



PWYLLGOR CRONFA ELUSENNOL CHARITABLE FUNDS COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	28 November 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 6 September and 7 November 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 and 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 one occasion during this reporting period: 7 November 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
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07/11/23	<p>CF02665</p> <p>LymphaTouch Machines x 3</p> <p>PPH, BGH, WGH Physiotherapy</p> <p>£14,850.00 <i>VAT exempt</i></p>	<p>The Lymphoedema service currently has access to one LymphaTouch machine for patients across the Hywel Dda region. The current machine is now obsolete and is superseded by a newer model. The request is to provide the latest technology in each of our counties which will provide an equitable, improved and enhanced service to patients. This was demonstrated in a recent review undertaken by the Value Based Healthcare Team and the findings of patient reported outcome and experience measures (PROMs & PREMs). The equipment enhances manual therapy, enabling the therapist to work more efficiently thus enabling patients to receive results faster. It will offer one of the most effective and accessible treatments for lymphoedema.</p> <p>The request was considered eligible for funding under the following category:</p> <p>Eligible: Medical and surgical equipment and its maintenance for NHS patient care, education and research.</p>	APPROVED
07/11/23	<p>CF02693</p> <p>TV aerial installation</p> <p>WGH Unscheduled Care</p> <p>£16,939.99 <i>inclusive of VAT</i></p>	<p>TV is poor across the whole of the Withybush Hospital (WH) site with signal not received or received intermittently. This request is to install a new TV aerial system across WH to cover all areas that have not already been upgraded in recent years (Wards 7, 8, 9, 10, Medical Day Unit, Clinical Decisions Unit, ITU, Theatre Room 3 & 4, Endoscopy, Outpatients, Day Surgery Unit and waiting rooms). TVs can have a significant impact on a patient's wellbeing, pain management and recovery during their time in hospital. Being able to watch TV can help to combat loneliness during the recovery process. It can also help reduce anxiety pre-appointment in an outpatient situation. Confirmation received that this work is not required as a result of the reinforced autoclaved aerated concrete (RAAC) position at WH however work will be undertaken to align with the improvement works currently being undertaken across the site to ensure no future disruption to patients.</p> <p>The request was considered eligible for funding under the following category:</p>	APPROVED subject to confirmation that the quote covers the whole of the WGH site

		<i>Eligible: a) Items that offer additional patient comforts to make time spent in hospital more comfortable and b) Furniture, fixtures and fittings for use in clinical areas by patients, visitors, relatives or staff that create more welcoming and comfortable surroundings.</i>	
07/11/23	<p>CF02719</p> <p>Create a new sluice room</p> <p>Glangwili Hospital (GH) Chemotherapy Day Unit</p> <p>£33,548.40 <i>inclusive of VAT</i></p>	<p>This request involves creating a new sluice room from an existing unused shower/toilet room. The new space will safely store equipment that is currently being stored in clinical areas across the unit which does not create a welcoming environment for patients. This work will ensure that patient and treatment areas will be less cluttered and will create a more welcoming, relaxing, and attractive unit for patients to receive their care within.</p> <p>The request was considered eligible for funding under the following category:</p> <p><i>Eligible: Furniture, fixtures and fittings for use in clinical areas by patients, visitors, relatives or staff that create more welcoming and comfortable surroundings.</i></p>	APPROVED
07/11/23	<p>CF02725</p> <p>Refurbishment of day service facilities</p> <p>Ty Bryngwyn Specialist Palliative Care Unit, Llanelli</p> <p>£37,897.10 <i>inclusive of VAT</i></p>	<p>This request is to refurbish and upgrade six rooms at Ty Bryngwyn to enable the re-start of day service provision on a permanent basis. This project will provide modern, inviting and fit for purpose spaces for a wide range of uses including receiving holistic complimentary therapies and art therapy. The project will also create a dedicated interactive wellbeing and room. The rooms have not been updated since Ty Bryngwyn opened 20 years ago and require modernisation to ensure the facilities are fit for purpose. Wellbeing support of this nature can make a huge difference to the quality of life for palliative patients and those who care for them, helping them to live as well as possible and to die with dignity.</p> <p>The request was considered eligible for funding under the following category:</p> <p><i>Eligible: Furniture, fixtures and fittings for use in clinical areas by patients, visitors, relatives or staff that create more welcoming and comfortable surroundings.</i></p>	APPROVED
07/11/23	CF02726	There is a long-standing tradition that HDdUHB's charitable funds are used to	APPROVED

	<p>2023 festive expenditure</p> <p>Hywel Dda Health Charities</p> <p>£22,500.00 <i>inclusive of VAT</i></p>	<p>support expenditure over the festive period to improve the experience for patients visiting or staying in hospital and for staff required to work in a healthcare setting over this period. This funding will be used to support expenditure above and beyond what the NHS can provide, on items such as gifts for inpatients and decorations for inpatient and outpatient areas across HDdUHB. The aim of this initiative is to improve the experience for patients and staff over the festive period which is above and beyond core NHS responsibilities and could not be funded by the NHS due to financial pressures. The expenditure is in line with the Charitable Funds Financial Administration and Governance Procedure (FP-420) as well as the charity's expenditure eligibility criteria.</p> <p>The request was considered eligible for funding under the following category:</p> <p>Eligible: a) <i>Items that offer additional patient comforts to make time spent in hospital more comfortable and b) Initiatives that promote staff wellbeing which demonstrate a clear improvement in the wellbeing of staff that translate to improved care to patients.</i></p>		
07/11/23	<p>CF02731 Hamilton Medical MRI Compatible Ventilator</p> <p>WH Intensive Care Unit</p> <p>£28,703.61 <i>VAT exempt</i></p>	<p>WH does not currently have a Magnetic Resonance Imaging (MRI) compatible ventilator. Because of this, any intubated critical care patients who require an MRI scan are transferred to either GH or Bronglais Hospital (BH). This ventilator will enable patients to have an MRI performed in WH and would negate the need to transfer the patient to GH or BH. With the new equipment patients will be able to receive an MRI locally instead of exposing them to unnecessary transfers. The equipment provides additional functions such as an extra-safe lung protective mode and other special modes of ventilation. It can deliver advance monitoring of lung dynamics, cardiopulmonary resuscitation (CPR) ventilation and nebulisation providing further benefits for our patients. The equipment would also prevent occupying an overnight bed in GH or BH as well as freeing up ambulance time from the transfers. The ventilator would also be</p>	<p>APPROVED subject to approval of Statement of Need (SON) by Clinical Engineering</p>	

		<p>used across WH for patients requiring an MRI.</p> <p>The request was considered eligible for funding under the following category:</p> <p>Eligible: <i>Medical and surgical equipment and its maintenance for NHS patient care, education and research.</i></p>	
1.2 Expenditure requests for unusual or novel expenditure			
Meeting	Item	Comments	Decision
07/11/23	<p>CF02727</p> <p>Chair's Commendation Awards</p> <p>Culture & Workforce Experience team</p> <p>£3,456.00 inclusive of VAT</p>	<p>Request to support the delivery of the Chair's Commendation Awards for the 2024-25 financial year. The awards provide an equitable, fair and meaningful way to recognise staff in line with the Health Board's values and are strategically aligned to the Health Board's objectives. Due to the Health Board's current financial position, there is no revenue budget for the continuation of these events for the next financial year. The funding will allow the continued delivery of four awards events during 2024-25. Retention of staff is one of the most significant challenges facing the Health Board. This initiative is aligned to organisation-wide work being undertaken on wellbeing models of work and staff experience and will ensure that employees are recognised so they feel valued for their outstanding commitment and dedication to the organisation.</p> <p>The request was considered eligible for funding under the following category:</p> <p>Eligible: <i>Initiatives that promote staff wellbeing which demonstrate a clear improvement in the wellbeing of staff that translate to improved care to patients.</i></p>	<p>APPROVED for the 2024-25 financial year, with the recommendation that the Culture & Workforce Experience Team explores sustainable funding sources for future years</p>

2. Key Decisions

CFSC members approved the following request to create a new designated charitable fund for the Prince Philip Hospital (PPH) Gardens capital fundraising appeal:

- A restricted fund to accept and hold donations made to the PPH Gardens capital fundraising appeal being launched on 28 November 2023.
- A new restricted fund is needed to accept and hold all donations received under the umbrella of the appeal. As the appeal is for a specific purpose this fund is required for accounting purposes, in line with best practice associated with the management of fundraising appeals. The fund will be used for the duration of the appeal (circa 12 months) and subsequently closed after the appeal has ended and gardens developed.

- The appeal aims to improve the gardens at Mynydd Mawr and Bryngolau wards at PPH. In the current fund structure both wards have their own individual designated funds however as the appeal covers both areas a new fund is required to receive donations specifically for the appeal. A new restricted fund will enable us to keep a clear and precise tally of the amount raised under the appeal and will also ensure that donations made to the appeal are spent in the intended way.

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

No charitable expenditure requests were considered and approved via Chair's Action during this reporting period.

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

No matters were considered by the CFSC during this reporting period for noting by the CFC.

6. Remaining CFSC Meeting Dates for 2023/24

Charitable Funds Sub-Committee	Update report to Charitable Funds Committee
16 January 2024	12 March 2024
5 March 2024	12 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:	<u>Charitable Funds Committee</u> 12.4 The Committee shall establish the Charitable Funds Sub-Committee to ensure that the UHB's 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.
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:	Not applicable

Privacy:	
Cydraddoldeb: Equality:	Equity of access by ensuring decisions made benefit patients and staff within HDdUHB.