



**PWYLLGOR CRONFA ELUSENNOL
CHARITABLE FUNDS COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	30 th June 2021
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:	Jennifer Thomas, 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)
For discussion

**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 31st March 2021.

Cefndir / Background

This report provides the 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 approved three-year plan.

Asesiad / Assessment

The charity's financial performance is summarised in the main body of the report. The key financial performance considerations are:

1. The **net assets** of the charity have increased by **£1,206,245** for the period ending 31st March 2021.
2. Total **incoming resources** to 31st March 2021 were **£2,510,215** of which:
 - **£830,973** related to **donations and fundraising income**, a **decrease of 2.54%** in comparison to income in the previous financial year.
 - **£511,385** related to **grant funding** (NHS Charities Together £485k; Groundwork £14k, Macmillan Cancer Support £2k, National Lottery £5k, Co-Op £3.3k and Starbucks £2k), an **increase of 3,755%** in comparison to income for the same period in the previous financial year. Excluding the grant funding received from NHS Charities Together, grant income would represent an increase of 112.2% in comparison to the previous financial year.

- **£840,476** related to **legacy income**, a **decrease of 10.76%** in comparison to income in the previous financial year.
 - **£327,381** related to **investment income**, a **decrease of 1.02%** in comparison to income in the previous financial year.
3. The charity's **overall income from donations, grants and legacies** to 31st March 2021 has **increased by 20.75%** in comparison to income for the previous financial year.
 4. The **value of investments** held by the charity as at 31st March 2021 was **£8,647,342**. The **value of total funds** held at the same date was **£10,459,390**. Our investment advisors Sarasin & Partners LLP report that our portfolios compare favourably against all performance comparators.
 5. **Realised and unrealised gains on investment assets** amount to **£1,480,000** as at 31st March 2021, an **increase of 512.38%** in comparison to previous year gains.
 6. The **balances** of our charity **bank accounts** as at 31st March 2021 were **current account £100** and **deposit account £2,933,145**.
 7. Our **charitable expenditure** for the period 1st April 2020 to 31st March 2021 was **£1,037,086** which represents a **59.9% decrease** 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 to 31st March is **£311,779**, an **underspend of £106,627** against budget.
 9. There is a **net surplus** from **unrestricted apportionments** across funds of **£499,292** for the period ending 31st March 2021, which is **sufficient to cover the governance and support costs** and audit fees incurred by the charity.

In relation to the main body of the report, the additional considerations for the CFC are to note the updates provided on:

1. NHS Charities Together stage 1 'COVID-19 urgent response' grants (section 4.2).
2. NHS Charities Together stage 2 and 3 grant funding (section 4.3).
3. Christmas 2020 charitable expenditure (section 4.4).

Also provided within the main body of the report (Appendix 10) is the 'plan on a page' for the planning objective 2E in relation to Hywel Dda Health Charities. Updates on the delivery of this plan will be reported to future CFC meetings in line with corporate reporting processes.

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:

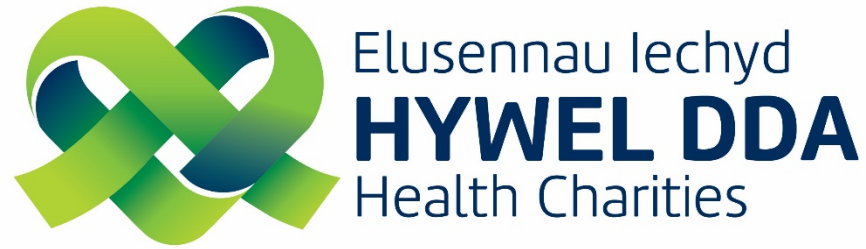
Cyfeirnod Cylch Gorchwyl y Pwyllgor:

6.1 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.
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:	9. To improve the productivity and quality of our services using the principles of prudent health care and the opportunities to innovate and work with partners.
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Statement	Not applicable.

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Ledger reports and investment reports.
Rhestr Termau: Glossary of Terms:	Included within the body of the report.
Partion / 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:	The charity has no employees, however may access staff time via the Hywel Dda University Health Board.
Risg: Risk:	Reputational risk if associated with unethical fundraising.
Cyfreithiol: Legal:	The charity's financial reporting is in line with charity law and guidance.
Reputational:	Reputational risk if associated with unethical fundraising.
Privacy	No impact
Cydraddoldeb: Equality:	No EqIA is considered necessary for a paper of this type.



Integrated Performance Report

Position as at
31st March 2021



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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 provides an update on the charity's financial performance and position as of 31st March 2021 as well as a summary of activities and key achievements in line with the objectives of the charity's approved three-year plan.

2. Summary of key financial activity*

** Draft end of year figures which may be subject to change pending audit of the annual accounts.*

2.1 The **net assets** of the charity have increased by **£1,206,245** for the period ending 31st March 2021 (see Appendix 1).

2.2 Total **incoming resources** to 31st March 2021 (See Appendix 1) were **£2,510,215** of which:

- **£830,973** related to **donations and fundraising income**, a **decrease of 2.54%** in comparison to income in the previous financial year.
- **£511,385** related to **grant funding** (NHS Charities Together £485k; Groundwork £14k, Macmillan Cancer Support £2k, National Lottery £5k, Co-Op £3.3k and Starbucks £2k), an **increase of 3,755%** in comparison to income for the same period in the previous financial year. Excluding the grant funding received from NHS Charities Together, grant income would represent an increase of 112.2% in comparison to the previous financial year.
- **£840,476** related to **legacy income**, a **decrease of 10.76%** in comparison to income in the previous financial year. Material legacies (those received over the value of £5,000) received to 31st March 2021 are listed in Appendix 4.
- **£327,381** related to **investment income**, a **decrease of 1.02%** in comparison to income in the previous financial year.

2.3 The charity's **overall income from donations, grants and legacies** to 31st March 2021 has **increased by 20.75%** in comparison to income for the previous financial year.

2.4 The **value of investments** held by the charity as at 31st March 2021 was **£8,647,342**. The **value of total funds** held at the same date was **£10,459,390**. Our investment advisors Sarasin & Partners LLP report that our portfolios compare favourably against all performance comparators.

- 2.5 **Realised and unrealised gains on investment assets** amount to **£1,480,000** as at 31st March 2021, an **increase of 512.38%** in comparison to previous year gains (See Appendix 1).
- 2.6 The **balances** of our charity **bank accounts** as at 31st March 2021 were **current account £100** and **deposit account £2,933,145** (See Appendix 6).
- 2.7 Our **charitable expenditure** for the period 1st April 2020 to 31st March 2021 was **£1,037,086** which represents a **59.9% decrease** 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 to 31st March is **£311,779**, an **underspend of £106,627** against budget.
- 2.9 There is a **net surplus** from **unrestricted apportionments** across funds of **£499,292** for the period ending 31st March 2021, which is **sufficient to cover the governance and support costs** and audit fees incurred by the charity.

Further information:

- The **statement of financial activity** for the period ending 31st March 2021 is included as **Appendix 1**.
- **Fund balances** for all directorates, including **future commitments** as at 31st March 2021, are included as **Appendix 2**.
- **Closing balances** and **fund movement** to 31st March 2021 are included as **Appendix 3**.
- A summary of our **investment performance** for the period ending 31st March 2021 is included as **Appendix 5**.
- A summary of our **working balances** and **summary of funds** held by the charity for the period ending 31st March 2021 is included as **Appendix 6**.
- Details of the charity's **material commitments** to 31st March 2021 is included as **Appendix 7**.
- Details of the charity's **expenditure over £5,000** to 31st March 2021 is included as **Appendix 8**.
- Details of the **charity's governance and support costs** for 2020/21 is included as **Appendix 9**.

3. Our income

Objective: Increase our income levels by 10% on an annual basis from April 2020 to March 2023

**From 1st April 2020 to 31st March 2021
we received.....**

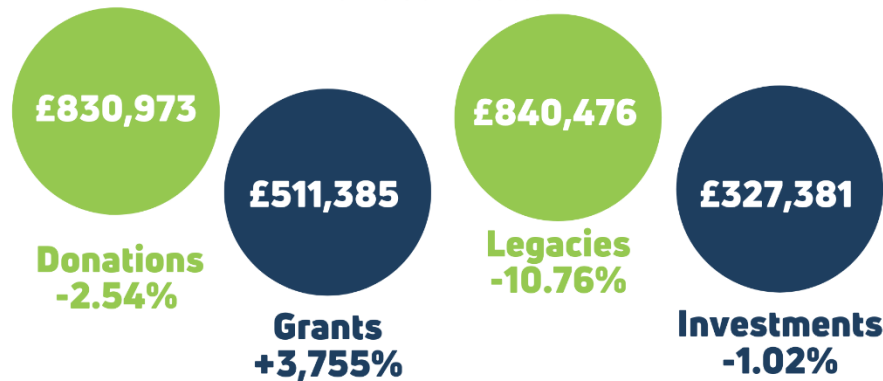


Figure 1: Income summary 2020/21

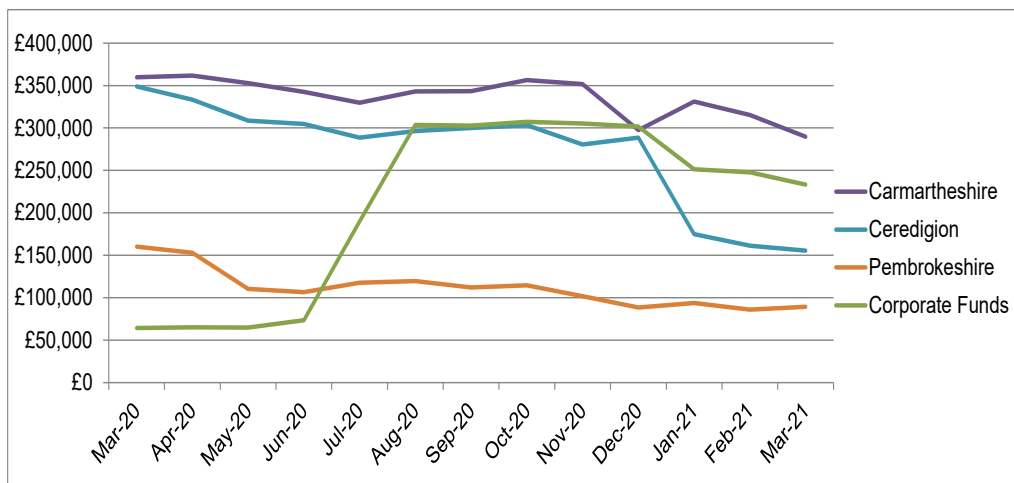
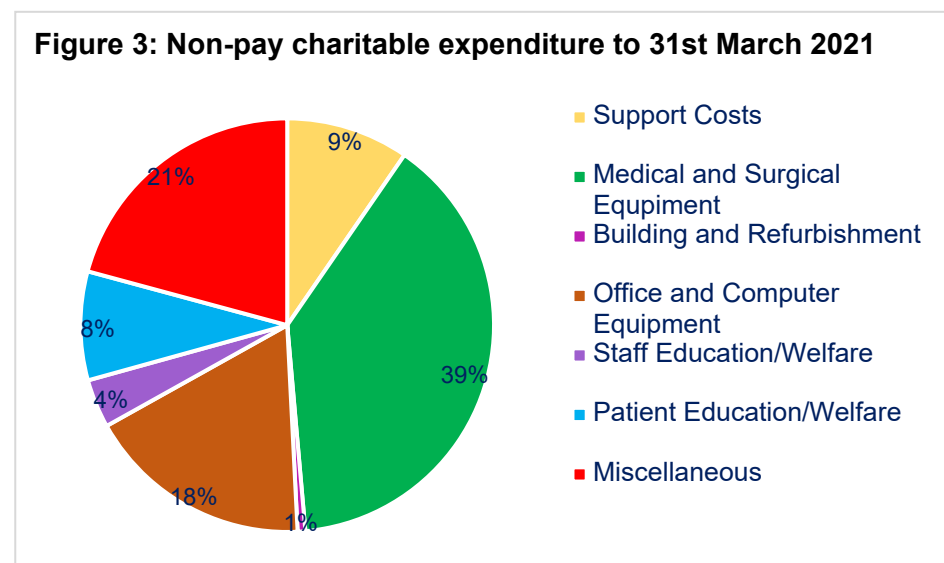


Figure 2: Rolling annual donation figures by county 2021/22

- The charity's overall income from donations, grants and legacies to 31st March 2021 increased by 20.75% in comparison to income for the previous financial year.
- The decrease of 2.54% from donations and fundraising income is less than would be expected during a global pandemic. Our income levels from donations have remained above the national UK levels of average charitable giving during the current climate. During 2021/22, efforts will be made to stabilise our income across all three counties as well as increase donations to our general fund (Support for Life Response Fund).
- The increase of 3,755% from grant funding will be difficult to sustain into the 2021/22 financial year due to the level of income from NHS Charities Together, however the increase of 112% from other grants should be exceeded during 2021/22.
- Nationally legacy income was predicted to reduce by 11% during 2020/21, however latest market predictions forecast an increase in income by between 18% and 23% in 2021/22 as legacies start recovering from both the pandemic and administrative delays at the probate service.
- £327,381 related to investment income, a decrease of £3,379 (1.02%) in comparison to income in the previous financial year.

4. Our expenditure

Objective: Increase our charitable expenditure by 15% on an annual basis from April 2020 to March 2023



- Non-pay charitable expenditure to 31st March 2021 was £1,037,086, which represents a 59.9% decrease in comparison to expenditure for the previous financial year. This can be attributed to the focus of NHS colleagues addressing the challenges of the pandemic and an increased level of NHS revenue and capital funding to support these challenges. Also, several large capital schemes drew to a close in 2019/20 which can be demonstrated in these figures.
- £169,988 of charitable expenditure was incurred on items to support staff and patient well-being via the COVID-19 small grants scheme from our corporate funds and grant funding from NHS Charities Together.
- £292,461 was incurred from our acute funds on medical and surgical equipment.
- Charitable expenditure within community and mental health services was minimal.
- Support from the Programme Management Office with regard to the development and implementation of the new digital online charitable funds application form is ongoing. The revised application process will also be accompanied by clear and user-friendly guidance to ensure that staff understand how to apply for a grant, our eligibility criteria and the decision-making process.
- Close working relationships continue to be built with Finance Business Partners to encourage appropriate expenditure and support their client departments to deploy charitable funding effectively in areas where it can make the biggest difference.

Expenditure	2017-18	2018-19	2019-20	2020-21
Support costs	75,828	89,777	97,372	99,993
Medical and surgical equipment	375,829	483,371	480,453	403,844
Office and computer equipment	104,944	152,337	290,121	183,304
Building and refurbishment	179,634	36,820	1,390,282	5,941
Staff education/ welfare	49,754	215,282	90,187	39,158
Patient education/ welfare	35,048	167,000	85,313	88,712
Miscellaneous	73,944	175,455	151,189	216,134
Total (£)	894,981	1,320,042	2,584,917	1,037,086

Figure 4: Charitable expenditure to 31st March 2021

4.1 NHS Charities Together stage 1 'COVID-19 urgent response' grants

Category	Number of claims	Value
Patient welfare & well-being		
Crockery	1	£855
Electrical	15	£7,857
Nutrition/hydration	1	£123
Gift Cards	1	£47
Indoor furniture	9	£5,720
Well-being ¹	19	£17,348
Miscellaneous ²	17	£13,099
Outdoor furniture	2	£1,314
Patient clothing	4	£1,096
Toiletries	2	£579
Staff and patient welfare & well-being		
Miscellaneous	1	£500
Staff welfare & well-being		
Crockery	15	£2,641
Electrical	72	£21,153
Nutrition/hydration	40	£12,966
Rest room furniture	18	£17,840
Well-being ³	15	£10,217
Miscellaneous ⁴	27	£19,297
Outdoor furniture	10	£4,510
Toiletries	8	£2,727

Figure 5: Applications to be funded from the COVID-19 small grants scheme

Patient well-being¹
Items such as games, activities, books and exercise items.

Patient miscellaneous²
Items including medical devices, fixtures and fittings, decorative items for outdoor areas.

Staff well-being³
Items including artwork, books, fixtures and fittings, for staff rest areas.

Staff miscellaneous⁴
Items including staff lockers, decorative items for outdoor areas and rest rooms, reusable water bottles.

Purchase orders raised and invoices received	Purchase orders raised awaiting invoices	Requisitions raised	Orders yet to be processed	Total
£105,621	£10,749	£3,058	£20,461	£139,889

Figure 6: Status of the approved applications in the purchase to pay process

- To 31st March 2021, 278 applications received to the COVID-19 small grants scheme are to be funded from stage 1 NHS Charities Together grant funding, totalling £139,889:
 - 71 applications to support patient well-being totalling £48,038.
 - 1 application to support patient and staff well-being totalling £500.
 - 206 applications to support staff well-being totalling £91,351.
- The remaining balance of £15,111 from the £155,000 of grant funding received will be committed during July and August 2021, supporting new and emerging staff and patient welfare and wellbeing needs, in line with the criteria of the small grant scheme, which will allow us to submit an end of grant report to NHS Charities Together.
- To 31st March 2021, 13 applications totalling £7,664 had not progressed to the requisition stage which include a small number of applications which are partially completed and require further support.
- The delays in completing these applications are due to the complexity of the applications, for example staff rest room refurbishment works, purchase of specific furniture and equipment as well as improvements to outdoor areas. Finance and Procurement colleagues continue to review these applications and every effort is being made to resolve any outstanding issues as soon as possible.

4.2 NHS Charities Together stage 2 and 3 grant funding

NHS Charities Together stage 2 community partnership grants

- A £75,000 grant was awarded in December 2020 for a 12-month project to provide a Black, Asian & Minority Ethnic (BAME) outreach service to address the disproportionate impact of COVID-19 on groups who have historically faced barriers to accessing health services. The project commenced in April 2021 and following match-funding from the Welsh Government's Prevention and Early Years fund, the project can be extended for a further 12-months until March 2023. An interim performance report will be submitted to the CFC in March 2022.
- The priority for this funding is supporting communities through new or existing partnerships with health and social care (public and/or third sector) with a focus on personalised care, reducing disparity in health inequalities and outcomes as well as increasing preventative healthcare and social care. Hywel Dda Health Charities is eligible to apply for a further allocation of £96,804 from this funding stream.
- The Assistant Director of Strategic Partnerships is engaging with key stakeholders via the Integrated Executive Group (IEG) of the Regional Partnership Board to provide the CFC with a proposal around additional local priorities for this funding opportunity.
- At the IEG meeting held on 24th May 2021, the Winter Plan Steering Group was requested to lead on the identification of projects for developing funding bids and further information will be brought to the September 2021 CFC meeting for consideration.
- The closing date for applications is 31st December 2021.

NHS Charities Together - Stage 3 recovery grants

- A £242,000 was awarded in February 2021 for six projects with a focus on staff health and well-being:
 - Nature based eco-therapy programme (£33,000) to provide psychological wellbeing support with the aim of reducing sickness absence.
 - Health and Wellbeing Champions Network (£21,000) to promote health and wellbeing in the workplace and develop and deliver local activities.
 - Bereavement support and training for staff (£71,362) to increase resources within the specialist bereavement team to provide open access support to staff who have been affected by bereavement. To also provide educational in-reaching sessions to clinical areas.
 - Outdoor gym for acute hospital sites (£67,896).
 - Lifelong Learning Recovery and Restoration Education Fund (£30,000) to enable staff to access learning opportunities for the development of new skills that will help them to recover from the experience of the pandemic and support the restoration of their wellbeing.
 - Arts in health and wellbeing activities for staff (£18,742) to pilot the provision of positive experiences for a cross section of our workforce through participation in the arts.
- The delivery of these projects is led by colleagues within the Workforce and Organisation Development Directorate.
- The projects have been included within a new HDdUHB planning objective relating to staff wellbeing and progress will be reported to both the CFC and Public Board in line with corporate reporting processes.

4.3 Christmas expenditure

- At the November 2020 CFC meeting, members approved a maximum allocation of £15,000 from the general Support for Life Response Fund (T600) to support Christmas charitable expenditure for 2020.
- Revised guidance on Christmas expenditure was developed to reflect the introduction of new infection prevention and control guidelines in relation to how the festive period across HDdUHB was marked, to keep staff and patients safe. Staff were invited to apply for funds:
 - Gifts up to a maximum value of £5 per inpatient to support the purchase of gifts for those spending the Christmas period in hospital.
 - Maximum allocation of £100 per inpatient area to support the purchase of items to mark the festive season and improve the experience within our inpatient areas across the festive period.
 - Gifts up to a maximum value of £5 per patient for our most vulnerable patients who will be alone over Christmas and will not receive a gift from any other source, facilitated by our community nursing teams.
- The allowance was made in the form of a gift card replacing the cash option available in previous years due to the COVID-19 pandemic.
- In total, £14,545 was distributed to wards/departments across HDdUHB in December 2020.
- £3,823 in gift cards from the £14,545 allocation was unspent. We are in the process of reclaiming a total of £1,695 unspent gift cards from one retailer. From the remaining balance of £2,128, a further £1,223 has been allocated to charitable funds requests from services requesting a variety of items that could be purchased in this way. For example, from the Patient Advice and Liaison Service (PALS) Team to purchase emergency toiletries, nightwear or patient clothing to react promptly to the needs of our patients, in particular during the second wave. The remaining balance of £905 will be retained to meet similar future requests.
- Some issues were encountered during the process of allocating access to the gift cards (allocation of gift cards was done via an email from the Finance Team with a unique link to access the gift cards). The main issues were emails not being accessed by the wards/departments due to clinical pressures or staff sickness/annual leave (8 instances), issues with using/receiving a gift card from one retailer (9 instances) and timeliness of receipt of the gift cards for some staff (8 instances).
- Other issues identified during the reconciliation process were one missing receipt for the purchase of food and refreshments and one area had purchased Christmas gifts for patients by cash prior to the issue of the gift cards.

- Overall the new process worked well with a clear improvement on the previous year's process, and under difficult circumstances. The Finance Team will be undertaking a review process for Christmas 2021, incorporating lessons learnt to ensure further improvements.

4.4 Governance and support costs

	Approved annual budget 2020-21 £	Budget to 31/03/21 £	Actual costs to 31/03/21 £	(Under) / Over budget to 31/03/21 £
Finance	90,993	90,993	90,993	0
Fundraising	327,413	327,413	220,786	(106,627)
Total	418,406	418,406	311,779	(106,627)

Figure 7: Finance and fundraising costs to 31st March 2021

- In March 2020, the CFC approved a governance & support costs budget of £418,406 for 2020/21, in line with the resources required to deliver the charity's three-year plan. For the year ending 31st March 2021, the reported position for the total of finance and fundraising costs is an underspend of £106,627 against budget, as per the detail contained within figure 7.
- The year-end position, as demonstrated in the charity's governance and support costs for 2020/21 (Appendix 9), is an underspend of £106,627, largely as a result of recruitment delays within the fundraising team.
- The table at figure 8 depicts all investment income, returns and charges apportioned across funds for the period ending 31st March 2021. There is a net surplus from unrestricted apportionments of £499,292. The unrestricted funds surplus is sufficient to cover the governance and support costs and audit fees incurred by the charity.

	Restricted Funds (£)	Unrestricted Funds (£)	Endowment Funds (£)	Overall Total (£)
Investment Income	(116,010)	(123,898)	(87,473)	(327,381)
Governance & Support - Finance, Fundraising & Support Team	147,133	154,223	10,422	311,778
Investment Management Fees	16,391	17,181	12,270	45,842
Audit Fees	4,247	4,452	301	9,000
Investment Gains & Losses	(515,579)	(551,250)	(413,171)	(1,480,000)
(Surplus) / Deficit	(463,818)	(499,292)	(477,651)	(1,440,761)

Figure 8: Investment income, returns and charges to 31st March 2021

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 and restricted funds invested with Sarasin & Partners LLP. 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.

Appendix 1: Statement of financial activity for the period ending 31st March 2021

HYWEL DDA LOCAL HEALTH BOARD CHARITABLE FUND REPORT - SUMMARY FOR THE PERIOD ENDING 31 MARCH 2021							
	Corporate	Acute Services	Carmarthen Community	Ceredigion Community	Pembrokeshire Community	Mental Health & Learning Disabilities	Total
	£	£	£	£			£
Incoming resources							
Donations	319,396	415,646	33,515	8,665	13,863	39,888	830,973
Legacies	0	552,083	238,393	50,000	0	0	840,476
Grants receivable	486,600	5,317	2,941	889	649	14,989	511,385
Investment income	127,691	185,938	5,909	3,456	1,779	2,608	327,381
Activities for generating funds	0	0	0	0	0	0	0
Other incoming resources	0	0	0	0	0	0	0
	933,687	1,158,984	280,758	63,010	16,291	57,485	2,510,215
Resources expended							
Costs of generating funds	0	0	0	0	0	0	0
Charitable activities	(275,844)	(623,761)	(13,036)	(10,919)	(3,189)	(10,602)	(937,351)
Governance costs	(19,720)	(17,972)	(934)	(547)	(281)	(412)	(39,866)
Support costs	(138,955)	(126,635)	(6,583)	(3,851)	(1,982)	(2,906)	(280,912)
Investment Management	(17,181)	(26,766)	(814)	(476)	(245)	(359)	(45,841)
	(451,700)	(795,134)	(21,367)	(15,793)	(5,697)	(14,279)	(1,303,970)
Net incoming/(outgoing) resources before transfers	481,987	363,850	259,391	47,217	10,594	43,206	1,206,245
Gross transfers between funds	0	0	0	0	0	0	0
Net incoming/(outgoing) resources	481,987	363,850	259,391	47,217	10,594	43,206	1,206,245
Gains/(losses) on investment assets							
Realised and Unrealised	569,126	849,664	26,299	15,384	7,919	11,608	1,480,000
Net movement in funds	1,051,113	1,213,514	285,690	62,601	18,513	54,814	2,686,245
Opening balance at 1 April 2020	116,384	7,018,010	210,837	145,045	129,815	153,054	7,773,145
Closing balance at 31 March 2021	1,167,497	8,231,524	496,527	207,646	148,328	207,868	10,459,390

Appendix 2: Fund balances for all directorates, including future commitments as at 31st March 2021

Fund Balances As At 31st March 2021	Hywel Dda (£)	Carms (£)	Ceredigion (£)	Pembs (£)	Total (£)	Less Commitments (£)	Total (£)
Corporate	1,172,974				1,172,974	5,477	1,167,498
Community		498,611	208,528	149,210	856,349	3,848	852,501
Mental Health & Learning Disabilities	21,994	86,229	10,484	89,201	207,908	40	207,868
Acute Services -							
Scheduled Care		432,832	114,257	39,925	587,014	51,960	535,054
Unscheduled Care		1,104,303	2,274,875	2,813,455	6,192,633	361,392	5,831,241
Cancer Services		632,481	854,747	333,672	1,820,900	641,890	1,179,010
Women & Children's Service		316,474	35,834	46,639	398,947	23,660	375,287
Other		255,431	23,641	32,309	311,381	450	310,931
Total	1,194,968	3,326,361	3,522,366	3,504,411	11,548,106	1,088,716	10,459,390

Appendix 3: Closing balances and fund movement to 31st March 2021

	Month 12 movement %	Month 12 Closing Balance £000
Fund Balances 2020-21		
Carmarthenshire Community	2.8	497
Ceredigion Community	0.6	208
Pembrokeshire Community	0.2	148
Corporate	10.1	1,167
Mental Health & Learning Disabilities	0.6	208
Cancer Services - Carmarthenshire	0.9	574
Cancer Services - Ceredigion	1.6	486
Cancer Services - Pembrokeshire	-0.1	119
Other - Carmarthenshire	1.3	255
Other - Ceredigion	0.1	24
Other - Pembrokeshire	0.0	32
Planned - Ceredigion	0.1	112
Planned Care - Carmarthenshire	-0.7	383
Planned Care - Pembrokeshire	0.1	40
Unscheduled Care - Ceredigion	2.7	1,995
Unscheduled Care - Pembrokeshire	4.6	2,782
Unscheduled Care - Carmarthenshire	2.9	1,054
Women & Children Srv - Carmarthenshire	-0.3	293
Women & Children Srv - Ceredigion	0.0	35
Women & Children Srv - Pembrokeshire	0.0	47
Total	27.6	10,459

Appendix 4: Material legacies (those received over the value of £5,000) received to 31st March 2021

£	To Benefit	Date Received
5,000	GGH General Fund	May-20
5,000	WGH General Fund	May-20
5,000	South Pembs Hospital	May-20
10,000	Ty Bryngwyn Fund	Jan-21
10,000	GGH General Fund	Jul-20
50,000	GGH General Fund	Oct-20
50,000	WGH General Fund	Oct-20
50,000	BGH General Fund	Oct-20
5,000	Meurig Ward	Nov-20
60,891	Carmarthen - Cardiac	Dec-20
64,127	Carmarthen - Dialysis Patnts' Amenities	Dec-20
60,891	Carmarthen Oncology Fund	Dec-20
60,891	Haematology Fund	Dec-20
121,782	Minafon Surgery	Dec-20
210,052	Ty Bryngwyn Fund	Jan-21
50,000	Cardigan Intergrated Care Centre	Jan-21
10,000	CMW - Meurig Ward (S)	Mar-21
10,000	CMW - Leri Day Hospital	Mar-21
838,635		

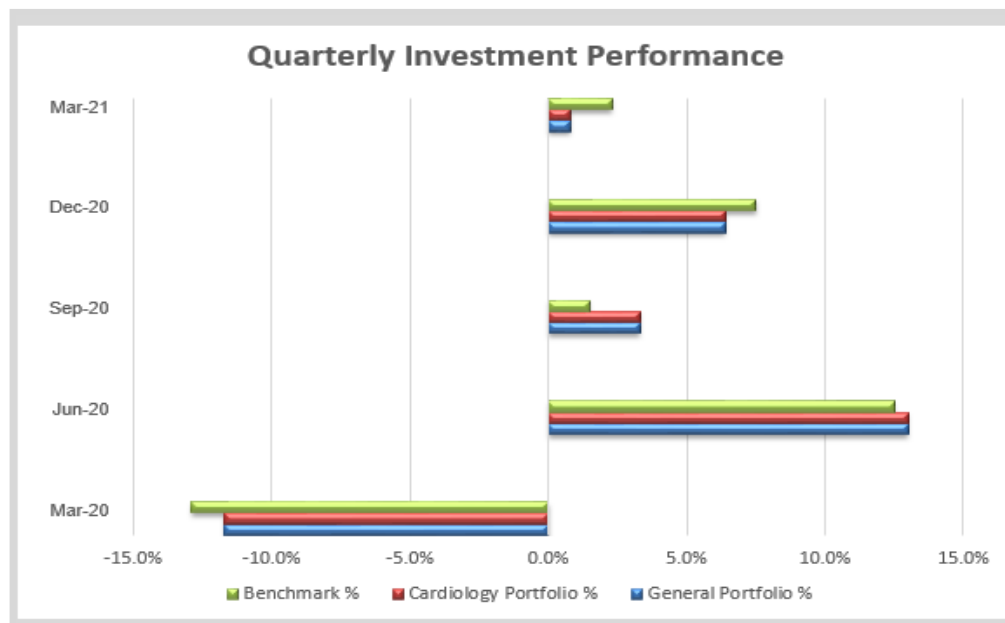
Appendix 5: Investment performance

As at 31st March 2021, the value of investments held by the charity was £8,647,342. The value of total funds held at the same date was £10,459,390.

Funds are separated into two areas. Firstly, a fund tied to the permanent endowment fund for Pembrokehire Cardiology Equipment of £2,264,332 and secondly a general charity fund of £6,195,359.

There is an improvement in the portfolio's performance in comparison to March 2020.

Investment performance against the benchmark for the period ending 31st March 2021



Portfolio benchmark (from 1-Feb-20): ICE BofAML Sterling Corporate (7.5%), ICE BofAML UK Gilts All Stocks (7.5%), MSCI AC World ex UK (Local Currency) (GBP) (10%), MSCI AC World ex UK (Net Total Return) (40%), MSCI All Balanced Property Funds - One Quarter Lagged (5%), MSCI UK IMI (Net Return) GBP (20%), UK cash LIBOR 1 Month (Total Return) (10%). Performance is calculated 'net' of Sarasin's investment management fees, using Bid prices. This takes into account receipts to and withdrawals from the portfolio during the period, and their dates. Prices are sourced from Bloomberg. The report 'looks-through' to the underlying investments within the Sarasin funds in order to show the portfolio's overall allocation. Where a portfolio holds Sarasin Unit Trusts or OEIC Funds, we use a close of business unit price to enable more accurate performance comparison with the portfolio benchmark.

Appendix 6: Working balances as at 31st March 2021

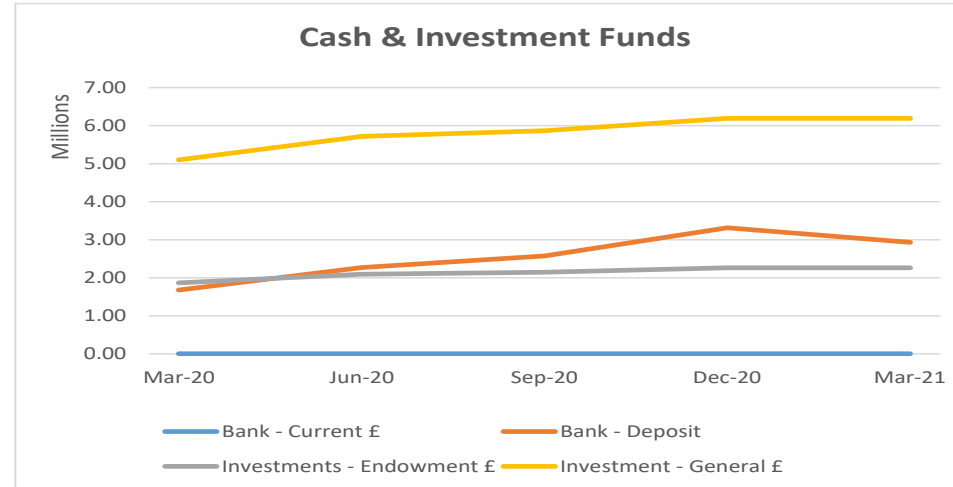
The need for access to funds is monitored on an ongoing basis, which informs discussions with our investment advisors Sarasin & Partners LLP.

The balances of our charity bank accounts as at 31st March 2021 were as follows:

- Current Account: £100
- Deposit Account: £2,933,145

The balance of cash held at bank is driven by the level of commitments.

Summary of funds held by the charity



Appendix 7: Material commitments to 31st March 2021

Service	Fund Name	£	Description	Date Approved	Status
Unscheduled Care - Ceredigion	CMW - BAJ - Bronglais	259,977	BGH Chemotherapy Relocation	2015	Re-committed to the development in September 2019.
Cancer Service - Pembrokeshire	WGH Ward 10 Refurbishment Scheme	158,421	Ward 10 Enhanced Scheme	Sep-19	Active Spend - Finance are working with Fundraising Team to ensure spend has complied with approved expenditure plan.
Cancer Service - Ceredigion	Ceredigion - Cancer Services	287,496	BGH Chemotherapy Development	Sep-19	Approved as contribution to the development in September 2019
Cancer Service - Ceredigion	Ceredigion - Cancer Services	13,271	Cancer Psychological Support Pilot Project 2 years	Mar-18	Project commenced later than initiated. 1st year commenced 2019-20; 2nd year funding being released in 2021-22
Cancer Service - Pembrokeshire	Pembs Cancer Services	24,620	Cancer Psychological Support Pilot Project 2 years	Mar-18	
Cancer Service - Glangwili	GGH Oncology	30,967	Cancer Psychological Support Pilot Project 2 years	Mar-18	
Cancer Service - Prince Philip	PPH Oncology	27,312	Cancer Psychological Support Pilot Project 2 years	Mar-18	
Unscheduled Care - Ceredigion	Ceredigion Clinical Support - Haematology	5,000	Funding of Trainee Clinical Nurse Specilaist Post	Sep-20	
Unscheduled Care - Pembrokeshire	Pembrokeshire Clinical Support - Haematology	5,000	Funding of Trainee Clinical Nurse Specilaist Post	Sep-20	Agreed via CFC Meeting 15th September 2020 - due to the pandemic appointed into these posts have been delayed until 2021.
Cancer Service - Ceredigion	Cancer Service - Ceredigion	67,819	Funding of Trainee Clinical Nurse Specilaist Post	Sep-20	
Cancer Service - Pembrokeshire	Pembs Cancer Services	31,409	Funding of Trainee Clinical Nurse Specilaist Post	Sep-20	
Unscheduled Care - Prince Philip	Mynydd Mawr General Purpose (T253/T742)	39,054	Mynydd Mawr Garden Project		Agreed via Sub Committee - Form CF1750

Appendix 8: Expenditure over £5,000 for the period February to March 2021

Expenditure over £5,000 for the period February 2021 - March 2021			
Service	Fund Name	£	Description
Scheduled Care	PPH Breast Care	60,107	Ultrasound Scanner
Unscheduled Care	PPH General Purposes (Ward 6)	10,337	Bladder Scanner
Unscheduled Care	WGH General Purpose Fund	6,000	Power Turn Elite Mattress & Pump
Unscheduled Care	PPH Cardiology	8,050	MAC VU360 ECG Machine

Appendix 9: Governance and Support costs for 2020/21

Name <u>Finance function</u>	Days per Month	Total Budget £	Governance £	Support £	Total Spend £	Variance to budget £
Charitable Funds Officer (Queries and fund analysis)	All	31,569	0	31,569	31,569	0
Creditors	6	9,883	0	9,883	9,883	0
Procurement	5	8,236	0	8,236	8,236	0
Charitable Funds Accountant (General supervision, queries, annual accounts, trustee committee)	6	14,350	14,350	0	14,350	0
Finance Supervisory Support (Reconciliation/ledger control/gains/income)	8	15,147	7,574	7,574	15,147	0
General Offices	2	2,866	0	2,866	2,866	0
Finance Senior Lead	2	7,942	7,942	0	7,942	0
Overheads (HFMA / Training / Other)	n/a	1,000	1,000	0	1,000	0
TOTAL		90,993	30,866	60,128	90,993	0

Appendix 9: Governance and Support Costs for 2020/21 (continued)

Name	Days per Month	Total Budget £	Governance £	Support £	Total Spend £	Variance to budget £
<u>Fundraising and support team pay</u>						
Head of Hywel Dda Health Charities	1 fte	66,989	0	66,989	61,297	-5,692
Fundraising Manager	1 fte	48,690	0	48,690	42,345	-6,345
Community & Events Fundraising Officers x 3	3 fte	105,815	0	105,815	43,541	-62,274
Marketing & Communications Officer	1 fte	33,951	0	33,951	37,691	3,740
Fundraising Support Officer (less 0.6 wte lottery funded)	1 fte	29,696 -17,817	0	29,696 -17,817	8,950	-20,746 17,817
Administration Officer	0.6 fte	14,099	0	14,099	10,284	-3,815
TOTAL	7.6 fte	281,423	0	281,423	204,107	-77,316
<u>Fundraising and support team non-pay</u>						
33000-Printing Costs	n/a	10,500	0	10,500	1,516	-8,984
33010 - Stationary	n/a	250	0	250	618	368
33020-Books, Journals & Subscriptions	n/a	3,000	0	3,000	1,706	-1,294
33050-Design Costs	n/a	7,500	0	7,500	1,507	-5,993
33610-Travel & Subsistence	n/a	8,400	0	8,400	182	-8,218
34200-Training Expenses	n/a	500	0	500	245	-255
34220 - Conference & Seminars	n/a	1,000	0	1,000	0	-1,000
35550-Computer Software/License Fees	n/a	3,840	0	3,840	3,559	-281
Fundraising events (new subjective code)	n/a	8,500	0	8,500	2,820	-5,680
Fundraising costs (new subjective code)	n/a	1,500	0	1,500	761	-739
37470-Miscellaneous Expenditure (including fundraising costs)	n/a	1,000	0	1,000	3,764	2,764
TOTAL	n/a	45,990	0	45,990	16,678	-29,312
GRAND TOTAL		418,406	30,866	387,541	311,779	-106,627

Appendix 10: Planning objective 2E – Hywel Dda Health Charities

Planning Objective 2E: From April 2021, develop a programme of activities which promote awareness of the Health Board’s official charity and the opportunities available to raise and use funds to make a positive difference to the health, wellbeing and experience of patients, service users and staff across Hywel Dda University Health Board. Develop clear processes for evidencing the impact of our charitable expenditure on our patients, service users and staff with the aim of increasing our income and expenditure levels on an annual basis.					
PROJECT SCOPE	<p>Hywel Dda Health Charities is the official charity of Hywel Dda University Health Board. This planning objective relates to the ongoing delivery of the charity’s three-year plan, approved by the Charitable Funds Committee in March 2020, with the overall objectives of:</p> <ol style="list-style-type: none"> 1. Income: Increasing our income levels by 10% on an annual basis from April 2020 to March 2023. 2. Expenditure: Increasing our charitable expenditure by 15% on an annual basis from April 2020 to March 2023. 3. Communications: Increasing our charity’s profile and raise awareness of the positive difference we make. 	<ul style="list-style-type: none"> Increased income levels and increased levels of charitable funds available to support charitable expenditure that makes a positive difference to the health, wellbeing and experience of patients, service users and staff across Hywel Dda University Health Board. Increased levels of charitable expenditure due to staff being empowered to access our charitable funds to support their rest, recovery and recuperation and be proactive in their approaches to making a difference. More people across our region are aware of the charity’s existence, its purpose and the importance of their support through maximising opportunities to extend our reach and become more visible internally and externally. 			OUTCOME
	<p>From April 2021, the focus will be on:</p> <ol style="list-style-type: none"> 1. Launching a lottery scheme to generate unrestricted charitable income. 2. Developing a sensitive and tactful approach to proactively promote legacies and in-memoriam giving. 3. Developing a range of local fundraising campaigns for specific purposes that will engage with staff and motivate others to support. 4. Introducing a new electronic application process for charitable funds expenditure requests. 5. Producing clear and user-friendly guidance to ensure that staff understand how to apply for a grant, our eligibility criteria and the decision-making process. 	KEY PHASE	BY WHOM	BY WHEN	KEY DATES & DELIVERABLES
	1. Launching a lottery scheme to generate unrestricted charitable income.	1. Develop lottery scheme proposal for consideration by the Charitable Funds Committee.	Fundraising Manager	30/06/2021	
	2. Developing a sensitive and tactful approach to proactively promote legacies and in-memoriam giving.	2. Develop and launch of lottery scheme (subject to approval).	Fundraising Manager	30/01/2022	
	3. Developing a range of local fundraising campaigns for specific purposes that will engage with staff and motivate others to support.	3. Develop and launch of legacy fundraising and in-memoriam giving campaign.	Fundraising Manager/ Fundraising Officer	30/09/2021	
4. Introducing a new electronic application process for charitable funds expenditure requests.	4. Develop and launch of a fundraising campaign for paediatric palliative care services.	Fundraising Manager/ Fundraising Officer	30/07/2021		

	<p>6. Re-establishing regular meetings of the Charitable Funds Sub-Committee.</p> <p>7. Working with Workforce and Organisational Development colleagues to engage with staff to fully understand what staff need to support their recovery, health and wellbeing and how our charitable funds can support the rest, recovery and recuperation of staff.</p> <p>8. Raising and maintaining internal awareness of the charity and our purpose so that staff understand how we operate and can relate to, and feel a part of the charity.</p> <p>9. Further developing the charity's online and digital presence to engage with existing and new supporters.</p> <p>10. Maintaining regular contact with our donors to promote the impact of their support and opportunities to get involved in our work.</p>	5. Develop and implement electronic charitable funds application process.	Head of Hywel Dda Health Charities/Principal Project Manager/Senior Finance Business Partner & Informatics	31/07/2021
		6. Review of charitable funds expenditure guidance for staff and fund managers and promotion of guidance.	Head of Hywel Dda Health Charities/Principal Project Manager/Finance Business Partner	31/07/2021
		7. Delivery of training to Charitable Funds Sub-Committee members to ensure that the charity's grant-making and financial policies and procedures are understood.	Head of Hywel Dda Health Charities/Senior Finance Business Partner	31/05/2021
		8. Attendance at Rest Recovery Reference Group meetings and regular communication with Organisational Development colleagues around the rest, recovery and recuperation of staff.	Head of Hywel Dda Health Charities/Assistant Director of Organisational Development	31/05/2021 and ongoing
PROJECT GOVERNANCE	<p>Responsible Officers: Executive Lead: Mandy Rayani, Director of Nursing, Quality and Patient Experience Strategic Lead: Nicola Llewelyn, Head of Hywel Dda Health Charities Delivery Lead: Tara Nickerson, Fundraising Manager; Julie Bowen Finance Business Partner; Vacant post, Senior Marketing & Communications Officer</p> <p>Programme oversight through: Charitable Funds Committee</p> <p>Governance through: Charitable Funds Committee</p> <p>Delivery through: Collaboration with colleagues across fundraising, finance, procurement, communications, organisational development and patient experience and other services where necessary.</p>	9. Recruitment of Senior Marketing & Communications Officer.	Head of Hywel Dda Health Charities	30/08/2021
		10. Develop a marketing and communications plan for the charity.	Head of Hywel Dda Health Charities/Assistant Director of Communications/Senior Marketing & Communications Officer	30/10/2021

	Description	Likelihood	Impact	Score	Mitigating Actions
RISKS	Income generation targets not being met.	3	3	9	Comprehensive fundraising plans to be put in place with regular review of income against targets
	Charitable expenditure targets not being met.	3	2	6	Comprehensive work plans to be put in place with Finance colleagues to ensure key actions, roles and responsibilities are clearly understood. Regular review of work plans.
	Informatics colleagues unable to provide support to develop the system required for electronic charitable funds applications	3	4	12	Provide clear brief to Informatics colleagues. Explore external support if unable to be developed internally.
	Unable to recruit to the role of Senior Marketing & Communications Officer	4	3	12	Review existing job description before advertising vacancy.
OD Golden Thread/	<p>The charity will strive to actively demonstrate and apply the core values of Hywel Dda University Health Board in all aspects of our charity's operations and fundraising activities:</p> <ul style="list-style-type: none"> • <i>Putting people at the heart of everything we do:</i> improved patient and staff experiences are at the forefront of our work at all times. • <i>Working together to be the best we can be:</i> we support Hywel Dda University Health Board to continually improve and enhance its services. • <i>Striving to deliver and develop excellent services:</i> the allocation of our funds focuses on patients, service users and staff to deliver the very best healthcare we can. 				