

PWYLLGOR CRONFA ELUSENNOL CHARITABLE FUNDS COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	30 November 2021
TEITL YR ADRODDIAD: TITLE OF REPORT:	Assurance on Planning Objectives Aligned to Charitable Funds Committee
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Mandy Rayani, Director of Nursing, Quality and Patient Experience
SWYDDOG ADRODD: REPORTING OFFICER:	Daniel Warm, Head of Planning Nicola Llewellyn, 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

As part of the Annual Recovery Plan for 2021/22, the Board agreed a refreshed set of Strategic Objectives that set out the aims of the organisation, i.e. the horizon that the Health Board is driving towards over the long term, in addition to a set of specific, measurable Planning Objectives, which move the organisation towards that horizon over the next three years.

The purpose of this report is to provide the Charitable Funds Committee with an update on the progress made in the development (delivery) of the Planning Objective aligned to this Committee under the Executive Leadership of the Director of Nursing, Quality and Patient Experience, for onward assurance to the Board.

Cefndir / Background

This report demonstrates where progress has been made in delivering the following Planning Objective aligned to the Charitable Funds Committee:

- **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.

Asesiad / Assessment

The report, attached at Appendix 1, provides an update on the Planning Objective aligned to the Charitable Funds Committee, identifying its current status, whether it is achieving/not achieving against the key deliverables, and a summary of progress to date.

A summary of this information is set out below:

Planning Objectives	Lead Executive	Status	If Planning Objective is 'behind'
2E	Director of Nursing, Quality and Patient Experience	On track	Not Applicable

Argymhelliad / Recommendation

The Committee is requested to receive assurance on the current position in regard to the progress of the Planning Objective aligned to the Charitable Funds Committee, in order to provide onward assurance to the Board where Planning Objectives are progressing and are on target, and to raise any concerns where Planning Objectives are identified as behind in their status and/or not achieving against their key deliverables.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.3 To receive an assurance on delivery against relevant Planning Objectives aligned to the Committee, in accordance with Board approved timescales, as set out in HDdUHB's Annual Plan.
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):	All Health & Care Standards Apply
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Llesiant BIP: UHB Well-being Objectives:	9. All HDdUHB Well-being Objectives apply

Gwybodaeth Ychwanegol:

Further Information:

Ar sail tystiolaeth: Evidence Base:	3 Year Plan and Annual Plan Decisions made by the Board since 2017-18 Recent <i>Discover</i> report, published in July 2020 Gold Command requirements for COVID-19 Input from the Executive Team Paper provided to Public Board in September 2020
Rhestr Termau: Glossary of Terms:	Explanation of terms is included within the report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusennol:	Public Board - September 2020 Executive Team

Parties / Committees consulted prior to Charitable Funds Committee:	
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Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Any financial impacts and considerations are identified in the report
Ansawdd / Gofal Claf: Quality / Patient Care:	Any issues are identified in the report
Gweithlu: Workforce:	Any issues are identified in the report
Risg: Risk:	Consideration and focus on risk is inherent within the report. A sound system of internal control helps to ensure any risks are identified, assessed and managed.
Cyfreithiol: Legal:	Any issues are identified in the report
Enw Da: Reputational:	Any issues are identified in the report
Gyfrinachedd: Privacy:	Not applicable
Cydraddoldeb: Equality:	Not applicable

APPENDIX 1 – Update of Planning Objectives aligned to Charitable Funds Committee as at 15th November 2021

PO Ref	Planning Objective	Executive Lead	Date of Completion of PO	Current Status of achieving PO within Completion Date (Delete as appropriate)	<ul style="list-style-type: none"> • Summary of Progress to date (including barriers to delivery) • For actions behind schedule, please provide an explanation • For actions behind schedule, what quarter will these now be achieved
2E	<p>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.</p> <p>Develop clear processes for evidencing the impact of our charitable expenditure on our patients, service users and staff fundraising activities and expenditure on our staff, the patients and the public with the aim of increasing our income and expenditure levels on an annual basis.</p>	Mandy Rayani	31/03/2022	On track	See Table below

Action I.D.	Action	Update on progress	By when	by who	RAG rating
3.1	Develop lottery scheme proposal for consideration by the Charitable Funds Committee.	Lottery proposal approved at the Charitable Funds Committee meeting on 30th June 2021.	30/06/2021	Fundraising Manager	Complete
3.2	Develop and launch of lottery scheme (subject to approval).	Hywel Dda Health Charities public lottery scheme launched on Monday 20th September 2021. As of 5th November, we have 388 weekly plays.	30/01/2022	Fundraising Manager	Complete
3.3	Develop and launch of legacy fundraising and in-memoriam giving campaign.	a) In Memory Giving - A5 information leaflet created and direct mailing sent to all Funeral Directors in Carmarthenshire, Ceredigion and Pembrokeshire. b) Legacy Fundraising - partnered with a national will writing company and launched a free will campaign as part of Free Wills month in October 2021. 44 new wills written through the campaign with 4 confirmed gifts to the charity. Final design of a legacy fundraising pack approved with a view to launching a 'Write your will' campaign in March 2022.	30/09/2021	Fundraising Manager/ Fundraising Officer	Action to be completed in Q4
3.4	Develop and launch of a fundraising campaign for paediatric palliative care services.	Awaiting sign-off of campaign materials from the service. Fundraising campaign to be launched during Q4 2021/22.	31/07/2021	Fundraising Manager/ Fundraising Officer	Action to be completed in Q4
3.5	Develop and implement electronic charitable funds application process.	The Digital Improvement Team continues to support the development of the online charitable funds application process. Discussions have taken place with Internal Audit to agree the authorisation process however further digital work is required on the workflow for expenditure authorisations. A 'test' electronic application form will be piloted prior to launch during quarter 3.	31/07/2021	Head of Hywel Dda Health Charities/Principal Project Manager/Senior Finance Business Partner & Informatics	Action to be completed in Q3

3.6	Review of charitable funds expenditure guidance for staff and fund managers and promotion of guidance.	A review of the charitable funds expenditure guidance for staff and fund managers has been undertaken as part of the electronic application process, to make it as easy as possible for staff to access our funds. New guidance documents will be launched at the same time as the new electronic application form.	31/07/2021	Head of Hywel Dda Health Charities/Principal Project Manager/Senior Finance Business Partner	Action to be completed in Q4
3.7	Delivery of training to Charitable Funds Sub-Committee members to ensure that the charity's grant-making and financial policies and procedures are understood.	Training took place at the first meeting of the new Sub-Committee membership in May 2021.	31/05/2021	Head of Hywel Dda Health Charities/Finance Business Partner	Complete
3.8	Attendance at Rest Recovery Reference Group meetings and regular communication with Organisational Development colleagues around the rest, recovery and recuperation of staff.	Rest Recovery Reference Group has been stood down. Working closely with Organisational Development colleagues to provide guidance and support on a number initiatives relating to staff welfare and wellbeing planning objectives.	31/05/2021 and ongoing	Head of Hywel Dda Health Charities/Assistant Director of Organisational Development	Complete
3.9	Recruitment of Senior Marketing & Communications Officer.	Senior Communications Officer start date 22nd November 2021. Communications Assistant (fixed-term 18-month contract) start date 6th December 2021.	31/08/2021	Head of Hywel Dda Health Charities	Complete
3.10	Develop a marketing and communications plan for the charity.	This work will be completed during Q4 2021/22 due to recruitment delays.	30/10/2021	Head of Hywel Dda Health Charities/Assistant Director of Communications/Senior Communications Officer	Action to be completed in Q4
3.11	Develop processes for evidencing the impact of our charitable expenditure.	This work will be completed during Q4 2021/22 with the support of the Research & Development team.	31/03/2022	Head of Hywel Dda Health Charities	Action to be completed in Q4