

**PWYLLGOR CRONFA ELUSENNOL
CHARITABLE FUNDS COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	09 March 2021
TEITL YR ADRODDIAD: TITLE OF REPORT:	Charitable Funds Sub-Committee Update Report
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Andrew Carruthers Director of Operations
SWYDDOG ADRODD: REPORTING OFFICER:	Gareth Rees Deputy Director of Operations

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Trafodaeth/For Discussion

**ADRODDIAD SCAA
SBAR REPORT**

Sefyllfa / Situation

This report provides the Charitable Funds Committee (CFC) with an overview of Charitable Funds Sub-Committee (CFSC) decisions including discussions and deliberations taken since the last report presented to the CFC on 30th November 2020.

Cefndir / Background

This report has been developed to provide assurance to the CFC on decisions taken on behalf of CFSC and provides an opportunity for the CFC to review and discuss these.

Asesiad / Assessment

Highlights

There have been no further meetings of the CFSC undertaken since the report presented to CFC on 30th November 2020, due to continued COVID-19 pressures and associated surge capacity step up arrangements.

A business meeting of the CFSC's new membership will be undertaken prior to 30th April 2021, with a focus on the role of the CFSC and responsibilities of members to ensure that the charity's grant-making policies and procedures are understood before the commencement of bi-monthly CFSC meetings in 2021/22.

Support has been secured from the Programme Management Office to review the charitable funds application process and develop a standard operating procedure for the CFSC in its new format in time for the first meeting of the CFSC scheduled to be undertaken in Quarter 1 (2021/22).

Seven requests were approved using the discretion afforded to the CFSC Chair at a combined value of £65,829.93.

One request is pending decision at this time.

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to receive and note the CFSC update report.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference Cyfeirnod Cylch Gorchwyl y Pwyllgor	12.6 - The Committee shall establish the Charitable Funds Operations 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 Risk Register Reference and Scor:	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 Strategol y BIP: UHB Strategic Objectives:	Improve efficiency and quality of services through collaboration with people, communities and partners
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
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusennol: Parties / Committees consulted prior to Charitable Funds Committee:	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 Hywel Dda University Health Board 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. Support charitable funds requests which provide increased benefits to patient services and demonstrate enhancement to the quality of patient care provided.
Gweithlu: Workforce:	Not applicable
Risg: Risk:	Reputational risk if charitable funds are not appropriately managed and governance controls are not followed.
Cyfreithiol: Legal:	Financial reporting is in line with charity law and guidance. Legal obligation to ensure that charitable funds are appropriately controlled.

Enw Da: Reputational:	Reputational risk if charitable funds are not properly managed and governance controls are not followed correctly.
Gyfrinachedd: Privacy:	Not applicable
Cydraddoldeb: Equality:	Ensure equity of access by ensuring decisions made benefit all patients and staff within Hywel Dda University Health Board.



Elusennau Iechyd Hywel Dda
Hywel Dda Health Charities
Rhif Elusen Gofrestredig: 1147863
Registered Charity Number: 1147863

Hywel Dda Health Charities

Charitable Funds Sub-Committee

Update Report for the Charitable Funds Committee

9th March 2021

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1. Introduction

This report provides the CFC with an overview of the CFSC's decisions since the last report presented to the CFC on 30th November 2020.

The report summarises decisions taken at CFSC level during the period 30th November 2020 to 9th March 2021 and provides an opportunity for the CFC to review these as necessary.

2. Update from CFSC meetings

Since the previous report, the CFSC has not met due to COVID-19 pressures.

CFSC Meeting Date	Quorate	Comments
April 2020	-	Cancelled
May 2020	-	Cancelled
June 2020	-	Cancelled
July 2020	-	Cancelled
August 2020	-	Cancelled
September 2020	-	Cancelled
October 2020	-	Suspended [Note 1]
November 2020	-	Suspended [Note 1]
December 2020	-	Suspended [Note 1]
January 2021	-	Suspended [Note 1]
February 2021	-	Suspended [Note 1]

Note 1: The governance and operating arrangements for CFSC meetings from January 2021 are yet to be finalised following approval of the new working arrangements discussed at the September 2020 CFC meeting. Support has been secured from the Programme Management Office to review the charitable funds application process and develop a standard operating procedure for the CFSC in its new format.

2.1. CFSC consideration of requests since the last report to the CFC

2.1.1 ITEMS APPROVED AT CFSC				
Description	Date Approved	Value	Commentary	Claimed Patient Benefit
No items were approved at CFSC during this reporting period				

2.1.2 ITEMS PENDING DECISION			
Description	Date Reviewed	Value	Commentary
Pathfinder Spacelabs, Cardio Respiratory Department, Withybush General Hospital (WGH)	-	£24,943.25	Application with IT for review on compatibility with existing systems and standardisation.

2.1.3 ITEMS APPROVED BY CHAIR'S ACTION				
Description	Approval Noted at CFSC	Value	Commentary	Patient Benefit
Cerebral Function Monitor, Special Care Baby Unit (SCBU), Glangwili General Hospital (GGH)	-	£14,529.30	Current monitor no longer supported by manufacturer.	Will provide essential detailed information to assist in clinical decision making in respect to the further care of infants.
Course Fee Funding (75%) for Oncology MSc, Chemotherapy Day Unit, WGH	-	£1,000	Supports development of specialist clinical oncology guidelines and generates cost savings for high cost oncology drugs.	Sharing examples of good practice with other centres enables applicants to develop new ways of working to support the development of oncology care to patients.
Diploma Course Pharmaceutical Technology & Quality Assurance Aseptic Services, Pharmacy, GGH	-	£6,400	Part of the aseptic service requires the pharmacy staff to be highly trained in a number of specialist areas such as sterile preparation, quality and risk management.	Having a suitably qualified member of pharmacy staff on hand allows for more complex drug preparations to be carried out which positively impact the supply of medicines available to patients.
Dishwasher, Tregaron Hospital	-	£5,112	Infection control concerns due to staff having to hand wash dishes.	Improved food hygiene for patients and more time for staff to devote to providing patient care.
ECG Machine,	-	£9,600	State of the art	Several benefits to

Cardio Respiratory Department, Prince Phillip Hospital (PPH)			machine which is more superior than the standard units.	patients including faster acquisition of diagnosis which prevents delay in providing treatment
Florian Tilt and Space Chairs x 11, Unscheduled Care (USC), WGH	-	£21,333,95	Current chairs no longer fit for purpose. Opting to purchase replacements with enhanced features.	Enhances patients recovery by providing supportive seating for patients who would otherwise be bed bound.
Zodiac SA Diagnostic Tympanometer, Audiology, GGH	-	£7,854.68	Current equipment at the end of its working life and no longer fit for purpose.	Equipment provides a range of quality tests which will enhance patient care.

2.1.4 ITEMS REJECTED

Description	Date Rejected	Value	Commentary
No items were rejected during this reporting period			

2.1.5 ITEMS RECOMMENDED FOR APPROVAL (by Executive Director or Charitable Funds Committee)

Description	Date Reviewed	Value	Commentary	Patient Benefit
No items were recommended for Executive Director or Charitable Funds Committee approval during this reporting period				

2.2. Applications to set up new charitable funds

None at this time.

2.3. Issues requiring guidance from CFC

None at this time.

2.4. Other Issues for Noting

A business meeting of the CFSC's new membership will be undertaken prior to 30th April 2021, with a focus on the role of the CFSC and responsibilities of members to ensure that the charity's grant-making policies and procedures are understood before the commencement of bi-monthly CFSC meetings in 2021/22.

Support has been secured from the Programme Management Office to review the charitable funds application process and develop a standard operating

procedure for the CFSC in its new format in time for the first meeting of the CFSC.

3. List of Priorities Eligible for Charitable Funding

None at this time.

4. Departures from HDdUHB Policy

None at this time.