

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

<b>Date and Time of Meeting:</b>	23 May 2023, 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) Mr Iwan Thomas, Independent Member/ Committee Vice Chair (VC) Mrs Mandy Rayani, Director of Nursing, Quality and Patient Experience Ms Rhian Davies, Assistant Director of Finance, on behalf of Mr Huw Thomas, Director of Finance
<b>In Attendance:</b>	Mrs Judith Hardisty, HDdUHB Vice Chair Mrs Nicola Llewelyn, Head of Hywel Dda Health Charities Mr John Evans, Interim County Director Pembrokeshire and Chair of Charitable Funds Sub-Committee (VC) (part) Mr Timothy John, Senior Finance Business Partner Ms Kathryn Lambert, Arts in Health Coordinator (VC) (part) Mr Neil Griffiths, Service Delivery Manager Urology (VC) (part) Mr Yeung Ng, Consultant Urologist (VC) (part) Ms Amanda Glanville, Assistant Director of People Development (VC) (part) Mr Peter Skitt, County Director Ceredigion (VC) (part) Professor Keir Lewis, Respiratory Lead (VC) (part) Mrs Sarah Bevan, Committee Services Officer (Secretariat)

Agenda Item	INTRODUCTIONS AND APOLOGIES FOR ABSENCE	Action
<b>CFC(23)28</b>	The Chair, Mrs Delyth Raynsford, welcomed all to the meeting.  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>• Mrs Joanne Wilson, Director of Corporate Governance/Board Secretary</li> <li>• Mr Huw Thomas, Director of Finance</li> </ul>	
<b>CFC(23)29</b>	<b>DECLARATIONS OF INTEREST</b> No declarations of interest were made.	
<b>CFC(23)30</b>	<b>MINUTES OF THE PREVIOUS MEETING HELD ON 20 MARCH 2023</b> <b>RESOLVED</b> - that the minutes of the Charitable Funds Committee meeting held on 20 March 2023 be <b>APPROVED</b> as an accurate record of proceedings.	

CFC(23)31	<b>MATTERS ARISING AND TABLE OF ACTIONS FROM THE MEETING HELD ON 20 MARCH 2023</b>	
	<p>An update was provided on the Table of Actions from the meeting held on 20 March 2023, with confirmation received that all outstanding actions had been progressed, with the exception of:</p> <ul style="list-style-type: none"> <li> <p><b>CFC(23)06 RATIFICATION OF ANY APPROVALS MADE OUTSIDE THE MEETING VIA CHAIR'S ACTION</b> - <i>To liaise with the Head of Culture and Workforce Experience and W&amp;OD team regarding donations to the three month pilot scheme to provide sanitary products for staff in Withybush General Hospital, and to inquire about arrangements in place elsewhere, in order to provide an update at the next Committee meeting.</i> Mrs Nicola Llewelyn advised Members that the W&amp;OD team would be able to answer any specific questions regarding operational arrangements for this pilot project. Mrs Judith Hardisty reiterated the action to seek clarification on arrangements within other public sector organisations. Mrs Mandy Rayani undertook to pick this up with the Assistant Director of Organisational Development outside of the meeting and to provide an update at the next meeting.</p> </li> <li> <p><b>CFC(23)13 INVESTMENT ADVISOR SUB-COMMITTEE UPDATE REPORT</b> - <i>To provide an update, following receipt of feedback from the Director of W&amp;OD as to whether a strategic advisor to the Sub-Committee can be appointed, for the next Committee meeting.</i> Ms Rhian Davies advised Members that no further feedback had been received and an appropriate Independent Member is still being sought to sit on the Sub-Committee. Mrs Rayani enquired 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. Members agreed 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. Mrs Rayani undertook to pick this up with Mrs Joanne Wilson and Mr Huw Thomas outside of the meeting to confirm the position at the next meeting.</p> </li> <li> <p><b>CFC(23)22 PROPOSAL TO RATIONALISE THE NUMBER OF CHARITABLE FUNDS</b> - Mrs Rayani advised Members that the proposal to streamline the number of funds will be presented to the Executive Team at its meeting on 24 May 2023. Mrs Llewelyn requested that feedback from the discussions is fed back to herself and the Finance team.</p> </li> </ul>	<p>MR/CD</p> <p>MR</p> <p>MR</p>
CFC(23)32	<b>RATIFICATION OF ANY APPROVALS MADE OUTSIDE THE MEETING VIA CHAIR'S ACTION</b>	
	<p><i>No Charitable Funds Committee decisions required approval outside of the meeting via Chair's Action.</i></p>	

CFC(23)33	<b>RATIFICATION OF CHARITABLE FUNDS COMMITTEE DECISIONS BY THE CORPORATE TRUSTEE</b>	
	<p>Members were advised of the Corporate Trustee ratification, at its meeting on 30 March 2023, of the Committee's decision to approve the final Hywel Dda Health Charities Annual Report and Accounts 2022/23 and a funding request of a governance and support costs budget of £524,755 for the 2023/24 financial year.</p> <p>With regard to the governance and support costs budget, Mrs Rayani assured Members that the expenditure is proportionate to the level of income to the charity. Mr Iwan Thomas commented that he is fully supportive of the governance and support costs in light of the current challenges to raise funds and commended the work being undertaken by the fundraising team.</p> <p>Mrs Hardisty noted that the appendix referenced within the Annual Report and Accounts 2022/23 report to the Corporate Trustee meeting was not included within the agenda bundle. Mrs Sarah Bevan undertook to add this to the bundle on AdminControl and for uploading to the Health Board's internet pages.</p>	<b>SB</b>
	The Committee <b>NOTED</b> the ratification of Charitable Funds Committee decisions by the Corporate Trustee at its meeting on 30 March 2023.	

CFC(23)34	<b>ANNUAL REVIEW OF COMMITTEE TERMS OF REFERENCE</b>	
	<p>Members received a revised Terms of Reference for the Charitable Funds Committee for Committee approval. Mrs Rayani provided an overview of the suggested amendments to the Terms of Reference, notably with regard to the Membership and the change in timescale to the Table of Actions process.</p> <p>In light of the earlier discussion held under the agenda item CFC(23)31, Mrs Hardisty queried the relevance of the inclusion of the Investment Advisor Sub-Committee. Mrs Rayani advised that this remain until a decision is made to formally step down the Sub-Committee.</p>	<b>MR</b>
	<p>With regard to the membership, Mrs Rayani undertook to confirm the number of Independent Members required for the Committee with Mrs Wilson. With regard to Quorum and attendance, Mrs Rayani advised Members that if directors are unable to attend, there is provision under section 6.1 for their suitably briefed deputies to attend on their behalf.</p> <p>With regard to the membership of Llais, Ms Raynsford enquired whether Llais, or the previously named Community Health Council, have historically attended Committee meetings. Mrs Llewelyn responded that they have not attended previously and highlighted the low attendance from the Staff Side representative. Mrs Rayani</p>	<b>MR</b>

	<p>undertook to review the attendance and representation of Llais and Staff Side and to feedback to the next Committee meeting.</p> <p>Members agreed to approve the proposed amendments to the Terms of Reference, subject to clarification regarding the membership of the Committee.</p>	
	<p>The Committee <b>APPROVED</b> the amendments to the Charitable Funds Committee Terms of Reference, subject to the outcome of further discussion with the Director of Corporate Governance/Board Secretary, for onward submission to the Board for approval.</p>	

<b>CFC(23)35</b>	<p><b>PRESENTATION ON RECENT CHARITABLE FUNDS EXPENDITURE: ARTS IN HEALTH</b></p>	
	<p>Members received a presentation on the Arts and Health pilot programme for staff wellbeing funded by NHS Charities Together, which aims to improve the well-being of Health Board staff by encouraging colleagues to take part in creative activities.</p> <p>Ms Kathryn Lambert, Arts in Health Coordinator, advised Members of the variety of activities offered to staff. The presentation included an overview of activities such as Shorelines Sand Art, live music in staff settings, Hywel Dda Singing Bursaries, access to cheaper tickets for arts and cultural events, and Cultural Cwtsh, which is an online creative resource for health and social care workers.</p> <p>Ms Lambert highlighted the feedback received from participating colleagues. Ms Lambert advised Members that there has been an increasing level of need for programmes such as this and work has been undertaken with the Staff Psychological Wellbeing team with the aim to reduce staff burnout.</p> <p>Mrs Llewelyn advised Members that £18,742 of funding was received from NHS Charities Together to support the pilot. This funding is ending in September 2023 and the Arts in Health team would like to prepare a case for support for charitable funding to bring to the September CFC meeting to continue provision to staff and build on the learning gleaned to date. Ms Lambert added that emerging themes from the pilot illustrates that staff are interested in relaxation, mindfulness, compassion, and healing activities to offer hope and respite.</p> <p>Members were particularly impressed with the Dose of Art project to commission an artist to create a unique artwork out of all of the plastic lids of the vaccination vials across the Health Board to celebrate the enormous staff and volunteer effort in the fight against COVID-19. Ms Lambert advised Members that the artist Mr Nathan Wyburn was selected, and the artwork will be launched as part of the NHS' 75 year anniversary celebrations in the Summer. Mrs Hardisty enquired how many staff have taken part to date and whether any unmet need has been identified. Ms Lambert responded that numbers are not yet available for the pilot, however, access to the activities has been</p>	

	<p>challenging in terms of capacity of the activity sessions and capacity of the Arts in Health team. Mrs Rayani assured Members that administrative support for the team has now been secured.</p> <p>Regarding links with staff who may be on long terms sick, Ms Lambert advised Members that there has not yet been any direct contact with this group, however this could be considered going forward.</p> <p>Ms Anna Lewis commended the breadth of work undertaken to date and enquired whether there are prospects for the incorporation of activities into a busy day or whether activities are solely extracurricular. Ms Lambert advised that there is a vision to provide more support for staff within the working day.</p> <p>To promote the positive outcomes of the pilot programme, Ms Raynsford suggested that this could feature as part of a future Board Seminar. Mrs Rayani undertook to explore this option with Mrs Wilson outside of the meeting.</p>	<b>MR/JW</b>
	<p>The Committee <b>NOTED</b> the content of the presentation and the positive impact on staff and patients of the Arts in Health programme.</p>	

<b>CFC(23)36</b>	<p><b>EVALUATION REPORT: RESPIRATORY RESEARCH, PRINCE PHILIP HOSPITAL (PPH)</b></p> <p>Members received a verbal presentation from Professor Keir Lewis on the positive impact of the Committee’s approval of the application for funding to the PPH Respiratory Research &amp; Development (R&amp;D) service in September 2022.</p> <p>Professor Lewis advised Members that since the pandemic, commercial trial research has significantly reduced and that the approved funds have been used to continue the employment of a Research Assistant to support with research patient recruitment, patient identification and administration. Members received an overview of the recent work of the R&amp;D service including the recommencement of one major portfolio trial testing new technologies to diagnose lung disease, which in collaboration with Aberystwyth University, has identified biomarkers in urine that can identify lung cancer with an accuracy of 91%.</p> <p>Professor Lewis advised Members of the service’s facilitation in opening several new commercial studies for asthma and chronic obstructive pulmonary disease (COPD). Professor Lewis assured Members that recent gains in research have enabled the team to consolidate projects, effectively recruit into studies and support growth. Professor Lewis provided further assurance that the charitable fund has contributed to generate more 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.</p>	
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	<p>Acknowledging the positives identified, Mrs Rayani sought confirmation that the Committee will not receive a further request for charitable funds to support staffing costs. Professor Lewis responded that the work undertaken to date has raised sufficient commercial income to continue employing a research assistant.</p> <p>In conclusion, Ms Raynsford highlighted the impact of a small injection of charitable funds in making a difference to staff and patients.</p> <p>Mrs Bevan undertook to circulate Professor Lewis' report to Members when circulating the minutes of the meeting.</p>	<b>SB</b>
	<p>The Committee <b>NOTED</b> the content of the presentation on the evaluation of the Respiratory Research project at PPH and <b>RECEIVED ASSURANCE</b> from the positive impact of the charitable funding on the service, patients and staff.</p>	

<b>CFC(23)37</b>	<b>BRONGLAIS GENERAL HOSPITAL (BGH) CHEMOTHERAPY DAY UNIT UPDATE</b>	
	<p>Members received a verbal update on the BGH Chemotherapy Day Unit from Mr Peter Skitt, County Director, advising Members of the progress of the capital development to provide a state of the art unit following significant charitable investment and the recent fundraising appeal.</p> <p>Mr Skitt advised Members that the unit is currently in the detailed design phase with engagement from staff and patients. Temporary facilities are being identified for the construction phase of the programme which is due to commence in November 2023 and complete in December 2024. Mr Skitt advised Members that all non-patient facing services will be relocated to a local authority building in Aberystwyth.</p> <p>Mrs Rayani requested assurance that any emerging issues with regard to the relocation of staff are being worked through to avoid staff being aggrieved. Mr Skitt assured Members that the relocation of staff is being led by the General Manager. Mr Skitt advised Members that this element cannot be held accountable for the wider space and storage issues in BGH.</p> <p>Mr Skitt advised Members of a current £43,000 shortfall to the budget; however, a more current budget is expected to be submitted shortly. Mr Skitt advised Members of 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. Members noted a £364,000 discretionary capital contribution from the Health Board. Ms Raynsford queried the mitigations in place regarding the shortfall. Mr Skitt responded that he was confident that there will be enough funds to avoid any significant shortfall.</p>	

	<p>Mr Skitt thanked Members for their help and support to reach this point and reiterated the positive impact on patients and staff.</p> <p><i>Mr Peter Skitt left the Committee meeting</i></p>	
	<p>The Committee <b>NOTED</b> the content of the verbal update on the Bronglais General Hospital Chemotherapy Day Unit.</p>	

<p><b>CFC(23)38</b></p>	<p><b>REVISED ANNUAL REPORT AND SELF-ASSESSMENT PROCESS FOR 2023/24</b></p> <p>Members received the Revised Annual Report and Self-Assessment Process for 2023/24 report, detailing the revised process to assess the Committee’s effectiveness and for annual reporting to Board, in order to consider any amendments or omissions and to ensure it remains fit for purpose. Mrs Rayani advised Members that the future Committee Effectiveness Assessment process will link and inform Committee annual reporting in a staggered approach over the year, mindful of the need to comply with Standing Orders, and will take the following format:</p> <ul style="list-style-type: none"> <li>• All Committee membership and attendees (as per Terms of Reference) will be asked to complete a short digital form, using a rating scale to grade the Committee’s effectiveness (e.g. on a scale of 1 to 5) and provide a short example to support their answer. This will include how it has worked with other Committees.</li> <li>• Survey responses will be collated, along with feedback captured through the preceding 12 months from Committee Reflective Sessions (at end of meeting agenda), Independent Member Debrief Sessions (which follow every meeting), changes to risks and outcome measures aligned to the Committee, and any Internal or External Auditor or other regulator feedback.</li> <li>• An in-person workshop to discuss the feedback from the above and develop an action plan, which will also identify areas that can be taken forward with other committees.</li> <li>• An outcome report that will identify four areas where the Committee has added value (for the Committee Annual Report), reflect on areas that the Committee could have done better (for the Committee Annual Report), and form the basis of work for the Committee (an action plan for the Committee) for the next 12 months.</li> </ul> <p>The tools to support this approach will be developed in early Summer 2023, and piloted through the Quality, Safety and Experience Committee, prior to being rolled out to other Committees in the Autumn. Mrs Hardisty advised Members that the approach was fully supported by the Committee Chairs at its meeting held on 18 May 2023.</p> <p>Ms Raynsford thanked Ms Lewis for the work undertaken to refresh and improve the Committee Effectiveness Assessment process.</p>	
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	The Committee <b>RECEIVED ASSURANCE</b> from the refreshed approach to the Annual Report and Self-Assessment process for 2023/24.	
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<b>CFC(23)39</b>	<b>CHARITABLE FUNDS SUB-COMMITTEE UPDATE REPORT</b>	
	<p>Members received the Charitable Funds Sub-Committee (CFSC) Update Report, providing a summary of the Sub-Committee’s activity between 7 March and 2 May 2023.</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>• Two requests were approved by the Sub-Committee at a combined value of £44,196. A further request for £8,904.36 to attend a world leading patient safety conference in Copenhagen over two days in May 2023, (payment of conference fees for a delegation of six members of the BGH team) was approved via Chair’s Action during this reporting period (taking place outside of the cycle of CFSC meetings).</li> <li>• The annual review of the Sub-Committee’s Terms of Reference was undertaken at the 2 May 2023 meeting.</li> </ul> <p>Mr Evans advised Members that CFSC members requested that assurance is provided to the CFC regarding the nature of discussions when considering expenditure requests for approval. This is following the approval of a replacement medical device due to the lack of capital funds and a further 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.</p> <p>Concerning the requests to attend overseas conferences, Mrs Hardisty enquired as to the monitoring of feedback received from attendees to illustrate that the objectives have been met. Mrs Llewelyn assured Members that work to ensure that the cascading of learning from events of this nature is being led by Ms Lesley Jones, Head of Nursing. Furthermore, the charity’s Evaluation Framework will also ensure regular reporting to the CFC on the impact of general charitable expenditure. Mrs Rayani advised Members that, as part of the cohort for the Copenhagen conference, she was very impressed with the event and praised the work that has been undertaken via the Enabling Quality Improvement in Practice (EQIIP) programme and urged Members to participate in the upcoming EQIIP celebration events.</p> <p>Ms Raynsford commented that it would be beneficial for Board members to understand the impact of, and shared learning gleaned from, the expenditure of charitable funds. Mrs Rayani suggested that this could be presented at a future Board Seminar meeting and undertook to discuss with Mrs Wilson.</p>	<b>MR/JW</b>



	<p>Mrs Hardisty requested that the Terms of Reference for the Sub-Committee are formatted in line with other Health Board Sub-Committee Terms of Reference.</p> <p>Mrs Llewelyn noted that the completion of onerous paperwork for the evaluation of charitable funds may be a barrier for areas applying for charitable funds. The charity's Evaluation Framework is therefore proportionate to the value of expenditure. Mrs Rayani assured Members that the proposal to rationalise the number of charitable funds across the Health Board should assist in making the application process more effective.</p> <p>Referring to the pressures on capital expenditure, Mr Evans observed that there is an increasing demand for applications which would usually be considered as part of the Discretionary Capital Programme (DCP). Ms Raynsford enquired where unsuccessful requests to the Sub-Committee are reported. Mr Evans responded that any inappropriate requests are noted and reasons for any rejected requests are reported via the Sub-Committee update report to the Committee.</p> <p>Ms Lewis highlighted a governance issue in terms of any potential increasing demand on charitable funds, rather than capital. Mr Evans assured Members that the eligibility process for requests for charitable funds would ensure that the Sub-Committee has governance in place to act within its scope for approval. Mr Evans undertook to raise the implications of the DCP on charitable funds with the Chair of the Capital, Estates and IM&amp;T Sub-Committee.</p> <p>Ms Davies advised Members of the importance of being aware of what is currently on the risk register and the wider impact of various schemes when charitable fund requests are considered by the Sub-Committee.</p> <p>With regard to Mr Evans new role as Interim County Director for Pembrokeshire, Ms Davies enquired whether he would remain as Chair of the Sub-Committee. Mr Evans responded that he was happy to continue unless there was a particular conflict of interest.</p> <p><i>Mr John Evans left the Committee meeting</i></p>	<p>NLI/JE</p> <p>JE</p>
	<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 and <b>APPROVED</b> the changes to the CFSC's Terms of Reference.</p>	
<p>CFC(23)40</p>	<p><b>EVALUATION REPORT: TRANSPERINEAL BIOPSY MACHINE, PPH</b></p> <p><i>Mr Neil Griffiths joined the Committee meeting</i></p>	

Members received a presentation on the evaluation of the Transperineal Biopsy machine at PPH. Mr Neil Griffiths advised Members that the Charitable Funds Committee approved 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.

Mr Griffiths advised Members that the purchase of the Transperineal biopsy machine has allowed the Health Board to undertake transperineal biopsies, which is safer and has a lower rate of infection than the standard process of transrectal prostate biopsies. Mr Griffiths advised Members that 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.

Mr Griffiths advised Members 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. Mr Griffiths advised Members that 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 Prince Philip Hospital (PPH) for Local anaesthetic transperineal prostate biopsy (LATP) and transrectal prostate biopsies, and to use the Decision Support Unit (DSU) for diagnostic lists.

Mr Griffiths advised Members of the longer term plan to establish a dedicated Urology Investigation Unit to overcome the staffing and estates challenges.

*Mr Yeung Ng joined the Committee meeting*

With regard to next steps, Mr Griffiths advised Members that a recent Cancer Research UK bid has been successful and is aimed at improving the Prostate cancer pathway. This includes a dedicated Magnetic Resonance Imaging (MRI) and same day reporting for patients with a prostate biopsy a few days later, if required. Mr Yeung Ng advised Members that 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 the Health Board to maintain the lead in this field.

Regarding the practicalities of securing space and improving capacity, Mrs Rayani queried if any further support is required. Mr Griffiths responded that, although the first challenge will be to secure the estate

	<p>space for the service, he welcomed further discussion with Mrs Rayani should any operational assistance be required in the future.</p> <p>Ms Raynsford enquired whether any patient feedback has been gathered to illustrate the benefit to patients. Mr Ng advised Members of engagement with Cancer Research UK and patient led groups, which has highlighted that transrectal biopsy is increasingly being recognised as not the Gold standard and patients are becoming more aware of the availability of transperineal biopsies.</p> <p>Mr Ng assured Members that formal feedback from the Cancer Research UK project will be available in the future, which will consider Patient Reported Experience Measures (PREMs). Ms Raynsford noted that this presentation could also be reported to the Quality, Safety and Experience Committee (QSEC) at a future meeting to illustrate the benefit to patients. Mrs Rayani undertook to consider for a future QSEC meeting.</p>	<b>MR</b>
	<p>The Committee <b>NOTED</b> the content of the presentation for the evaluation of the Transperineal Biopsy machine at PPH and <b>RECEIVED ASSURANCE</b> from the positive impact of the charitable funding on the service, patients and staff.</p>	

<b>CFC(23)41</b>	<p><b>EXPENDITURE REQUEST FOR AN EDUCATION AND SIMULATION TRAINING FACILITY AT GLEIN HOUSE</b></p> <p>Members received 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, to provide a multi-functional space for employability skills training, Simulation Based Education (SBE) training and school engagement activities. Ms Amanda Glanville advised Members that the facility would be used for both clinical and non-clinical education.</p> <p>Mrs Rayani requested clarification of the extent of the lease on the premises. Ms Glanville responded that there are currently no plans to move out of Glien House in the future. The existing lease is a five year term. Mrs Rayani recommended that further clarification regarding the intention of continuing the lease is sought from Capital colleagues and the Director of Planning and Strategy. Ms Davies further advised that there is an Estates Strategy review currently ongoing, and it would therefore be worthwhile for Ms Glanville to link with the Executive Director of Strategy and Planning.</p> <p>In terms of the equipment required, which was not detailed in the report, Ms Glanville assured Members that she will be meeting with Health Education and Improvement Wales (HEIW) to discuss the equipment and work is being undertaken with the Digital Directorate.</p>	
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Mrs Llewelyn enquired whether there are resources available to facilitate this training, in terms of staffing. Ms Glanville responded that a Simulation Coordinator commenced in post in January 2023, however the biggest barrier is having the physical space to provide this training. Ms Glanville advised Members that there is demand from other Directorates to use this space for training purposes. With regard to workforce opportunities, Ms Glanville advised Members of engagement activities with local schools to promote the Health Board as an employer of choice.

Mrs Llewelyn advised Members that the costs stipulated within the report are exclusive of value added tax (VAT).

Mrs Hardisty raised concern regarding investment into a building that has a short lease term. Mrs Hardisty also queried the use of the £900,000 grant from the Higher Education Funding Council Wales bid to which Ms Glanville responded was awarded to Swansea University and the Health Board was chosen as the pilot Health Board to design the simulations and scenarios, not for the refurbishment and equipment.

In response to concern raised that the facility would in the main benefit Carmarthenshire services and the possibility of using the Carmarthen Hub location as an alternative location, Ms Glanville advised Members that historically, Pembrokeshire College has been used however Aberystwyth is difficult to facilitate training in a designated space. Mrs Rayani also advised Members of the possible challenge in securing affordable parking for the Hub location, if this were to be used.

Acknowledging the concerns raised by Members, Ms Lewis enquired about the implication of postponing the funding decision at this stage, Ms Glanville responded that the landlords are currently waiting for a decision from the Health Board on the lease.

Mindful that the next Committee meeting does not take place until September 2023, Mrs Rayani queried whether the decision could be made via Chair's Action. Mrs Llewelyn responded that this would be possible, and the decision could be submitted for ratification by the Committee at its meeting on 26 September 2023 meeting

In conclusion, Ms Raynsford noted that Members agreed to not approve the request for charitable funding at this time and, should the further information be forthcoming prior to the next Committee meeting, consideration would be given to approve the request via Chair's Action. Mrs Rayani and Mrs Llewelyn undertook to discuss next steps with Ms Glanville outside of the meeting.

MR/NLI/  
AG

The Committee **CONSIDERED** and **DID NOT APPROVE** £42,883.11 of charitable funding to cover the cost of the capital works associated with the creation of the Education and Simulation Training Facility at Glien

	House, until further clarification on the concerns raised by the Committee is received, with the possibility of approval outside of the meeting schedule via Chair's Action.	
<b>CFC(23)42</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. Mrs Llewelyn assured Members 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.</p> <p>Mrs Llewelyn further advised that 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 to the Committee at its meeting on 26 September 2023.</p> <p>Mrs Llewelyn advised Members that of the £212,295 allocation, an additional £6,385 is unallocated due to a credit received from a supplier for the inconvenience of an incorrect order. It is anticipated that this will be committed in June 2023, following further staff engagement led by Staff Side representatives, and will be in place by September 2023.</p> <p>In conclusion, Mrs Llewelyn assured Members that engagement has been led by the local Staff Partnership Forums and Staff Side leads to ensure full representation across the Health Board.</p> <p>The Committee <b>NOTED</b> the verbal update on progress regarding the allocation of charitable funding for the creation and improvement of staff rest areas and <b>RECEIVED ASSURANCE</b> that 100% of the allocation has been committed and spent and that a report on the positive impact of the creation and improvement of staff rest areas will be reported to the Committee at its meeting on 26 September 2023.</p>	
<b>CFC(23)43</b>	<b>INVESTMENT ADVISOR SUB-COMMITTEE UPDATE REPORT</b>	
	<i>Update provided under minute reference CFC(23)31</i>	
<b>CFC(23)44</b>	<b>CHARITABLE FUNDS COMMITTEE RISK REGISTER</b>	
	<i>No report was presented as there are currently no risks in the domain of charitable funds.</i>	
<b>CFC(23)45</b>	<b>HYDROTHERAPY POOL: JC WILLIAMS (ELIZABETH WILLIAMS ENDOWMENT) TRUST FUND UPDATE</b>	
	Members received a verbal update on the Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund, advising that the trust fund account has been reviewed by the Pittsburgh National	

	<p>Corporation Bank (PNC) tax team and the £1.2m fund has now been received receipt of funds is expected in April 2023. Ms Davies advised Members that a formal letter of thanks has been submitted to the Trustees of the fund in America.</p> <p>Ms Raynsford conveyed thanks to Finance colleagues and Mrs Llewelyn for the work undertaken to finally bring the process to its conclusion.</p>	
	<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 that the monies have been received.</p>	

<p><b>CFC(23)46</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 31 March 2023.</p> <p><i>Ms Anna Lewis left the Committee meeting</i></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 amounted to £2,963,290.</li> <li>• The charity's total incoming resources were £3,652,440.</li> <li>• 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.</li> <li>• The value of investments held by the charity on 31 March 2023 was £8,132,835. Mr John advised Members that, although this is a slight decrease from the previously reported value of total funds (£12,592,580), the fund has actually outperformed the current market comparator.</li> </ul> <p>Mr John advised Members that 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. Mr John assured Members that the majority of the decrease is due to the fact that, in the previous year, monies in respect of the BGH Chemotherapy Unit Appeal were accounted for and therefore this decrease was no cause for concern. Members requested a breakdown of the 53% decrease in expenditure and Mr John undertook to provide further breakdown in future reporting.</p> <p>Mrs Llewelyn assured Members that the Charity's Workplan, which was approved by the Committee in March 2023 illustrates the emphasis to encourage expenditure.</p> <p>Mrs Rayani enquired whether the Committee could be assured that the monies held by the charity are being invested in as timely a way as</p>	<p><b>RD/TJ</b></p>
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	<p>possible due to the value of funds held in the deposit account. Ms Davies assured Members that discussions will be held with CCLA regarding the appropriateness of investments for the charity.</p> <p>Regarding the apportionment of governance and support costs, Mrs Llewelyn requested an update to provide assurance on this process. Ms Davies undertook to provide an update to the Committee at the September 2023 meeting.</p>	RD/TJ
	<p>In light of the questions raised above, Ms Raynsford requested that the Integrated Hywel Dda Health Charities Performance Report features further up the agenda for the September 2023 meeting to ensure further discussion is afforded to the information provided within the report.</p>	SB
	<p>The Committee <b>NOTED</b> the content of the Integrated Hywel Dda Health Charities Performance Report and <b>RECEIVED ASSURANCE</b> on the charity's performance.</p>	

<b>CFC(23)47</b>	<b>CHARITABLE FUNDS COMMITTEE WORK PROGRAMME 2023/24</b>	
	<p>Members received the Charitable Funds Committee Work Programme 2023/24 for information.</p>	
	<p>The Committee <b>NOTED</b> the Charitable Funds Committee Work Programme for 2023/24.</p>	

<b>CFC(23)48</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>• Approval of the revised Committee Terms of Reference, subject to minor amendments following clarification on the Independent Member membership.</li> <li>• A presentation on the Arts in Health programme, highlighting the positive impact of charitable funding on staff wellbeing and, in turn, patients. Independent Members welcomed an update on the wider benefits and impacts of the programme at a future Board Seminar meeting.</li> <li>• Positive assurance received from the verbal update on the evaluation of the Respiratory Research project at Prince Philip Hospital highlighting the impact of a small injection of charitable funds in making a difference to staff and patients.</li> <li>• Positive assurance received from the verbal update on the Bronglais Chemotherapy Day Unit regarding the construction phase commencing in November 2023.</li> <li>• Positive assurance received from the refreshed approach to the Annual Report and Self-Assessment process for 2023/24.</li> </ul>	

- Approval of the Charitable Funds Sub-Committee Terms of Reference, subject to alignment of the format with other Health Board Sub-Committees.
- 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.
- Positive assurance received from the presentation on the evaluation of the Transperineal Biopsy machine at Prince Philip Hospital and the positive impact of charitable funding on patient and staff experience. The Committee was pleased to note the successful bid with Cancer Research UK to improve the prostate cancer pathway. The opportunity to present the benefits to patients and staff at a future Quality, Safety and Experience Committee meeting will be explored.
- 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.
- Positive assurance received from the verbal update on progress regarding the allocation of charitable funding for the creation and improvement of staff rest areas that 100% of the allocation has been spent or committed and that an update on the impact of the expenditure will be presented to the September 2023 CFC meeting.
- Positive assurance received from the verbal update on the Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund, advising that the Trust accounting process with the US courts is complete and the charity has received the funds.
- Further clarification within the Integrated Hywel Dda Health Charities Performance Report with regard to expenditure on charitable activities and the process for the apportionment of governance and support costs requested for the September 2023 Committee meeting.

<b>CFC(23)49</b>	<b>ANY OTHER BUSINESS</b>	
	No other business was raised.	



<b>CFC(23)50</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
	26 September 2023; 09.30-12.30	