and young people we work with."

Find out more about the Wish Fund at: hywelddahealthcharities.nhs.wales/campaigns/the-wish-fund/



CONGRATULATIONS TO OUR LLANELLI HALF & 10K FUNDRAISERS!

In February, 30 fantastic fundraisers ran the Llanelli Half and 10k to raise funds for their NHS charity!

Each half marathon runner pledged to raise a minimum of £250 for the charity, and each 10k runner pledged to raise £100. Fundraisers got to enjoy beautiful Millennium coastal path with some of the best scenery Carmarthenshire has to offer.

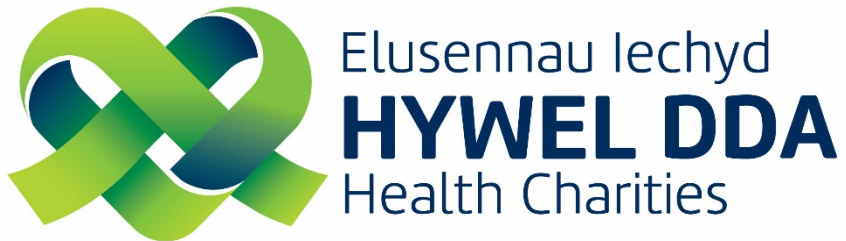


LOOK OUT FOR OUR NEW CHARITY GRAPHICS AND DONATION STATIONS!

New charity graphics are currently being installed across Hywel Dda, including at our four acute hospitals, five community hospitals and two integrated care centres. The new graphics each feature local staff and make the charity brand as visible as possible to patients and staff as well as providing key ways to support the charity.

New donation stations are also being installed at the four acute sites, providing our supporters with convenient ways to make a donation. The graphics and donation stations were funded by a grant from NHS Charities Together.

#MakingaDifference in 2024-25



Annex 4: Workplan 2024-25

Strategic objective 1: Making a difference

Core activities: Grant-making and charitable expenditure

1. Oversee the charity's grant-making policies and procedures to ensure that all charitable expenditure is line with our charitable objectives and that decision-making is clear, timely and well-documented.
2. Raise and maintain internal awareness of the charity and our purpose so that staff are empowered to access our funds and be innovative and proactive in their approach to making a difference.
3. Provide clear and user-friendly guidance to ensure that staff understand how to apply for funding, our eligibility criteria and the decision-making processes.

Priority areas for 2024/25

	Activities	Timescale	Measure of achievement
1.	Complete the review of the charity's fund structure to ensure that donations can be accessed in a timely manner to further our charitable objectives whilst meeting the wishes of our supporters.	April - June 2024	Review of fund structure
		September 2024	Recommendations made to Charitable Funds Committee (CFC) for consideration
		September - December 2024	Implementation of CFC recommendations
			Reduction in number of funds Increased levels of charitable expenditure
2.	Launch the new electronic/online charitable funds application process for use by all services across the University Health Board.	April - June 2024	Refine application process following pilot
		July - August 2024	Staff training on new administration processes
		September 2024	Launch new application process to all services
			Increased levels of charitable expenditure Staff satisfaction rates with application process
3.	Develop and implement an internal communications plan and associated user-friendly guidance to ensure that staff are aware of, and understand, the new charitable funds application process and new fund structure.	April - July 2024	Internal communications plan developed User-friendly guidance developed
		August - September 2024	Internal communications plan implemented User-friendly guidance published
			Improved understanding of charitable funds processes Increased levels of charitable expenditure
4.	Produce improved guidance for our fund managers to ensure that they understand the nature and value of the funds they are responsible for as well as their roles and responsibilities as custodians of our charitable funds.	April - June 2024	Guidance developed
		July 2024	Guidance published
			Improved understanding of charitable funds processes Increased levels of charitable expenditure

Strategic objective 2: Fundraising and Communications

Core activities: Fundraising

1. Motivate others to plan and manage their own fundraising activities for the charity and provide a comprehensive support package for our fundraisers.
2. Offer an annual challenge events programmes to encourage others to take part in third party events in aid of the charity.
3. Develop annual charity led events programmes, which delivers a good return on investment, to generate additional funds for the charity.
4. Develop productive corporate partnerships offering both financial and non-financial support, managing all relationships to a high standard, growing our reputation as a desirable charity to work with.
5. Develop a range of local fundraising campaigns for specific purposes that will engage with staff and motivate others to support.
6. Maximise opportunities from grant giving trusts and foundations for eligible projects across HDdUHB.
7. Proactively promote legacy and in-memoriam giving in a sensitive and tactful way.
8. Encourage regular and committed giving using the valuable supporter data gained from the fundraising Customer Relationship Manager (CRM).
9. Make it as easy as possible for people to donate by offering a variety of methods including digital platforms.
10. Capture Gift Aid consent on all eligible donations to maximise income from the Gift Aid scheme.
11. Manage the fundraising CRM to maintain comprehensive information on supporters and fundraising activities.
12. Maintain strong and effective relationships with external fundraising organisations constituted to support the work of the HDdUHB to maximise their effectiveness and ensure both parties are working towards common goals.

Core activities: Communications

1. Maximise opportunities to raise the profile of the charity as a result of the high regard our local communities have for the NHS.
2. Enhance the profile of the charity by developing and promoting the charity brand and producing impactful marketing materials.
3. Provide comprehensive marketing and communications support for all fundraising activities including appeals, campaigns and events.
4. Maintain regular contact with our donors to promote the impact of their support and opportunities to get involved in our work.
5. Use a range of communications methods to keep staff up-to-date with charity news and fully informed on how to access charitable funds.
6. Develop and maintain the charity's online and digital presence to engage with existing and new supporters.
7. Produce and issue regular positive news stories on the impact of our charitable expenditure and the difference it makes to our patients, service users and staff.

8.	Produce and issue regular positive news stories on the personal stories behind our fundraisers to motivate others to support the charity.		
Priority areas for 2024/25			
	Activities	Timescale	Measure of achievement
1.	Deliver the capital fundraising appeal and associated capital scheme to improve outdoor spaces for patients at Mynydd Mawr Rehabilitation Unit and Bryngolau Ward at Prince Philip Hospital.	April 2024 - March 2025	Delivery of appeal
		March 2025	Achievement of appeal target
			Value of funds raised
2.	Develop and launch a Regular Giving campaign to increase the number of individuals supporting the charity on a monthly basis.	April - May 2024	Campaign developed
		June 2024	Campaign launched
			Number of monthly givers Increased income levels
3.	Further develop our legacy strategy to offer increased opportunities to support the charity via our legacy giving campaigns and events.	May 2024	Delivery of ‘Make your will’ campaign
		October 2024	Delivery of ‘Free wills month’ campaign
			Number of wills written Number of charity pledges made Increased levels of legacy income
4.	Upgrade the charity’s current CRM database to a new and improved web version.	April - June 2024	Installation of new CRM
		July - August 2024	Migration of data
		September 2024	Training of staff
5.	Further develop the charity’s visibility across the HDdUHB estate to increase awareness of our work and ensure that we are the charity with the most prominent presence.	April - May 2024	Visibility plans developed
		June 2024 - March 2025	Design and installation of promotional materials
			Increased income levels

Strategic objective 3: Maximising the contribution

Core activities: Making the best use of resources

1. Provide the charity's financial management systems, processes and controls to ensure a sound framework for safeguarding the charity's financial assets.
2. Oversee the charity's governance arrangements to ensure the charity operates to a high standard with limited exposure to risk, both financial and non-financial.
3. Retain the services of an investment advisor to manage the charity's investment portfolio to produce both income and capital returns.
4. Monitor and evaluate our charitable expenditure to demonstrate the effectiveness and impact of the grants awarded.

Priority areas for 2024/25

	Activities	Timescale	Measure of achievement
1.	Implementation of the evaluation framework and data capture process to evidence the effectiveness and impact of our charitable expenditure.	April - May 2024	Pilot new data capture processes
		June - July 2024	Refine data capture processes
		September 2024	Implement data capture processes of all charitable expenditure
			Improved impact reporting
2.	Introduce the Qlik Sense data visualization platform to provide an improved financial reporting system for all charitable funds cost centres.	April 2024	Installation of the Qlik Sense platform
		April 2024	Installation of the charitable funds reporting module
		July - August 2024	Training for fund managers on the new reporting platform
		September 2024	Launch of new reporting platform
		September 2024	Improved access and understanding of charitable funds financial information Increased levels of charitable expenditure
3.	Review and refine the charity's Integrated Performance Report to ensure the financial information provided is appropriate to support the CFC members in their decision-making processes.	July - August 2024	Review of current Integrated Performance Report
		August 2024	Design of new report format
		September 2024	Presentation of new Integrated Performance Report
			Improved financial reporting Improved understanding of financial information to support decision-making