



CYFARFOD O'R YMDDIRIEDOLWR CORFFORAETHOL MEETING OF THE CORPORATE TRUSTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	31 March 2022
TEITL YR ADRODDIAD: TITLE OF REPORT:	Ratification of Charitable Funds Approvals over £100,000
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

The Board of Hywel Dda University Local Health Board (HDdUHB), in its role as corporate trustee of the charitable funds held by HDdUHB, is requested to ratify the approval of two charitable funds applications presented to the Charitable Funds Committee at its meeting on 15th March 2022.

Cefndir / Background

HDdUHB has been appointed as Corporate Trustee of the charitable funds by virtue of Statutory Instrument 2009 No. 778 (W.66) and that its Board serves as its agent in the administration of the charitable funds held by the University Health Board.

The Charitable Funds Committee (CFC) has been established as a Committee of HDdUHB and constituted from 22nd July 2010.

The purpose of the CFC is to:

- Make and monitor arrangements for the control and management of the Board's Charitable Funds, within the budget, priorities and spending criteria determined by the Board and consistent with the legislative framework.
- Provide assurance to the Board in its role as corporate trustees of the charitable funds held and administered by the University Health Board.
- Agree issues to be escalated to the Board with recommendations for action.

The CFC is responsible for approving all charitable expenditure between £50,000 and £100,000 in accordance with the Committee's terms of reference and agreed scheme of financial delegation. Expenditure over £100,000 requires the approval of the CFC as well as the approval of the Corporate Trustee.

Asesiad / Assessment

Cardiology Equipment (Withybush General Hospital Paediatrics)

The report, attached at Appendix 1, was presented to CFC at its meeting on 15th March 2022 and, following discussion, the request for charitable funding received approval subject to ratification by the Corporate Trustee. The Corporate Trustee is requested to ratify the request for charitable funds expenditure from the T460 Pembrokeshire Cardiology Equipment Fund of £110,329.94 for the purchase of an echocardiography machine and an electrocardiogram (ECG) machine

Governance and Support Costs 2022/23 financial year

The report, attached at Appendix 2, was presented to CFC at its meeting on 15th March 2022 and, following discussion, the request for charitable funding received approval subject to ratification by the Corporate Trustee. In March 2021, the Committee approved a governance and support costs budget of £425,845 for 2021/22, in line with the previous year's budget to provide the resources required to deliver the charity's three-year plan. For the 2022/23 financial year, the Corporate Trustee is requested to ratify the request for a similar level of investment in the charity; a governance and support costs budget of £441,969. This budget is in line with the approved budget for 2021/22, allowing for a 4% inflation increase for pay costs and 2% inflation for non-pay costs.

Argymhelliad / Recommendation

The Board of Hywel Dda University Local Health Board, in its role as Corporate Trustee of the charitable funds held by the UHB, is asked to:

- **RATIFY** the release of £110,329.94 of charitable funding from the T460 Pembrokeshire Cardiology Equipment Fund to support the purchase of an echocardiography machine and an electrocardiogram (ECG) machine;
- **RATIFY** a governance and support costs budget of £441,969 for 2022/23.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable for this paper.
Safon(au) Gofal ac Iechyd: Health and Care Standard(s): Hyperlink to NHS Wales Health & Care Standards	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives: Hyperlink to HDdUHB Strategic Objectives	All Strategic Objectives are applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Statement	Improve Population Health through prevention and early intervention

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Standing Orders / Standing Financial Instructions Charitable Funds Committee Terms of Reference Charity Commission guidance
Rhestr Termau: Glossary of Terms:	Included within the body of the report
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Mewnol Pwyllgor Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to the In Committee University Health Board:	Charitable Funds Committee

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Hywel Dda University Local Health Board holds the charitable funds linked to its NHS services in the capacity of a Corporate Trustee. The responsibility for the management and use of these charitable funds held on trust lies with the Board of Hywel Dda University Local Health Board acting as Corporate Trustee. The Charitable Funds Committee has been established as a Committee of the Hywel Dda University Local Health Board. The purpose of the Charitable Funds Committee is to make and monitor arrangements for the control and management of the UHB's charitable funds, within the budget, priorities and spending criteria determined by the Board and consistent with the legislative framework. The Committee is responsible for ensuring that all charitable expenditure is reasonable, clinically and ethically appropriate.
Ansawdd / Gofal Claf: Quality / Patient Care:	The Charitable Funds Committee must ensure that adequate controls and governance arrangements are in place to ensure that our charitable funds are used to support NHS services locally.
Gweithlu: Workforce:	The resources outlined in the paper will allow the work of the charity to be further developed. The charity has no employees but accesses staff time via the University Health Board.
Risg: Risk:	Breach of Standing Orders and/or Standing Financial Instructions if the Charitable Funds Committee's Terms of Reference are not adhered to.
Cyfreithiol: Legal:	The charity's financial reporting is in line with charity law and guidance.
Enw Da: Reputational:	No impact
Gyfrinachedd: Privacy:	No impact
Cydraddoldeb: Equality:	No EqlA is considered necessary for a paper of this type.



PWYLLGOR CRONFA ELUSENNOL CHARITABLE FUNDS COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	15 March 2022
TEITL YR ADRODDIAD: TITLE OF REPORT:	Consideration of Charitable Funds Expenditure Requiring Committee Approval - Cardiology Equipment (Withybush General Hospital Paediatrics)
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Andrew Carruthers, Director of Operations
SWYDDOG ADRODD: REPORTING OFFICER:	Nick Williams-Davies, Service Delivery Manager Lisa Humphrey, General Manager (Interim)

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

Within Pembrokeshire, Paediatric Cardiology is a sub-speciality, which sits both locally within the Health Board (HB) Consultant Paediatrician portfolio and with the tertiary networks based at University Hospital of Wales, Cardiff.

Cardiology outpatient services are provided at Withybush General Hospital (WGH), providing under-16s in Pembrokeshire with access to a local Paediatrician with Expertise in Cardiology. (PEC).

The Health Board is required to provide initial assessment and cardiac imaging for all patients from birth up to 16 years of age, many of whom may have cardiac risk factors or anomalies that have been detected by antenatal screening.

The purpose of this application is to maintain this cardiology screening provision within Pembrokeshire through the purchase of an echocardiography and ECG machine for the service.

The Committee is requested to approve the application for £110,329.94 of charitable funding from the T460 Pembrokeshire Cardiology Equipment Fund to support the purchase of an echocardiography machine and an electrocardiogram (ECG) machine, prior to presentation to the Board at its Public meeting on 31st March 2022 for ratification in its role as Corporate Trustee.

Cefndir / Background

As a result of the response to the COVID-19 pandemic, there has been a significant change to the under-16 paediatric pathway in Pembrokeshire, which has focussed on acute medical presentations and the need for admission or secondary care intervention. However, a significant level of outpatient activity has been maintained throughout the pandemic.

Clinic activity for Cardiology has been maintained at the Child Health department, Withybush General Hospital (WGH) in order to maximise access to the local population and to ensure that care of this nature is provided as close to the patient's home as possible. This has been a challenge due to significant gaps in the paediatric consultant establishment, particularly for medical staff who have attained the required skills to support cardiology examinations.

In the past 18 months, this position has significantly improved, and the service currently employs 4 PEC Consultant Paediatricians, who are further supported by tertiary care Consultants based at the University Hospital of Wales (UHW). This has resulted in the re-establishment of regular clinics and the reinstatement of regular cardiac imaging within the county.

Asesiad / Assessment

Current Position

Within Pembrokeshire, a paediatrician attends on a monthly basis to undertake cardiology clinics in WGH. As part of the specialist role, they undertake echocardiography and ECG examinations. A second consultant visiting from UHW, and operating in a tertiary capacity, provides additional capacity. Both consultants require regular access to echocardiography and ECG machines to maintain their clinics and ensure patients are able to be diagnosed and referred correctly.

Caseload

The Cardiology caseload is streamed into two main classifications, general and congenital cases. In November 2021, the Congenital Heart Disease Networks, which supports the Hywel Dda University Health Board (HDdUHB) population, conducted a peer review of service provision. In preparation for this, a number of issues were highlighted, with a view to improving Cardiology care for the population.

These included:

- The need to digitalise the current waiting list referrals that are currently managed manually via a paper and pen system.
- A review of waiting lists to rapidly identify congenital conditions from other streams (coding)
- A focus on reducing any delays in accessing specialist review, including echocardiography.

Within Pembrokeshire, records have indicated that there are 62 “new” patients to be seen by both consultants, with a further 220 patients in the “follow up” stage. Patients within these lists hold a significant clinical risk related to cardiac defects and anomalies, which will only be detected by echocardiography scan. The majority of these will be identified and monitored by detailed echocardiography examination within the WGH clinic.

Current equipment.

Despite the continued provision of the service within Pembrokeshire, there is a specific, longer-term risk to the patient population.

Both the echocardiography and ECG machines used within the Child Health department are borrowed from the Cardiology technician team based at WGH and have to be reallocated to paediatrics whenever the clinics are held, which impacts on the ability to deliver an inpatient service.

Specifically in relation to the echocardiography machine, there have been issues concerning reliability of the equipment. However, other factors affecting service provision include:

- The scanner is funded for use by adult services; use by paediatrics is provided by exception.
- When in use by the Paediatric teams, the machine is not available for ward-based inpatient requirements, therefore any bedside scan requirements are postponed until the machine is available.
- This is especially challenging during the current COVID-19 climate where patients are required to be isolated. Consequently, the number of bedside scan requests has increased.
- As the Child Health department sits outside of the main hospital estate, the machinery is currently transported between departments. Movement across rough ground, and in all weathers, is a risk to the integrity of the machinery.
- Despite being a fairly new machine, there have been issues with the power supply and software malfunctions, which has meant that the machine has not always been available for use when required and there is no secondary unit for use in this scenario. Although this has now been rectified, use by paediatrics may place the machine at additional risk of damage. This has placed clinics at risk of cancellation.
- In terms of paediatric specification, the current echocardiography machine does not have a “high frequency paediatric probe” and is therefore sub-standard in terms of the required paediatric settings. This can result in the quality of some types of imaging falling below the anticipated standard.

The risk of damage to the ECG machine is of relative concern and, given the clinic requires both echocardiography and ECG examination, it would be beneficial for the service to also purchase a dedicated ECG machine.

Case for Charitable Support

The benefits to the population can be quantified as follows:

- In every 3-month period, the local consultant alone would see approximately 80 patients.
- Of these, there is an expectation that 20-30% of scans would identify an anomaly; up to 24 cases each quarter.
- In the past three months, there have been 3 cases where severe abnormalities have been identified, which have required urgent referral to tertiary care.

Despite the above numbers, it is important to recognise that each case would provide reassurance and peace of mind to the children and young people who require examination, and to their parents/carers.

It is therefore imperative, to be able to provide local and regular access for this level of examination. In order to maintain service provision, investment in new, reliable and modern equipment that meets the paediatric specification is essential. It is equally important to ensure that access for the inpatient population in WGH is not impacted upon and that risks relating to the transportation of the current machine are mitigated.

Charitable Fund and Costing

Within the charitable funds establishment, there is a dedicated Pembrokeshire Cardiology Equipment Fund account (T460), which is specifically for the purchase of cardiology equipment for Pembrokeshire-based services. This application can be considered as an appropriate use of the fund and has received support from the General Manager at WGH.

Echocardiography Options.

Advice on an appropriate Echocardiography option has been received from the Health Board's Medical Device Coordinator, Head of Clinical Engineering, and the Senior Diagnostic Imaging Advisor (Specialist Estates Services). The identified machine, Vivid E95 4d Ultra Edition, meets the requirements of the National Framework Agreement for Ultrasound and the required specifications for cardiac imaging within paediatrics. The device is supplied by the NHS supply chain and as such, a saving of £22,578.50 has been identified. The overall cost is £105,173.94 exclusive of VAT.

ECG Options

In line with health board predetermined ECG requirements, a quote has been obtained for the GE Mac 2000 model and includes a 5 year return-to-base warranty. The cost for this equipment is £5,156.00 exclusive of VAT.

Therefore, the combined cost of this application to the Charitable Funds Committee amounts to **£110,329.94.**

Revenue Costs - Servicing/Maintenance of Equipment

The service has allocated £15,000 per year to support with ongoing upgrade/servicing costs for the first 5 years post purchase, should this bid be accepted. This will allow support to be commissioned with the manufacturers, or with local electrical and biomedical engineering (EBME) services, in line with existing financial and engineering requirements.

Argymhelliad / Recommendation

The Committee is requested to **APPROVE** the application for £110,329.94 of charitable funding from the T460 Pembrokeshire Cardiology Equipment Fund to support the purchase of an echocardiography machine and an electrocardiogram (ECG) machine, prior to presentation to the Board at its Public meeting on 31st March 2022 for ratification in its role as Corporate Trustee.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

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):	2.9 Medical Devices, Equipment and Diagnostic Systems 3.1 Safe and Clinically Effective Care
Amcanion Strategol y BIP: UHB Strategic Objectives:	3. Striving to deliver and develop excellent services 5. Safe sustainable, accessible and kind care
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019	4. Improve Population Health through prevention and early intervention, supporting people to live happy and healthy lives

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Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Need to develop equality of service provision at each Paeds Cardiac centre. South Wales and South West Congenital Heart Disease Network Standards RCPCH Cardiology guidance
Rhestr Termiau: Glossary of Terms:	Included within the report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusenol: Parties / Committees consulted prior to Charitable Funds Committee:	Not applicable

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Reduced risk of damage to existing specialist equipment. Potential risks of poor patient outcomes related to delayed diagnosis Improved reliability in service provision and stability in equipment availability
Ansawdd / Gofal Claf: Quality / Patient Care:	Improved accuracy and swifter, more reliable waiting list performance This application will improve equity across the Paediatric service, ensuring each county is able to support with screening. Risk of delay in diagnosis of cardiac defects- to include mortality without access to this new equipment. Improved screening and improvement in waiting list performance/ clinical outcomes.
Gweithlu: Workforce:	Congenital Heart Disease Network Standards – risk of non-compliance without appropriate screening technologies.
Risg: Risk:	Risk managed by temporary arrangements- this procurement will support a more stable service delivery. Without new equipment, risk register entry would be considered.
Cyfreithiol: Legal:	Not Applicable
Enw Da: Reputational:	Opportunity for media coverage of any successful application

Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	Not Applicable



PWYLLGOR CRONFA ELUSENNOL CHARITABLE FUNDS COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	15 March 2022
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:	Nerys 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)

Ar Gyfer Penderfyniad/For Decision

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 January 2022.

Cefndir / Background

The accompanying report attached at Annex 1, provides the CFC, on behalf of the Corporate Trustee, with an integrated picture of Hywel Dda Health Charities' performance.

The report is intended to provide the CFC with key financial information, in addition to a summary of activities and key achievements in line with the objectives of the charity's approved three-year plan.

Asesiad / Assessment

Hywel Dda Health Charities' 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 decreased by **£810,873** for the period ending 31st January 2022.
2. Total **incoming resources** up to 31st January 2022 were **£612,424** of which:
 - **£456,250** related to **donations and fundraising income**, a **decrease of 32.2%** in comparison to previous year income for the same period.
 - **£92,672** related to **legacy income**, a **decrease of 88.4%** in comparison to previous year income for the same period.
 - **£2,000** related to **grant income**, a **decrease of 99.2%** in comparison to previous year income for the same period.

- **£59,498** related to **investment income** (endowment only), a **decrease of 2.5%** in comparison to previous year income for the same period.
 - **£2,004** related to **income from other trading activities**. This was the profit generated by the lottery for the period 20th September to 31st December 2021.
3. The charity's **overall income from donations, grants and legacies** to 31st January 2022 has **decreased by 68.3%** in comparison to previous year income for the same period.
 4. The **value of investments** held by the charity as at 31st January 2022 was **£9,078,880**. The **value of total funds** held at the same date was **£9,811,110**. The charity's investment advisors Sarasin & Partners LLP report that the portfolios have performed below the index-based benchmark over the past quarter.
 5. **Realised and unrealised gains** on **investment assets** (endowment only) amount to **£162,593** as at 31st January 2022, a **decrease of 58.9%** in comparison to previous year gains.
 6. The **balances** of the charity **bank accounts** as at 31st January 2022 were: **current account £1,884** and **deposit account £3,013,436**.
 7. **Charitable expenditure** excluding support costs for the period 1st April 2021 to 31st January 2022 was **£1,413,475** which represents a **92.1% increase** 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 up to 31st January 2022 is **£351,250**; an **underspend of £3,621** against budget.
 9. There is a **net surplus** from **unrestricted apportionments** across funds of **£109,283** for the period ending 31st January 2022, which is **sufficient to cover the governance and support costs** and audit fees incurred by the charity.

In addition to the statement of financial activity for the period ending 31st January 2022 at Appendix 1, further considerations for the CFC to note are the updates provided within the report at Annex 1 regarding:

- Investment performance (Appendix 2).
- Material commitments to 31st January 2022 (Appendix 3).
- Expenditure over £5,000 for the period October 2021 to January 2022 (Appendix 4).
- Update on the BGH Chemotherapy Day Unit Capital Fundraising Appeal (Appendix 5).

Governance and support costs

In March 2021, the Committee approved a governance and support costs budget of £425,845 for 2021/22, in line with the previous year's budget to provide the resources required to deliver the charity's three-year plan.

For the year to 31st January 2022, the reported position for the total of finance and fundraising costs is an underspend of £3,621 against budget, as per the table at figure 4 provided within the report at Annex 1.

For the 2022/23 financial year, the Committee is requested to consider and recommend for ratification by the Corporate Trustee a similar level of investment in the charity; a governance and support costs budget of £441,969. This budget is in line with the approved budget for 2021/22, allowing for a 4% inflation increase for pay costs and 2% inflation for non-pay costs.

In March 2021, the Committee also approved an additional marketing and communications pay budget of £37,500. This budget has not been utilised during 2021/22 and the Committee is requested to approve that this budget is carried forward to 2022/23 to fund the costs of a fixed-term Communications Assistant to support the newly appointed Senior Communications Officer and the implementation of the charity's marketing and communications objectives.

Argymhelliad / Recommendation

The Charitable Funds Committee is requested to:

1. **NOTE** the content of this report and receive **ASSURANCE** on the charity's performance.
2. **CONSIDER** and **RECOMMEND FOR RATIFICATION BY THE CORPORATE TRUSTEE** a governance and support costs budget of £441,969 for the 2022/23 financial year.
3. **CONSIDER** and **APPROVE** the carrying forward of the £37,500 marketing and communications pay budget approved in March 2021 to the 2022/23 financial year to fund the costs of a fixed-term Communications Assistant.

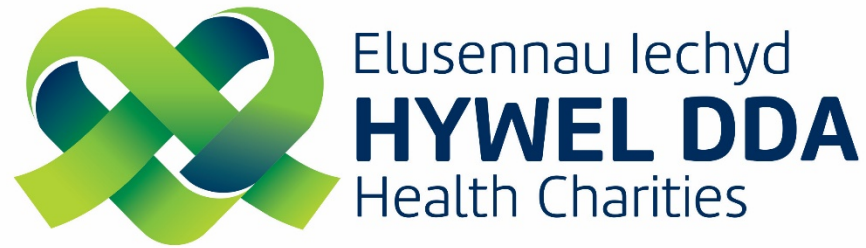
Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	4.1 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:	Risk reference: 1130 Failure to increase charitable funds income and expenditure (planning objective 2E)
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:	
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 Elusenol: 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:	Governance and support costs included in Section 4.2 of Annex 1.
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.



Integrated Performance Report

**Position as at
31st January 2022**



Contents

	Page
1 Introduction.....	3
2 Summary of Key Financial Activity.....	3
3 Our Income.....	5
4 Our Expenditure.....	6
4.1 Governance and Support Costs.....	7
5 Appendices	
Appendix 1: Statement of Financial Activity to 31 st January 2022.....	8
Appendix 2: Investment Performance.....	9
Appendix 3: Material Commitments to 31 st January 2022.....	10
Appendix 4: Expenditure Over £5,000 October 2021 to January 2022.....	11
Appendix 5: Update on the BGH Chemotherapy Day Unit Capital Fundraising Appeal..	12

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 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.

2. Summary of Key Financial Activity

2.1 The **net assets** of the charity have decreased by **£810,873** for the period ending 31st January 2022 (see Appendix 1).

2.2 Total **incoming resources** to 31st January 2022 (See Appendix 1) were **£612,424** of which:

- **£456,250** related to **donations and fundraising income**, a **decrease of 32.2%** in comparison to previous year income for the same period.
- **£92,672** related to **legacy income**, a **decrease of 88.4%** in comparison to previous year income for the same period.
- **£2,000** related to **grant income**, a **decrease of 99.2%** in comparison to previous year income for the same period.
- **£59,498** related to **investment income** (endowment only), a **decrease of 2.5%** in comparison to previous year income for the same period.
- **£2,004** related to **income from other trading activities**. This was the profit generated by the lottery for the period 20th September to 31st December 2021.

2.3 The charity's **overall income from donations, grants and legacies** to 31st January 2022 has **decreased by 68.3%** in comparison to previous year income for the same period.

2.4 The **value of investments** held by the charity as at 31st January 2022 was **£9,078,880**. The **value of total funds** held at the same date was **£9,811,110**. Our investment advisors Sarasin & Partners LLP report that our portfolios have performed below the index-based benchmark over the past quarter.

- 2.5 **Realised and unrealised gains** on **investment assets** (endowment only) amount to **£162,593** as at 31st January 2022, a **decrease of 58.9%** in comparison to previous year gains (See Appendix 1).
- 2.6 The **balances** of our charity **bank accounts** as at 31st January 2022 were: **current account £1,884** and **deposit account £3,013,436**.
- 2.7 Our **charitable expenditure** excluding support costs for the period 1st April 2021 to 31st January 2022 was **£1,413,475** which represents a **92.1% increase** in comparison to expenditure for the previous financial year. (See Appendix 1).
- 2.8 The reported position for the total of **governance and support costs** (including finance and fundraising costs) incurred to 31st January 2022 is **£351,250**; an **underspend of £3,621** against budget.
- 2.9 There is a **net surplus** from **unrestricted apportionments** (after investment gains) across funds of **£109,283** for the period ending 31st January 2022, which is **sufficient to cover the governance and support costs** and audit fees incurred by the charity. (See section 4.1, figure 5).

Further information:

- The **statement of financial activity** for the period ending 31st January 2022 is included at **Appendix 1**.
- A summary of our **investment performance** for the period ending 31st January 2022 is included at **Appendix 2**.
- Details of material commitments (approved by the CFC) as at period ending 31st January 2022 is included at **Appendix 3**.
- Details of the charity's **expenditure over £5,000** to 31st January 2022 is included at **Appendix 4**.

3. Our Income

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

Figure 1: Rolling annual donation figures by county from January 2021 to January 2022

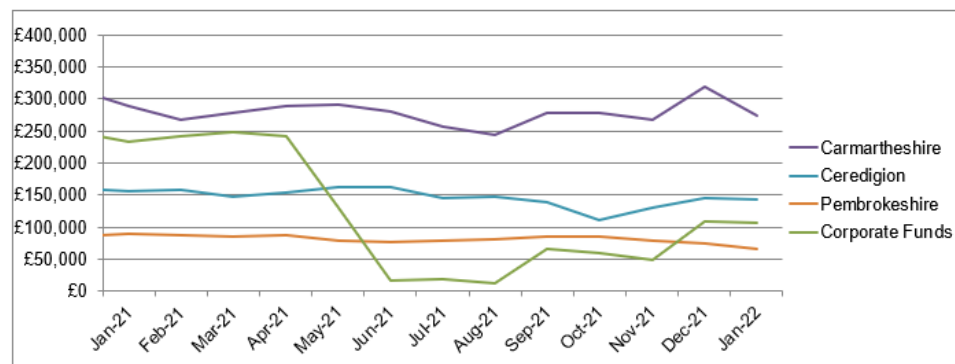
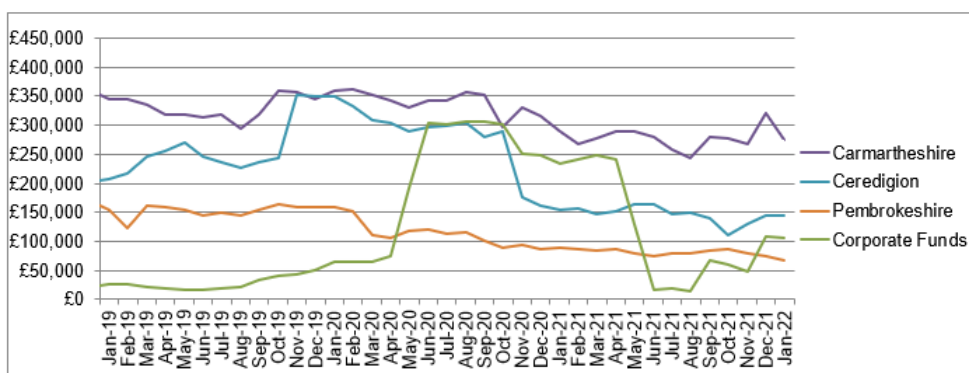


Figure 2: Rolling annual donation figures by county from January 2019 to January 2022



4. Our Expenditure

- The charity's overall income from donations, grants and legacies to 31st January 2022 has decreased by 68.3% in comparison to income received for the same period in the previous financial year. This can be attributed to:
 - Donations and fundraising: significant impact of the pandemic on community fundraising and mass participation events. The decrease of 32.2% is however below the average decrease currently being experienced by NHS charities.
 - Grants: the significant level of grant funding received from NHS Charities Together in 2020/21 (£485,000).
 - Legacies: significant delays at probate as well as the unpredictability of this income source. The decrease of 88.4% was however not predicted given the charity's average income from legacies over the last five financial years is £706,000.
- As the charity's income increased by 20.75% during 2020/21 and remained above the national UK levels of average charitable giving, a decrease in income during 2021/22 was to be expected. It is envisaged that the charity may experience further reductions in income due to the ongoing impact of the pandemic coupled with the increasing pressures on households as the cost of living rises.
- Every effort is however being made to stabilise income levels through the delivery of the key phases of the 2E planning objective's plan on a page for (item 2.4). Progress will be reported on to the CFC on a quarterly basis as well as via the charitable funds risk (ref. 1130) which will also monitor the charity's performance in relation to income levels.
- £162,593 related to investment income (endowment only), a decrease of 58.9% in comparison to previous year income for the same period. This was due to weaker market performance in the first 9 months of 2021.
- An update on the capital fundraising appeal for the Bronglais General Hospital Chemotherapy Day Unit can be found at Appendix 5.

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

Figure 3: Charitable expenditure to 31st January 2022

Expenditure	2019-20 (£)	2020-21 (£)	As at 31st January 2022	
			2021-22 (£)	2021-22 %
Support costs	97,372	99,993	84,844	5.7
Medical and surgical equipment	480,453	403,844	147,914	9.9
Office and computer equipment	290,121	183,304	41,413	2.8
Building and refurbishment	1,390,282	5,941	690,078	46.1
Staff education/ welfare	90,187	39,158	221,550	14.8
Patient education/ welfare	85,313	88,712	306,852	20.5
Miscellaneous	151,189	216,134	5,668	0.4
Total (£)	2,584,917	1,037,086	1,498,319	100.0

- Charitable expenditure to 31st January 2022 including support costs was £1,498,319, which represents an 0.83% increase in comparison to expenditure for the same period in the previous financial year.
- This can be attributed to the higher level of spend committed against building and refurbishment works, largely due to the development of the BGH Chemotherapy Day Unit (£671,000); a commitment of £181,000 towards creating rest areas for staff across HDdUHB; increased levels of medical device purchases; and actual and committed clinical staff costs in relation to approved patient care projects namely (e.g. CaPS, Haematology Trainee Clinical Nurse Specialists).

- Charitable expenditure for Christmas 2021 was within the maximum allocation of £20,000 approved by the Committee in November 2021. The expenditure was welcomed by colleagues across HDdUHB and helped to improve the experience for patients, services users and staff. As with previous years, any unspent gift cards from the Christmas monies process will be utilised by the Patient Experience team to purchase items such as emergency toiletries, nightwear or clothing for patients and distraction items.
- Due to the complexity of the automated process for expenditure authorisations, the development of the online application form has taken longer than expected. The Digital Improvement Team is undertaking further work on the approval workflow and it is likely that a move to an alternative online platform is required to ensure that the new application process is both user-friendly and meets audit requirements. A 'test' electronic application form will be piloted in March 2022, prior to launch during quarter 1 2022/23.
- A review of the charitable funds expenditure guidance for staff and fund managers has been undertaken. New, user-friendly guidance documents will be launched at the same time as the new electronic application form to make it as easy as possible for staff to access our funds.

4.1 Governance and Support Costs

Figure 4: Finance and fundraising costs to 31st January 2022

	Approved annual budget 2021-22 £	Budget to 31/01/22 £	Actual Costs to 31/01/22 £	(Under) / Over budget to 31/01/22 £
Finance	92,813	77,344	77,344	0
Fundraising	333,032	277,527	273,906	(3,621)
Total	425,845	354,871	351,250	(3,621)

Figure 5: Investment income, returns and charges to 31st January 2022

- In March 2021, the Committee approved a governance and support costs budget of £425,845 for 2021/22, in line with the previous year's budget to provide the resources required to deliver the charity's three-year plan.
- For the year to 31st January 2022, the reported position for the total of finance and fundraising costs is an underspend of £3,621 against budget, as per the table at figure 4.
- The table at figure 5 depicts all investment income, returns and charges apportioned across funds for the period ending 31st January 2022. There is a net surplus from unrestricted apportionments of £109,283. The unrestricted funds surplus is sufficient to cover the governance and support costs and audit fees incurred by the charity.
- The Committee is asked to consider and approve a governance & support costs budget of £441,969 for 2022/23. This represents a 4% inflation increase for pay costs and 2% inflation for non-pay costs.
- In March 2021, the Committee also approved an additional marketing and communications pay budget of £37,500. This budget has not been utilised during 2021/22 and the Committee is requested to approve that this budget is carried forward to 2022/23 to cover the costs of a Communications Assistant, recruited on an 18-month fixed-term basis from December 2021, to support the implementation of the marketing and communications objectives. 2021/22 employment costs for the Communications Assistant are included in figure 4 (actual costs to 31/01/22).

	Restricted Funds (£)	Unrestricted Funds (£)	Endowment Funds (£)	Overall Total (£)
Investment Income	(93,015)	(81,598)	(59,352)	(233,965)
Governance & Support - Finance, Fundraising & Support Team	187,108	164,142	0	351,250
Investment Management Fees	14,314	12,557	9,821	36,693
Audit Fees	3,995	3,505	0	7,500
Investment Gains & Losses	(236,976)	(207,888)	(162,593)	(607,457)
(Surplus) / Deficit	(124,574)	(109,283)	(212,123)	(445,980)

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 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 January 2022

HYWEL DDA LOCAL HEALTH BOARD CHARITABLE FUND REPORT - SUMMARY FOR THE PERIOD ENDING 31 JANUARY 2022							
	Corporate	Acute Services	Carmarthen Community	Ceredigion Community	Pembrokeshire Community	Mental Health & Learning Disabilities	Total
	£	£	£	£			£
Incoming resources							
Donations	25,574	368,674	37,076	11,648	4,604	8,672	456,250
Legacies	0	91,446	226	0	1,000	0	92,672
Grants receivable	0	0	0	0	0	2,000	2,000
Investment income	0	59,498	0	0	0	0	59,498
Income from other trading activities	2,004	0	0	0	0	0	2,004
Other incoming resources	0	0	0	0	0	0	0
	27,578	519,619	37,302	11,648	5,604	10,672	612,424
Resources expended							
Expenditure on raising funds	0	0	0	0	0	0	0
Charitable activities	(244,232)	(1,142,966)	(6,360)	443	(18,786)	(1,574)	(1,413,475)
Governance costs	0	0	0	0	0	0	0
Support costs	0	0	0	0	0	0	0
Investment Management	0	(9,821)	0	0	0	0	(9,821)
	(244,232)	(1,152,787)	(6,360)	443	(18,786)	(1,574)	(1,423,297)
Net incoming/(outgoing) resources before transfers	(216,654)	(633,169)	30,942	12,091	(13,181)	9,098	(810,873)
Gross transfers between funds	0	0	0	0	0	0	0
Net incoming/(outgoing) resources	(216,654)	(633,169)	30,942	12,091	(13,181)	9,098	(810,873)
Gains/(losses) on investment assets							
Realised and Unrealised	0	162,593	0	0	0	0	162,593
Net movement in funds	(216,654)	(470,576)	30,942	12,091	(13,181)	9,098	(648,280)
Opening balance at 1 April 2021	1,167,498	8,231,524	496,527	207,646	148,328	207,868	10,459,390
Closing balance at 31 January 2022	950,843	7,760,948	527,470	219,737	135,146	216,966	9,811,110

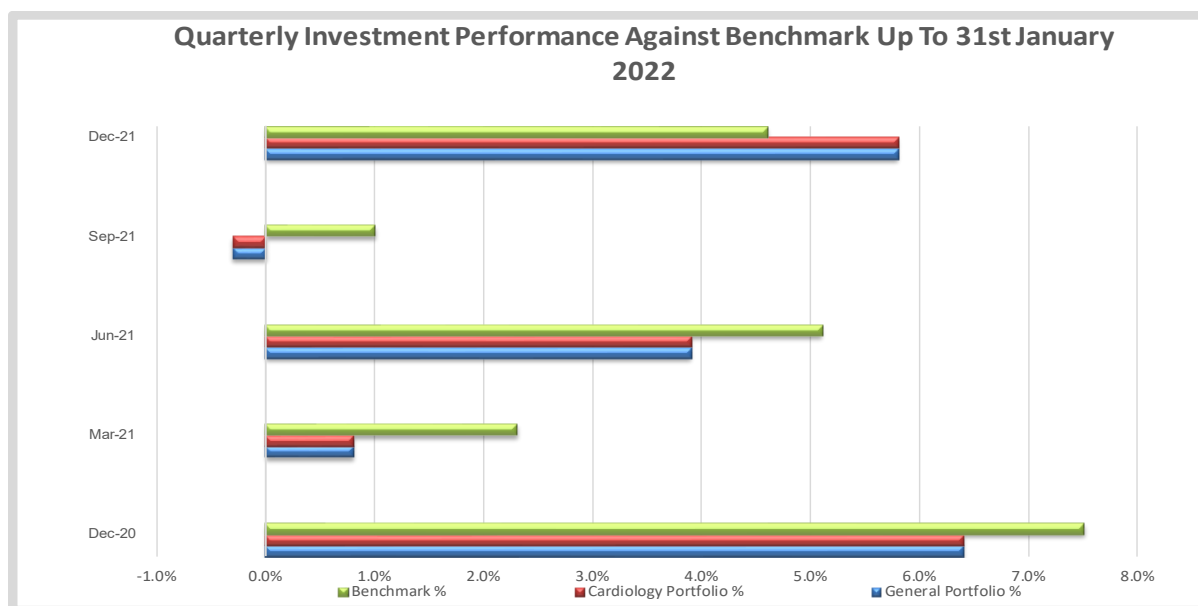
Appendix 2: Investment Performance

On 31st January 2022, the value of investments held by the charity was £9,078,880. The value of total funds held at the same date was £9,811,110.

Funds are separated into two areas. Firstly, a fund tied to the permanent endowment fund for Pembrokeshire Cardiology Equipment of £2,430,065 and secondly a general charity fund of £6,648,815.

The first nine months of 2021 proved to be a relatively difficult period after a strong 2020. Performance was stronger over the final quarter of 2021, with our portfolios producing a total return, net of fees, of +5.8% against the benchmark of +4.6%. While this has not negated the weaker performance earlier in the year. As long-term investors there will be short periods of underperformance; nevertheless, future returns are looking promising where the 3 and 5 year numbers, after all costs, remain ahead of the benchmark and ARC Peer Group.

To conclude Sarasin & Partners LLP advise there may be further short-term volatility; however, they have confidence in their core themes which in turn should generate sufficient free cashflow to support divined growth in excess of inflation over the longer term.



Portfolio benchmark (from 1-Jul-21): 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%), 2% per annum above SONIA (alternative assets) (10%).

Peer Group: The WM Charity Index was discontinued from March 2016. The peer group performance data used is the ARC Steady Growth Charity Index (further details within the Glossary) which could include an ARC estimate for the most recent period. 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.

All volatility figures measure the standard deviation of the monthly returns over the period and are annualised for periods over 1 year. This is not the only method of calculating volatility and other methods may produce different results.

Appendix 3: Material Commitments at 31st January 2022 (approved by CFC)

Service	£	Description	Date Approved	Status
Cancer Service - Ceredigion	259,977.00	BGH Chemotherapy Development	2015	Re-committed to the development in September 2019.
Cancer Service - Pembrokeshire	158,421.00	Ward 10 Enhanced Scheme	Sep-19	Active Spend on Roof top Terrace - approved expenditure plan.
Cancer Service - Ceredigion	259,977.00	BGH Chemotherapy Development	Sep-19	Approved as contribution to the development in September 2019
Cancer Service - Ceredigion	97,364.29	BGH Chemotherapy Development	Jun-21	Approved additional contribution towards the BGH Chemotherapy development.
Cancer Service - Ceredigion	173,936.80	BGH Chemotherapy Development	Jun-21	
Cancer Service - Ceredigion	400,000.00	BGH Chemotherapy Development	Jun-21	
Cancer Service - Ceredigion	4,538.86	Cancer Psychological Support Pilot Project 2 years	Mar-18	Reducing balance - monthly recharges transacted in 2021-22 to support staff costs.
Cancer Service - Pembrokeshire	8,421.26	Cancer Psychological Support Pilot Project 2 years	Mar-18	
Cancer Service - Glangwili	10,592.02	Cancer Psychological Support Pilot Project 2 years	Mar-18	
Cancer Service - Prince Philip	9,341.52	Cancer Psychological Support Pilot Project 2 years	Mar-18	
Unscheduled Care - Ceredigion	5,000.00	Funding of Trainee Clinical Nurse Specialist Post	Sep-20	Agreed via CFC Meeting 15th September 2020 - pandemic caused a delay in appointments. Start date for one applicant April 2022.
Unscheduled Care - Pembrokeshire	5,000.00	Funding of Trainee Clinical Nurse Specialist Post	Sep-20	
Cancer Service - Ceredigion	67,819.00	Funding of Trainee Clinical Nurse Specialist Post	Sep-20	
Cancer Service - Pembrokeshire	31,409.00	Funding of Trainee Clinical Nurse Specialist Post	Sep-20	
Unscheduled Care - Prince Philip	39,054.00	Mynydd Mawr Garden Project		Agreed via Sub Committee - Form CF1750
Corporate - Paediatric Palliative Care	55,996.00	Family Counsellor Proposal for Paediatric Palliative Care	Sep-21	Charitable Funds Committee Approved - (Sept 2021 CFC)
Corporate	180,941.00	Staff Welfare & Wellbeing	Nov-21	Charitable Funds Committee Approved - (Nov 2021 CFC)
Cancer Service - Glangwili	86,800.00	Haemodynamic Monitoring Equipment	Nov-21	Charitable Funds Committee Approved - (Nov 2021 CFC)
Cancer Service - Glangwili	228,000.00	Cancer Psychological Support Pilot Project (22-25)	Nov-21	Charitable Funds Committee Approved - (Nov 2021 CFC)

Appendix 4: Expenditure Over £5,000 for the Period October 2021 to January 2022

Service	Fund Name	£	Description	Claim Ref
Unscheduled Care	T900-Withybush Hospital Fund	7,220.75	SWISS DOLORCLAST SMART 20 SHOCKWAVE SYSTEM	CF02129
Unscheduled Care	T718-PPH Rehabilitation	6,454.00	SARA PLUSE SCALE	CF02114
Unscheduled Care	T718-PPH Rehabilitation	5,156.00	MAC 2000 ECG MACHINE	CF02112
Unscheduled Care	T862-Ceredigion - General Medicine	5,156.00	MAC 2000 ECG MACHINE	CF02119
Unscheduled Care	T862-Ceredigion - General Medicine	5,156.00	MAC 2000 ECG MACHINE	CF02118



Hywel Dda Health Charities

Bronglais Chemo Appeal

Position to 25th February 2022



1. Successful launch of appeal on 30th November 2021





2. Income to 25th February 2022

Income source	Overall target £	Target £ Nov 2021 to March 2022	Progress £ to 25 th Feb 2022	% of overall target
Community fundraising	£205,000	£45,000	£32,252	15.73%
Trusts and foundations	£135,000	£5,000	£0	0%
Individual giving	£85,000	£20,000	£15,829	18.62%
Corporate	£30,000	£3,500	£3,175	10.2%
Events	£25,000	£0.00	£218.00	0.87%
Major donors	£20,000	£5,000	£5,000	25%
Total	£500,000	£78,500	£56,474	11.3%



3. Key achievements

- Dedicated web pages and online donations/fundraising page
- Media partnership with The Cambrian News
- Over 80 media features and news articles across the region
- Staff engagement: monthly newsletter for HDdUHB cancer services staff
- Appeal-specific donor recognition and stewardship programme
- Distribution of appeal-specific collection boxes
- Partnerships with several local sporting events including Silver Trail Half Marathon and Aberystwyth Cycle Festival





4. Key priorities March to June 2022

- Applications to grant-making trusts and foundations
- Planning of cancer services staff-led charity walk for June 2022
- Developing a 'case for support' for potential corporate supporters
- Filming of patient, staff and fundraiser case studies
- Direct mail campaigns

