



PWYLLGOR CRONFA ELUSENNOL CHARITABLE FUNDS COMMITTEE

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| DYDDIAD Y CYFARFOD: DATE OF MEETING: | 01 November 2021 |
| TEITL YR ADRODDIAD: TITLE OF REPORT: | Christmas Charitable Expenditure 2021 |
| CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR: | Mandy Rayani, Director of Nursing, Quality and Patient Experience |
| SWYDDOG ADRODD: REPORTING OFFICER: | Nicola Llewelyn, Head of Hywel Dda Health Charities |

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

This report is being submitted to the Charitable Funds Committee (CFC) for ratification of the approval made via Chair's Action relating to the expenditure of charitable funds over the 2021 Christmas period.

Cefndir / Background

There is a long-standing tradition that the Health Board's charitable funds are used to support expenditure over the Christmas period on items such as gifts for inpatients and decorations for inpatient and outpatient areas across Hywel Dda University Health Board (HDdUHB).

Since Christmas 2014, charitable expenditure on Christmas festivities has been made in line with CFC approved guidelines, which can be summarised as follows:

1. Purchase of gifts up to a maximum value of £5 per inpatient for those spending the Christmas period in hospital.
2. Maximum allocation of £100 per inpatient area to support the purchase of items to mark the festive season and improve the experience for patients and staff within inpatient areas.
3. Maximum allocation of £30 per outpatient area to support the purchase of Christmas decorations for direct patient contact areas such as treatment or waiting rooms to help make a patient's visit to hospital more pleasant over the festive period.

Expenditure on Christmas festivities is approximately £15,000 per annum (2020 £10,772 and 2019 £14,595). Traditionally, expenditure has been sourced from hospital or service 'general funds', however for Christmas 2020, expenditure for across the whole of HDdUHB was sourced from the general Support for Life Response fund, approved by the CFC in November 2020.

Asesiad / Assessment

For Christmas 2021, a review of appropriate expenditure has been undertaken, supported by the Senior Nurse for Infection Prevention and Control, to ensure that all Christmas charitable expenditure is in line with current HDdUHB infection prevention and control measures.

During this review it was noted that the value of approved items of Christmas expenditure had not been reviewed since 2014. Due to the increase in the cost of living since 2014, the following increased limits of expenditure are therefore proposed to be implemented from Christmas 2021:

| Item | Current value | Proposed value |
|----------------------------|---------------|----------------|
| Inpatient gifts | £5.00 | £5.00 |
| Inpatient area allocation | £100.00 | £150.00 |
| Outpatient area allocation | £30.00 | £50.00 |

It is anticipated that these changes will result in an increase of approximately £5,000 of annual expenditure, based on the number of inpatient and outpatient areas that received funds in 2019 and 2020.

In recent years, two additional categories of Christmas expenditure have been supported by charitable funds, however these categories are not documented within the Charitable Funds Financial Administration and Governance Procedure (FP-420). It is therefore proposed that the following areas are considered for approval and inclusion within the Charitable Funds Financial Administration and Governance Procedure:

| Item | Current value | Proposed value |
|--|--|----------------|
| Day case areas: to support the purchase of items to mark the festive season and improve the experience for patients and staff within our day case areas. | £60.00 | £60.00 |
| Support services: to support the purchase of items to improve the experience for NHS staff within services required to work over the Christmas bank holiday periods. | n/a – reviewed on a case by case basis | £60 |

It is anticipated that these changes will not result in an increase of annual expenditure as this expenditure was incurred during 2019 and 2020.

During the review of Christmas 2021 expenditure, and following engagement with key stakeholders such as HDdUHB Trade Union leads, it is proposed that an additional category of expenditure is introduced for 2021 to support colleagues working within community and Mental Health and Learning Disabilities services:

| Item | Current value | Proposed value <i>Maximum contribution</i> |
|--|----------------|---|
| Community and Mental Health & Learning Disabilities services: to support the purchase of items to improve the experience for NHS staff within community services required to work in a healthcare setting over the Christmas bank holiday periods . For example, decorations or | Not Applicable | £60.00 |

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| individually wrapped snacks, sweets and beverages. | | |
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Due to the predicted challenges of the winter period, the intention of introducing this category of expenditure for Christmas 2021 is to acknowledge the unprecedented operational pressures facing these services and to support the wellbeing of staff working in a healthcare setting over the 2021 Christmas bank holiday periods.

It is anticipated that this new category of expenditure will result in an increase of approximately £3,500 of annual expenditure, based on the estimated number of services that are eligible to apply.

As per the arrangements for Christmas 2020, it is proposed that Christmas charitable expenditure across the whole of HDdUHB will be made from the general Support for Life Response fund (T600). This will accompany a request to the CFC to approve a maximum allocation of £20,000 to support charitable expenditure for Christmas 2021; a figure in line with the expenditure for Christmas 2019 and 2020, with allowances made for the recommendations within this paper.

As per the arrangements for Christmas 2020, Christmas charitable funds will be made available in the form of gift cards with applications requiring the approval of a Senior Nurse Manager, Service Delivery Manager or managers at equivalent level.

Argymhelliad / Recommendation

The Committee is requested to **RATIFY** the decision taken under Chair's Action for:

1. Approval of the following increased limits of expenditure:

| Item | Current value | Proposed value |
|----------------------------|---------------|----------------|
| Inpatient gifts | £5.00 | £5.00 |
| Inpatient area allocation | £100.00 | £150.00 |
| Outpatient area allocation | £30.00 | £50.00 |

2. Approval of the inclusion of the following categories of expenditure within the Charitable Funds Financial Administration and Governance Procedure (FP-420):

| Item | Current value | Proposed value |
|--|--|----------------|
| Day case areas: to support the purchase of items to mark the festive season and improve the experience for patients and staff within our day case areas. | £60.00 | £60.00 |
| Support services: to support the purchase of items to improve the experience for NHS staff within services required to work over the Christmas bank holiday periods. | n/a – reviewed on a case by case basis | £60 |

3. Approve the inclusion of Community and Mental Health and Learning Disabilities services as a new category of expenditure for Christmas 2021
4. Approval of a maximum allocation of £20,000 from the general Support for Life Response fund (T600) to support charitable expenditure for Christmas 2021. This figure is in line with the expenditure for Christmas 2019 and 2020, with allowances made for the recommendations within this paper.

| Amcanion: (rhaid cwblhau) Objectives: (must be completed) | |
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| Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor: | 4.1 Within the budget, priorities and spending criteria determined by the UHB as trustee, and consistent with the requirements of the Charities Act 2011 (or any modification of these acts), to apply the charitable funds in accordance with its respective governing documents. 4.23 The Chair's decision on which items can be approved outside of the Committee will be final and all items approved outside of the full Committee will be reported to the next Committee meeting for ratification. |
| 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 Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019 | 10. Not Applicable |

| Gwybodaeth Ychwanegol: Further Information: | |
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| Ar sail tystiolaeth: Evidence Base: | Not applicable |
| Rhestr Termiau: 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 Nursing, Quality and Patient Experience Senior Finance Business Partner Trade Union Leads Chair of Charitable Funds Committee |

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

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| Ansawdd / Gofal Claf: Quality / Patient Care: | Charity objects are in support of NHS services locally. |
| Gweithlu: Workforce: | The charity has no employees but 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. |
| Enw Da: Reputational: | Reputational risk if associated with unethical fundraising. |
| Gyfrinachedd: Privacy: | No impact. |
| Cydraddoldeb: Equality: | No EqIA is considered necessary for a paper of this type. |