



PWYLLGOR CRONFA ELUSENNOL CHARITABLE FUNDS COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	15 March 2022
TEITL YR ADRODDIAD: TITLE OF REPORT:	Charitable Funds Sub-Committee Update Report
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Mandy Rayani, Director of Nursing, Quality and Patient Experience
SWYDDOG ADRODD: REPORTING OFFICER:	John Evans, Assistant Director Medical Directorate and Chair of the Charitable Funds Sub-Committee

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 a summary of the Charitable Funds Sub-Committee's (CFSC) activity between 11th September 2021 and 10th January 2022.

Cefndir / Background

The CFSC, in respect of its provision of assurance to the CFC, is responsible for providing quarterly written updates on the following areas of activity:

- Expenditure approved within the Sub-Committee's delegated limits of approval.
- Key decisions.
- Chair's Actions undertaken outside of the cycle of Sub-Committee meetings.
- Key risks and issues/matters of concern.
- Matters requiring Charitable Funds Committee consideration or approval.
- Any revisions to the Sub-Committee's Terms of Reference.

This report provides a summary of the CFSC's activity and provides an opportunity for the CFC to review the activity and discuss any key decisions taken and any matters arising, which may require CFC consideration or approval.

Asesiad / Assessment

One CFSC meeting has taken place during this reporting period. The meeting was held on 16th November 2021 and was quorate.

The CFSC meeting due to take place on 10th January 2022 was stood down due to the significant operational pressures being faced across Hywel Dda University Health Board (HDdUHB) at that time. The decision to stand down this meeting was made in line with organisational wide guidance.

An update on the CFSC meeting held on 7th March 2022 will be reported to the CFC at its next meeting in June 2022.

1. Expenditure Approved within the CFSC's Delegated Limits of Approval

The following charitable expenditure requests were considered and approved within the CFSC delegated approval limits during this reporting period:

Meeting	Item	Comments	Decision
16-11-2021	CF02115 Portable Pathfinder and docking station Withybush General Hospital (WGH) Unscheduled Care £33,747.90 excluding VAT	The WGH Cardiorespiratory Department fits c. 200 heart and blood pressure monitors per month to detect abnormal heart functions. Patients are monitored remotely, which avoids the need to attend the department every day. The purchase of an additional portable Pathfinder would increase the capacity of the department thus reducing waiting lists at a time when the demands on the service have increased. The portable nature of the equipment also supports effective working, remotely or from home, which allows staff who are isolating/ shielding to continue to work thus saving on locum costs. An element of staff/ student training was also noted in addition to the fact that this equipment was currently being used effectively at Glangwili General Hospital. The Head of Clinical Engineering and Deputy Digital Director had supported the request and it was noted that the revenue consequence of the equipment had been considered and captured. The request was considered eligible for charitable funds as it demonstrated significant improvements to both patient and staff experience.	APPROVED

2. Key Decisions

No key decisions were made by the CFSC during this reporting period.

3. Chair's Actions Undertaken Outside of the Cycle of CFSC Meetings

The following charitable expenditure requests were considered and approved via Chair's Action during this reporting period outside of the cycle of CFSC meetings:

Date	Item	Comments	Decision
04-10-2021	CF02110 Electrocardiogram (ECG) interpretation and arrhythmia module	Request for three members of the Nursing team to attend an ECG interpretation and arrhythmia module at Birmingham City University. As the HDdUHB higher award budget for 2021/22 academic year was fully	APPROVED Ratified by CFSC on 16-11-2021

	<p>at Birmingham City University</p> <p>Cardiac Unit Bronglais General Hospital (BGH)</p> <p>£2,460 excluding VAT</p>	<p>allocated, the request was made to charitable funds to maintain a level of experience and underpin the practical knowledge and skills required of the Nursing team to work in Cardiology care. The training would also support the retention of specialist nursing staff within a highly trained team of cardiac nurses in addition to improving morale. The request was considered eligible for charitable funds as it demonstrated significant improvements to both patient and staff experience.</p>	
17-09-2021	<p>CF02143</p> <p>Development of an outdoor roof terrace at ward 10 Withybush General Hospital (WGH)</p> <p>WGH Unscheduled Care</p> <p>£10,960.50 inclusive of VAT</p>	<p>Request approved in principle at 10th September 2021 CFSC meeting and reported to 27th September 2021 CFC meeting. Approval in principle granted subject to the receipt of further information from the Design Team on the nature and reasons for the increased costs and the scope of works. Approved via Chair's Action following receipt of satisfactory further information from the Design Team.</p>	<p>APPROVED</p> <p>Ratified by CFSC on 16-11-2021</p>
04-10-2021	<p>CF02153</p> <p>Masters in Clinical Pharmacy</p> <p>BGH Pharmacy</p> <p>£4,015 excluding VAT</p>	<p>Request to support a junior pharmacist at BGH to complete a Masters in Clinical Pharmacy. As the HDdUHB higher award budget for 2021/22 academic year was fully allocated the request was made to support the development of the pharmacy workforce. The request was considered eligible for charitable funds as it demonstrated significant improvements to clinical and medication management knowledge resulting in improvements to patient care.</p>	<p>APPROVED</p> <p>Ratified by CFSC on 16-11-2021</p>
07-01-2022	<p>CF02171</p> <p>EasyOne Pro LAB DLCO Lung Function Testing equipment</p> <p>WGH Unscheduled Care & Pembrokeshire Community Services</p> <p>£28,978 inclusive of VAT</p>	<p>Request to purchase portable lung function testing equipment to support rapid diagnosis of lung disease in a predominantly outpatient setting across Pembrokeshire. Equipment will allow a regular respiratory clinic at South Pembrokeshire Hospital (SPH) to be established, which has previously not existed. The purchase would enable an improved patient service locally and minimise the amount of travelling for Pembrokeshire patients. The request was considered eligible for charitable funds as it demonstrated significant improvements to the patient and</p>	<p>APPROVED</p> <p>Ratified by CFSC on 07-03-2022</p>

		experience.	
07-01-2022	CF02177 Cardiovascular Disease Management course - Primary Care Training Centre Ltd WGH Unscheduled Care £900 excluding VAT	Request to support a six-month multi professional module to further develop knowledge and skills of a Pembrokeshire Cardiac Rehabilitation Nurse to facilitate the holistic management of patients in primary care who are at risk of developing or have established cardiovascular disease. Course delivered via webinar & self-study. As the HDdUHB Higher Award process does not accept requests of this nature from other education training programmes other than Swansea University, a request was made for charitable funds due to the nature of the training needs identified. The request was considered eligible for charitable funds as it demonstrated significant improvements to both patient and staff experience.	APPROVED Ratified by CFSC on 07-03-2022

4. Key Risks and Issues/Matters of Concern

No key risks or issues/matters of concern were considered by the CFSC during this reporting period.

5. Matters Requiring CFC Consideration or Approval

The following matters were considered by the CFSC during this reporting period, for noting by the CFC:

- Revenue consequences of charitable purchases – the CFSC recognised the need for controls to be put in place to ensure the consideration and acceptance of ongoing revenue costs associated with all charitable purchases, not only for medical equipment. The Assistant Director of Finance (Financial Planning & Statutory Reporting) provided confirmation to CFSC Members that a process will be established within the Finance Business Partnering Team to highlight and capture any revenue consequences to HDdUHB at the time a charitable funds purchase is made. This matter will be an agenda item at the 7th March 2022 CFSC meeting to seek assurance that adequate processes have been implemented.
- Discretionary Capital Programme - the Head of Capital Planning advised that HDdUHB's 2022/23 capital priorities should be confirmed by the end of February 2022. This would then enable the Capital Planning team and the Hywel Dda Health Charities team to identify any capital bids eligible for charitable funds and to discuss the support of any priorities from charitable funds with the relevant fund managers.
- Learning and Development - CFSC members were informed that the HDdUHB Learning & Development Policy is to be reviewed during Q4 2021/22 and consideration given to the role that charitable funds could play in supporting extended learning opportunities for staff, including higher award studies. It was noted that this review would also consider equitable access to training as not all services have access to sufficient levels of charitable funds.

6. Revisions to the CFSC's Terms of Reference

There are no revisions to be made to the CFSC's Terms of Reference at this time.

7. Requests for the Establishment of New Charitable Funds

No requests for the establishment of new charitable funds were received during this reporting period.

8. CFSC Meeting Dates for 2022/23

Charitable Funds Sub-Committee	Update report to Charitable Funds Committee
3 rd May 2022	6 th June 2022
5 th July 2022	26 th September 2022
6 th September 2022	26 th September 2022
8 th November 2022	5 th December 2022
17 th January 2023	14 th March 2023
7 th March 2023	June 2023

Argymhelliad / Recommendation

The Charitable Funds Committee is requested to **NOTE** the content of this report in respect of the Charitable Funds Sub-Committee's provision of assurance.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	<u>Charitable Funds Committee</u> 12.6 The Committee shall establish the Charitable Funds Sub-Committee to ensure that the UHB's policies and procedures are followed in relation to specialist designated and restricted funds. <u>Charitable Funds Sub-Committee</u> 10.4.1 The Sub-Committee Chair, supported by the Sub-Committee Secretary, shall report formally, regularly and on a timely basis to the Charitable Funds Committee on the Sub-Committee's activities. This includes the submission of a Sub-Committee update report as well as the presentation of an Annual Report within 6 weeks of the financial year.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability

Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Charitable Funds Sub-Committee meeting minutes
Rhestr Termiau: Glossary of Terms:	Included within the body of the report
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusennol: Parties / Committees consulted prior to Charitable Funds Committee:	Charitable Funds Sub-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 HDdUHB 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.
Gweithlu: Workforce:	Not applicable
Risg: Risk:	Reputational risk if charitable funds are not appropriately managed and governance controls are not followed.
Cyfreithiol: Legal:	Not applicable
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:	Equity of access by ensuring decisions made benefit patients and staff within HDdUHB.