

PWYLLGOR CRONFA ELUSENNOL CHARITABLE FUNDS COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	26 September 2023
TEITL YR ADRODDIAD: TITLE OF REPORT:	Charitable Funds Sub-Committee Update Report
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Mandy Rayani, Director of Nursing, Quality and Patient Experience
SWYDDOG ADRODD: REPORTING OFFICER:	Carly Hill, Assistant Director Medical Directorate and Chair of the Charitable Funds Sub-Committee

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Sicrwydd/For Assurance

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

This report provides the Charitable Funds Committee (CFC) with a summary of the Charitable Funds Sub-Committee's (CFSC) activity between 3 May and 5 September 2023.

Cefndir / Background

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

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

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

Asesiad / Assessment

The CFSC met on two occasions during this reporting period; 5 July and 5 September 2023.

John Evans, Interim County Director Pembrokeshire, chaired his last CFSC meeting on 5 July, with the new Chair, Carly Hill, Assistant Director Medical Directorate, taking over the role from 6 July 2023.

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

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

1.1 Expenditure requests over £10,000 and under £50,000

Meeting	Item	Comments	Decision
4 July 2023	CF02586 DAWN Clinical Software Clinical Haematology, Health Board wide £49,879.31	<p>Request to purchase a specialist clinical software package to directly manage the long-term therapy of haematology patients. This will allow the management of patient treatments to be standardised as current working practices differ on each hospital site due to historic practice. The software will improve the management of patient treatments and provide equity of care across the Hywel Dda region. It will allow improved handling of patients that need to be escalated due to deterioration of disease condition and will also enable the department to develop improvements to service provision to establish a more secure and sustainable service for the future. The management of patient treatments is currently a manual process and the introduction of the new system would have a positive impact on staff as well as patients. Due to the staffing related cost efficiencies associated with the new system, the Pathology Service will cover the annual service contract of £3,500 per annum.</p> <p>The request is considered eligible for funding under the following category: <i>Eligible: Computer equipment and software for use in direct patient care (e.g. attached to radiography equipment, tablet computers for use in direct diagnosis or care and communication).</i></p>	APPROVED
5 Sept 2023	CF02633 Paxman Scalp Cooling System Chemotherapy Day Unit Prince Philip Hospital (PPH) £20,550.00 VAT exempt	<p>Request to purchase an additional scalp cooling system for the CDU at PPH. In recent months a significant increase in demand for this equipment has been identified, limiting the number of patients the service can be offered to which can lead to a delay in patients starting their chemotherapy when they have specifically requested to use the system. An additional cooling system will improve the service offered to patients leading to a better patient experience. Scalp cooling provides an important option for patients who are concerned about losing their hair as it is often cited as one of the most feared side effects of chemotherapy treatment. The opportunity to retain hair during treatment can offer patients a chance to retain a sense of privacy and to feel more like their normal self at a very difficult time.</p> <p>The request was considered eligible for funding under the following category: <i>Eligible: Medical and surgical equipment and its maintenance for NHS patient care, education and research.</i></p>	APPROVED

1.2 Higher award requests for the 2023/24 academic year

As the Hywel Dda higher awards budget it not in a position to support any CPD applications for this academic year, the following requests were made to individual designated charitable funds:

Meeting	Item	Comments	Decision
5 Sept 2023	CF02629 Sports and Exercise Physiotherapy (MSc module), Cardiff University Physiotherapy £1,800.00 VAT exempt	The qualification will enable the candidate to gain the knowledge and skills to help manage patients more effectively in their assessment and treatment to reduce the risk of reoccurring injury. Also to improve pathways that are already established between MSK and orthopaedics and the establishment of new treatment protocols. The request was considered eligible for funding under the following category: <i>Eligible: Higher award and academic studies for which significant benefit to the UHB can be quantified through training and development objectives.</i>	APPROVED
5 Sept 2023	CF02672 Clinical Assessments & Diagnostics (MSc module), University of South Wales Occupational Therapy £1,600.00 VAT exempt	The qualification will enable the candidate to develop critical, systematic, and comprehensive approaches to clinical examination, patient assessment and diagnosis. Enhanced assessment and diagnostic skills, including history taking, will improve the quality and safety of care delivered to patients referred to the service. In addition, the practitioner will be able to use their skills to educate other ward-based nurses within the organisation and use their knowledge of legal and professional issues to effectively communicate to a high level with patients, relatives, and members of the multi-disciplinary team. The request was considered eligible for funding under the following category: <i>Eligible: Higher award and academic studies for which significant benefit to the UHB can be quantified through training and development objectives.</i>	APPROVED

1.3 Expenditure requests for unusual or novel expenditure

Meeting	Item	Comments	Decision
5 Sept 2023	CF02498 Accommodation and travel costs Major Trauma Therapy Skills training course, Association of Trauma and Orthopaedic Chartered Physiotherapists	Retrospective request for consideration. This request was approved by the service on 28 March 2023 but could not be processed by the charitable funds team until evidence of study leave approval was submitted. This was not provided until August 2023, following attendance at the training course in April 2023. Attendance at the course provided an opportunity for skills, knowledge and service development for an occupational therapist working with trauma patients. Information learnt will be shared with other therapy colleagues. Staff development will improve	APPROVED

	Occupational Therapy £260.00	<p>service delivery and trauma patient outcomes. Improved patient outcomes will have a positive impact on safe and timely acute hospital discharges/patient flow.</p> <p>The request was considered eligible for funding under the following category: <i>Eligible: Education and training (courses and conferences), over and above that provided by the NHS which will improve staff knowledge and performance in their roles within the NHS.</i></p>	
5 Sept 2023	CF02606 Maintenance contracts for Paxman Scalp Cooling Systems Cancer Services £8,652.28 (VAT exempt)	<p>Retrospective request for consideration.</p> <p>This request was processed by the charitable funds team on 17 July 2023. However following approval of funds, the ongoing revenue consequence of the expenditure was noted and the request was therefore submitted to the CFSC for consideration as a retrospective request.</p> <p>Scalp cooling provides an important option for patients who are concerned about losing their hair. It is not a clinical procedure and therefore not considered a necessity for mainstream NHS funding. Our aim as a service is to add value to local NHS services by using our charitable donations wisely to help improve the experience of those who are undergoing what can be arduous treatment.</p> <p>The request was considered eligible for funding under the following category: <i>Eligible: Medical and surgical equipment and its maintenance for NHS patient care, education and research.</i></p>	APPROVED

2. Key Decisions

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

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

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

Date	Item	Comments	Decision
4 July 2023	CF02562 Bladder Scanner WGH Unscheduled Care £10,447.53	Request to ratify the approval of a request from the WGH Same Day Emergency Care (SDEC) Unit to purchase a bladder scanner. Staff currently have to source/borrow this equipment from other areas of the hospital, and it is not always feasible to do. Often, when a scanner is needed, considerable time can be spent looking for a device to borrow from other departments. Having a scanner within the unit will result in quicker	RATIFIED Approved via Chair's Actions on 06/06/2023

		<p>assessments of patients leading to more efficient and direct patient care.</p> <p>The request was considered eligible for funding under the following category:</p> <p><i>Eligible: Medical and surgical equipment and its maintenance for NHS patient care, education and research.</i></p>	
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4. Key Risks and Issues/Matters of Concern

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

5. Matters Requiring CFC Consideration or Approval

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

- CFSC members requested that assurance is provided to the CFC regarding the nature of discussions when considering the maintenance contracts for Paxman Scalp Cooling Systems expenditure request (CF02606). Until 2019, the Chemotherapy Day Units across Hywel Dda UHB received an annual donation from an external charity (Walk the Walk) to purchase and maintain scalp cooling systems for patients. When this funding stopped, Hywel Dda UHB charitable funds have been used to maintain the scalp cooling systems and purchase any additional equipment required to offer the cooling systems. Due to NHS cost pressures, the Hywel Dda cancer service is unable to fund these costs from NHS revenue budgets as scalp cooling is not considered an essential service. As the scalp cooling systems and maintenance have always been funded by charitable donations and a precedence has been set, these costs were considered to be over and above what the NHS can provide and an acceptable use of charitable funds due to the significant impact on improving the patient experience.

6. Remaining CFSC Meeting Dates for 2023/24

Charitable Funds Sub-Committee	Update report to Charitable Funds Committee
7 th November 2023	28 th November 2023
16 th January 2024	12 th March 2024
5 th March 2024	12 th March 2024

Argymhelliad / Recommendation

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

**Amcanion: (rhaid cwblhau)
Objectives: (must be completed)**

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	12.6 The Committee shall establish the Charitable Funds Sub-Committee to ensure that the UHB’s
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	policies and procedures are followed in relation to specialist designated and restricted funds.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Cynllunio Planning Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:

Ar sail tystiolaeth: Evidence Base:	Provide independent oversight and ensure correct controls and governance arrangements are in place to provide assurance that charitable funds within HDdUHB are appropriately managed.
Rhestr Termiau: Glossary of Terms:	Develop a proactive and standard approach to the expenditure of charitable funds to ensure that appropriate service needs and additional benefits to patient care is supported.
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusennol: Parties / Committees consulted prior to Charitable Funds Committee:	Head of Hywel Dda Health Charities Charitable Funds Sub-Committee

Effaith: (rhaid cwblhau) Impact: (must be completed)

Ariannol / Gwerth am Arian: Financial / Service:	Provide independent oversight and ensure correct controls and governance arrangements are in place to provide assurance that charitable funds within HDdUHB are appropriately managed.
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Ansawdd / Gofal Claf: Quality / Patient Care:	Develop a proactive and standard approach to the expenditure of charitable funds to ensure that appropriate service needs and additional benefits to patient care is supported.
Gweithlu: Workforce:	Not applicable
Risg: Risk:	Reputational risk if charitable funds are not appropriately managed and governance controls are not followed.
Cyfreithiol: Legal:	Not applicable
Enw Da: Reputational:	Reputational risk if charitable funds are not properly managed and governance controls are not followed correctly.
Gyfrinachedd: Privacy:	Not applicable
Cydraddoldeb: Equality:	Equity of access by ensuring decisions made benefit patients and staff within HDdUHB.