



PWYLLGOR CRONFA ELUSENNOL CHARITABLE FUNDS COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	28 November 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)

Er Sicrwydd/For Assurance

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 of 30 September 2023.

Cefndir / Background

The accompanying reports, attached as Annex 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 **£43,189** for the period ending 30 September 2023.
2. Total **incoming resources** to 30 September 2023 were **£479,255** of which:
 - **£422,301** related to **donations and fundraising income**, compared to **£992,001** for the same period last year.
 - No legacy income had been received to date in year; compared to **£617,193** for the same period last year. A significant legacy gift of £1.3m is however expected to be received during November 2023.

- **£33,250** related to **grant income**, compared to **£77,530** for the same period last year.
 - **£16,363** related to **investment income** (endowment only), compared to **£39,073** for the same period in the previous year.
 - **£7,341** related to **income from other trading activities**. This was the profit generated by the lottery for the period 1 March 2023 to 31 August 2023.
3. The charity's **overall income from donations, grants and legacies** to 30 September 2023 has decreased by **£1,231,173** in comparison to previous year's income for the same period. Although the charity's overall income during this reporting period has decreased, income levels remain consistent with, or higher, than income levels of previous financial years.
 4. The **closing value of investments** held by the charity on 30 September 2023 was **£8,053,249**. The **value of total funds** at the same date was **£12,013,443**.
 5. **Realised and unrealised gains** on **investment assets** (endowment only) amounted to **£7,486** for the period ending 30 September 2023, compared to a loss of £250,876 for the same period last year.
 6. The **balances** of the charity **bank accounts** as at 30 September 2023 were: **current account £414.75** and **deposit account £5,312,248.31**.
 7. Our expenditure on charitable activities for the period ending 30 September 2023 was **£436,065** which represents a **90% 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 30 September 2023 is **£3,526 underspent** against budget.
 9. There was a **net deficit** from **unrestricted apportionments** (after investment gains) across funds of **£80,977** for the period ending 30 September 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 30 September 2023 at Appendix 1 of Annex 1, further considerations for the CFC to note are the updates provided within the report at Annex 1 regarding:

- Investment performance (Appendix 2 of Annex 1).
- Material commitments to 30 September 2023 (Appendix 3 of Annex 1).
- Expenditure over £5,000 for the period 1 August 2023 to 30 September 2023 (Appendix 4 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)
- Winter 2023 highlights from the fundraising and communications support team (Annex 3)

- Impact newsletter winter 2023 (Annex 4)

Argymhelliad / Recommendation

The Charitable Funds Committee is requested to:

- **NOTE** the content of this report and receive **ASSURANCE** on the charity's performance.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	<p>4.1 Within the budget, priorities and spending criteria determined by the Health Board 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.</p> <p>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:</p> <p>4.4.1 Trustee Act 2000</p> <p>4.4.2 The Charities Act 2011</p> <p>4.4.3 The Charities Act 2022</p> <p>4.4.4 Terms of the fund's governing documents</p>
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
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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 of 30 September 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. Appendices	
Appendix 1: Statement of financial activity to 30 September 2023.....	9
Appendix 2: Investment performance.....	10
Appendix 3: Material commitments to 30 September 2023.....	11
Appendix 4: Expenditure over £5,000 1 August to 30 September 2023.....	12

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 **£43,189** for the period ending 30 September 2023 (see Appendix 1).

2.2 Total **incoming resources** to 30 September 2023 (see Appendix 1) were **£479,255** of which:

- **£422,301** related to **donations and fundraising income**, compared to **£992,001** for the same period last year.
- No legacy income had been received to date in year; compared to **£617,193** for the same period last year.
- **£33,250** related to **grant income**, compared to **£77,530** for the same period last year.
- **£16,363** related to **investment income** (endowment only), compared to **£39,073** for the same period last year.
- **£7,341** related to **income from other trading activities**. This was the profit generated by the lottery for the period 1 March 2023 to 31 August 2023. Profits are paid a month in arrears.

2.3 The charity's **overall income from donations, grants and legacies** to 30 September 2023 has decreased by **£1,231,173** in comparison to previous year's income for the same period.

2.4 The **closing value of investments** held by the charity on 30 September 2023 was **£8,053,249**. The **value of total funds** at the same date was **£12,013,443**.

- 2.5 **Realised and unrealised gains on investment assets** (endowment only) amounted to **£7,486** for the period ending 30 September 2023, compared to a loss of £250,876 for the same period last year.
- 2.6 The **closing balances** of our charity **bank accounts** as at 30 September 2023 were: **current account £414.75** and **deposit account £5,312,248.31**.
- 2.7 Our expenditure on charitable activities for the period ending 30 September 2023 was **£436,065 compared to £221,770** in comparison to previous year's expenditure for the same period.
- 2.8 The reported position for the total of **governance and support costs** (including finance and fundraising costs) incurred in the year to 30 September 2023 is **£3,526 underspent** against budget.
- 2.9 There was a **net deficit** from **unrestricted apportionments** (after investment gains) across funds of **£80,977** for the period ending 30 September 2023. This will be offset against the surplus balance brought forward in the central fund from 2022/23.

Further information for the period ending 30 September 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 September 2020 to September 2023

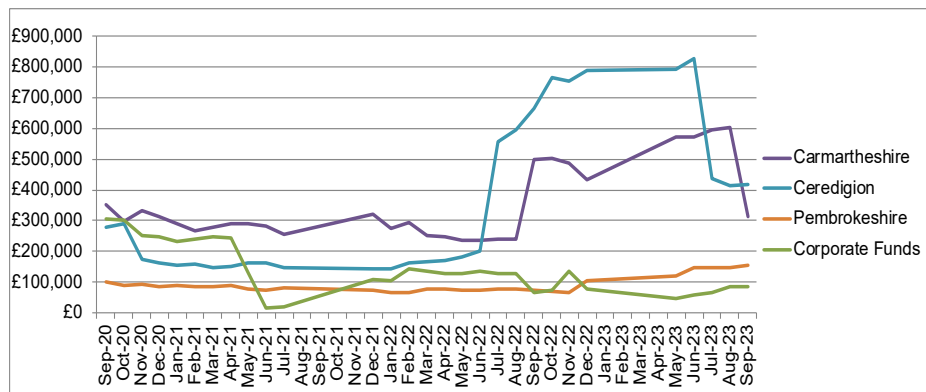
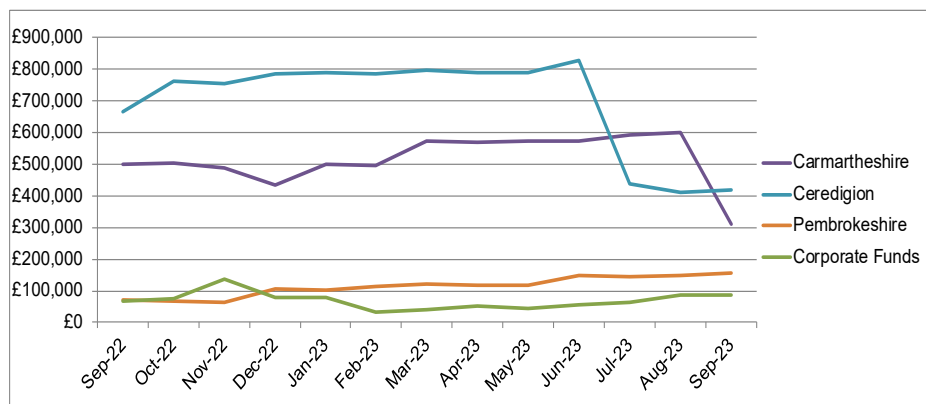


Figure 2: Rolling annual donation figures by county from September 2022 to September 2023



- The charity's overall income from donations, grants and legacies to 30 September 2023 has decreased by 73% (£1,231,173) in comparison to income received for the same period in the previous financial year where £1,686,724 was received.
- It is reported that no legacy income has been received to 30 September 2023 due to a change in how legacy gifts are accounted for following the designated funds review discussion at the March 2023 CFC meeting. Further analysis of income will be undertaken during quarter 3 for the next reporting period to provide a summary of legacy income for 2023/24.
- Income from donations has decreased by 57% and grant income has also decreased by 57%. Although income levels have decreased, income levels remain consistent with, or higher, than income levels of previous financial years (see figure 2). 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.
- 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 Prince Philip Hospital (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. A significant legacy gift of £1.3m is also expected to be received during November 2023.
- The overall gain of £7,486 on investment assets (endowment only) reported is compared to a loss of £250,876 for the same period last year.

4. Our Expenditure and Commitments

Figure 3: Charitable expenditure to 30 September 2023

Expenditure & Commitments	2021-22 (£)	2022-23 (£)	As at 30th September 2023	
			2023-24 (£)	2023-24 %
Support costs	105,993	111,643	57,269	10.9
Medical and surgical equipment	266,614	273,189	258,564	49.2
Office and computer equipment	43,816	43,347	12,108	2.3
Building and refurbishment	867,937	66,985	37,550	7.1
Staff education/ welfare	19,835	97,403	46,160	8.8
Patient education/ welfare	349,545	126,475	77,537	14.8
Miscellaneous	7,857	84,435	36,479	6.9
Total (£)	1,661,597	803,477	525,667	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.
- Charitable expenditure to 30 September 2023 including support costs (finance and audit) was £525,667 which represents an approximate increase of 90% 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 30 September 2023:

Building and refurbishment

- Staff rest areas (£19,468)
- Ground preparation Bronglais Hospital (BH) to house outdoor gym (£4,362)
- Minor works to refurbish ITU staff room / kitchen (£1,824) equipment

Summary of expenditure committed or incurred to 30 September 2023 (continued):

Medical and surgical equipment

- ScopeVault, Unscheduled Care Withybush Hospital (WH) (£5,400)
- Sonosite Edge II Vascular Scanner, Scheduled Care, Hywel Dda sites (£29,946)
- Tomey UD 800 A&B Scan, Tysul Eye Unit, Glangwili Hospital (GH) (£14,260)
- Gynaecology Examination Chair, GH, (£5,834)
- Bladderscanner Prime, Emergency Care WH, (£12,537)
- Telemetry Cardiac Monitoring, Unscheduled Care, WH (£25,560)
- Dawn Software for Clinical Haematology (£21,400)
- Eclipse Pro Ambulatory ECG Recorder, GH Cardiology (£9,992)

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 30 September 2023

		Annual Budget 2023-24	Budget to 30/09/23	Actual Costs to 31/09/23	(Under) / Over budget to 31/09/23
Finance		99,379	49,690	49,690	0
Fundraising	Pay	378,466	189,233	203,360	14,127
	Non Pay	46,910	23,455	20,259	(3,196)
Committee Approved (March 2023)		524,755	262,378	273,309	10,931
Fundraising Pay Award Uplift (Non Recurring)		9,367	9,367	0	(9,367)
Grant Funding					
Fundraising	Pay	10,180	5,090	0	(5,090)
Total		544,302	276,835	273,309	(3,526)
<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 30 September 2023

	Restricted Funds (£)	Unrestricted Funds (£)	Endowment Funds (£)	Overall Total (£)
Investment Income	(31,076)	(21,541)	(16,363)	(68,980)
Governance & Support - Finance, Fundraising & Support Team	155,399	107,719	0	263,118
Audit Fees	4,476	3,103	0	7,579
Investment Gains & Losses	(11,932)	(8,303)	(7,734)	(27,970)
(Surplus) / Deficit	116,867	80,977	(24,097)	173,747

For clarity on the nature of dividends and interest earned by 'unrestricted', 'restricted' and 'endowment' funds, these can be defined as follows:

- Unrestricted and restricted funds: income earned from surplus cash from general restricted funds invested. The income earned is apportioned against all unrestricted and 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 30 September 2023, the reported position for finance and fundraising costs was an underspend of £3,526 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 of 30 September 2023 there is a net deficit from the unrestricted apportionments of £80,977. This will be offset against the surplus balance brought forward in the central fund from 2022/23.

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 and apportionment of governance and support costs and investment income and gains is being reviewed.
- 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.

Appendix 1: Statement of Financial Activity for the period ended 30 September 2023

HYWEL DDA LOCAL HEALTH BOARD CHARITABLE FUND REPORT - SUMMARY							
FOR THE PERIOD ENDING 30 SEPT 2023							
	Corporate	Acute Services	Carmarthen Community	Ceredigion Community	Pembrokeshire Community	Mental Health & Learning Disabilities	Total
	£	£	£	£			£
Incoming resources							
Donations	51,723	320,371	17,339	18,778	8,386	5,703	422,301
Legacies	0	0	0	0	0	0	0
Grants receivable	58,163	(9,691)	(5,065)	(4,752)	(1,563)	(3,843)	33,250
Investment income	0	16,363	0	0	0	0	16,363
Income from other trading activities	7,341	0	0	0	0	0	7,341
Other incoming resources	0	0	0	0	0	0	0
	117,228	327,043	12,274	14,026	6,824	1,860	479,255
Resources expended							
Expenditure on raising funds	0	0	0	0	0	0	0
Charitable activities	(90,935)	(306,607)	(21,391)	(3,410)	(4,132)	(9,590)	(436,065)
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
	(90,935)	(306,607)	(21,391)	(3,410)	(4,132)	(9,590)	(436,065)
Net incoming/(outgoing) resources before transfers	26,292	20,436	(9,117)	10,617	2,691	(7,730)	43,189
Gross transfers between funds	0	0	0	0	0	0	0
Net incoming/(outgoing) resources	26,292	20,436	(9,117)	10,617	2,691	(7,730)	43,189
Gains/(losses) on investment assets							
Realised and Unrealised	0	7,486	0	0	0	0	7,486
Net movement in funds	26,292	27,922	(9,117)	10,617	2,691	(7,730)	50,675
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 30 Sept 2023	597,907	8,804,867	2,018,645	235,038	138,068	218,918	12,013,443

Appendix 2: Investment Performance

As of 30 September 2023, the value of investments held by the charity was £8,053,249. The value of total funds held at the same date was £12,013,443.

Funds are separated into two areas. Firstly, a fund tied to the permanent endowment fund for Pembrokehire Cardiology Equipment of £2,155,539 and secondly a general charity fund of £5,897,710.

Income returns have continued as previously forecast but most long-term investors will have seen a modest decrease in their portfolio values over the course of the quarter. Investment markets have been volatile and have reacted negatively to messaging from monetary policy makers that while interest rates may not rise much further from here, nor are they likely to fall rapidly.

Higher interest rates act as a drag on consumer and business demand and therefore reduce expectations for corporate earnings growth, which is reflected in the fortunes of equity markets. For bonds, prices move inversely to yields, so bond investors also suffer when market interest rates are expected to be higher rather than lower.

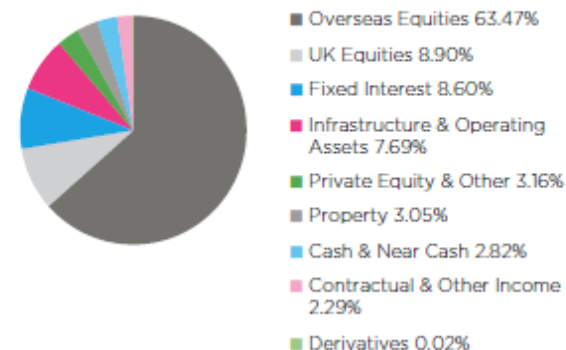
Over the quarter the Fund returned -0.55% compared with the comparator return of 0.38%. Over the last 12 months, the Fund returned 4.48% compared with the comparator return of 7.69%.

Total return performance

Performance* to 30 September 2023	3 months	1 year	3 years p.a.	5 years p.a.
Ethical	-0.55%	+4.48%	+4.74%	+6.38%
Comparator	+0.38%	+7.69%	+6.37%	+4.66%

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 September 2023



Appendix 3: Outstanding material commitments as at 30 September 2023 (approved by CFC)

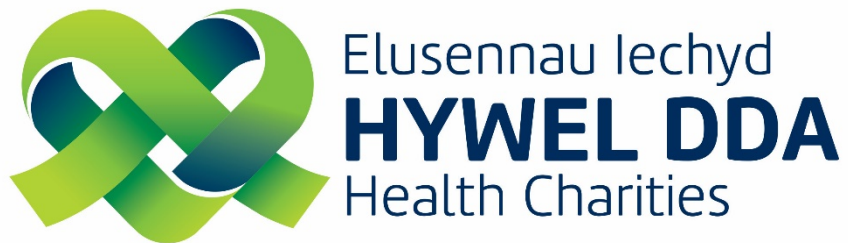
Service	£	Description	Date Approved	Status
Cancer Service - Ceredigion	259,977	BGH Chemotherapy Development	2015	The project is currently at Stage 2 - Developed Concept Design; plan is to move to Stage 3 Detailed and Technical Design in April 2023.
Cancer Service - Ceredigion	287,496	BGH Chemotherapy 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	41,758	Ward 10 Enhanced Scheme	Sep-19	Active Spend on roof top - approved expenditure plan. Planned completion date estimated July 2023.
Cancer Service - Ceredigion	39,635	Funding of Trainee Clinical Nurse Specialist Post	Sep-20	Reducing balance - monthly recharges transacted in 2023-24 to support staff costs.
Cancer Service - Pembrokeshire	25,857	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	13,523	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	111,546	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.
	1,467,109			

Appendix 4: Expenditure over £5,000 (invoices paid) for the period 1 August 2023 to 30 September 2023

Service	Fund Name	£	Description	Claim Ref
WH - Unscheduled Care	T458 - WGH General Purpose Fund	6,480	Scope Vault	CF02133
WH - Unscheduled Care	T518 - WGH Ward 10 Refurbishment Scheme	51,538	Roof Terrace Alteration and Refurbishment Works	CF02143
Corporate - Safeguarding	T562 - NHS Charities Together (Stage 2)	6,196	Year 1 Staff Salary BH A&E Health Advocate Service	n/a - grant funding
GH - Womens Health	T713 - GGH Obstetrics & Gynaecology	5,834	Gynaecology Examination Chair	CF02390
		70,048		



#MakingaDifference in 2023-24



Workplan 2023-24

Progress Update November 2023

Strategic objective 1: Making a difference

Priority areas for 2023-24

	Activity	Timescale	Update on progress November 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 March 2024</p> <p>Implementation of CFC recommendations - January to March 2024 April to June 2024</p>	<ul style="list-style-type: none"> Significant progress has been made with the review of the charity's fund structure. New fund structures have been discussed and developed in conjunction with: <ul style="list-style-type: none"> Carmarthenshire, Ceredigion & Pembrokeshire Unscheduled Care Carmarthenshire Ceredigion & Pembrokeshire Community Services Scheduled Care Cancer Services Women & Children Mental Health & Learning Disabilities Pharmacy Therapies Pathology Radiology Further discussions will be held during December 2023 with the above services to ensure that the proposed structures align with the Operations Directorate's new management structure (publication pending). Following the review of all restricted funds held by the charity and the corresponding legacy gifts that make up the balance of these funds, legal advice has been sought from NWSSP Legal & Risk Services in relation to the re-classification of these funds. This advice is expected to be received by the end of November 2023. Following the receipt of this advice the NWSSP Internal Audit team and Audit Wales will be consulted regarding the review and our approach. Final proposals will then be discussed with operational staff to ensure that all key stakeholders are engaged with the process and are supportive of the proposed new structures. Recommendations from the review will be made to the March 2024 CFC meeting for consideration. 	Due to revised dates
2.	Launch the new electronic/online charitable funds application process for use by all services	Pilot new application process - April and May 2023 November and December 2023	<ul style="list-style-type: none"> A dedicated Software Developer has been assigned to this project since October 2023 to progress the work commenced in July 2021. A review of the current application platform has been undertaken and improvements made to ensure the process is as user-friendly as possible. 	Due to revised dates

	across the University Health Board.	<p>Refine application process - June 2023 January 2024</p> <p>Launch new application process to all services - July 2023 February/March 2024</p>	<ul style="list-style-type: none"> Work continues on the automated expenditure authorisations approval process for the platform to be piloted during December 2023 to achieve the revised timescales to complete this action. 	
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.	<p>Develop plan - April 2023</p> <p>Implement plan - May 2023</p>	<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. Photography of local staff has begun as has the design of the graphics ready for printing and installation during quarter 4. An impact newsletter (winter 2023) has 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. Bespoke posters for individual inpatient ward noticeboards have been designed and distributed to showcase how expenditure has benefited patients and staff in specific areas. A video introducing and promoting the charity to new and existing staff is currently being finalised and will be published in December 2023. This will be made available to during the induction process for new staff and during the 'Making a Difference' training course. 	
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.	<p>July to September 2023 January to March 2024</p>	<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. 	<i>Due to revised dates</i>
5.	Integrate the planning of proactive charitable funds expenditure into the remit of Hywel Dda University Health Board's (HDdUHB) Finance Business Partners to	<p>April to September 2023 January to March 2024</p>	<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. 	<i>Due to revised dates</i>

support their directorates to deploy charitable funding effectively in areas where it can make the biggest difference.

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</p>	<ul style="list-style-type: none"> The appeal will launch on 28th November 2023 with a target of £100,000. The launch coincides with Giving Tuesday, a day of global giving. International rugby union referee Nigel Owens has agreed to front the appeal. A project team has been developed with the first meeting taking place in October and monthly meetings scheduled for the duration on the appeal. Initial garden plans have been designed and presented to the team from estates design colleagues. It is hoped that the fundraising target will be reached by autumn/winter 2024 to enable work on site to commence during early spring 2025. 	<i>Due to revised dates</i>
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 533 active weekly plays. Profit generated from the lottery since launch in September 2021 is £25,251.50. Weekly promotional stands are now taking place across the acute hospital sites to engage with staff and the public. A Royal Mail lottery leaflet drop across Ceredigion started from Monday 23rd October and will be distributed to over 11,000 homes. The scheme continues to be promoted via our social media accounts and internal communications channels. 	
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 October to December 2023</p> <p>January to March 2024</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 have been approved by the Head of Corporate Legal Services & Public Affairs. We are currently working with fire safety and security colleagues on final installation preparations. 	<i>Due to revised dates</i>

			<ul style="list-style-type: none"> The donations stations will be installed during quarter 4 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) database to a new and improved web version.	<p>Installation of new CRM - September 2023 February 2024</p> <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"> There have been 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. The delay will not cause any impact on our service provision as our existing CRM is still operational. 	Due to revised dates
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 November to December 2023</p> <p>Installation of graphics - October to December 2023 January to March 2024</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. Photography and design of the graphics is currently underway. The graphics will be installed during quarter 4 in conjunction with the contactless donation stations in areas with the greatest footfall to increase the reach of the charity. 	Due to revised dates
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 have also discussed with the Communications Team 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 2023 <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. <p><i>Action complete</i></p>	
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. 	<i>Due to revised dates</i>
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. The timetable details that the Charitable Funds Application (app) will be made available for evaluation in December 2023, subject to any slippage in the overall timetable. 	



NEW APPEAL WILL RAISE FUNDS FOR THERAPEUTIC GARDENS IN PPH

On 28th November, international rugby union referee Nigel Owens will launch our new appeal to raise £100,000 to fund new therapeutic gardens at Prince Philip Hospital.

The Prince Philip Hospital Gardens Appeal aims to raise the funds needed to create two gardens for older patients, their families and staff at Mynydd Mawr and Bryngolau wards.

The wards are located next door to each other on the ground floor of the hospital and have access to enclosed outdoor space. This space, however, is currently not suitable for patients.

The new gardens will support recovery and promote wellbeing by providing safe, joyful and healing spaces where our older patients can enjoy fresh air, exercise and feel close to nature. The gardens will also provide a restful environment for staff and visitors.

To find out more please visit www.hywelddahealthcharities.org.uk



CHARITY PARTNERSHIP AT LONG COURSE WEEKEND WALES

In October we announced that we will be the "Powered By" partner for the Wales Half Marathon at Long Course Weekend Wales 2024. This is the third year we have been the Title Charity Partner.

Tara Nickerson, Fundraising Manager at Hywel Dda Health Charities, said: "We're very excited to be working in partnership with Activity Wales Events in 2024.

"We are offering our supporters exclusive opportunities to take part in events across the whole of the Long Course Weekend Wales."



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.



CHALLENGING OUR SUPPORTERS TO TAKE ON THE WORLD'S FASTEST ZIP LINE!



In October we launched our 2024 Zip Line Challenge which will see fundraisers take on the world's fastest zip line!

Taking place on 23rd March 2024, the challenge will see up to 20 fundraisers take flight on the Velocity zip line at Penrhyn Quarry at speeds approaching 100mph.

Set in north Wales near the stunning Snowdon range in what once was the world's largest slate quarry, Zip World Penrhyn Quarry provides exhilarating zip-rides 500m above the bright blue quarry lake.



SCARLETS ANNOUNCE CONTINUED WISH FUND PARTNERSHIP



Scarlets Rugby has announced that it will be continuing its partnership with Hywel Dda Health Charities to support the Wish Fund campaign. The campaign raises funds to create magical memories for children and young people living with life-limiting or life-threatening conditions and their families.

On Thursday 5th October, the renewed partnership was

celebrated at an event at Parc y Scarlets where families supported by NHS Paediatric Palliative Care services toured the stadium, met the Scarlets players, and even took part in some practice kicks and passes!

Heulwen, who attended the day with her son Jake, said: "It was a magical day and Jake was thrilled to receive a signed shirt and hat. We'll never forget it."

GIVE A GIFT APPEAL LAUNCHES

In November we launched our Give a Gift Appeal which gives local communities the opportunity to purchase small gifts for patients who have to spend the festive period in hospital.

Now in its eighth year, the Give a Gift appeal enables supporters to purchase a gift from a selection of items which have been carefully chosen by the health board's Patient Experience team. Each gift will benefit a patient admitted to or staying in hospital over the Christmas period by providing them with items to make their stay more comfortable.

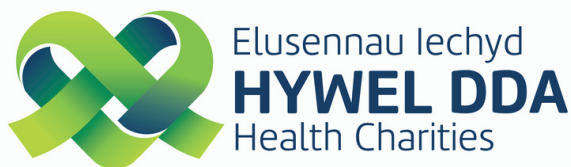
FREE WILLS MONTH SUCCESS

October was our Free wills Month – an opportunity for our supporters to write or update their will for free thanks to our partnership with Farewill.

We are delighted to report that all of our 100 free will spaces were snapped up by our supporters, and that over £60,000 was pledged to the charity in their wills.

Fundraising Officer Katie Hancock said: "We are delighted with the response from our supporters, and we are so glad that people have chosen to leave a lasting legacy for their local NHS services which will make such a difference to patients, their families and staff in the future."

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



New project will deliver nutrition support to thousands affected by addiction



A new project will deliver nutrition and hydration support to thousands of people in Carmarthenshire, Ceredigion and Pembrokeshire affected by addiction.

Hywel Dda University Health Board's Health Improvement Nutrition & Dietetic team will deliver training to at least 65 staff

at Dyfed Drug and Alcohol Service (DDAS) who will be empowered support their service users to achieve a healthier diet.

The project has been made possible by over £44,000 of grant funding from NHS Charities Together, a national charity working with NHS charities across the UK including our charity.

Two new part-time staff members have been appointed to provide training and support to DDAS staff during the delivery of the programme which ends in September 2024.

Project lead Laura Thomas, Clinical Lead Health Improvement Dietitian at Hywel Dda, said: "People with substance use disorders are at greater risk of inadequate nutrition and hydration due to eating too little or eating foods of low nutritional value. This has serious implications for their health long-term.

"The aim of the programme is to build and enhance the knowledge of DDAS's key workers around nutrition and hydration. It will give them the skills they need to support service users to improve their eating habits and their health."

Steffan Warren, Team Leader at DDAS, said: "The programme will enable DDAS staff to fully benefit from the expertise of the Health Board's Nutrition and Dietetics team."

Charity-funded garden supplies promote horticultural therapy



Local donations have enabled us to purchase garden supplies for the Community Mental Health Team at Wellfield Resource Centre in Carmarthen.

The garden supplies will help further develop the outdoor area at the centre and create a space for vocational rehabilitation, practical skill building and horticultural therapy.

Clients can use the gardens to

improve their mental health, as well as their physical health, communication and thinking skills.

Karen Sharrock, Clinical Lead Occupational Therapist, said: "The outdoor area provides a therapeutic and tranquil environment and provides an opportunity for individuals to learn and build on their vocational skills using horticulture as the therapeutic medium. The ongoing project enables recovery and independence."

Staff at Withybush Hospital receive dementia training



Thanks to generous donations, we have funded specialist dementia training for staff members at Withybush General Hospital.

Over 100 staff members attended the 'Let's Talk Dementia' training day.

The training day provided staff with the opportunity to experience a Virtual Dementia Tour in a mobile dementia simulator.

Nicola Zroud, Senior Nurse Manager, said: "We're incredibly

grateful that charitable funds has funded the Virtual Dementia Tour Training. It was a practical and a powerful opportunity to help embed good practice and enhance our staff's learning and development.

"After experiencing the training, our staff are able to identify with and better understand the behaviors and needs of those in their care. The training has enabled them to gain a greater understanding of dementia and the safe delivery of dementia care."

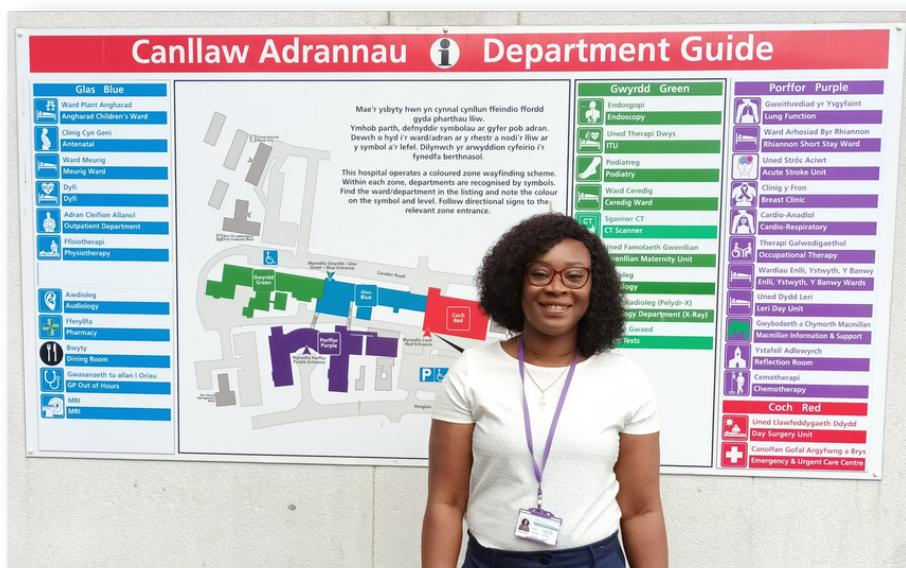
New service at Bronglais will support victims of domestic abuse

A new service to support victims of domestic abuse has recently been launched at Bronglais Hospital.

The health advocate service has received over £59,000 of grant funding from NHS Charities Together, the national umbrella body for NHS charities across the UK, and over £5,000 from our charity. The service is funded until the end of 2024.

Following a tender exercise, West Wales Domestic Abuse Services (WWDAS) has been awarded the contract to deliver the new service. It will be delivered by Domestic Abuse Health Advocate Denye Amadi (pictured) who is based in the emergency department at Bronglais.

Mandy Nichols-Davies, Head of Safeguarding at Hywel Dda University Health Board, said: "The new service will offer support to victims of abuse that attend the emergency department and the Domestic Abuse Health Advocate



will be their main point of contact.

"This health advocate role will not only provide an additional layer of support for those affected by abuse but will also support staff to respond as effectively as possible."

Rachel Munkley, Lead Nurse – Violence Against Women, said: "This is a great opportunity to also increase the knowledge and confidence of emergency department staff so that they can support patients who are victims of domestic abuse and refer them to help.

"We hope this will lead to a reduction in the amount of re-attendance at emergency departments for domestic abuse-related injuries and health concerns."

Michelle Pooley, CEO of WWDAS, said: "We are really pleased to be working with Hywel Dda and Bronglais Emergency Department to ensure an effective pathway of support for anyone experiencing domestic abuse."

Cancer support resources funded to help patients and families

Thanks to donations, we have funded books and Cancer Cloud Kits which support families to better understand a cancer diagnosis and cope with bereavement.

We have funded a variety of resources to support parents having conversations with their children about a cancer diagnosis, and to support grieving children, young people and their families.

Emma Williams, Cancer Information and Support Officer, said: "We're incredibly grateful that charitable funds have allowed us to purchase these resources.

"Providing information for children and young people that can help them better understand what cancer means for them and their families is really helpful to local families.

"The Cancer Cloud Kits support communication when having difficult conversations and help the family explore the emotional impact a cancer diagnosis can bring.



"The Winston's Wish books offer practical guidance and resources for any adult who is supporting a child after someone has died. Having access to these books supports the quality of service delivered to children and young people and their families locally."

The resources are available for families through the Cancer Information and Support teams at Glangwili, Bronglais, Withybush and Prince Philip hospitals.

Examination chair worth over £5,500 funded for gynaecology patients



Generous donations have enabled us to fund a gynaecology examination chair at a cost of £5,834 for use at Glangwili Hospital.

The chair, which will be used to help patients in the new Rapid Access clinical examination room, will enable staff to see, review and consult gynaecology cancer patients in a timelier fashion.

Helen Frise-Jones, Gynaecology Oncology Clinical Nurse Specialist, said: "The new chair has enabled our services to provide a dedicated Rapid Access room where we can see patients who are suspected or diagnosed of having a gynaecology cancer. This new room has sped up the cancer pathway waiting times by us streamlining patients straight into this clinic."

For more charity updates, please visit: [www.hywelddahealthcharities.org.uk](http://www.hywelldahealthcharities.org.uk)

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

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

