

**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 <sup>th</sup> November 2022, 9.30am
<b>Venue:</b>	Boardroom, Ystwyth Building (via Microsoft Teams)

<b>Present:</b>	Mrs Delyth Raynsford, Independent Member (Committee Chair) Ms Ann Murphy, Independent Member (VC) Ms Anna Lewis, Independent Member (VC) (part) Mrs Mandy Rayani, Director of Nursing, Quality and Patient Experience Mr Huw Thomas, Director of Finance (part)
<b>In Attendance:</b>	Ms Judith Hardisty, HDdUHB Vice Chair (VC) (part) Mrs Nicola Llewelyn, Head of Hywel Dda Health Charities Mr John Evans, Assistant Director, Medical Directorate and Chair of Charitable Funds Sub-Committee (VC) Ms Rhian Davies, Assistant Director of Finance (VC) Mr Timothy John, Senior Finance Business Partner (VC) Ms Angharad Davies, Children's Community Lead Nurse (VC) (part) Ms Katie Barrett, Senior Co-ordinator, Bereavement Support Services (VC) (part) Ms Gina Beard, Lead Cancer Nurse (VC) (part) Ms Tara Nickerson, Fundraising Manager (VC) Ms Bridget Harpwood, Fundraising Officer (VC) Mr Daniel Blyth, Culture & People Specialist (Experience and Wellbeing) (VC) (part) Ms Jessica Elderfield-Scott, Charitable Funds Account Assistant (VC) Ms Sophie Doughty, NHS Wales Financial Management Graduate Trainee (VC) Mrs Sarah Bevan, Committee Services Officer (Secretariat) (VC)

<b>Agenda Item</b>	<b>INTRODUCTIONS AND APOLOGIES FOR ABSENCE</b>	<b>Action</b>
<b>CFC(22)67</b>	The Chair, Mrs Delyth Raynsford, welcomed all to the meeting and extended a warm welcome to Ms Jessica Elderfield-Scott and Ms Sophie Doughty, from the Finance team attending as observers.  Apologies for absence were received from: <ul style="list-style-type: none"> <li>• Miss Maria Battle, HDdUHB Chair</li> <li>• Mr Steve Moore, HDdUHB Chief Executive Officer</li> <li>• Mr Iwan Thomas, Independent Member/Vice Chair</li> <li>• Ms Yvonne Thomas, Staff Side Representative</li> </ul>	

<b>CFC(22)68</b>	<b>DECLARATIONS OF INTEREST</b>	
	A declaration of interest was received from Ms Bridget Harpwood, Fundraising Officer, for agenda item 1.7 Charitable Funds Making a Difference: Family Counsellor Request.	

**CHARITABLE FUNDS – MAKING A DIFFERENCE: FAMILY COUNSELLOR REQUEST**

Members received the Charitable Funds – Making A Difference: Family Counsellor Request presentation, highlighting the positive impact of charitable funding to the service, staff, patients, and their families. The funding for a Family Counsellor for a two year pilot was approved by the Committee in September 2021.

Ms Angharad Davies provided an overview of the Family Counsellor post, which is a joint venture between the HDdUHB Paediatric Palliative Care team, the Community Children’s Nursing Service and Ty Cymorth Bereavement Service.

In reference to a query raised from the previous Committee meeting as to the delays in the recruitment process, Ms Angharad Davies advised Members that the delay was as a result of the checking process of applicants via the TRAC system.

Ms Angharad Davies informed Members that the Paediatric Palliative Care team had met with the Value Based Health Care team to look at how to achieve measurable outcomes for the post. As there was no single tool available to meet the criteria, four separate tools are being used to support the data collection.

With regard to the governance arrangements for the post, Ms Angharad Davies advised Members that clinical supervision is provided by Ty Cymorth. In addition, monthly meetings are held bi-monthly with Ty Cymorth to discuss the project’s progress. Members acknowledged the enhancement of partnership working with third sector providers.

Ms Angharad Davies highlighted the weekly boys online support group, set up for boys with similar health needs as one of the biggest successes of the post in breaking down barriers of isolation and advised Members that they are in the process of establishing a similar online support group for mothers.

Members were advised that the Family Counsellor has recently been nominated by a family for Outstanding Clinician Care Award and was a Spreading Sunbeams Team Finalist at the Royal College of Nursing Awards.

In response to patient feedback advising that access to the service is not flexible enough and that families need to be able to access support in crisis and out of hours, Ms Angharad Davies advised Members that the team is exploring the use of the 111 service to provide valuable information to families during out of hours periods. In response to feedback received that the service would benefit from a designated room at the hospital, Members were advised that this is currently being explored with the wider psychological services.

Ms Angharad Davies advised Members that, prior to the establishment of the Family Counsellor role, fathers would seldom take up counselling however, two fathers are currently on the caseload for anticipatory grief support, resilience training/coping strategies and that evidence to date suggests that embedding the Family Counsellor within the team is increasing uptake for anticipatory grief support. Ms Katie Barrett noted that, from a bereavement perspective, getting anticipatory grief support is pivotal.

Considering the funding was granted for a two year period, Mrs Mandy Rayani queried the exit strategy in place. Ms Angharad Davies advised Members that an update will be presented to the Quality, Safety and Experience Committee in January 2023 to commence discussions on the exit strategy and any further associated funding required to maintain the Family Counsellor role. Mrs Raynsford noted the importance of having an exit strategy, or forward planning, to ensure that families using the service are considered and there is a mechanism in place to continue the provision of bereavement support. Ms Angharad Davies assured Members that mechanisms are in place for Ty Cymorth to pick up families if the role does not continue.

Referring to the input from the VBHC team, Mr Huw Thomas advised that, in addition to the use of Patient Reported Outcome Measures (PROMs) and Patient Reported Experience Measures (PREMs), further work can be done to measure the financial measurement of the gains of the post and to determine if there is a case for investment. Mr Thomas requested that Ms Rhian Davies ascertain capacity for a Finance Business Partner to support the VBHC team in assessing the case for investment. Ms Angharad Davies advised that it is predicted there will be a reduced reliance on mental health services and advised that work will be undertaken with the VBHC team to measure these outcomes.

Ms Hardisty advised that there are several modelled pathways for young people and families, which may or may not be linked to palliative care bereavement, and therefore these need to be considered. Ms Raynsford noted that there is a need to complement existing services provided by other organisations rather than duplicating services.

Mrs Rayani advised Members that the Assistant Director (Legal and Patient Support) is undertaking a review of all the fragmented bereavement services across the Health Board and that funding has been received from Welsh Government (WG) to map services, with the aspiration to establish a single bereavement service as a single point of contact for those seeking support.

Mr Thomas advised Members that every pathway reviewed from a value perspective has illustrated the importance of psychological support. However, there are issues relating to the cost of employing an increased number of psychologists in addition to challenges in

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	<p>recruitment, due to there being a limited availability of psychologists to recruit. Ms Anna Lewis welcomed a psychologically-informed focus and supported a more strategic review of psychological services. Mrs Rayani advised Members of the possibility of the allocation of further resources into the mental health space, which will support the development of psychological services. However, this is yet to be confirmed by the Health Minister</p> <p>Mrs Nicola Llewelyn advised Members that the Fundraising team is supporting the service via the Wish Fund campaign, which raises funds for the Paediatric Palliative Care service and that this should lead to the availability of additional funding when considering the continuation of the Family Counsellor role.</p> <p>Ms Raynsford thanked Ms Angharad Davies for the presentation and commended the team and the Family Counsellor for their dedicated hard work in improving the experience of families being supported by the Paediatric Palliative Care service.</p> <p><i>Ms Angharad Davies and Ms Katie Barrett left the Committee meeting</i></p>	
	<p>The Committee <b>NOTED</b> the content of the presentation.</p>	

<p><b>CFC(22)70</b></p>	<p><b>INVESTMENT ADVISOR PERFORMANCE UPDATE</b></p> <p><i>Ms Heather Lamont and Ms Daisy Mannifield joined the Committee meeting.</i></p> <p>Ms Heather Lamont advised Members that the charity’s portfolio has not yet been transferred over to CCLA from Sarasin. Voicing Members’ frustration with the delay, Ms Raynsford queried the reason for the delay. Thanking CCLA for their patience, Mr Thomas apologised to Members and CCLA for the length of time taken to transfer the money and responded that there has been a significant amount of paperwork requested from the outgoing Investment Advisor and provided assurance that the transfer is anticipated to be completed within the next few weeks. Mr Thomas undertook to provide a report to the next Committee meeting to present a timeline and lessons learnt from this process.</p> <p>Referring to the information within CCLA’s presentation, Ms Hardisty queried the nature of ethical investment restrictions, providing the 10% tobacco revenue restriction as an example. Ms Daisy Mannifield advised Members that the use of revenue restrictions in this context is to provide confirmation that no more than 10% of the overall revenue can come from such products.</p> <p>Ms Lamont assured Members that the income element of returns for the charity is reliable and predictable.</p>	<p><b>HT</b></p>
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	<p>In response to queries raised regarding the length of the contract, Mr Thomas advised that the contract period would commence once the funds have been transferred to CCLA.</p> <p><i>Ms Heather Lamont and Ms Daisy Mannifield left the Committee meeting</i></p>	
	<p>The Committee <b>NOTED</b> the content of the Investment Advisor Performance Update.</p>	

<p><b>CFC(22)71</b></p>	<p><b>INTEGRATED HYWEL DDA HEALTH CHARITIES PERFORMANCE REPORT</b></p>	
	<p>Members were presented with the Integrated Hywel Dda Health Charities Performance Report, providing an update on the charity's performance and position as at 30<sup>th</sup> September 2022.</p> <p>Mr Timothy John highlighted the following key financial performance considerations:</p> <ul style="list-style-type: none"> <li>• The net incoming resources before transfers of the charity have increased by £1,503,619.</li> <li>• The charity's total incoming resources were £1,731,817.</li> <li>• The charity's overall income from donations, grants and legacies has increased by 366% in comparison to the same period in the previous financial year.</li> <li>• The value of investments held by the charity was £7,723,660. The value of total funds at the same date was £11,026,300. Our investment advisors Sarasin &amp; Partners LLP report that our portfolios have performed above the index-based benchmark over the past quarter.</li> <li>• Expenditure on charitable activities for the period 1<sup>st</sup> April to 30<sup>th</sup> September 2022 was £221,770, which represents a 71% decrease in comparison to expenditure for the previous financial year. Mrs Llewelyn advised Members that this decrease is due to the figures not reflecting the value of orders raised and not yet receipted, or commitments made for the remainder of this financial year. Mrs Llewelyn undertook to include these costs within future reports to the Committee.</li> <li>• The reported position for the total of governance and support costs (including finance and fundraising costs) incurred up to 30<sup>th</sup> September 2022 is £663 overspent against budget. Included within this overspend are costs relating to the Bronglais Chemo Appeal costs that are required to be transferred to capital.</li> <li>• There is a net deficit from unrestricted apportionments (after investment gains) across funds of £333,273 for the period ending 30<sup>th</sup> September 2022. This would be offset against the surplus balance brought forward in the central fund from 2021-22.</li> </ul>	<p>NL/TJ</p>

	<p>Ms Hardisty enquired whether the significant decrease in expenditure for charitable activities reflects that many services are not submitting applications for charitable funds. Mrs Llewelyn assured Members that the charity's strategy will explore how resources are invested to encourage innovation and expenditure and how accessibility to funds can be improved.</p> <p>Mrs Rayani advised Members of ongoing work to unpick the 200+ charitable funding lines within the Health Board and raised the importance of establishing a general fund to ensure that those services who do not have a funding line have access to charitable funds. Mr Thomas suggested that this be raised with Executive Team colleagues in terms of raising understanding and expectation of applications, as they generally come from the same directorates.</p> <p>Ms Raynsford reiterated the importance of having a process in place to provide clarity on how staff can access charitable funding. Mr Thomas welcomed the opportunity to develop a framework for presentation to the Committee at its next meeting, which would allow the setting of parameters for the establishment of new funds alongside a drive to reduce the overall number of funding lines.</p>	RD/NLI/TJ
	<p>The Committee:</p> <ul style="list-style-type: none"> <li>• <b>NOTED</b> the content of the Integrated Hywel Dda Health Charities Performance Report.</li> <li>• <b>RECEIVED ASSURANCE</b> on the charity's performance.</li> </ul>	
CFC(22)72	<p><b>DRAFT ANNUAL REPORT AND ACCOUNTS 2021/22</b></p> <p>Members received the Draft Annual Report and Accounts 2021/22, providing an overview of the Hywel Dda Health Charities accounts. Mr John provided a brief overview of the statement of financial activities in comparison to the previous year.</p> <p>Mr John informed Members that the final accounts are currently being audited by Audit Wales and would be available for presentation to the Committee at an extraordinary meeting on 26<sup>th</sup> January 2023 for approval, prior to submission to the Charity Commission by 31<sup>st</sup> January 2023.</p> <p>Acknowledging the significant increase in expenditure in the previous financial year (approximately 80%), Mrs Llewelyn noted that this would have contributed to the decrease in expenditure reported for this period.</p> <p>The Committee <b>NOTED</b> the Draft Annual Report and Accounts 2021/22</p>	
CFC(22)73	<p><b>MINUTES OF THE PREVIOUS MEETING HELD ON 26<sup>th</sup> SEPTEMBER 2022</b></p>	

	<b>RESOLVED</b> - that the minutes of the Charitable Funds Committee meeting held on 26 <sup>th</sup> September 2022 be <b>APPROVED</b> as an accurate record of proceedings.	
<b>CFC(22)74</b>	<b>TABLE OF ACTIONS FROM THE MEETING HELD ON 26<sup>th</sup> SEPTEMBER 2022</b>	
	<p>An update was provided on the Table of Actions from the meeting held on 26<sup>th</sup> September 2022, with confirmation received that all outstanding actions had been progressed.</p> <p>Matters Arising:  With regard to the earlier discussions under minute reference CFC(22)70 relating to the charity's Investment Advisor, Ms Hardisty enquired whether the outgoing investment advisor, Sarasin, are still being paid. Mr Thomas assured Members that the Health Board is not paying both the outgoing and incoming investment advisors; only Sarasin as they are still managing the fund. Mr Thomas further assured that the lengthy process to transfer to the new investment advisor will be reflected upon in the report surrounding timelines and lessons learnt that will be presented to the Committee at its next meeting.</p>	
<b>CFC(22)75</b>	<b>RATIFICATION OF ANY APPROVALS MADE OUTSIDE THE MEETING VIA CHAIR'S ACTION</b>	
	It was noted that no approvals were made requiring ratification via Chair's Action since the previous Committee meeting.	
<b>CFC(22)76</b>	<b>RATIFICATION OF CHARITABLE FUNDS COMMITTEE DECISIONS BY THE CORPORATE TRUSTEE</b>	
	Members were informed that on 29 <sup>th</sup> September 2022, the Board, in its role as Corporate Trustee of the charitable funds held by the University Health Board <b>RATIFIED</b> the release of £192,976.72 of charitable funding to support the purchase of two echocardiography machines, approved by the Committee at its meeting on 26 <sup>th</sup> September 2022.	
<b>CFC(22)77</b>	<b>SELF-ASSESSMENT OF COMMITTEE EFFECTIVENESS: OUTCOME OF RESULTS</b>	
	<p>Members received the Self-Assessment of Committee Effectiveness: Outcome of Results report, presenting the outcome of the CFC Self-Assessment 2021/22 process, and to consider whether any actions from the CFC Self-Assessment 2021/22 are being progressed within the agreed timescales.</p> <p>Mrs Rayani advised Members that the charity team is currently working on the development of proposed strategic objectives, in the form of a five year plan, which is expected to address a number of the recommendations within the report. Mrs Rayani assured Members that operational work plans will be developed, in the context of the</p>	

	<p>objectives, for consideration by the Committee at its meeting on 20<sup>th</sup> March 2023.</p> <p>Referring to the recommendation for Members to receive an induction/training session from the new investment advisors, CCLA, Mrs Rayani assured Members that a session will be arranged during 2023.</p> <p>Mrs Rayani further assured Members that a number of the recommendations within the report will be addressed by way of a 'business as usual' approach being adopted.</p> <p>Mrs Raynsford enquired whether there were any legislative changes for Members to be made aware of, to which Mrs Llewelyn responded that a session on NHS Charities and the Role of Corporate Trustee was previously facilitated by herself and the Assistant Director of Corporate Legal Services and Public Affairs, and that a follow up session is currently being arranged with a focus on the Charities Act 2022. Mrs Sarah Bevan undertook to contact the Assistant Director of Corporate Legal Services and Public Affairs, requesting notification of the date of the session.</p>	<b>SB</b>
	<p>The Committee <b>NOTED</b> the content of the Self-Assessment of Committee Effectiveness: Outcome of Results report and <b>RECEIVED ASSURANCE</b> that any actions from the CFC Self-Assessment 2021/22 are being progressed within the agreed timescales.</p>	

<b>CFC(22)78</b>	<p><b>CHARITABLE FUNDS SUB-COMMITTEE UPDATE REPORT</b></p> <p>Members received the Charitable Funds Sub-Committee (CFSC) Update Report, providing a summary of the Sub-Committee's activity between 6<sup>th</sup> September and 8<sup>th</sup> November 2022.</p> <p>Mr John Evans advised Members of the following charitable expenditure requests, which were considered and approved within the CFSC delegated approval limits during this reporting period:</p> <ul style="list-style-type: none"> <li>• Request for festive expenditure across HDdUHB to improve the experience of patients visiting or staying in hospital and for staff required to work in a healthcare setting over this period £22,500.00. Mr Evans provided an overview of the rationale and validity of the spend.</li> <li>• Retrospective request to fund Diploma in Clinical Management of Pain Course (year 2, PPH Pharmacy) £5,400.00</li> <li>• Ratification of a request for funding for MSc Physiotherapy modules (year 1) Physiotherapy/GGH Major Trauma Team (Approved via Chair's Action following approval by the Higher Awards Panel as eligible studies, in line with the Hywel Dda Learning &amp; Development Policy and charitable funds eligibility criteria) £2,268.00</li> <li>• Request for the establishment of a new charitable fund for the Adult Attention Deficit Hyperactivity Disorder (ADHD) Service</li> </ul>	
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	<p>(Mental Health and Learning Disabilities Directorate) to support expenditure above and beyond core NHS budgets to enhance the services provided to ADHD service users and staff associated with the service.</p> <p>Ms Hardisty raised concern regarding the process for approving an additional charitable fund following previous comments about the need to reduce the number of designated charitable funds. Mrs Llewelyn advised Members that, due to the unique nature of the structure of funds within the Mental Health and Learning Disabilities (MHL) Directorate, requests for establishing new funds are firstly scrutinised at their monthly business meetings to ensure that they are relevant and meet service objectives.</p> <p>In light of the earlier discussion regarding the significant number of designated funds already in existence, Mrs Raynsford welcomed Mr Thomas' recommendation for the development of a framework to review the appropriateness of each individual fund. Ms Rhian Davies, Mr Timothy John and Mrs Llewelyn undertook to progress this piece of work as an action under the agenda minute reference CFC(22)71.</p> <p>As the request for the establishment of a new charitable fund for the Adult Attention Deficit Hyperactivity Disorder (ADHD) Service has already been approved by the CFSC, Mrs Rayani undertook to contact the Director of MHL to understand their rationale for the request and to understand how they can support the streamlining of funds, as identified within the charity's strategic approach.</p>	<b>MR</b>
	<p>The Committee <b>NOTED</b> the content of the CFSC Update Report in respect of the Charitable Funds Sub-Committee's provision of assurance.</p>	

<b>CFC(22)79</b>	<p><b>CONSIDERATION OF CHARITABLE FUNDS EXPENDITURE REQUIRING COMMITTEE APPROVAL: PERIOD POVERTY</b></p> <p>Members received the Period Poverty report requesting Committee approval of the application for £2,908 of charitable funding to support the roll out of a three month pilot scheme to provide sanitary products for staff in Withybush General Hospital. Mr Daniel Blyth provide an overview of the pilot, advising Members that this will initially be trialled on one acute site, Withybush General Hospital (WGH) and that further charitable funds or other funding streams will be explored, if the pilot is successful.</p> <p>Noting that a similar service is in place at Cardiff City Stadium and the Halliwell Centre in Carmarthen, Ms Hardisty queried why this was being proposed at only one site. Mr Blyth responded that there is currently no baseline data available and setting up a pilot on a small scale would also provide an idea of how many sanitary products would be needed. Additionally, it would be logistically easier to focus on a single site.</p>	
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	<p>Ms Ann Murphy queried if there is the possibility of personal donations of sanitary products. Mr Blyth noted this a possibility, subject to checking Infection Prevention and Control requirements.</p> <p>Referencing the report, Mrs Rayani advised Members of delays to the start date of the Pennies from Heaven. Additionally, Mrs Rayani requested that consideration be given to the overall Women’s Health plan for the Health Board, which will apply to both staff and patient well-being, and to other organisations that could potentially support this pilot.</p> <p>Ms Lewis noted that recent debates on period poverty have expanded more broadly to consider personal hygiene and enquired whether the scope of the pilot could be similarly broadened over time. Mr Blyth advised Members that this pilot is being proposed from a financial well-being perspective, rather than from a health perspective. However, Mr Blyth welcomed the opportunity to link in with the work being undertaken on women’s health. Mr Blyth added that the team is keen to explore the outcomes from the evaluation of the pilot.</p> <p>Mrs Llewelyn reminded Members of the charity’s charitable objectives, recognising that the relief of poverty does not fall within these charitable objectives. However, expenditure to support staff wellbeing is considered appropriate when any direct benefit to staff translates to improved patient care.</p> <p>Mrs Rayani highlighted the numbers of staff based at Community premises, particularly community nurses who travel long distances, who are likely to experience greater impact of financial hardship. Mr Thomas added that it would be a challenge to not continue the pilot scheme after the 3 months and to not roll out to other sites, including non-acute sites. Therefore, Members agreed that, prior to Committee approval of the release of funds, Mr Blyth and Mrs Llewelyn link in with Ms Lisa Humphrey to discuss a possible phased implementation.</p> <p>Mrs Raynsford advised Members that approval of the request for funds can be provided prior to the next meeting via Chair’s Action, if necessary.</p>	DB/NLI
	<p>The Committee <b>SUPPORTED IN PRINCIPLE</b> the application for £2,908 of charitable funding to support the roll out of a three month pilot scheme to provide sanitary products for staff in Withybush General Hospital, subject to the outcome of a conversation with Ms Lisa Humphrey, Interim General Manager Women and Children’s Services.</p>	

CFC(22)80	<b>EVALUATION REPORT: TRAINEE HAEMATOLOGY CLINICAL NURSE SPECIALIST PROPOSAL (CEREDIGION AND PEMBROKESHIRE)</b>	
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Members received the Evaluation Report: Trainee Haematology Clinical Nurse Specialist Proposal (Ceredigion and Pembrokeshire), providing an evaluation of the proposal, highlighting the need to grow our own experienced nurses in Ceredigion and Pembrokeshire and future proof the Clinical Nurse Specialist (CNS) team, and the positive impact to the Haematology service, its staff and patients.

Mrs Beard advised Members that three of the four members of the CNS team are approaching retirement age. Recruitment for CNSs, experienced in Haematology as a speciality, is particularly challenging in Ceredigion and Pembrokeshire due to the distance from the M4 corridor. Mrs Beard further advised that, with the possibility of retirements within the current HDdUHB Haematology CNS workforce over the coming years, this initiative supports utilising the experience that exists within the current team to train future additions to the CNS workforce.

Mrs Beard advised Members that two Trainee CNSs were recruited to the part time posts in April 2022, noting that the Pembrokeshire Trainee is 50% funded by an external local charity, the Withybush Hospital Cancer Day Unit Appeal. While they are both working in a supernumerary capacity in principle, they are engaging in haematology clinics, shadowing and working alongside the current CNS team, and have both enrolled on Masters level academic study alongside their clinical placements.

The Trainee posts are currently 8 months into the three year programme and much of the initial work has been around orientation and induction. It is anticipated that, through the term of the trainee programme, regular evaluations will be carried out, both in terms of the experiences of the Trainees themselves and the mentors, i.e. the current substantive CNSs.

Mrs Beard assured Members that Clinical Haematology is currently embarking on a Quality Improvement and Service Transformation Project, which will include the use of value based healthcare measures to evaluate the programme. Acknowledging that the programme was approved to specifically help meet the needs of patients in a more local and holistic way, Mrs Rayani enquired whether Patient Reported Experience Measures (PREMs) will be recorded, to which Mrs Beard responded that they have not been captured to date but will be built into the evaluation of the programme going forward.

With regard to the sustainability of the programme going forward, Mrs Beard advised Members that a stakeholder group has been established to look at the education framework for all CNS posts in Haematology to build in sustainability for the future, recognising that Haematology is a complex speciality across the UK. With regard to the future workforce, Mrs Raynsford acknowledged that there is an opportunity to make the

	rural settings such as WGH and BGH as somewhere that people want to work and develop their skills.	
	The Committee <b>NOTED</b> the positive impact of charitable funding contribution for part time Trainee Haematology Clinical Nurse Specialist posts at Ceredigion and Pembrokeshire to the service, staff and patients.	

<b>CFC(22)81</b>	<b>PLANNING OBJECTIVE 2E DEEP DIVE: BRONGLAIS CHEMO APPEAL</b>	
	<p>Members received the Planning Objective 2E Deep Dive into the Bronglais Chemo Appeal presentation, providing assurance on the delivery of the Planning Objective aligned to the Committee. Ms Bridget Harpwood, Fundraising Officer, outlined the key achievements of the appeal, which include exceeding the appeal target five months ahead of schedule, which was achievable in part to a significant gift of £300,000 from the Moondance Foundation. Ms Harpwood advised Members of the level of engagement and support from clinical colleagues and the local community, including the success of the charity-led Coastal Path Walk, which raised in excess of £25,000.</p> <p>Ms Harpwood advised Members that the charity purchased places in the Cardiff Half Marathon, in which twelve individuals took part. Ms Harpwood further advised that more money is expected to come in from community fundraising events over the next few months.</p> <p>Ms Harpwood advised Members that the charity's Communications team and the Fundraising team worked closely on the development of an established and recognised brand for the appeal and noted the importance of maintaining relationships with the frontline service. Ms Raynsford commended the close working relationships that have been developed with the clinical team.</p> <p>With regard to the continuation of fundraising for the appeal, Ms Harpwood advised that money is still coming into the appeal. Members welcomed the news that the charity will be partnering with Aberystwyth University as their charity of the year. However, as the appeal has officially ended, donations will instead support the Chemotherapy Day Unit as a whole.</p> <p>Mrs Llewelyn thanked Ms Harpwood and the Fundraising and Communications team for their efforts and extended thanks to Finance colleagues for their support with the Appeal.</p>	
	The Committee <b>RECEIVED ASSURANCE</b> on the current position in regard to the progress of the Planning Objective aligned to the Committee, with regard to the Bronglais Chemo Appeal.	

<b>CFC(22)82</b>	<b>ASSURANCE ON PLANNING OBJECTIVE ALIGNED TO THE COMMITTEE</b>	
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	<p>Members received the Assurance on Planning Objectives Aligned to Charitable Funds Committee report, providing an update on the progress made in the delivery of the Planning Objective aligned to the Committee, for onward assurance to the Board.</p> <p>Mrs Rayani assured Members that the Committee is currently on track with progress made in the delivery of the one Planning Objective aligned to the CFC:</p> <ul style="list-style-type: none"> <li>• <b>2E</b> - <i>From April 2022, continue to deliver the objectives of the charity's three-year plan (2020-2023) to further promote awareness of the Health Board's official charity and the opportunities available to raise and use funds to make a positive difference to the health, wellbeing and experience of patients, service users and staff across Hywel Dda University Health Board. As part of this, deliver the charity's marketing and communication plan from 1<sup>st</sup> April 2022 and undertake a review of the charity's strategic objectives, structure and resources to ensure effectiveness for Board assurance with the aim of developing the charity's longer-term strategy by February 2023.</i></li> </ul> <p>Mrs Rayani advised Members of delays relating to software development for the new online application process and anticipated that these would be resolved by the new financial year. Mrs Llewelyn advised Members that the development of the website is in progress with the aim for completion by the end of the financial year.</p> <p>Mrs Rayani assured Members that the Committee has built upon the Planning Objective that was initially allocated and that the charity's strategic direction going forward will align with the objective to make a positive difference to the health, wellbeing and experience of patients, service users and staff across the Health Board.</p>	
	<p>The Committee</p> <ul style="list-style-type: none"> <li>• <b>RECEIVED ASSURANCE</b> on the current position in regard to the progress of the Planning Objective aligned to the Charitable Funds Committee, in order to provide onward assurance to the Board where Planning Objectives are progressing and are on target, and to raise any concerns where Planning Objectives are identified as behind in their status and/or not achieving against their key deliverables.</li> <li>• <b>NOTED</b> the update provided on the outstanding actions from the 2021/22 Planning Objective, and the key deliverables associated with its delivery.</li> </ul>	
CFC(22)83	<p><b>CHARITABLE FUNDS COMMITTEE RISK REGISTER</b></p> <p>No report was provided as there are currently no risks in the domain of charitable funds. (Risk 1373: <i>Risk that the charity will not sustain its income levels or meet its income generation target of +10% annually, which is associated with the delivery of the Hywel Dda Health Charities</i></p>	

Planning Objective 2E for 2022/23, was closed, as agreed at the previous Committee meeting.

**CFC(22)84 HYDROTHERAPY POOL: JC WILLIAMS (ELIZABETH WILLIAMS ENDOWMENT) TRUST FUND UPDATE**

Members received a verbal update on the Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund, advising that the Trust accounting process with the US courts is ongoing. Mrs Llewelyn advised Members that this is being led by PNC, acting as Trustee under deed of Trust of the JC Williams Charitable Trust (Elizabeth Williams Endowment) and that a lack of regular communication from PNC means that it is not possible to confirm a timeframe for the completion and release of funds.

Mrs Llewelyn further advised Members that the Director of Finance has recently written to PNC to register his concerns over the length of time it is taking to facilitate the release of funds, and the lack of correspondence from PNC regarding this matter. The letter requested a comprehensive update to be provided as a matter of urgency.

With regard to the external Llanelli Hydrotherapy Pool charity, Mrs Llewelyn advised that, during September and October 2022, the trustees of the charity donated £303,230.23 of funds to HDdHC. The external charity confirmed that the donation is intended to support the running costs associated with the hydrotherapy pool at Pentre Awel, which may include equipment, therapy staffing costs and specialist education and training directly associated with the pool. The trustees of the charity also advised that it has been agreed the donation can be used to contribute to the construction costs of the hydrotherapy pool if these costs are not fully funded by the JC Williams Charitable Trust monies. Mrs Llewelyn assured Members that the donation was accepted by HDdHC and has been classified as a 'restricted' donation, to be used for the specific purposes as outlined by the trustees of the external charity.

Prior to, and on making the donation, the trustees of the external charity were advised that HDdUHB cannot proceed with its plans to work collaboratively with Carmarthenshire County Council to build the new Pentre Awel Hydrotherapy Pool until such time as the Health Board receives confirmation that PNC Bank is in agreement with releasing the trust fund for this purpose. Correspondence to the trustees confirmed that although HDdUHB is reasonably confident that the JC Williams Charitable Trust fund will be released for the development of the Pentre Awel Hydrotherapy Pool, HDdHC would not be in a position to honour the charity's wishes if the trust fund is not released by PNC Bank. The external charity was also advised to seek its own independent legal advice on this position and in relation to the winding down of the charity and transfer of funds to HDdHC.

	<p>With regard to the Elizabeth Williams Endowment Administration Committee, Mrs Llewelyn advised Members that a meeting, arranged and facilitated by the Strategic Planning team, is being held on 13<sup>th</sup> January 2023. However, the membership of the Committee includes two Community Health Council (CHC) members, and as the CHC will be dissolved from 1<sup>st</sup> April 2023, advice is being sought regarding the legacy statement and transfer order to the new Citizen Voice Body for Health and Social Care to ensure that the Plan of Administration for the Administration Committee can be complied with.</p> <p>Responding to concerns raised regarding whether the funds are likely to materialise, Mrs Llewelyn undertook to provide a further update to Members at the March 2023 Committee meeting, following the Administration Committee meeting on 13<sup>th</sup> January 2023.</p> <p><i>Mrs Hardisty left the Committee meeting</i></p>	<b>NLI</b>
	<p>The Committee <b>RECEIVED ASSURANCE</b> from the content of the verbal update on the Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund and that a further update will be presented to Members following the Elizabeth Williams Endowment Administration Committee meeting being held on 13<sup>th</sup> January 2023.</p>	

<b>CFC(22)85</b>	<b>UPDATE ON EXPENDITURE: STAFF WELFARE AND WELLBEING - REST AREAS</b>	
	<p>Members received a verbal update on progress regarding the allocation of charitable funding approved in November 2021 for the creation and improvement of staff rest areas.</p>	
	<p>Mrs Llewelyn advised Members that approximately 20% of the approved charitable funding has been spent to date and that approximately 85% of the funding has been allocated with a view to being spent by 31<sup>st</sup> March 2023.</p>	
	<p>Mrs Llewelyn assured Members that a further update on expenditure progress will be presented to the Committee at its meeting on 20<sup>th</sup> March 2023.</p> <p>Mrs Llewelyn also advised Members of progress made to support the implementation of the British Medical Association (BMA) Fatigue and Facilities Charter thanks to the support of colleagues within the Medical Directorate.</p>	
	<p>The Committee <b>NOTED</b> the verbal update on progress regarding the allocation of charitable funding approved in November 2021 for the creation and improvement of staff rest areas.</p>	

<b>CFC(22)86</b>	<b>HYWEL DDA HEALTH CHARITIES STRATEGY 2023-28</b>	
	<p>Members received the Hywel Dda Health Charities Strategy 2023-28 report, outlining the proposed objectives to enable operational work</p>	

	<p>plans to be developed, in the context of the strategic objectives, for consideration by the Committee at its meeting in March 2023.</p> <p>Mrs Llewelyn advised Members that there are three strategic objectives for HDdHC proposed from April 2023 to provide a clear focus and direction for the charity:</p> <ol style="list-style-type: none"> <li>1. Making a difference: Funding services and activities above and beyond what the NHS can provide.</li> <li>2. Fundraising and communications: Stabilising our income levels and conveying the impact of our work.</li> <li>3. Maximising the contribution: Making the best use of our resources to maximise our impact.</li> </ol> <p>Mrs Llewelyn advised Members that the operational work plans to be developed in the context of the strategic objectives will be focused on raising and distributing funds to make a positive difference to the health, wellbeing and experience of patients, service users and staff across the Health Board. These work plans will be submitted for consideration by the Committee in March 2023.</p>	
	<p>The Committee <b>DISCUSSED</b> the proposed objectives to enable operational work plans to be developed, in the context of the strategic objectives, for consideration by the Committee at its meeting in March 2023.</p>	

<b>CFC(22)87</b>	<b>CHARITABLE FUNDS COMMITTEE WORK PROGRAMME 2022/23</b>	
	<p>Members received the Charitable Funds Committee Work Programme 2022/23 for information.</p>	
	<p>The Committee <b>NOTED</b> the Charitable Funds Committee Work Programme for 2022/23.</p>	

<b>CFC(22)88</b>	<b>REFLECTIVE SUMMARY OF MEETING</b>	
	<p>Mrs Rayani provided a reflective summary of the meeting, highlighting the following:</p> <ul style="list-style-type: none"> <li>• An update on the Family Counsellor role, highlighting the positive impact of charitable funding to the service, staff, patients, and their families and recognition of the dedicated hard work in improving the experience of families being supported by the Paediatric Palliative Care service.</li> <li>• Recognition of the frustration with delays to the transfer of the charity's portfolio from Sarasin to CCLA, and a request for a report to the next Committee meeting to present a timeline and lessons learnt from this process.</li> <li>• Assurance received from the proposal to develop a framework, which would allow the setting of parameters for the establishment</li> </ul>	

	<p>of new funds, alongside a drive to reduce the overall number of funding lines.</p> <ul style="list-style-type: none"> <li>• Assurance received from the outcome of the Self-Assessment of Committee Effectiveness 2021/22 exercise that any actions are being progressed within the agreed timescales.</li> <li>• Committee support in principle of the application for £2,908 of charitable funding to support the roll out of a three month pilot scheme to provide sanitary products for staff in Withybush General Hospital, subject to the outcome of a conversation with Ms Lisa Humphrey, Interim General Manager Women and Children's Services.</li> <li>• Assurance received from the positive impact of charitable funding contribution for part time Trainee Haematology Clinical Nurse Specialist posts at Ceredigion and Pembrokeshire to the service, staff and patients.</li> <li>• Recognition of the Fundraising team's hard work for the Bronglais Chemo Appeal and notification that, as the appeal has officially ended, donations will instead support the Chemotherapy Day Unit as a whole.</li> <li>• A verbal update on the Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund, advising that the Trust accounting process with the US courts is ongoing and that a lack of regular communication from PNC means that it is not possible to confirm a timeframe for the completion and release of funds. A further update will be presented to Members following the Elizabeth Williams Endowment Administration Committee meeting being held on 13<sup>th</sup> January 2023.</li> <li>• Assurance received on progress in using charitable funds to create rest areas for staff and that the money will be spent by 31<sup>st</sup> March 2023.</li> <li>• Discussion of the proposed objectives to enable operational work plans to be developed, in the context of the strategic objectives, for consideration by the Committee at its meeting in March 2023</li> </ul>	
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<b>CFC(22)89</b>	<b>ANY OTHER BUSINESS</b>	
	<p>Mrs Llewelyn provided Members with an overview of the fundraising campaigns taking place over the Christmas period, including the Give a Gift campaign and the HDdHC Christmas cards in aid of the Wish Fund for the Paediatric Palliative Care service, and the Christmas Jumper Day taking place on 9<sup>th</sup> December 2022.</p>	

<b>CFC(22)90</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
	<ul style="list-style-type: none"> <li>• 26<sup>th</sup> January 2023 (extraordinary meeting)</li> <li>• 20<sup>th</sup> March 2023</li> </ul>	