

**PWYLLGOR CRONFA ELUSENNOL
CHARITABLE FUNDS COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	21 June 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Charitable Funds Committee Assurance Annual Report 2023/24
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Delyth Raynsford, Chair Charitable Funds Committee
SWYDDOG ADRODD: REPORTING OFFICER:	Sharon Daniel, Interim Director of Quality, Safety and Patient Experience

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

The purpose of this report is to present the Charitable Funds Committee (CFC) Annual Assurance Report 2023/24 to the Board.

The CFC Annual Report provides assurance in respect of the work that has been undertaken by the Committee during 2023/24, and that the terms of reference as set by the Board are being appropriately discharged.

Cefndir / Background

Hywel Dda University Health Board's (HDdUHB's) Standing Orders and the Terms of Reference (TOR) for CFC require the submission of an Annual Report to the Board to summarise the work of the Committee and to identify how it has fulfilled the duties required of it.

The purpose of CFC as expressed in its Terms of Reference is:

- 3.1 To make and monitor arrangements for the control and management of the Health Board's Charitable Funds, within the budget, priorities and spending criteria determined by the Board and consistent with the legislative framework.
- 3.2 To provide assurance to the Board in its role as corporate trustee of the charitable funds held and administered by the Health Board.
- 3.3 To receive an assurance on delivery against relevant Planning Objectives aligned to the Committee, in accordance with Board approved timescales, as set out in the Health Board's Annual Plan.
- 3.4 To agree issues to be escalated to the Board with recommendations for action.

Asesiad / Assessment

The CFC Annual Report 2023/24 is included at Appendix 1.

Argymhelliad / Recommendation

The Charitable Funds Committee is requested to:

- **APPROVE** the Charitable Funds Committee's Annual Report 2023/24 for onward transmission to Board for **ENDORSEMENT** at the meeting scheduled to be held on 11 July 2024.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	12.5.1 Report formally, regularly and on a timely basis to the Board on the Committee's activities in their capacity as Corporate Trustee. This includes the submission of a written Committee update report as well as the presentation of an annual report and accounts prior to submission to the Charity Commission.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	Not Applicable
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	6. All Apply
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:	Agendas, reports and minutes of CFC meetings 2023/24
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:	CFC Chair, Lead Director and Committee Members

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	A sound system of internal control, as evidenced in the Committee's Annual Report, will assist with ensuring financial control, and the safeguard of public funds
Ansawdd / Gofal Claf: Quality / Patient Care:	SBAR template in use for all relevant papers and reports.
Gweithlu: Workforce:	SBAR template in use for all relevant papers and reports.
Risg: Risk:	SBAR template in use for all relevant papers and reports.
Cyfreithiol: Legal:	A sound system of internal control, as evidenced in the Committee's Annual Report, ensures that any risks to the achievement of the Health Board's objectives are identified, assessed and managed. Compliance with the Health Board's Standing Orders, and the Committee's Terms of Reference, requires the submission of an Annual Report to the Board.
Enw Da: Reputational:	Not applicable

<p>Gyfrinachedd: Privacy:</p>	<p>A sound system of internal control, as evidenced in the Committee's Annual Report, ensures that any risks to the achievement of the Health Board's objectives are identified, assessed and managed.</p> <p>Compliance with the Health Board's Standing Orders, and the Committee's Terms of Reference, requires the submission of an Annual Report to the Board.</p>
<p>Cydraddoldeb: Equality:</p>	<p>SBAR template in use for all relevant papers and reports.</p>

Hywel Dda University
Health Board
Charitable Funds
Committee
Annual Report 2023/24

Introduction

Hywel Dda University Health Board (HDdUHB) was appointed Corporate Trustee of the charitable funds by virtue of Statutory Instrument 2009 No. 778 (W.66), with the Board serving as its agent in the administration of the charitable funds held by HDdUHB.

In accordance with HDdUHB's Standing Orders and Scheme of Delegation, the Board has nominated a committee to be known as the Charitable Funds Committee, established as a Committee of HDdUHB, and constituted from 22 July 2010. The current Terms of Reference being approved by the Board at its meeting on 27 July 2023.

HDdUHB holds charitable funds as sole Corporate Trustee, and Board Members, whilst not 'trustees' in their own right, are jointly responsible for the management of those charitable funds.

The charitable funds linked to HDdUHB are independent of the 'exchequer' funds of HDdUHB and must be managed separately. The Charity Commission has regulatory responsibility for ensuring the proper management of these funds.

This Annual Report outlines how the CFC has complied with the duties set through its Terms of Reference, and also identifies key actions to address developments.

CFC committee meetings are held on a quarterly basis.

As the CFC is directly accountable to the Board for its performance, it provides an assurance to the Board through a formal written update report which is received at the subsequent Board meeting. A full set of the papers for each Committee meeting is routinely made available on line from the Health Board's website.

During 2023/24, the Committee met on the following occasions and was quorate at each:

- 23 May 2023
- 26 September 2023
- 28 November 2023
- 12 March 2024

During 2023/24, the Committee held the following In-Committee meetings on:

- 28 November 2023
- 12 March 2024

The items considered by the In-Committee meetings were:

- Charitable Donations to the Breast Care Unit at Prince Philip Hospital

Chair's Executive Summary

It is the purpose of this Committee to highlight the benefits and challenges of the work of the Hywel Dda Health Charity in making a real difference to our patients, services and staff within Hywel Dda University Health Board (HDdUHB).

This report gives an insight and a flavour of the scrutiny and oversight we have applied and reflects the level of activity and attention we as a committee pay to the impact of the fundraising for our patients and staff.

During the last year, there have been a number of funding awards for significant projects which has resulted in improved services directly responsible and impacting positively on patient care, experience, quality, innovation and welfare of patients and staff.

As a Committee we are bound by duties and responsibilities declared by the Charity Commission and as such, we pay rigorous attention to the financial resilience and sustainability of the charity through responsible stewardship and scrutiny to ensure funds are managed and allocated appropriately and equally throughout the organisation.

As we look forward to another exciting year ahead, the Committee will continue to build upon the impact of the Charity's work and illustrate how the fundraising activity and commitment of the fundraisers, staff and our communities who continue to support and donate to the Charity are making a difference to the experience of our patients at HDdUHB.

Diolch yn fawr iawn.

Delyth Raynsford

Chair, Charitable Funds Committee

Reporting

During 2023/24, the following reports were received:

Governance

- **Annual Review of Committee Terms of Reference**

In June 2023, the Committee reviewed its Terms of Reference for onward approval by the Board. The Committee were advised that, in light of the recent changes to/reduction in Independent Board Member numbers, all Committee Terms of Reference were being reviewed to ensure quoracy is maintained.

- **Self-Assessment of Performance Process 2023/24**

The May 2023 meeting received assurance from the refreshed approach to the Annual Report and Self-Assessment process for 2023/24. The Committee was advised that the future Committee Effectiveness Assessment process will link and inform Committee annual reporting in a staggered approach over the year being mindful of the need to comply with Standing Orders. The tools to support this approach was developed in early Summer 2023, and piloted through the Quality, Safety and Experience Committee (QSEC), prior to being rolled out to other Committees in the Autumn.

The November 2023 meeting was advised of the refreshed approach to the Annual Report and the self-assessment process for 2023/24.

Risk and Assurance

- **Charitable Funds Risk Register**

No reports were presented to the CFC in 2023/24 as there were no risks in the domain of charitable funds.

Performance

- **Integrated Hywel Dda Health Charities Performance Report**

- **May 2023**

The May 2023 meeting received the Integrated Hywel Dda Health Charities Performance Report, providing an update on the Hywel Dda Health Charity's (HDdHC) performance and position as of 31 March 2023. The Committee noted that the net incoming resources before transfers of the charity amounted to £2,963,290 for the period and that the charity's overall income from donations, grants and legacies has increased by £2,688,277 in comparison to income received for the same period in the previous financial year. Expenditure on charitable activities for the period 1 April 2022 to 31 March 2023 was £788,838, which represents a 53% decrease in comparison to expenditure for the previous financial year. The Committee received assurance that the majority of the decrease is due to the fact that, in the previous year, monies in respect of the Bronglais Hospital Chemotherapy Unit Appeal were accounted for and therefore this decrease was no cause for concern.

- **September 2023**

The September 2023 meeting received the report on the Charity's performance and position as of 31 July 2023. The value of the investments held by the Charity on 31 July 2023 was £8,160,806 with the total value of funds on the same date being £12,079,445. The balances of

the Charity bank accounts as of 31 July 2023 were: current account £5,070 and deposit account £5,750,533. It was stated that holding deposits is a challenge at this point in time, given the current high inflation and any investment portfolio will struggle to earn over and above inflation.

It was noted that public awareness of the Charity was high due to the development of a strong brand identity; although, following a record-high level of income in 2021, the average value of donations had decreased. Members noted that the fundraising team is focussing on the staff lottery, with the intention to increase the marketing of the lottery both internally and externally. In relation to similar lotteries in Wales, it was challenging to compare due to different demographics and how schemes are administered, for instance, our scheme is not run in-house and consequently the profits are smaller.

Members received three options for investment of funds in the Charity's deposit account not immediately required for consideration. Currently, the charity's deposit account with Barclays Bank offers a 2% interest rate with immediate access, whereas the COIF Charities Deposit Fund offered an interest rate circa 5% annual equivalent rate. CCLA advised a split in investment between the Ethical Investment Fund, in which funds are usually invested for over 5 years with a target return of inflation plus 5%, and the COIF Charitable Deposit Fund. It was expressed that, due to the unpredictable nature of the charity's expenditure over the next 5 years, funds should not be locked in and have short-notice withdrawal periods, which CCLA advised that the proposed investment funds satisfied both those requirements.

Members agreed to transfer the current balance held on the Barclays Deposit Account to the COIF Charities Deposit Fund, with a decision on how much to transfer into the Ethical Investment Fund to be made following an assessment of significant future commitments, with the proposed amounts being approved via Chair's Action.

- **November 2023**

The November 2023 meeting received the Integrated Hywel Dda Health Charities Performance Report for the six-month period up to the end of September and were advised that net income of the Charity has increased by £43,189. The Committee were advised that a £1.3m legacy gift had been recently received by the Charity. It was noted that the reduction in income figures from the same period last year was due to the significant performance of the Charity in the previous year, stating that this year's figures were an improvement on years prior to the previous year. It was highlighted that the value of investments held by the charity on 30 September 2023 was £8,053,249 with the total value of funds being £12,013,443. The charity's bank balances as of 30 September 2023 were £414.75 in the current account and £5,312,248.31 in the deposit account, although it was observed that this was before the £1.3m legacy which raised the deposit account balance to over £6m.

The Committee were also advised that work has been undertaken with the Legal Services Team regarding the classification of restricted funds

and how to appropriately reclassify restricted funds as unrestricted but designated funds or allocate them to the closest corresponding fund and that a full review and recommendations would be presented to the March 2024 meeting for implementation during Quarter 1 2024/25.

- **March 2024**

The March 2024 meeting received the Integrated Hywel Dda Health Charities Performance Report and the HDdHC Work Plan for 2023/24 and the proposed work plan for 2024/25 and reviewed the financial position of the HDdHC compared to the same period of the previous year for comparative purposes.

- **Investment Advisor Performance Update**

The September 2023 meeting received an update on the long-term investment portfolio. As of 7 September 2023, the value of holdings was £8,240,681. Whilst the majority of funds are invested in equities, as a consequence of interest rates increasing, the fund now invests in bonds. Performance in 2022 was low due to rising interest rates. Members were reminded of the long-term investment objective, which was to achieve growth over the long term of inflation plus 5% per annum before costs.

- **Draft Annual Report and Accounts 2022/23**

The November 2023 meeting received the Draft Annual Report and Accounts for 2022/23 and were advised that global economic pressures were the reason for the net loss derived from income from investments although an increased level of donations received, and a reduced level of commitments has resulted in an overall increase in the total net assets held by the Charity and that, while the value of investments fluctuate, the Charity were investing for the long-term and that the cash returns from those investments have remained stable. The Committee were advised that the accounts would be audited by Audit Wales in time for submission to the Charity Commission before the deadline of 31 January 2024.

Operational/Strategic

- **Apportionment of Governance and Support Costs and Investment Income and Gains**

The September 2023 meeting reviewed how to manage surplus funds in the central fund and the CFC's decision in 2018 that the charity's governance and support costs would be covered by the dividends and interest from the investments and cash balances held by the charity. It had been agreed that where this was insufficient, costs would be apportioned across funds on an equitable basis.

Due to an increase in support costs and market fluctuations, the value of investments had decreased, resulting in a deficit in the central fund. It was agreed that the support costs and apportionment methodology be reviewed,

including the manner in which other NHS Charities across Wales and the UK cover their support and governance costs, before a decision can be reached as to whether a central fund should be maintained for the unrestricted funds and whether a set amount of investments should be retained to cover any future losses. It was noted that a decision was not needed until 1 April 2024, so the findings of the review would be presented to the March 2024 CFC meeting.

The March 2023 meeting received that report into the apportionment of governance, support and fundraising costs and investment income and gains of the HDdHC and were presented with three options for the management of the apportionment of governance and support costs and expressed a preference for the maintenance of a central unrestricted fund with a buffer set at a maximum of 10% of the year-end investment fund balance to protect the unrestricted funds from the risk of a year of investment losses. The Committee resolved to review the cost benefit of the Fundraising Team and the use of charitable resources during the 2024/25 financial year with a report presented to the September 2024 meeting.

- **Rationalisation of Charitable Funds**

The March 2024 meeting received an update on the proposals to streamline and rationalise the number of charitable funds within the HDdHC and to review the manner in which legacy gifts are processed and managed. The Committee were informed that the full external legal advice sought by the Charity has not yet been received with a report with the full and final recommendations expected to be presented to the September 2024 meeting.

- **Expenditure Requests**

- **Education and Simulation Training Facility at Glien House**

The May 2023 meeting considered an Expenditure Request for an Education and Simulation Training Facility at Glien House, requesting Committee consideration and approval of £42,883.11 of charitable funding to support the cost of the capital works to refurbish an existing office space on the ground floor at Glien House, to provide a multi-functional space for employability skills training, simulation-based education training and school engagement activities. The Committee did not approve the expenditure request pending further clarification regarding the intention of continuing the lease from Capital colleagues and the Director of Planning and Strategy and consideration of the current Estates Strategy review. The Committee agreed that, should the further information be forthcoming prior to the next Committee meeting, consideration would be given to approve the request via Chair's Action. Following the meeting, consideration was given to an alternative proposal for equipment to support simulation across the Health Board as opposed to investment in a single facility.

- **New Cardiac Ultrasound Machine, Cardiology, Bronglais Hospital**

The September 2023 meeting ratified a decision taken under Chair's Actions to fund a new Cardiac Ultrasound Machine to replace the existing machine, which was damaged. It was recognised that there were a number of departments with ageing clinical equipment, and it was observed that the option to loan equipment from other sites should be explored in similar situations such as this in the future.

- **Arts in Health for Staff Wellbeing Activities**

The September 2023 meeting received a request to extend the funding of the Arts in Health for Staff Wellbeing Activities, of which 1,500 members of staff had been reached by the project. It was noted that an Arts and Research Group had been established to connect the evidence being collated that this project has had a positive impact on staff and patient care, including staff retention. The Committee noted the Creative Activities for Staff Wellbeing Plans and approved an application for £35,000 to support the costs of the provision.

- **Cancer Services Hair Loss Support**

The September 2023 meeting received a proposal for HDdUHB to be the first Health Board in Wales to improve the patient experience of cancer treatment related hair loss. Following a pilot scheme in Pembrokeshire from May to September 2023, it was noted that the cost per patient referred to the charity which carried out the service, Caring Hair, was £32 per patient and yielded positive results. It was also further noted that the cost would reduce to £24 if the service was extended, with the request to extend the funding to provide the service for 2 years. The Committee approved an award of £165,000 of cancer services charitable funds to extend the provision of the service for 2 years.

- **Bronglais Hospital FibroScan Ultrasound Machine**

The September 2023 meeting received a request was received for charitable funding to support the purchase of a FibroScan Mini+ 430 – Echosens machine, which measures the stiffness of the liver and calculates the severity of liver disease; for patients in the Ceredigion catchment area. Members noted that the machine can be used in a community setting. Members acknowledged that a purchase of this nature would normally be funded by capital expenditure. Given that the Health Board currently has a number of items of medical equipment which require replacement, with a lack of capital funding to provide this, from a legal perspective there is a clear patient benefit. The Committee approved the application for £81,690 of charitable funding to support the purchase of a FibroScan Mini+ 430 – Echosens machine at for patients in the Ceredigion catchment area.

- **Simulation-Based Education Equipment Needs**

The September 2023 meeting received a request to support the cost of remote interprofessional simulation-based educational equipment. It was noted that there were three elements to the request for funding; an Observation and Training System which allows for observers not to be in

the same room as trainees and affecting the realism of the simulation and allows for the system to be portable and used in all regions of the Health Board, the licencing and access to a national catalogue of training simulation templates to ensure that efficient simulation is provided and a manikin to perform the role of the patient to ensure that no physical patient is at risk of harm during the simulation. The Committee were advised that it was the Health Board's mission to be a pioneer in the field of interprofessional learning in Wales and were informed of the benefits of simulation-based education to Health Board recruitment and its ability to immerse students in safe clinical demonstration and training opportunities. Members approved the application for £56,461.00 of charitable funding to support the cost of the Remote Interprofessional Simulation Equipment.

- **Bronglais Hospital Chemotherapy Day Unit Refurbishment Project**

The May 2023 meeting received an update on the BGH CDU Refurbishment Project following significant charitable investment and the recent fundraising appeal and were advised that the project was in the detailed design phase with engagement from staff and patients and that temporary facilities had been identified for the construction phase of the programme due to commence in November 2023 and complete in December 2024. The Committee were advised that all non-patient facing services will be relocated to a Local Authority building in Aberystwyth.

The CFC were advised of a £43,000 shortfall to the project budget with an updated budget to be presented, a potential risk to the funding streams, with regard to an anticipated £110,000 donation from the Mid West Colorectal Fund, and cost escalation prior to going out to tender.

Further to the May 2023 update, the September 2023 meeting received an update on the governance arrangements of the Bronglais Hospital (BGH) Chemotherapy Day Unit (CDU) capital scheme and received the request for approval of the contribution of charitable funding from the Bronglais Chemo Appeal Fund (T392) to the scheme for the new CDU, as well as any future donations to the Appeal Fund. The Committee were advised that the construction phase of the project would begin in January 2024. Members endorsed and recommended for approval by the Corporate Trustee the contribution of £912,989.00 from the Bronglais Chemo Appeal fund to the capital scheme for the new CDU as well as any future donations to the appeal fund.

The March 2024 meeting received an update on the BGH CDU refurbishment project and heard that the commencement of works had been delayed due to the receipt of a tender return showing an increase of £1.1m costs above budget. The CDU moved into a temporary mobile unit provided by Tenovus in December 2023 so that survey works could be carried out on the proposed site for the refurbished CDU and that following the receipt of the increased tender costs, the Project Team had re-evaluated the scheme to examine if the project could be continued to be delivered in the manner in which it was commissioned at a lower cost.

The project team have reduced the funding gap to £389,000 through re-visiting the specification of the non-patient facing areas of the proposed refurbished CDU and that these amendments to the scheme have been agreed with staff at the Unit and deemed an acceptable reasonable adjustment to the project.

It was emphasised that the original project specification was still being achieved in accordance with the original plan that was the basis for the public fundraising appeal. The Committee were keen to ensure that the communication with the public, staff and donors was proactive to reassure that what was originally planned for and fundraised for was unaffected and that only ancillary areas that were not patient facing were considered for compromise. It was also noted that the request for £389,468.91 from charitable funds was a maximum and would be offset by on-going donations to the charitable appeal.

- **Neonatal Ventilators**

The November 2023 meeting received a request for charitable funding for the purchase of four SLE6000 neonatal ventilators. It was noted that the SLE6000 model was in common usage across the Perinatal Excellence to Reduce Injury in Premature Birth Cymru network with HDdUHB being an outlier by using the SLE5000 model. It was advised that the likelihood of the equipment being funded by capital expenditure was limited and given the outcomes were predominantly patient based, met the criteria for charitable funding. The Committee were advised that there were no additional maintenance costs above those associated with the older model and consumable costs would be lower. The Committee also advised that a significant benefit of upgrading to the SLE6000 machines improve the ability to provide neonatal babies with rapid and the best quality care locally, as opposed to having to travel outside of the Health Board. Members endorsed and recommended for approval by the Corporate Trustee funding within the Neonatal Paediatric Service of £120,727.72 for the procurement of four new SLE6000 ventilators.

- **Hywel Dda Arts and Health Provision Capacity Building**

The March 2023 meeting supported a request for £198,065 of charitable funding to fund the cost of a Project Support Officer post as part of the overall capacity building of the Arts in Health programme for four years. The Committee were informed that the Health Board was recently the first in Wales to develop and sign an Arts in Health Charter and that the Health Board was recognised nationally as being innovative in the area of arts in health. The Committee were informed that £365,000 had already been secured from external funding sources by the Arts in Health Team and it was felt with funding to increase the capacity of the Team then the Health Board would be able to attract significant external funding resources through the appointment of a Project Support Officer.

The Committee were advised that there was confidence that following evaluation and through the securing of external funding sources, that the project would be sustainable beyond the initial 4-year period that charitable funding was being sought for. The Committee requested that

the review of the programme be subject to an independent evaluation by the Value Based Healthcare Team and subject to an annual review by the CFC. The Committee were informed that partnership work had already been carried out with the local arts sector within the Health Board's area to work in collaboration with the sector and to open up opportunities for local artists to provide projects through the Health Board that they otherwise would not have had the opportunity to access.

- **Evaluation Reports**

- **Respiratory Research, Prince Philip Hospital**

The May 2023 meeting received a presentation on the positive impact of the CFC's approval for funding to the Prince Philip Hospital (PPH) Respiratory Research and Development Service in September 2022. The Committee were advised that since the COVID-19 pandemic, commercial trial research had been significantly reduced with approved funds being used to continue to employment of a Research Assistant to support with research patient recruitment, patient identification, and administration. The CFC received an overview of the Research and Development Service and were advised of a major portfolio trial testing in collaboration with Aberystwyth University of new technologies to diagnose lung disease which had identified biomarkers in urine that can identify lung cancer with an accuracy of 91%.

The CFC were informed of the Research and Development Services' facilitation in opening several new commercial studies for asthma and chronic obstructive pulmonary disease (COPD) and were advised that recent gains in research have enabled the team to consolidate projects, effectively recruit into studies and support growth and that charitable funds had contributed to generate additional income to protect at least one salary in the medium term, enhanced the Health Board's reputation nationally and internationally, provided state-of-the-art drugs and devices for respiratory patients, and fostered new relationships with commercial and non-commercial researchers.

- **Transperineal Biopsy Machine, Prince Philip Hospital**

The May 2023 meeting received a presentation on the evaluation of the positive impact of the Committee's approval of the application for funding for a £50,000 state of the art Transperineal Biopsy Machine at its meeting on 9 March 2021, following an additional £30,000 contribution from the West Wales Prostate Cancer Support Group. The purchase of the Transperineal biopsy machine has allowed HDdUHB to undertake transperineal biopsies, which is safer and has a lower rate of infection than the standard process of transrectal prostate biopsies. Diagnostic rates have improved in addition to increasing capacity for prostate biopsies. Additionally, transperineal biopsy achieves improved cancer detection rates in cases where prior transrectal prostate biopsies have been undertaken. This is especially important for the surveillance of patients who may require multiple biopsies whilst on a surveillance prostate cancer pathway.

The Committee was advised that the machine will enable transperineal biopsy to be performed with local anaesthesia and is feasible in an outpatient setting, whereas they currently require a General Anaesthetic with associated bed space and recovery time. Although the transperineal process is increasing capacity somewhat, the next step of establishing its use in an outpatient setting under Local Anaesthetic will truly ramp up capacity. Options are being explored to use Endoscopy rooms in PPH for local anaesthetic transperineal prostate biopsy and transrectal prostate biopsies, and to use the Decision Support Unit for diagnostic lists.

The Committee was advised of the long-term plan to establish a dedicated Urology Investigation Unit to overcome the staffing and estates challenges. A recent Cancer Research UK bid has been successful and was aimed at improving the prostate cancer pathway. This includes dedicated Magnetic Resonance Imaging (MRI) and same-day reporting for patients with a prostate biopsy. This bid is a prestigious project to overhaul the prostate cancer pathway and, with the industry moving from transrectal to transperineal biopsies, the impact of the charitable funds has enabled HDdUHB to maintain the lead in this field.

- **Cardiology Equipment, Paediatrics, Withybush Hospital**

The September 2023 meeting heard that since procuring the equipment, 161 children and young people from new-born up to the age of 16 years old have been reviewed at Withybush Hospital (WGH), with the potential to increase collaboration with tertiary care colleagues and increase capacity, given that the number of child cardiac patients is not expected to increase.

- **Echocardiography Machines, Cardio-Respiratory Department, Withybush Hospital**

The September 2023 meeting received a report outlining the positive impact following the purchase of echocardiography equipment. The purchases allow sonographers in the Cardio-Respiratory Department to undertake advanced echocardiographic echocardiograms with uncompromised image quality and state-of-the-art measurements in 2D for a wide range of patients.

- **Update of Expenditure**

- **Staff Welfare and Wellbeing: Rest Areas**

The May 2023 meeting 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, providing assurance that 100% of the funds have been committed or spent to date and that 82 rest areas across the Health Board have been supported by the scheme. The evaluation phase has commenced, and the positive impact of the creation and improvement of staff rest areas will be reported to the local Staff

Partnership Forums over the summer months and was presented to the Committee at its September 2023 meeting. The Committee received assurance that engagement has been led by the local Staff Partnership Forums and Staff Side leads to ensure full representation across the Health Board.

- **Development of Therapeutic Gardens at Prince Philip Hospital**

The February 2024 meeting received an update on the project for the development of therapeutic gardens at PPH at an enclosed space accessible through the Mynydd Mawr and Bryngolau Wards at PPH. The Committee heard that a fundraising appeal had been launched in November 2023 and that a significant legacy income had recently been received by the Mynydd Mawr ward. The Committee were informed that the relatively high cost of the provision of a garden, of £150,000, was due to the need to carry out extensive ground work to remove tree root growth in addition to the substantive garden elements as part of the project. The Committee expressed a desire to seek involvement from local contractors through their corporate social responsibility budgets as well as partnership and volunteer avenues to reduce the costs of the project. The Committee resolved to defer consideration of this item until the May 2024 meeting so that alternative options for the delivery of this project could be considered.

- **Presentation on Recent Charitable Funds Expenditure**

- **Arts in Health**

The May 2023 meeting received a presentation on recent charitable funds expenditure on Arts in Health pilot programme for staff wellbeing that had been funded by NHS Charities Together that had provided activities such as Shorelines Sand Art, live music in staff settings, Hywel Dda Signing Bursaries, access to cheaper tickets for arts and cultural events and 'Cultural Cwtch' an online creative resource for health and social care workers. The CFC were advised that the funding from NHS Charities Together was ending in September 2023 and the Arts in Health Team would like to prepare a case for support for charitable funding to a future CFC meeting to continue provision to staff.

- **Cardiac Ultrasound Machine to Improve Access to Echocardiography in Ceredigion**

The May 2023 meeting the Committee received a presentation on the impact of charitable expenditure on a Cardiac Ultrasound Machine to improve access to echocardiography in Ceredigion. The committee were informed that the previous cardiac ultrasound machine had been irretrievably damaged by a burst water pipe and a new model of echocardiography machine had been purchased through the receipt of charitable funds. The benefits of the new machine were outlined as being of a much higher quality, providing improved imaging for more confident and faster diagnosis, was portable and able to be used throughout BGH such as on wards and within theatre, and that the design was such that it was suitable for use with out-patients and that the portability made it

suitable for use with in-patients. In addition to meeting the needs of the local population, it was also able to support the needs of trainee medical students who were able to independently scan and interpret diagnostics through high quality imaging provided by the new machine. The provision of the new machine, coupled with the increase in staff able to utilise the machine had seen a doubling of echocardiography capacity at BGH, improved patient care and quality of outcomes.

Information

- **Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund Update**

The May 2023 meeting received a verbal update on the Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund that the trust fund account has been reviewed by the Pittsburgh National Corporation Bank (PNC) Tax Team and the £1.2m fund has now been received and that receipt of funds was expected in April 2023.

The September 2023 meeting received a verbal update hearing confirmation that the funding has been received and that the team is now working with legal colleagues in terms of the governance arrangements for a Memorandum of Understanding between HDdUHB and the Local Authority.

Sub Committee/Groups

- **Charitable Funds Sub-Committee**

The Charitable Funds Sub-Committee (CFSC) is empowered by the Terms of Reference of the CFC to approve expenditure in excess of £10,000 and up to £50,000 unless the expenditure relates to research and development expenditure, pay expenditure or requests of any nature that result in an ongoing charitable funds commitment.

The CFSC is mandated by its Terms of Reference to provide quarterly written updates to the CFC with the Chair of the CFSC, or a suitably briefed deputy, required to attend the CFC to provide written reports on expenditure approved within the CFSC's delegated limits of approval, key decisions taken by the CFSC, any Chair's Actions undertaken outside the cycle of CFSC meetings, any key risks or matters of concern, any matters requiring CFC consideration or approval and any revisions to the CFSC Terms of Reference.

- **CFSC Update Report, May 2023**

The CFC were advised that two requests were approved by the CFSC with a further request approved via Chair's Actions. The CFSC also undertook the annual review of the Sub-Committee's Terms of Reference

for approval by the CFC. The Chair of the CFSC advised members of the CFC that members of the CFSC wished to assure the CFC regarding the nature of discussions when considering request for approval following the approval of a replacement medical device due to the lack of capital funds. Following a request for attendance at an overseas conference, CFSC members wished to clarify that the overriding considerations are how the expenditure will benefit NHS patients, whether the request is within the Charity's overall purpose and whether there is a clear justification for the use of charitable funds. The CFC enquired on the monitoring of feedback received from attendees at the overseas conference to illustrate that the objectives of attending the conference had been met. The Committee were advised that the onerous paperwork for the evaluation of charitable funds were considered a barrier for the application of charitable funds and the Committee were assured that the proposals to rationalise the number of charitable funds would assist in the making the application process more effective.

The Chair of the CFSC advised that there had been an increasing demand for applications for funding of items of expenditure that would usually be considered as part of the Discretionary Capital Programme (DCP) and advised the CFC that any inappropriate and unsuccessful requests for charitable funding were reported to the CFC via the CFSC Update Report to CFC.

- **CFSC Update Report, September 2023**

The CFC were advised that two expenditure requests were approved by CFSC with a further request approved via Chair's Actions. The CFSC also approved two requests for funding for Higher Awards for the 2023/24 academic year. The Committee were advised that the requests were considered as they could not be supported from a central Higher Awards budget as the budget was significantly oversubscribed but that following discussion with the Learning and Development Team the CFSC were reassured of the appropriateness and eligibility of funding as they demonstrated significant patient benefit. The CFC were further advised that two requests for unusual or novel expenditure were approved.

The CFC were advised of a matter requiring the Committee's consideration or approval regarding the nature of discussions when considering the maintenance contracts for Paxman Scalp Cooling Systems, an item of expenditure that had previously been funded by an annual donation by an external charity that has been funded by Charitable Funds since the cessation of the external charitable donation and that HDdUHB revenue budgets were unable to fund.

- **CFSC Update Report, November 2023**

The CFC were advised that six items of expenditure request were approved by CFSC with a further request for unusual or novel expenditure approved. The CFSC also approved the creation of a new designated charitable fund for the PPH Therapeutic Gardens capital fundraising appeal.

The CFC expressed concern regarding the use of charitable funds for the television ariel installation at WGH and resolved that the WGH Management Team be requested to place a hold on this project pending a discussion with the Director of Operations to determine whether the expenditure could and should be funded from core expenditure.

The CFC expressed concern regarding the proposal to create a new sluice room at the Glangwili Hospital (GGH) CDU whether the proposal was to remove the water supply and decommission an existing sluice room, which members of CFC felt the requested funds was excessive to provide, or whether the project was to create a new sluice room and dual-purpose clean storage room. The CFC resolved that the Committee instruct the Cancer Services Management Team to place a hold on this project pending a decision to proceed following the determination of the detail of the proposed works and the appropriateness of the request and the appropriateness of the use of charitable funding.

It was reported to the CFC at the March 2024 meeting that the installation of television ariels at WGH had proceeded via an alternative funding route lead by the WGH Estates Team and that the project to create a new sluice room at GGH CDU had also proceeded via an alternative funding route.

- **CFSC Update Report, March 2024**

The CFC were advised that the CFSC had considered eight requests for charitable expenditure and approved seven with one not supported pending receipt of additional information on patient benefit.

- **Investment Advisor Sub-Committee**

- **Investment Advisor Sub-Committee Update Report, May 2023**

The Committee were advised that no update had been received from the Sub-Committee and that an appropriate Independent Member was being sought to sit on the Sub-Committee. The Committee queried whether the external input of a strategic advisor is still required as the proposed establishment for the Committee has been ongoing for the past 12 months and that the establishment of a Sub-Committee may not be necessary as there is an improved input from CCLA as the new Investment Advisors of the charity.

- **Disestablishment of the Investment Advisor Sub-Committee, September 2023**

The September 2023 meeting ratified a decision that, following the discussion at the May 2023 CFC and a further discussion with the Director of Corporate Governance/Board Secretary, the Committee ratified the decision taken under Chair's Action to formally disestablish the Investor Advisor Sub-Committee. This was reported to Board on 27 July 2023.

Key Risks and Issues/ Matters of Concern raised by the Committee to the Board during 2023/24

- **From the Committee meeting held on 23 May 2023:**
 - Recognition of the benefit to Board Members to understand the impact of, and shared learning gleaned from, the expenditure of charitable funds to attend overseas conferences. The opportunity to present to a future Board Seminar meeting will be explored.
 - Recognition of any potential increasing demand on charitable funds, rather than capital, and assurance sought regarding mechanisms in place to ensure that requests are appropriately considered.
 - The Committee's decision to not approve the Expenditure Request for an Education and Simulation Training Facility at Glein House report, requesting Committee consideration and approval of £42,883.11 of charitable funding to support the cost of the capital works to refurbish an existing office space on the ground floor at Glien House, until further clarification is received prior to consideration for approval; noting that, should the information be forthcoming prior to the next Committee meeting, consideration would be given to approve the request via Chair's Action.

- **From the Committee meeting held on 28 November 2023:**
 - The level of engagement with and detail provided to the Charitable Funds Sub-Committee to ensure that appropriate applications are approved for charitable funding expenditure.
 - To recognise the financial challenges affecting the public sector may well increase the pressure on the Charitable Funds Committee to approve items which would normally be considered core NHS funding. The Committee will remain vigilant on the appropriateness of charitable expenditure in order to maintain the trust of our donors.

Matters Requiring Board Level Consideration or Approval

- The Charitable Funds Committee's revised Terms of Reference
- The Charitable Funds Committee Annual Report 2022/23
- The disestablishment of the Investor Advisor Sub-Committee
- To consider and approve £198,065 of charitable funds to support the costs of an Project Support Officer as part of the overall capacity building of the Arts in Health programme for four years.
- To consider and approve £389,468.91 of additional charitable funds to bridge the preferred options shortfall from the Support for Life Response Fund (T600).
- To approve the preferred basis for the apportionment of governance and support costs of charitable funds of Option 2 as contained within the Review of Apportionment of Governance and Support Costs and Investment Income and Gains report, to retain a central unrestricted fund with a maximum level of 10% of the year-

end investment fund balance and to approve of the proposed governance and support costs budget for 2024/25.