



PWYLLGOR CRONFA ELUSENNOL CHARITABLE FUNDS COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	26 September 2023
TEITL YR ADRODDIAD: TITLE OF REPORT:	Hywel Dda Health Charities Integrated Performance Report
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Mandy Rayani, Director of Nursing, Quality and Patient Experience
SWYDDOG ADRODD: REPORTING OFFICER:	Timothy John, Senior Finance Business Partner Nicola Llewelyn, Head of Hywel Dda Health Charities

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

This report provides the Charitable Funds Committee (CFC) with an integrated picture of Hywel Dda Health Charities' performance and position as at 31 July 2023.

Cefndir / Background

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

The reports are intended to provide the CFC with key financial information, in addition to a summary of activities and key achievements in line with the objectives of the charity's approved work plan for 2023/24.

Asesiad / Assessment

Hywel Dda Health Charities' financial performance is summarised in the main body of the report. The key financial performance considerations are:

1. The **net incoming resources before transfers** of the charity have increased by **£76,858** for the period ending 31 July 2023.
2. Total **incoming resources** to 31 July 2023 were **£284,628** of which:
 - **£233,210** related to **donations and fundraising income**, compared to **£530,423** for the same period last year.
 - No legacy income had been received to date in year; compared to **£12,366** for the same period last year.
 - **£30,000** related to **grant income**, compared to **£37,500** for the same period last year.

- **£16,363** related to **investment income** (endowment only), compared to **£18,913** for the same period in the previous year.
 - **£5,056** related to **income from other trading activities**. This was the profit generated by the lottery for the period 1 March 2023 to 30 June 2023.
3. The charity's **overall income from donations, grants and legacies** to 31 July 2023 has decreased by **£317,079** in comparison to previous year's income for the same period.
 4. The **closing value of investments** held by the charity on 31 July 2023 was **£8,160,806**. The **value of total funds** at the same date was **£12,079,445**.
 5. **Realised and unrealised loss on investment assets** (endowment only) amounted to **£7,486** for the period ending 31 July 2023, compared to a loss of £154,017 for the same period last year.
 6. The **balances** of the charity **bank accounts** as at 31 July 2023 were: **current account £5,070** and **deposit account £5,750,533**.
 7. Our expenditure on charitable activities for the period ending 31 July 2023 was **£207,770** which represents a **15% increase** in comparison to expenditure for the previous financial year.
 8. The reported position for the total of **governance and support costs** (including finance and fundraising costs) incurred in the year to 31 July 2023 is **£2,971 underspent** against budget.
 9. There was a **net deficit** from **unrestricted apportionments** (after investment gains) across funds of **£54,619** for the period ending 31 July 2023. This will be offset against the surplus balance brought forward in the central fund from 2022/23.

In addition to the Statement of Financial Activity for the period ending 31 July 2023 at Appendix 1, further considerations for the CFC to note are the updates provided within the report at Annex 1 regarding:

- Investment performance (Appendix 2).
- Material commitments to 31 March 2023 (Appendix 3).
- Expenditure over £5,000 for the period February 2023 to March 2023 (Appendix 4).

Funds Held on Deposit

Following discussions at the May 2023 Charitable Funds Committee meeting, a review has been undertaken as to potential options for investing funds currently held in the charity's deposit account not immediately required. The balance of the deposit account at the end of March 2023 was £5.4m and the review has concluded that the account is in excess of the required reserves. Following discussions with our investment advisors CCLA, three options are presented to the Committee for consideration on page 9 of Annex 1.

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

- Progress update on the 2023/24 workplan (Annex 2)
- Autumn 2023 highlights from the fundraising and communications support team (Annex 3)
- Impact newsletter September 2023 (Annex 4)

Cost Reduction Analysis

Charitable Funds reported a significant decrease (53%) in costs year on year between 2020/21 and 2022/23. Following discussions at the May 2023 Charitable Funds Committee meeting, an analysis has been provided in Appendix 5 outlining this reduction in costs.

Argymhelliad / Recommendation

The Charitable Funds Committee is requested to:

- **NOTE** the content of this report and receive **ASSURANCE** on the charity's performance.
- **DISCUSS** and **AGREE** the preferred investment option for funds currently held in the charity's deposit account.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	4.1 Within the budget, priorities and spending criteria determined by the UB as trustee, and consistent with the requirements of the Charities Act 2011 (or any modification of these acts), to apply the charitable funds in accordance with its respective governing documents. 4.4 In addition, to make decisions involving the sound investment of charitable funds in a way that both preserves their value and produces a proper return consistent with prudent investment and ensuring compliance with: 4.4.1 Trustee Act 2000 4.4.2 The Charities Act 2011 4.4.3 The Charities Act 2022 4.4.4 Terms of the fund's governing documents
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)	Not Applicable

Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Cynllunio Planning Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Ledger reports and investment reports.
Rhestr Termiau: Glossary of Terms:	Included within the body of the report.
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusennol: Parties / Committees consulted prior to Charitable Funds Committee:	Director of Finance Fundraising Team

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	The report sets out the financial position of the charity. Income generated from fundraising activities is a key source of income for Hywel Dda Health Charities. The charity is therefore duty bound to ensure that the correct controls and governance arrangements exist with regards to all aspects of fundraising.
Ansawdd / Gofal Claf: Quality / Patient Care:	Charity objects are in support of NHS services locally.
Gweithlu: Workforce:	Governance and support costs included in Section 4.2 of Annex 1.
Risg: Risk:	Reputational risk if associated with unethical fundraising.
Cyfreithiol: Legal:	The charity's financial reporting is in line with charity law and guidance.
Enw Da: Reputational:	Reputational risk if associated with unethical fundraising.

Gyfrinachedd: Privacy:	No impact.
Cydraddoldeb: Equality:	No EqIA is considered necessary for a report of this type.



Integrated Performance Report

Position as at 31 July 2023



Contents

	Page
1. Introduction.....	3
2. Summary of key financial activity.....	3
3. Our income.....	5
4. Our expenditure and commitments.....	6
4.1 Governance and support costs.....	7
4.2 Assessment of Financial Risks.....	8
5. Funds held on deposit.....	9
6. Appendices	
Appendix 1: Statement of financial activity to 31 July 2023.....	10
Appendix 2: Investment performance.....	11
Appendix 3: Material commitments to 31 July 2023.....	12
Appendix 4: Expenditure over £5,000 1 April 2023 to 31 July 2023.....	13
Appendix 5: Cost Reduction Analysis.....	14

1. Introduction

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

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

2. Summary of Key Financial Activity

2.1 The **net incoming resources before transfers** of the charity have increased by **£76,858** for the period ending 31 July 2023 (see Appendix 1).

2.2 Total **incoming resources** to 31 July 2023 (see Appendix 1) were **£284,628** of which:

- **£233,210** related to **donations and fundraising income**, compared to **£530,423** for the same period last year.
- No legacy income had been received to date in year; compared to **£12,366** for the same period last year.
- **£30,000** related to **grant income**, compared to **£37,500** for the same period last year.
- **£16,363** related to **investment income** (endowment only), compared to **£18,913** for the same period last year.
- **£5,056** related to **income from other trading activities**. This was the profit generated by the lottery for the period 1 March 2023 to 30 June 2023. Profits are paid a month in arrears.

2.3 The charity's **overall income from donations, grants and legacies** to 31 July 2023 has decreased by **£317,079** in comparison to previous year's income for the same period.

2.4 The **closing value of investments** held by the charity on 31 July 2023 was **£8,160,806**. The **value of total funds** at the same date was **£12,079,445**.

2.5 **Realised and unrealised gains on investment assets** (endowment only) amounted to **£7,486** for the period ending 31 July 2023, compared to a loss of £154,017 for the same period last year.

2.6 The **closing balances** of our charity **bank accounts** as at 31 July 2023 were: **current account £5,070** and **deposit account £5,750,533**.

2.7 Our expenditure on charitable activities for the period ending 31 July 2023 was **£207,770** which represents a **15% increase** in comparison to expenditure for the previous financial year.

2.8 The reported position for the total of **governance and support costs** (including finance and fundraising costs) incurred in the year to 31 July 2023 is **£2,971 underspent** against budget.

2.9 There was a **net deficit** from **unrestricted apportionments** (after investment gains) across funds of **£54,619** for the period ending 31 July 2023. This will be offset against the surplus balance brought forward in the central fund from 2022/23.

Further information for the period ending 31 July 2023:

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

3. Our Income

Figure 1: Rolling annual donation figures by county from July 2020 to July 2023

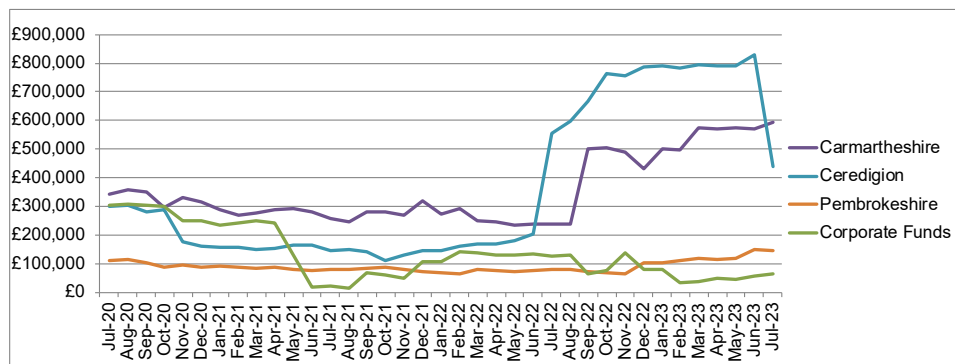
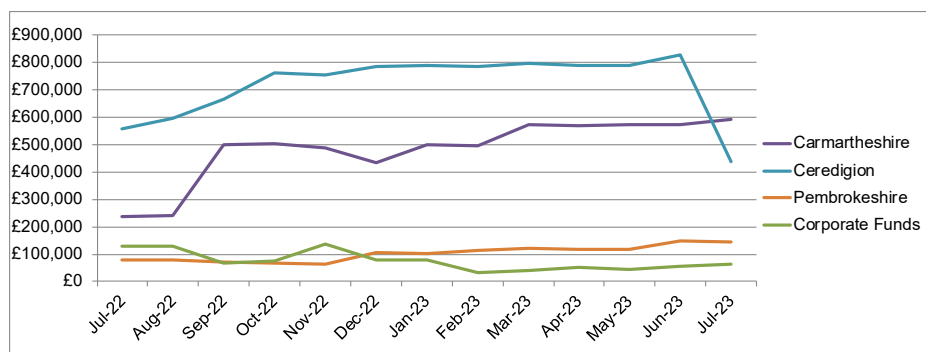


Figure 2: Rolling annual donation figures by county from July 2022 to July 2023



- The charity's overall income from donations, grants and legacies to 31 July 2023 has decreased by 54.6% (£317,079) in comparison to income received for the same period in the previous financial year where £580,289 was received.
- The charity's income during 2022/23 was the highest recorded since the charity's establishment in 2012 (£3.99m). This was as a result of the successful Bronglais Chemo Appeal as well as significant donations for the Pentre Awel hydrotherapy pool.
- During this reporting period, the Bronglais Chemo Appeal accounts for 49% of the reported reduction in donations.
- Every effort is being made to stabilise the charity's income levels following the significant impact on charitable giving of the pandemic and the unpredictability of increasing pressures on households as the cost of living rises.
- During the next reporting period, the PPH gardens fundraising appeal will be launched and a significant legacy for general charitable purposes is excited which will have a positive effect on the charity's income levels.
- The overall gain of £7,486 on investment assets (endowment only) reported is compared to a loss of £154,017 for the same period last year. This was due to instability in the economic markets in 2022/23.

4. Our Expenditure and Commitments

Figure 3: Charitable expenditure to 31 July 2023

			As at 31st July 2023	
Expenditure & Commitments	2021-22 (£)	2022-23 (£)	2023-24 (£)	2023-24 %
Support costs	105,993	111,643	38,179	15.5
Medical and surgical equipment	266,614	273,189	115,649	47.0
Office and computer equipment	43,816	43,347	1,194	0.5
Building and refurbishment	867,937	66,985	28,177	11.5
Staff education/ welfare	19,835	97,403	27,183	11.1
Patient education/ welfare	349,545	126,475	26,170	10.6
Miscellaneous	7,857	84,435	9,398	3.8
Total (£)	1,661,597	803,477	245,949	100

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

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

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

- Charitable expenditure to 31 July 2023 including support costs (finance and audit) was £245,949 which represents an approximate increase of 13% in comparison to expenditure for the same period in the previous financial year.
- This can be mainly attributed a high level of spend in improving existing and creating new staff rest areas.
- Summary of expenditure committed or incurred to 31 July 2023:

Building and refurbishment

- Staff rest areas (£18,569)
- Ground preparation Bronglais Hospital to house outdoor gym equipment (£4,362)
- Minor works to refurbish ITU staff room / kitchen (£1,824)

Summary of expenditure committed or incurred to 31 July 2023 (continued):

Medical and surgical equipment

- ScopeVault, Unscheduled Care WGH (£7,200)
- Sonosite Edge II Vascular Scanner, Scheduled Care, Hywel Dda sites (£29,946)
- Tomey UD 800 A&B Scan, Tysul Eye Unit, GGH (£14,260)
- Gynaecology Examination Chair, GGH, (£5,834)
- Bladderscanner Prime, Emergency Care WGH, (£12,537)
- Telemetry Cardiac Monitoring, Unscheduled Care, WGH (£25,560)

Staff education and welfare

- £10,292 relating to the Lifelong Learning Fund
- £2,268 to fund a MSc in Research Ethics and Governance (Therapies)
- £5,400 to support MSc Clinical Management of Pain 2nd year (Pharmacy)

Patient education and welfare

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

4.1 Governance and Support Costs

Figure 4: Finance and fundraising costs to 31 July 2023

		Annual Budget 2023-24	Budget to 31/07/23	Actual Costs to 31/07/23	(Under) / Over budget to 31/07/23
Finance		99,379	33,126	33,126	0
Fundraising	Pay	378,466	126,155	138,548	12,393
	Non Pay	46,910	15,637	13,033	(2,604)
Committee Approved (March 2023)		524,755	174,918	184,707	9,789
Fundraising Pay Award Uplift (Non Recurring)		9,367	9,367	0	(9,367)
Grant Funding					
Fundraising	Pay	10,180	3,393	0	(3,393)
Total		544,302	187,679	184,707	(2,971)
<i>Costs funded by Grant income & Pay Award Uplift are included within Fundraising Actual Pay costs</i>					

Figure 5: Investment income, returns and charges to 31 July 2023

	Restricted Funds (£)	Unrestricted Funds (£)	Endowment Funds (£)	Overall Total (£)
Investment Income	(27,031)	(22,404)	(16,363)	(65,798)
Governance & Support - Finance, Fundraising & Support Team	100,799	83,908	0	184,707
Audit Fees	2,757	2,295	0	5,053
Investment Gains & Losses	(11,028)	(9,180)	(7,763)	(27,970)
(Surplus) / Deficit	65,498	54,619	(24,125)	95,992

For clarity on the nature of dividends and interest earned by 'unrestricted', 'restricted' and 'endowment' funds:

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

- In March 2023, the Charitable Funds Committee approved a total governance and support costs budget of £524,755 for the 2023/24 financial year.
- A further £9,367 non-recurring uplift has been applied to this budget, received from NHS exchequer funds rather than charitable funds, as a contribution to the NHS Wales 5% pay award enhancements for 2023/24.
- An additional £10,180 of income is included in the 2023/24 budget from the NHS Charities Together stage 2 Operational Support Grant, as a contribution towards the pay costs of the Head of Hywel Dda Health Charities, which is reflected in table 4.
- For the period ending 31 July 2023, the reported position for finance and fundraising costs was an underspend of £2,971 as per the table in figure 4.
- The table at figure 5 presents all investment income, returns and charges which are apportioned across funds. Dividend and interest on endowment funds have been applied to their restricted funds.
- As agreed in March 2018, the unrestricted funds income, returns and charges will be brought into a central fund should the net surplus in that fund remain in credit. As at 31 July 2023 there is a net deficit from the unrestricted apportionments of £54,619. This will be offset against the surplus balance brought forward in the central fund from 2022/23.
- The SBAR 'Apportionments of Governance & Support Costs and Investment Income & Gains' requests that the Committee reviews the apportionment method.

4.2 Assessment of Financial Risks

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

5. Funds held on deposit

Following discussions at the May Charitable Funds Committee meeting, a review has been undertaken as to potential options for investing funds currently held in the charity's deposit account not immediately required. The balance of the deposit account at the end of March 2023 was £5.4m which had increased substantially due to the receipt of the JC Williams trust fund income of £1.2m.

The charity's reserves policy sets out that the following should be maintained:

- A separate fixed asset investment reserve based on 10% of the value of the fixed asset investments retained:

Fixed assets at 31 March 2023 of £8,852,397 => 10% reserve of **£885,240**

- A minimum of £500,000 to ensure there is sufficient funds for on-going commitments:

Minimum reserve for on-going commitments of **£500,000**

	£m
Balance on the deposit account at 18 August 2023	5.811
Known commitments	
• Complete 2023/24	0.114
• JC Williams 2023/24	1.217
• Complete 2024/25	1.308
• Complete 2025/26	0.128
Fundraising and support costs	0.355
Balance less commitments	2.689

The balance on the account is therefore in excess of the required reserves.

Having discussed the issue with CCLA our investment advisors there are broadly three options for consideration:

1. Ethical Investment Fund: funds usually invested for > 5 years Target return inflation +5%
2. COIF Charities Deposit Fund: funds usually invested < 3 years Interest rate circa 5% AER in August 2023
3. Fixed Interest Fund: funds usually invested 3-5 years Target return Cash + 1.75%

All of these options offer daily liquidity, there is no lock in or notice period however, there is a risk that anything other than cash is likely to go down as well as up.

The charity's extant deposit account with Barclays offers 2% interest rate and instant access. Therefore, in the first instance it is suggested that we move our funds from Barclays to the COIF Charities Deposit Fund.

Consideration is then needed as to whether additional funds over and above the required reserve should be moved either to the Ethical Investment Fund or the Fixed Interest Fund.

Appendix 1: Statement of Financial Activity for the period ended 31 July 2023

HYWEL DDA LOCAL HEALTH BOARD CHARITABLE FUND REPORT - SUMMARY							
FOR THE PERIOD ENDING 31 JULY 2023							
	Corporate	Acute Services	Carmarthen Community	Ceredigion Community	Pembrokeshire Community	Mental Health & Learning Disabilities	Total
	£	£	£	£			£
Incoming resources							
Donations	27,511	165,295	14,192	13,058	8,037	5,116	233,210
Legacies	0	0	0	0	0	0	0
Grants receivable	30,000	0	0	0	0	0	30,000
Investment income	0	16,363	0	0	0	0	16,363
Income from other trading activities	5,056	0	0	0	0	0	5,056
Other incoming resources	0	0	0	0	0	0	0
	62,567	181,658	14,192	13,058	8,037	5,116	284,628
Resources expended							
Expenditure on raising funds	0	0	0	0	0	0	0
Charitable activities	(40,113)	(152,604)	(5,983)	(474)	(192)	(8,403)	(207,770)
Support Costs	0	0	0	0	0	0	0
Governance costs	0	0	0	0	0	0	0
Investment Management	0	0	0	0	0	0	0
	(40,113)	(152,604)	(5,983)	(474)	(192)	(8,403)	(207,770)
Net incoming/(outgoing) resources before transfers	22,454	29,054	8,209	12,583	7,845	(3,287)	76,858
Gross transfers between funds	0	0	0	0	0	0	0
Net incoming/(outgoing) resources	22,454	29,054	8,209	12,583	7,845	(3,287)	76,858
Gains/(losses) on investment assets							
Realised and Unrealised	0	7,486	0	0	0	0	7,486
Net movement in funds	22,454	36,540	8,209	12,583	7,845	(3,287)	84,344
Opening balance at 1 April 2023	571,615	8,776,944	2,027,762	224,421	135,377	226,648	11,962,768
Closing balance at 31 July 2023	626,403	8,813,484	2,035,971	237,005	143,221	223,361	12,079,445

Appendix 2: Investment performance

As at 31 July 2023, the value of investments held by the charity was £8,160,806. The value of total funds held at the same date was £12,079,445.

Funds are separated into two areas. Firstly, a fund tied to the permanent endowment fund for Pembrokeshire Cardiology Equipment of £2,184,327 and secondly a general charity fund of £5,976,479.

Most long-term investors have seen a modest increase in portfolio values, in addition to income returns, over the course of the quarter. Equity markets made progress overall during the period. However, these gains have been very narrowly based with a handful of names, mainly in information technology, enjoying exceptionally strong returns for the first half of the calendar year while the majority of stocks and sectors have struggled to maintain earnings in the face of inflationary pressures. Bond markets, meanwhile, fell back slightly as central banks continued to tighten monetary policy. In alternative sectors such as property and infrastructure, the higher yield environment continued to suppress asset valuations although income returns have generally remained sound.

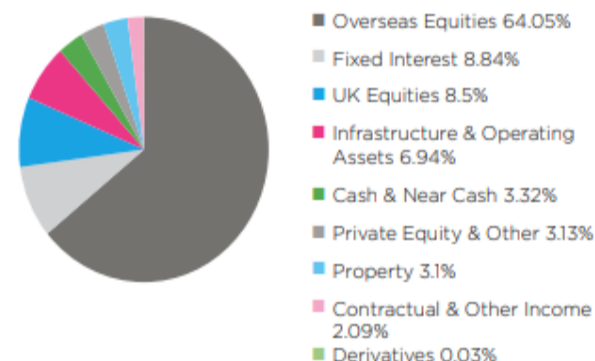
Over the quarter the Fund returned 1.09% compared with the comparator return of 2.09%. Over the last 12 months, the Fund returned 5.51% compared with the comparator return of 6.42%.

Total return performance

Performance* to 30 June 2023	3 months	1 year	3 years p.a.	5 years p.a.
Ethical	+1.09%	+5.51%	+6.11%	+7.49%
Comparator	+2.09%	+6.42%	+6.36%	+5.12%

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

Asset allocation as at 30 June 2023



Appendix 3: Outstanding material commitments as at 31 July 2023 (approved by CFC)

Service	£	Description	Date Approved	Status
Cancer Service - Ceredigion	259,977	BGH Chemotherapy Development	2015	The project is currently at Stage 2 - Developed Concept Design; plan is to move to Stage 3 Detailed and Technical Design in April 2023.
Cancer Service - Ceredigion	287,496	BGH Chemotherapy Development	Sep-19	
Cancer Service - Ceredigion	74,326	BGH Chemotherapy Development	Jun-21	
Cancer Service - Ceredigion	173,937	BGH Chemotherapy Development	Jun-21	
Cancer Service - Ceredigion	400,000	BGH Chemotherapy Development	Jun-21	
Cancer Service - Pembrokeshire	96,143	Ward 10 Enhanced Scheme	Sep-19	Active Spend on roof top - approved expenditure plan. Planned completion date estimated July 2023.
Cancer Service - Ceredigion	43,374	Funding of Trainee Clinical Nurse Specialist Post	Sep-20	Reducing balance - monthly recharges transacted in 2023-24 to support staff costs.
Cancer Service - Pembrokeshire	29,664	Funding of Trainee Clinical Nurse Specialist Post	Sep-20	
Unscheduled Care - Prince Philip	39,054	Mynydd Mawr Garden Project		Agreed via Sub Committee - Form CF1750. Project has been delayed due to the pandemic, rising costs, staff changes. Funds will need to be re-applied for if scheme is to go ahead during 2023-24.
Women & Children's Services	17,900	Family Counsellor Proposal for Paediatric Palliative Care (2 posts)	Sep-21	Reducing balance - monthly recharges transacted in 2023-24 to support staff costs for one post which commenced in Jan 2022.
Cancer Services	127,718	Cancer Psychological Support Pilot Project Year 3 - 5	Nov-21	Approved additional contribution towards the project. monthly recharges transacted in 2023-24 to support staff costs.
	1,549,589			

Appendix 4: Expenditure over £5,000 (invoices paid) for the period 1 April 2023 to 31 July 2023

Service	Fund Name	£	Description	Claim Ref
Maternity Unit - Women and Children	T713 - GGH Obstetrics & Gynaecology	5,834	Gynaecology examination chair	CF02350
WGH - Unscheduled Care	T460 - PDT - Cardiology Equip Income Fund	25,560	Cardiac Monitoring Telemetry System	CF02095
Pharmacy	T924 - Pembrokeshire Medicines Management	5,400	Higher Education	CF02360
WGH - Audiology	T616 - Hywel Dda Audiology	6,000	250 Series Sound Shelter	CF02420
Unscheduled Care	T900 - Withybush Hospital Fund	8,550	Kwick Screens Patient Areas	CF02429
PPH Breast Care Unit	T727 - Carmarthenshire/Ceredigion Breast Care	48,990	Ultrasound Scanner	CF02430
BGH - Occupational Therapy	T804 - Ceredigion Staff Training	6,307	Copenhagen Conference	CF02470
GGH - Tysul Ward	T712 - Carms Ophthalmology	14,260	Ultrasound Scanner	CF02516
GGH - Ty Cadell	T300 - PPH General Purposes T708 - GGH General Surgery T723 - PPH Surgical T904 - Surgical Services Fund - Pembs	15,000	Vascular Scanner	CF02520
	T708-GGH General Surgery	4,946	Vascular Scanner	CF02520
	T723-PPH Surgical	5,000	Vascular Scanner	CF02520
	T904-Surgical Services Fund- Pembs	5,000	Vascular Scanner	CF02520
Creating rest areas for staff across HDdUHB	T589 - Staff Welfare and Wellbeing: Creating Rest Areas for our Staff	21,527	Furniture for rest areas	Grant Funded
WGH - Emergency Department	T900 - Withybush Hospital Fund	12,537	Bladder Scanner	CF02562
WGH - Ward 10	T518 - WGH Ward 10 Refurbishment Scheme	40,372	Vanguard Roofing	CF02143
		225,283		

Appendix 5: Cost Reduction Analysis

Schedule of Building and Refurbishment and Patient education and Welfare Costs

Building and Refurbishment

	<u>Year Ended 31-Mar-23</u>	<u>Year Ended 31-Mar-22</u>
Health & Safety Costs & minor works	191	0
Grounds & Gardens Expenses	19,891	185,490 *
B&E Maintenance	30,555	201
Building Contracts & all materials	15,208	682,246 **
Premises Lease Rent	1,140	0
	<u>66,985</u>	<u>867,937</u>

Commitments as detailed in Intergrated Performance Report 31 March 2022 (presented June 2022):

		<u>Date Approved</u>	
Workforce & Organisation Development	Staff Welfare & Wellbeing - Grant Fundi	Nov-21	180,941 *
Cancer Service - Ceredigion	BGH Chemotherapy Development	Jun-21	97,364
Cancer Service - Ceredigion	BGH Chemotherapy Development	Jun-21	173,937
Cancer Service - Ceredigion	BGH Chemotherapy Development	Jun-21	400,000
			<u>671,301 **</u>

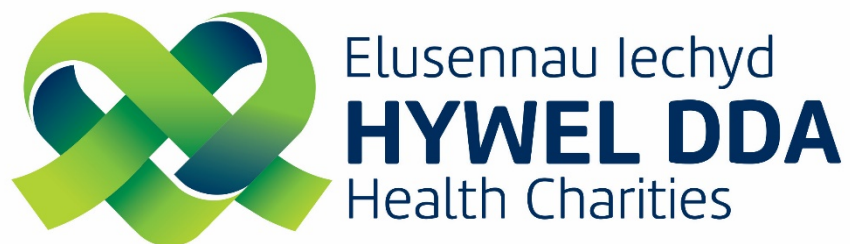
Patient education and welfare

	<u>Year Ended 31-Mar-23</u>	<u>Year Ended 31-Mar-22</u>
Registered Nurse Band 6/7/8A	56,281	73,482
Social Worker Band 5/6	38,164	150,861
Admin & Clerical Band 4/5/6 & ACS staff	10,698	124,814
Agency - Admin & Clerical & Miscellaneous	21,333	388
	<u>126,476</u>	<u>349,545 ***</u>

*** Includes commitments of £283,935



#MakingaDifference in 2023-24



Workplan 2023-24

Progress update September 2023

Strategic objective 1: Making a difference

Priority areas for 2023-24

	Activity	Timescale	Update on progress September 2023	RAG rating
1.	<p>Review and refine the charity's fund structure to ensure that donations can be accessed in a timely manner to further our charitable objectives whilst meeting the wishes of our supporters.</p> <p><i>*Finance team resource from August 2023 following submission of accounts</i></p>	<p>Review of fund structure - April to October 2023</p> <p>Recommendations made to CFC for consideration - November 2023</p> <p>Implementation of CFC recommendations - January to March 2024</p>	<ul style="list-style-type: none"> The review of the charity's fund structure has been welcomed by fund holders and significant progress has been made. New fund structures have been developed in conjunction with: <ul style="list-style-type: none"> Carmarthenshire, Ceredigion & Pembrokeshire Unscheduled Care Carmarthenshire Ceredigion & Pembrokeshire Community Services Cancer Services Mental Health & Learning Disabilities Pharmacy Therapies Women & Children These proposals are currently being discussed with operational staff to ensure that all key stakeholders are engaged with the process and are supportive of the proposed new structures. A detailed review of the funds held by Scheduled Care will be undertaken following the conclusion of the Unscheduled Care review. A review of all restricted funds and the corresponding legacy gifts that make up the balance of these funds has also been undertaken. The Head of Corporate Legal Services & Public Affairs is in the process of reviewing the legacy gifts to advise on the appropriate designation of the funds. Recommendations from the review will be made to the November 2023 CFC meeting for consideration. 	
2.	<p>Launch the new electronic/online charitable funds application process for use by all services across the University Health Board.</p>	<p>Pilot new application process - April and May 2023 November and December 2023</p> <p>Refine application process - June 2023 January 2024</p> <p>Launch new application process to all services -</p>	<ul style="list-style-type: none"> This action has not progressed as the Software Developers assigned to the project were diverted to the Electronic Prescribing and Medicines Administration (ePMA) project. However a dedicated Software Developer has been assigned to the project from October 2023 to progress the work commenced in July 2021. Before the new application process can be piloted further work is required on the automated expenditure authorisations approval process. We are therefore working to revised timescales as follows: <ul style="list-style-type: none"> Pilot new application process - November and December 2023 Refine application process - January 2024 Launch new application process to all services - February/March 2024 	

		July 2023 February/March 2024		
3.	Develop and implement an internal communications plan to raise the profile of the charity, highlight the positive difference that charitable funds can make and encourage more applications for funding	Develop plan - April 2023 Implement plan - May 2023	<ul style="list-style-type: none"> The internal communications plan identifies quarterly actions required to meet the objectives of raising the profile of the charity, conveying the impact of charitable expenditure and encouraging more staff to apply for charitable funds. Areas for new charity graphics have been identified at 11 acute and community sites. Two impact newsletters have been produced to showcase recent charitable expenditure to staff. Regular updates and charity news are shared via Global emails and the closed staff Facebook group. To mark NHS75 our activities focused on staff engagement with the charity team meeting over 250 staff teams across Hywel Dda taking photos which were shared on our social media, achieving a huge amount of interaction. 	
4.	Produce improved guidance for our fund managers to ensure that they understand the nature and value of the funds they are responsible for as well as their roles and responsibilities as custodians of our charitable funds	July to September 2023 January to March 2024	<ul style="list-style-type: none"> This action will be progressed during quarter 4 following the conclusion of the review of the charity's fund structure. The improved guidance to be produced will be based on the new fund structure. User-friendly guidance documents will also be produced to make it as easy as possible for all staff to access our funds based on the new fund structure. 	
5.	Integrate the planning of proactive charitable funds expenditure into the remit of HDdUHB's Finance Business Partners to support their directorates to deploy charitable funding effectively in areas where it can make the biggest difference.	April to September 2023 January to March 2024	<ul style="list-style-type: none"> This action has not been progressed due to a vacancy within the Finance team. A new Finance Business Partner (Accounting & Statutory Reporting) is joining the team in December 2023 and will progress with the support of the Head of Hywel Dda Health Charities in quarter 4. 	

Strategic objective 2: Fundraising and Communications

Priority areas for 2023-24

	Activity	Timescale	Update on progress September 2023	RAG rating
6.	Develop and launch a capital fundraising appeal to improve outdoor spaces for patients at Mynydd Mawr Rehabilitation Unit and Bryngolau ward at Prince Philip Hospital	<p>Development of appeal - April to August 2023</p> <p>Launch of appeal - September 2023 October/November 2023</p> <p>Achievement of appeal target - December 2024 April/May 2024</p>	<ul style="list-style-type: none"> This Prince Philip Hospital and Mental Health & Learning Disabilities management teams have endorsed the appeal. The appeal will be launched in October/November 2023 with a target of £100,000. The appeal is in development stage with detailed fundraising and communications plans being produced. It is hoped that the fundraising target will be reached by spring 2024 to enable work on site to commence during spring/summer 2024. 	
7.	Further develop the Hywel Dda Health Charities lottery to increase unrestricted funds	April 2023 to March 2024	<ul style="list-style-type: none"> The lottery currently has 529 active weekly plays. Profit generated from the lottery since launch in September 2021 is £22,929.50. The scheme continues to be promoted via our social media accounts and internal communications channels. We have begun to hold weekly promotional stands across the acute hospital sites to engage with staff and the general public. A Royal Mail leaflet drop across Ceredigion will be undertaken during the autumn months. 	
8.	Pilot new contactless donations stations for use within both hospital and community settings to make it as easy as possible for people to donate	<p>September 2023</p> <p>October to December 2023</p>	<ul style="list-style-type: none"> Locations to install the contactless donations stations at all acute sites and have been identified and approved by the site management teams. A supplier has been identified and the terms and conditions of business are currently being reviewed by the Head of Corporate Legal Services & Public Affairs to be able to order the devices. The donations stations will be installed in conjunction with the installation of graphics across all HDdUHB acute and community hospital sites (see no. 10 below). 	
9.	Upgrade the charity's current Customer Relationship Management (CRM)	<p>Installation of new CRM - September 2023 February 2024</p>	<ul style="list-style-type: none"> There have been further delays to the launch of the web-based CRM software with our current supplier. The software is currently in beta testing with a target launch of December 2023. We expect our upgrade to be installed during February 2024. 	

	database to a new and improved web version	<p>Migration of data - October 2023 March 2024</p> <p>Training of staff - November 2023 March /April 2024</p>	<ul style="list-style-type: none"> The delay will not cause any impact on our service provision as our existing CRM is still operational. 	
10.	Install a series of graphics across all HDdUHB acute and community hospital sites to increase visibility and ensure that we are the charity with the most prominent presence	<p>Design of graphics - July to September 2023</p> <p>Installation of graphics - October to December 2023</p>	<ul style="list-style-type: none"> Locations for the installation of the graphics at 11 acute and community sites and Integrated Care Centres have been identified and approved by the site management teams. The graphics will be installed in conjunction with the contactless donations stations in areas with the greatest footfall to increase the reach of the charity. 	
11.	Develop new social media platforms to engage with new audiences e.g. TikTok, LinkedIn	Launch of new social media platforms - April 2023 to March 2024	<ul style="list-style-type: none"> Research has been undertaken to explore the benefits of developing dedicated TikTok and LinkedIn accounts for the charity. This has included research into the reach and engagement of accounts managed by other NHS charities. We are in discussion with the Communications Team about the viability of the two platforms in line with internal HDdUHB social media policies. 	

Strategic objective 3: Maximising the contribution

Priority areas for 2023-24

	Activity	Timescale	Update on progress September 2023	RAG rating
12.	Regular meetings of the Investment Sub-Committee to provide advice to the Charitable Funds Committee on the charity's investment portfolio.	April 2023 September 20213 <i>*Finance team resource from August 2023 following submission of accounts</i>	<ul style="list-style-type: none"> The disestablishment of the Investment Sub-Committee was approved following the May 2023 CFC meeting, as reported to the September CFC meeting. The Board of HDdUHB was also notified of this decision via the Committee Update Report at its meeting held on 27 July 2023. 	
13.	Implementation of the evaluation framework and data capture process to evidence the effectiveness and impact of our charitable expenditure.	April to June 2023 January to March 2024	<ul style="list-style-type: none"> The data capture processes to evidence the impact of our charitable expenditure have been developed. This action will however not be achieved until the launch of the electronic charitable funds application due to the automated nature of the data capture process. In the meantime, the impact of expenditure over £50,000 continues to be reported to the CFC. The impact of lower value expenditure is captured by the Senior Communications Officer in the expenditure stories regularly featured in the local press, social media and our impact newsletter. 	
14.	Introduce an improved financial reporting system and processes for all charitable funds cost centres.	September 2023 to March 2024	<ul style="list-style-type: none"> The NHS Wales Central Team for E-Business Services is in the process of moving the Qlikview reporting system to an all Wales Qlik Sense reporting solution. A request has been submitted to develop the charitable funds reporting tool for the HDdUHB system however we unable to confirm at present whether this request will be supported and if so, what the expected timeline would be. 	



FUNDRAISERS SHINE AT LONG COURSE WEEKEND WALES

We were the official "Powered By" partner at this year's Long Course Weekend Wales which took place in Pembrokeshire on 30th June–2nd July.

A fantastic team of supporters took part in the swimming, cycling and running events to raise funds for their NHS charity – and they have so far raised over £6,000!

A special thank you goes to Team Evans, a group of over thirty family members and friends (pictured above at the charity stand) who took on The Wales 5k run and raised over £2,600 for the chemotherapy unit in Prince Philip Hospital.

[Click here](#) for more photos.



CELEBRATING NHS75

On 5th July, the NHS's 75th birthday, the charity team toured many Hywel Dda sites to take photos of our amazing teams in celebration of this milestone.

Teams across the health board also held tea parties to mark this very special birthday and raise funds for their NHS charity.

Over 200 teams across the health board were snapped with our special #NHS75 selfie frames! [View the album here.](#)



OUR IMPACT

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

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



WISH FUND DELIVERS MORE MAGIC MOMENTS



Two families supported by the paediatric palliative care service recently benefitted from a fantastic free day out at Ffwrnes Theatre in Llanelli thanks to our Wish Fund campaign.

The Wish Fund creates magical moments for children and young people with life-limiting and life-threatening conditions and their families.

We are delighted to report that the Scarlets rugby team will continue to support the campaign in 2023–24, and that local business Tregroes Waffles will be fundraising for us at their summer fun day to mark their 40th birthday.

[Click here to learn more about the Wish Fund.](#)

FUNDRAISING NURSES GET THE SURPRISE OF THEIR LIVES

We are always keen to show our fundraisers the love and appreciation they deserve.

We were recently given the perfect opportunity to celebrate our fabulous fundraisers Rhian and Eirian, senior cancer nurses who raised over £25,000 for the Bronglais Chemo Appeal.

We nominated Rhian and Eirian to take part in a new S4C series, 'Y Sgubor Flodau'. Thinking they were taking part in a cheque presentation for the Appeal, the unexpected pair were surprised with exquisite flower arrangements which were almost as big as they are!



SPREADING THE WORD ABOUT OUR IMPACT

Earlier this summer we secured coverage on BBC 1 Wales news programmes including Wales Today, BBC Radio Wales, BBC Radio Cymru, S4C and BBC online in a bid to publicise the impact NHS charities have on the experiences of patients, families and staff.

Our fantastic fundraiser Annmarie (pictured) gave a moving account of how her family and community raised nearly £17,000 for the charity in memory of her brother David Lewis with the aim of making a positive difference to the experiences of cancer patients in our local area.



FIRST CLASS FUNDRAISING BY ABER UNI STAFF AND STUDENTS

We are Aberystwyth University's Charity of the Year 2022–23 and we've been blown away by the fundraising by the university's students and staff!

Highlights have included a team of staff and students taking part in the Aberystwyth Charity 10k, a group of student nurses walking the Aberystwyth promenade 10 times, and staff and postgraduate students from the Department of Geography and Earth Sciences running, walking or cycling from Penglais to Pwllpeiran.

Over £10,000 has already been raised for the Bronglais chemotherapy day unit – an outstanding achievement!

Get the latest charity updates at: www.hywelddahealthcharities.org.uk



Your Impact: how your donations are enhancing healthcare across Hywel Dda

Charity-funded biopsy equipment delivers big benefits to Hywel Dda patients



New biopsy equipment purchased with charitable funds is having a positive impact on the experience of patients across the Hywel Dda region who are being tested for prostate cancer.

We have funded state-of-the-art trans-perineal biopsy equipment for Prince Philip Hospital worth £50,000, following a £30,000

donation from the West Wales Prostate Cancer Support Group.

The new biopsy equipment is used to test for the possibility of prostate cancer. Previously, the Hywel Dda urology service had just one biopsy machine in Glangwili Hospital. However, this machine did not carry out a trans-perineal biopsy, a more accurate procedure.

Mr Ng, Consultant Urologist, said: "The purchase of this equipment is an important step in the full transition over to trans-perineal biopsy for prostate and a key component of the current Cancer Research UK-funded project to provide a gold standard prostate cancer diagnostic service in Hywel Dda. I am very grateful for the continued support of charity and patient group partners to enable us to provide this."

Neil Griffiths, Service Delivery Manager of Urology, said: "The new equipment has not only allowed us to increase the capacity of prostate biopsies for all Hywel Dda patients who are referred with suspected prostate cancer; it has also enabled us to carry out the advanced trans-perineal biopsies at Prince Philip Hospital.

"This has benefitted patients by reducing waiting times and the need to travel to receive an optimal service. "It has also improved staff morale as it allows us to provide improved care to our patients."

New equipment for Glangwili Hospital's Special Care Baby Unit



Local donations have enabled us to purchase a Astrodia device for the Special Care Baby Unit at Glangwili Hospital to help locate veins in babies.

The Astodia device uses an infrared light to highlight the centre of the vein, showing health professionals where to place and direct the needle when taking blood or inserting a cannula.

Unit Manager Sandra Pegram said:

"This is such a beneficial piece of equipment for the Special Care Baby Unit.

"Babies' veins are often either small or deep, preventing health professionals from finding a site easily and quickly.

"When babies are undergoing blood tests and cannulation, this kit improves the experience of the baby and parents by minimising the need for more than one attempt."

Charitable donations fund pressure relief cushions for use across Carmarthenshire

Thanks to generous donations, we have purchased Repose Cushions for use across the Towy Valley, Carmarthenshire.

Repose Cushions are a pressure relief cushion that are used on chairs and general-purpose wheelchairs to provide relief and reduce the incidence of pressure injuries.

The cushions will be used by the community nursing team supporting patients across the Towy Valley.

Sister Alison Wardrop, Junior District Nurse, said: "We are so grateful to the patients and families whose donations have allowed us to purchase these repose cushions.

"Our nurses will now be able to offer the cushions to help alleviate pain and the discomfort of patients when sitting in chairs or wheelchairs for long periods of time. "

£200,000 of new equipment will help cardiology patients at Withybush Hospital

Thanks to a generous bequest, we been able to purchase new equipment costing over £200,000 for cardiology patients at Withybush Hospital.

The two echocardiography machines for the hospital's Cardio-Respiratory Department will help to reduce waiting lists for scans and also enable echocardiograms for inpatients to be done sooner, which will help significantly with hospital discharges.

This extra equipment is in addition to £110,000 worth of machines bought from the same bequest for the Child Health Department so that patients under-16 in Pembrokeshire can continue to receive vital cardiology screening as close to home as possible.

The bequest was kindly made by the late Mrs GWJ Thomas, for the benefit of coronary care at Withybush Hospital.



Cardiac Physiologist Teleri Cudd said: "In order to maintain service provision, investment in new, reliable and modern equipment is so important.

"Echocardiography is central to the assessment and management of all cardiac diseases and, with more machines, patients will be waiting less time for diagnosis."

"The new machines will also enable advanced clinics to continue to be

carried out alongside the routine and urgent outpatient and inpatient clinics."

Nicola Llewelyn, Head of Hywel Dda Health Charities, the official charity of Hywel Dda University Health Board, said: "The support of our local communities enables us to provide services over and above what the NHS can provide in the three counties of Hywel Dda and we are extremely grateful for every donation we receive."

Prescribing Lifestyle Medicine training funded for clinical nurse specialist

Thanks to generous donations, we have funded Prescribing Lifestyle Medicine online training for Neuro-Oncology Clinical Nurse Specialist Janet Bower.

Lifestyle medicine is a branch of medicine focused on preventive healthcare and self-care. It focuses on areas such as nutrition, physical activity, sleep, stress management, avoidance of risky substances, and positive social connections. The course trains the practitioner in personalised care and lifestyle medicine principles, supporting them to grow their confidence in applying lifestyle medicine in a practical way to practice.

Janet supports and cares for people diagnosed with a primary brain tumour across the whole of the Hywel Dda Health Board area.

Janet said: "I'm incredibly grateful that charitable funds have allowed me to undergo the training. It has supported me in responding to challenges people face that fall outside of the typical treatment-related side effects.

"For example, many brain tumour patients are affected by fatigue, poor diabetes control, lack of



sleep, reduced exercise and loss of confidence. This course will train me to assess for the broader issues that affect people and provide actionable advice to improve their quality of life.

"The challenge of caring for people with brain tumours is that treatment options can be limited and come with challenging side effects. Completion of this course has meant that I can offer people another option that meets their individual needs alongside any conventional treatment."

New TVs for Bronglais Hospital children's ward



Thanks to local donations, we have purchased two televisions for patients in Angharad children's ward at Bronglais Hospital.

The TVs have replaced faulty ones in the two side rooms on the ward.

Ward Manager Bethan Hughes said: "Having televisions at the bedside is a good distraction for children who are unwell.

"They are an essential part of providing a family-centred experience when patients are in side rooms, helping us to improve the ward environment."

For more charity updates, please visit: www.hywelddahealthcharities.org.uk

For more information on how to access charitable funds, please visit:

https://nhs.wales365.sharepoint.com/sites/HDD_Charities

