

Charitable Funds Committee

Wed 28 June 2023, 15:00 - 16:30

Microsoft Teams



Agenda

1. Preliminary Matters

1.1. Welcome and Introductions

Oral Chair

1.2. Apologies for Absence


Oral Chair

1.3. Declarations of Interest

Oral Chair

1.4. Draft Minutes of the last meeting held on 2nd March 2023

Attached Chair

 1.4 Draft CFC Minutes 2nd March 2023 RH&BC approved.pdf (8 pages)

1.5. Committee Action Log


Attached Chair

 1.5 Charitable Funds Action Log - June 2023.pdf (3 pages)

2. Items for Approval/Ratification/Decision

2.1. Committee Draft Workplan 23-24

Attached Director of Corporate Governance

 2.1 Draft CFC Committee Work Programme 2023-24.pdf (6 pages)

2.2. Finance Report


Attached Assistant Head of Financial Accounting

 2.2 a Finance Report.pdf (9 pages)

 2.2 b Finance Report Appendix A.pdf (1 pages)

2.3. Levels of Reserve 23-24

Attached Head of Financial Services & Accounting

 2.3 Level of Reserves 2023-24 -v2.pdf (5 pages)

2.4. Funds Available and CFC Small Grants Scheme

Attached Head of Financial Services & Accounting

 2.4 Available Funding & Small Grants .pdf (4 pages)


2.4.1. SGS 009 Value Based Conference

Attached *Head of Services & Financial Planning*

 2.4.1 SGS-009 Application PCVBHC training v2.pdf (3 pages)


2.4.2. SCS 010 Clinical Supervision

Attached *Head of Financial Services & Planning*

 2.4.2 SGS-010 Application Supervision Accred 2023 (002).pdf (3 pages)

2.4.3. SCS 011 Advanced Communication Skills Training, Cancer Services

Attached *Head of Financial Services & Accounting*

 2.4.3 SGS-011 Advanced Communication Skills Cancer.pdf (2 pages)

2.5. Ratification of Appointment of Investment Managers

Attached *Head of Financial Services & Accounting*

 2.5 Ratification of Investment Tender.pdf (3 pages)

3. Items for Discussion

3.1. Annual Spending Plans over £25K Update

Attached *Head of Financial Services & Accounting*

 3.1 a Update Annual Spending Plans over £25k.pdf (4 pages)

 3.1b Spending Plans Update attachment.pdf (2 pages)

3.2. Update on 13 Clytha Square

Attached *Head of Financial Services & Accounting*

 3.2 13 Clytha Square.pdf (4 pages)

4. Items for Information

4.1. Legislation Changes

Oral *Head of Financial Services & Accounting*

4.2. TP Price Update

Oral *Head of Financial Services & Accounting*

5. Other Matters

5.1. Items to be Brought to the Attention of the Board and Other Committees

Oral *Chair*

5.2. Any Other Urgent Business

Oral *Chair*

5.3. Date of Next Meeting is Thursday the 9th of November 2023

Oral *Chair*

DATE OF MEETING	Thursday 2nd March 2023
VENUE	Microsoft Teams

PRESENT	Katija Dew- Independent Member (Chair) Louise Wright- Independent Member (Vice Chair) Iwan Jones- Independent Member Nicola Prygodzicz- Chief Executive Robert Holcombe- Director of Finance and Procurement
IN ATTENDANCE	Estelle Evans- Head of Financial Services and Accounting Mark Ross- Assistant Finance Director Alison Griffiths- Charitable Funds Manager Bryony Codd- Head of Corporate Governance Danielle O'Leary- Head of Corporate Services, Risk and Assurance (meeting secretariat) Stephen Chaney- Deputy Head of Internal Audit Chris Overs- Divisional Nurse, Family and Therapies Adrian Neil- Consultant Clinical Psychologist Heather Lamont- Client Investment Director; Churches, Charities and Local Authorities (CCLA)
APOLOGIES	Rani Dash- Director of Corporate Governance

CFC/0203/01	Preliminary Matters
CFC/0203/01.1	Welcome and Introductions The Chair welcomed everyone to the meeting.
CFC/0203/01.2	Apologies for Absence Apologies for absence were noted.
CFC/0203/01.3	Declarations of Interest There were no declarations of interest to record.
CFC/0203/01.4	Draft Minutes of the meeting held on 19th January 2023 The minutes of the meeting held on 19 th January 2023 were approved as a true and accurate record.

CFC/0203/01.5	<p>Committee Action Log</p> <p>The Committee received the action log. Members were content with progress made in relation to completed actions and against any outstanding actions.</p>
CFC/0203/2 CFC/0203/2.1	<p>Items for Approval/Ratification/Decision</p> <p>Finance Report</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting, presented the report providing a financial update for the period ending on 31st December 2022.</p> <p>Members were informed that the fund had benefitted from £228K donations received in the current financial year and an overall surplus of £17K was projected.</p> <p>The overall position was a decrease in funds of £390K. Excluding investment losses, there would be an underlying increase of £95K, indicating that income has exceeded expenditure in the first 9 months of the year. Members noted the position.</p> <p>There were no new fund requests for Committee approval.</p> <p>Iwan Jones (IJ), Independent Member, queried the following: -</p> <ul style="list-style-type: none"> • Noting the surplus funds available, including investments, could more be done by the Health Board to proactively distribute the funds to benefit patients and staff. EE informed members that a report on '<i>Annual Spending Plans over £25k</i>' was included in the agenda, and that the Charitable Funds teams supported fund holders to utilise available funds, noting that some funds had been ringfenced for specific purposes, therefore restricting what could be spent in relation to service area. • Considering long liquidity, was the Charitable funds in a comfortable cash position. <p>Rob Holcombe (RH), Director of Finance and Procurement, suggested that a review of the restrictions and flexibility on spending current funds, aligning to charity protocol, be presented to the next committee meeting. This would include an oversight of the long liquidity of the Charitable funds. Action: Head of Financial Services and Accounting</p> <p>Nicola Prygodzicz (NP), Chief Executive, suggested that a list of funds be re-shared with divisions. NP discussed compassionate leadership, including improving work</p>

	<p>environments to support staff, and raising awareness of Charitable funds being available to support both patients and staff.</p> <p>The Committee received the report for ASSURANCE.</p>
<p>CFC/0203/2.2</p>	<p>Financial Control Procedure Update</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting, presented the report outlining the proposed changes to be made to the Charitable Funds Financial Control Procedure (FCP) in relation to the application, approval, and receipt of grant funding.</p> <p>Nicola Prygodzicz (NP), Chief Executive, discussed sponsorships from other companies and how they aligned to the grant funding application process. Alison Griffiths (AG), Charitable Funds Manager, informed members that any sponsorship that included advertising would not come through Charitable Funds. Members noted that further work would be undertaken to review the policy of sponsorships received by the Health Board, outside of the Charitable Funds. Action: Director of Finance and Procurement</p> <p>The Committee APPROVED the proposed changes to the Financial Control Procedure, as outlined in the report.</p>
<p>CFC/0203/2.3</p>	<p>Expenditure Requests for Approval</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting, presented an overview of requests where funding amounted to over £25k, and/or where staffing was involved. Members were informed that the agreed process had been followed, and all expenditure requests had been scrutinised by the Executive Committee.</p> <p>CFC-261 Bladder Bowel Quality Improvement Project- Chris Overs (CO), Divisional Nurse, Families and Therapies, provided an overview of the research supporting the bid to members. Once the improvement project was complete, findings would be presented to the Board.</p> <p>Louise Wright (LW), independent member raised concern around the toileting practice on wards. CO assured members that this project should improve learning for staff, and bladder and bowel quality for patients.</p>

Iwan Jones (IJ), Independent Member, requested information on how improvement would be measured. CO informed members that several outcome measures were being considered and that the final agreed outcome measures would be shared with members for information.

Action: Divisional Nurse, Families and Therapies

Rob Holcombe (RH), Director of Finance and Procurement, expressed concern that bladder and bowel quality improvement was not covered under good quality standard care and suggested that this project be in conjunction with the Value Based Health Care team.

CFC-262 Staff Wellbeing Counsellor- Adrian Neal (AN), Consultant Clinical Psychologist, Employee Wellbeing, provided an overview of the bid to members. Members were informed that there was an increasingly high demand of staff referrals to the staff wellbeing service.

IJ requested information on how improvement would be measured. AN informed members that, based upon current demand, the additional staff wellbeing counsellor would support the reduction of the waiting list and the timely support for staff. The additional counsellor would be reviewed at 8 months of the 12-month period, to assess future service needs.

CFC-263 Staff Recognition Awards Event- Nicola Prygodzicz (NP), Chief Executive informed members that there had been agreement with colleagues to do something special for staff, recognising the hard work and noting that awards had been held virtually during the pandemic. Members were informed that the Health Board were looking at expanding to different forms of recognition throughout the year and would utilise feedback from events for continued improvement of staff recognition.

The Committee **APPROVED** the following bids, as outlined in the report; -

- **CFC-261 Bladder Bowel Quality Improvement, local funds of £10k**
- **CFC-262 Staff Wellbeing Counsellor, local funds of £42k**
- **CFC-263 Staff Recognition Awards Event, general funds of £22k**

CO left the meeting.

	<p>Estelle Evans (EE), Head of Financial Services and Accounting, provided members with an overview of the report, outlining the funds available in the general ABUHB fund of £65k and bids received through the small grants scheme, amounting to £10,715.</p> <p>Rob Holcombe (RH), Director of Finance and Procurement, queried the amount quoted for jet washing under the Llwyn Onn Improvement bid SGS 008. Alison Griffiths (AG), Charitable Funds Manager informed members that the quote had been obtained by Works and Estates colleagues. Costings to be obtained from additional companies prior to approval. Action: Charitable Funds Manager</p> <p>The Committee NOTED the funds available and APPROVED the following bids, as outlined in the report; -</p> <ul style="list-style-type: none"> • SGS 006 Television for Rapid Diagnostic Clinic, GUH- small grants funding of £715.00. • SGS 007 Finance Conference- small grants funding of £5k. • SGS 008 Llwyn Onn Improvement- small grants funding of £5k, subject to costings being obtained from other companies for the jet washing required.
CFC/0203/3	Items for Discussion
CFC/0203/3.1	<p>Annual Spending Plans over £25k Update</p> <p>Estelle Evans (EE), Head of Financial Services and Accounts, provided the update to the Committee, including fund holders spending plans as of January 2023.</p> <p>The Charitable Funds teams had requested that all fundholders provide future spending plans for 2023/24 by June 2023, after which an update would be provided to the Committee. Action: Head of Financial Services and Accounting</p> <p>Iwan Jones (IJ), Independent Member, requested clarification of the total funds listed at 6m. EE to consider investment losses and reflect that at the beginning of future reports.</p> <p>It was agreed that the charitable funds team would clarify, in readiness for the next meeting, if the procedure in relation to allocation of interest, dividends and gains and/or losses and investments was included in the current policy. Action: Head of Financial Services and Accounting</p>

	<p>Katija Dew (KD), Committee Chair, thanked the Charitable funds teams for the work. The Committee NOTED the update.</p>
CFC/0203/3.2	<p>Update on 13 Clytha Square</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting provided the Committee with an update on the potential sale of 13 Clytha Square.</p> <p>Members were informed that a successful sale of 13 Clytha Square would require appropriate alternate accommodation for the teams who currently use the building. The Chair of the Health Board's Accommodation Group and Associate Director of Capital Projects had communicated to the Charitable Funds Team that, at present, there was no availability to rehouse the staff who were currently working from 13 Clytha Square in the Royal Gwent Hospital. In addition, members were informed that the Fire Systems in 13 Clytha Square required an upgrade.</p> <p>Nicola Prygodzicz (NP), Chief Executive, informed members that a Situation, Background, Assessment, Recommendation (SBAR) would be completed on 13 Clytha Square by the Accommodation Group, noting that the accommodation was not fit for purpose. EE offered support to share current costings with the team. Outcomes of the SBAR to come back to a future meeting. Action: Head of Financial Services and Accounting</p> <p>The Committee NOTED the update.</p>
CFC/0203/4	Items for Information
CFC/0203/4.1	<p>Investment Management Contract Tender Update</p> <p>Mark Ross (MR), Assistant Finance Director, provided an update to the Committee.</p> <p>Members were informed that the tender had closed. Four companies had expressed interest, including the current provider Churches, Charities and Local Authorities (CCLA). The procurement process would be undertaken during March 2023.</p> <p>The Committee NOTED the update.</p>
CFC/0203/4.2	NHS Charities Together – update on additional grant funding available

	<p>Estelle Evans (EE), Head of Financial Services and Accounting, provided an update on additional grant funding and NHS Charities Together to the Committee. Members were informed that the Health Board's bid of £300K for the <i>Well-Being Outside Space</i> to NHS Charities Together was unsuccessful. In addition, the Health Board had submitted a Grant Application bid of £30K, which was in the process of being considered. Any updates would be provided to the Committee.</p> <p>The committee NOTED the update.</p>
CFC/0203/4.3	<p>Legislation Changes</p> <p>Mark Ross (MR), Assistant Director of Finance, informed the Committee that there were no additional changes to note in this meeting.</p>
CFC/0203/4.4	<p>Fund Holder Presentation; Bladder and Bowel Nursing Charitable Fund</p> <p><i>CO re-joined the meeting.</i></p> <p>Chris Overs (CO), Divisional Nurse, Families and Therapies, provided an overview of the fund to the Committee. The Bladder and Bowel service is a nurse-led service across acute community care and district nursing. There was £26K in the fund as of December 2022. The primary function of the fund had been to support nurses training and professional development, including the wider function of urology and gynaecology nursing.</p> <p>Katija Dew (KD), Chair, thanked CO for the update. Members congratulated and gave special thanks to Karen Logan, Nurse Consultant, Bladder and Bowel In-Continence Service, for her contributions to generating the funds, noting the importance of the Bladder and Bowel Service for patients.</p> <p><i>CO left the meeting.</i></p>
CFC/0203/4.5	<p>Annual Presentation from our Investment Company (CCLA)</p> <p><i>HL joined the meeting.</i></p> <p>Heather Lamont (HL), Client Investment Director, Churches, Charities and Local Authorities (CCLA), provided an overview of the portfolio available from CCLA for the Health Board, including the overview of the previous year. Members were reminded of inflation increasing interest rates in 2022, affecting overall investments and shifts</p>

	<p>within the portfolio as a reaction to changing conditions in the market.</p> <p>Iwan Jones (IJ), Independent Member, queried whether the CCLA provided the Committee with the difference between returns from ethical funds and a normal tracker. HL informed members that the comparative benchmark, included in the report, provided similar information. To note, the Committee had previously voted to invest in ethical funds only, which was outlined in the Health Board's Charitable Funds policy.</p> <p>Mark Ross (MR), Assistant Director of Finance, queried whether the charities property fund performed better than the ethical fund in terms of income. HL informed members that the annualised returns as of December 2022 for the property fund were 4.06% in comparison to 7% returns of the ethical funds. This varied year on year.</p> <p>An overview of Charitable Funds investments to take place. HL happy to support the conversation where appropriate. Action: Assistant Finance Director</p> <p>The Committee RECEIVED the update and thanked HL for her time.</p> <p style="text-align: right;"><i>HL left the meeting.</i></p>
CFC/0203/4.6	<p>Charitable Funds Committee Work Programme</p> <p>Bryony Codd, Head of Corporate Governance informed members that the committee work programme for 2023/24 would be presented to the next meeting.</p> <p>The Committee NOTED the work programme for INFORMATION.</p>
CFC/0203/4.7	Other Matters
CFC/0203/4.8	<p>Items to be Brought to the Attention of the Board and Other Committees</p> <p>There were no matters arising.</p>



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

**CYFARFOD BWRDD IECHYD PRIFYSGOLN ANEURIN
BEVAN
ANEURIN BEVAN UNIVERSITY HEALTH BOARD
MEETING**

Outstanding	In Progress	Not Due	Completed	Transferred to another Committee
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Committee Meeting	Minute Reference	Agreed Action	Lead	Target Date	Progress/ Completed
June 2022	CFC 1006/06	Revised Terms of Reference The Committee requested any future changes to the Terms of Reference presented to the Committee showed as “tracked changes” to highlight the amendments.	Director of Corporate Governance	July 2023	Noted.
March 2023	CFC/0203/2.1	Finance Report: A review of the restrictions and flexibility on spending current funds, aligning to charity protocol, including an oversight of the long liquidity of the Charitable funds.	Head of Financial Services and Accounting	June 2023	The Charitable Funds Financial Control procedure contains detailed guidance on the retention of funds on the basis that the managed investment portfolio will be a minimum of 75% of the total funds held with investments held in line with the Health Boards Ethical policy. The policy also includes detailed guidance on the types of funds and how they can be used.

Committee Meeting	Minute Reference	Agreed Action	Lead	Target Date	Progress/ Completed
March 2023	CFC/0203/2.2	Financial Control Procedure Update: A review the policy of sponsorships received by the Health Board, to be undertaken, outside of the Charitable Funds.	Director of Finance, Procurement and VBHC	November 2023	Not yet due.
March 2023	CFC/0203/2.4	Funds Available and Small Grants Scheme: Costings to be obtained from additional jet washing services prior to approval of <i>SGS 008 Llwyn Onn Improvement- small grants funding of £5k.</i>	Charitable Funds Manager	June 2023	Works & Estates negotiated a fee which was almost £1k less than previous quote. Work has been carried out.
March 2023	CFC/0203/3.1	Annual Spending Plans over £25k Update: All fundholders would provide future spending plans for 2023/24 by June 2023, after which an update would be provided to the Committee.	Head of Financial Services and Accounting	June 2023	Included in the June 2023 agenda.
March 2023	CFC/0203/3.1a	Annual Spending Plans over £25k Update: Charitable funds team to clarify if the procedure in relation to allocation of interest, dividends, and gains and/or losses and investments was included in the current policy.	Head of Financial Services and Accounting	June 2023	Our Financial Control Policy (FCP) states that the interest and dividends and cost of administering the funds must be apportioned across the individual funds based on the average monthly balance and that any unrealised gain or loss is allocated at the discretion

Committee Meeting	Minute Reference	Agreed Action	Lead	Target Date	Progress/ Completed
					of the Charitable Funds Committee.
March 2023	CFC/0203/3.2	Update on 13 Clytha Square: SBAR to be completed on 13 Clytha Square by the Accommodation Group, outcomes to come back to a future meeting.	Head of Financial Services and Accounting	June 23	Included in the June 2023 agenda.
March 2023	CFC/0203/4.5	Annual Presentation from our Investment Company (CCLA): An overview of Charitable Funds investments to take place.	Assistant Finance Director	November 23	Not yet due.

*All actions in this log are currently active and are either part of the Committee's forward work programme or require more immediate attention, such as an update on the action or confirmation that the item scheduled for the next Committee meeting will be ready.
Once the Committee is assured that an action is complete, it will be removed. This will be agreed at each Committee meeting.*

CHARITABLE FUNDS COMMITTEE PROGRAMME OF BUSINESS 2023/24

The purpose of the **Charitable Funds Committee** is to ensure the stewardship and effective management of funds which have been donated, bequeathed and given to the Aneurin Bevan Health Charity for charitable purposes by making and monitoring arrangements for the control and management of the Health Board's Charitable Funds.

This Annual Programme of Business has been developed with reference to:

- the Committee's Terms of Reference as agreed by the Board in March 2022;
- the Board's Assurance Framework (based on its Annual Objectives for 2022/23 and 2023/24).
- key risks identified through the Corporate (Strategic) Risk Register and Operational Risk Registers.
- audit and regulatory reports identifying weaknesses in internal control (following consideration by the Audit, Risk and Assurance Committee); and
- key statutory, national, and best practice requirements and reporting arrangements.

Matter to be Considered by Committee	Frequency	Responsible Lead	Scheduled Committee Dates 2023/24			
			28 th June	9 th Nov	4 th Jan (Accounts)	7 th Mar
Preliminary Matters						
Attendance and Apologies	Standing Item	Chair	✓	✓	✓	✓
Declarations of Interest		All Members	✓	✓	✓	✓
Minutes of the Previous Meeting		Chair	✓	✓	✓	✓
Action Log and Matters Arising		Chair	✓	✓	✓	✓
Committee Requirements as set out in Standing Orders						
Development of Committee Annual Programme of Business 2023/24	Annually	Chair & Director of CG				✓
Review of Committee Programme of Business	Standing Item	Chair	✓	✓	✓	✓
Annual Review of Committee Terms of Reference 2023/24	Annually	Chair & Director of CG				✓
Annual Review of Committee Effectiveness 2023/24	Annually	Chair & Director of CG				✓
Committee Annual Report 2023/24	Annually	Chair & Director of CG				✓
Financial Reporting						
Financial Update including Investments Valuation	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓
Report on Significant Donations, legacies and grant income.	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓

Matter to be Considered by Committee	Frequency	Responsible Lead	Scheduled Committee Dates 2023/24			
			28 th June	9 th Nov	4 th Jan (Accounts)	7 th Mar
Update on new and closed funds	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓
Overdrawn Accounts	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓
KPIs Review	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓
Legislation Changes	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓
Expenditure Approval						
Funds available to the Committee	Standing Item	Assistant Finance Director	✓	✓	✓	✓
Consideration of Bids/Small Grants	Standing Item	Assistant Finance Director	✓	✓	✓	✓
Fund Holders						

Matter to be Considered by Committee	Frequency	Responsible Lead	Scheduled Committee Dates 2023/24			
			28 th June	9 th Nov	4 th Jan (Accounts)	7 th Mar
Attendance at Meetings*	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓
Spending Plans over £25k	Annually	Head of Financial Services & Accounting				✓
Spending Plans Review	6 monthly	Head of Financial Services & Accounting		✓		✓
Governance and Assurance						
Level of Reserves	Annually	Assistant Finance Director	✓			
Review Investment Performance – CCLA to attend	Annually	Assistant Finance Director			✓	
Review of Financial Control Procedure	Annually	Assistant Finance Director				✓
Appointment of Investment Managers	One-off	Assistant Finance Director	✓			

Matter to be Considered by Committee	Frequency	Responsible Lead	Scheduled Committee Dates 2023/24			
			28 th June	9 th Nov	4 th Jan (Accounts)	7 th Mar
General Reports						
Approval of Admin Charge/Unrealised Gain Apportionment 23/24	Annually	Head of Financial Services & Accounting		✓		
Update on Property	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓
Annual Accounts and Report						
Draft Annual Report and Accounts	Annually		✓			
Final Accounts and Annual Report Approval	Annually				✓	
Evaluation Reports						
None expected as at May 23						
Items requested by Committee members/internal stakeholders						

KEY	
D of CG	Director of Corporate Governance
D of FPV	Director of Finance, Procurement and Value
FCP	Financial Control Procedure
KPI	Key Performance Indicators

*schedule of fundholders	
August	Person Centred Care Charitable Funds
October	Calcraft Fund
January	TBC
March	TBC

DYDDIAD Y CYFARFOD: DATE OF MEETING:	28 June 2023
CYFARFOD O: MEETING OF:	Charitable Funds Committee
TEITL YR ADRODDIAD: TITLE OF REPORT:	Financial Report for Period Ending 31 March 2023
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Robert Holcombe, Director of Finance, Procurement and Value Based Healthcare
SWYDDOG ADRODD: REPORTING OFFICER:	Estelle Evans, Head of Financial Services & Accounting

Pwrpas yr Adroddiad Purpose of the Report

Er Sicrwydd/For Assurance

This financial report is a standard agenda item and includes the following items:

- Financial update including investment valuation
- Report on significant donations
- Overdrawn accounts
- Key Performance Indicators (KPI's)
- New fund requests

ADRODDIAD SCAA SBAR REPORT

Sefyllfa / Situation

This report provides a general financial update to the Committee and includes some standing items that were agreed as part of the annual work plan.

The Committee is asked to note the remainder of the report.

Cefndir / Background

1. Financial Position as at 31 March 2023

Table 1 below shows the financial position for the period to 31 March 2023 (month 12) compared to the previously reported position as at Month 09 and the final 2021/22 Annual Accounts.

Table 1

Financial Statement to 31 March 2023	Final Accounts 2021/22 £000	Month 09 2022/23 £000	Month 12 2022/23 £000
<u>Income & Expenditure</u>			
Income			
Donations	399	278	418
Legacies	170	85	146
Grants	99	234	50
Investment Income	187	149	199
Other Income	126	174	330
	981	920	1,143
Expenditure	930	825	1,048
Gains / (losses) on investment assets	577	-485	-377
Surplus / (Deficit)	628	-390	-282
<u>Balance Sheet</u>			
Property	343	343	355
Investments	5,484	4,998	5,102
Debtors	231	77	228
Current Liabilities	-387	-316	-442
Cash at Bank	373	552	527
Cash on Deposit	0	0	0
Net Assets	6,044	5,654	5,770
Funds of the Charity	6,044	5,654	5,770
Total Charity Funds	6,044	5,654	5,770

The following commentary supports the figures in Table 1:

1.1 Income

Month 12 income totals £1,143K. This is higher than 2021/22, mainly due to the level of Other Income received in 2022/23.

Donations, legacies and grant income

The following table shows donations, legacies and grant income exceeding £1,000 received since the start of the year:

Fund Ref	Received From	Amount £	Location
Apr-22			
F231 ABUHB DINKY DRAGONS	Avril Rymer	1,000.00	ABUHB
F303 ABUHB BREAST CENTRE	Just Giving	1,077.65	ABUHB
F703 ABUHB JACKS APPEAL	Taekwondo Arc Wales	1,000.00	ABUHB
F408 STW NEWPORT KIDNEY FUND (RENAL UNIT)	CHP Accountants	5,000.00	St Woolos
F003 ABUHB HOLDING ACCOUNT INT & ADMIN	Helpforce Community Grant	19,754.00	ABUHB
F997 ABUHB NHS CT GRANT COVID RECOVERY	NHS Charities Together Grant	93,905.00	ABUHB
		121,736.65	
May-22			
F363 STW DERMATOLOGY NURSE EDUCATION	Gwent Dermatology Patient	1,000.00	St Woolos
		1,000.00	
Jun-22			
F303 ABUHB BREAST CENTRE	L H Swift	1,075.00	ABUHB
F003 ABUHB HOLDING ACCOUNT INT & ADMIN	Hugh James Solicitors (Legacy)	45,384.46	ABUHB
F002 ABUHB CF COMMITTEE	Just Giving	1,810.44	ABUHB
		48,269.90	
Jul-22			
F231 ABUHB DINKY DRAGONS	Evol (Wales) Ltd - Tiny Rebel	1,500.00	ABUHB
F002 ABUHB CF COMMITTEE	Nevill Hall Hospital Thrombosis Fund	76,000.00	ABUHB
F295 ABUHB THE CARE PROJECT	Nevill Hall Hospital Thrombosis Fund	80,000.00	ABUHB
F703 ABUHB JACKS APPEAL	J E Methuen	1,000.00	ABUHB
F703 ABUHB JACKS APPEAL	JES Group Ltd	1,500.00	ABUHB
F703 ABUHB JACKS APPEAL	L K James	1,230.00	ABUHB
F191 ABUHB MATERNITY FUND	Rachel & Fred Morgan	2,830.00	ABUHB
F566 YYF RISCA WARD 3/1 (COE)	Mrs J M Burr	1,200.83	Ysbyty Ystrad Fawr
		165,260.83	
Aug-22			
F161 ABUHB GUH A3 GYNAECOLOGY	C M Fleming	1,000.00	ABUHB
F703 ABUHB JACKS APPEAL	M Hadley	3,000.00	ABUHB
		4,000.00	
Sep-22			
F231 ABUHB DINKY DRAGONS	Just Giving	1,079.59	ABUHB
F703 ABUHB JACKS APPEAL	M Hadley	2,250.00	ABUHB
F003 ABUHB HOLDING ACCOUNT INT & ADMIN	J F Rabbitt	1,000.00	ABUHB
		4,329.59	
Oct-22			
F231 ABUHB DINKY DRAGONS	Just Giving	1,160.97	ABUHB
F282 GUH C0 SURGICAL WARD	Christopher Whiteley	1,000.00	GUH
F232 ABUHB NEONATAL UNIT	Roger James Clement (Legacy)	19,157.60	ABUHB
F211 ABUHB GWENT CYSTIC FIBROSIS FUND	Unknown	1,000.00	ABUHB
		22,318.57	
Nov-22			
F191 ABUHB MATERNITY FUND	Megan Steerment	1,140.00	ABUHB
F703 ABUHB JACKS APPEAL	Torfaen County Borough Council	1,750.00	ABUHB
F703 ABUHB JACKS APPEAL	C&P Engi LTF	1,335.00	ABUHB
F003 ABUHB HOLDING ACCOUNT INT & ADMIN	Gabb & Co Solicitors (Legacy)	20,000.00	ABUHB
F273 RGH WARD B6 NORTH - HAEMATOLOGY	Sarah Williams	1,100.00	Royal Gwent
		25,325.00	
Dec-22			
F703 ABUHB JACKS APPEAL	C&P Engineering Ltd	1,320.00	ABUHB
F703 ABUHB JACKS APPEAL	Aber Fune HO Ltd	1,310.00	ABUHB
F303 ABUHB BREAST CENTRE	National Grid	3,334.00	ABUHB
F322 GUH A0 T&O WARD	Mr A Hughes	1,000.00	The Grange
		6,964.00	
Jan-23			
F002 ABUHB CF COMMITTEE	Nathan Reeks	5,556.00	ABUHB
F002 ABUHB CF COMMITTEE	The Royal College	3,539.33	ABUHB
F140 ABUHB MEDIA FUND	CBS Productions - Black Cake	10,574.99	ABUHB
F231 ABUHB DINKY DRAGONS	Elisha Pike-Wayne	4,200.00	ABUHB
F140 ABUHB MEDIA FUND	CBS Productions - Black Cake	54,000.00	ABUHB
		77,870.32	
Feb-23			
F003 ABUHB HOLDING ACCOUNT INT & ADMIN	Health Education	4,200.00	ABUHB
F733 TOR D/N NORTH 2	North 2 District Nurses	1,190.00	Community
F322 GUH A0 T&O WARD	Mr A Hughes	1,000.00	The Grange
F436 ABUHB SCUF SPECIAL CHILDREN'S UNIT FUND	Brecon Group	6,000.00	ABUHB
F231 ABUHB DINKY DRAGONS	Jason Cuddy Kier Foundation	1,000.00	ABUHB
		13,390.00	
Mar-23			
F386 RGH POST GRADE EYE	Mrs A Williams	1,000.00	Royal Gwent
F703 ABUHB JACKS APPEAL	Fardre Council	1,137.00	ABUHB
F325 RGH WARD C7 EAST - T&O	C7 East	2,000.00	Royal Gwent
F398 RGH WARD D5 WEST UROLOGY	Urology	1,080.00	Royal Gwent
F303 ABUHB BREAST CENTRE	Bargoed Town Council	1,465.00	ABUHB
F703 ABUHB JACKS APPEAL	Dragonsaver	1,000.00	ABUHB
		7,682.00	
Overall Total		472,821.86	

1.2 Expenditure

The year-to-date expenditure totals £1,048K which is slightly higher than 2021/22.

1.3 Gains / Losses on Investment Assets

At 31 March 2023, the CCLA Investment presented an unrealised loss of £377K against the 2021/22 year end value.

1.4 Overall Position

The overall position for the period is a decrease in funds of £282K. Excluding investment losses there would be an underlying increase of £95K, indicating that income has exceeded expenditure during the year.

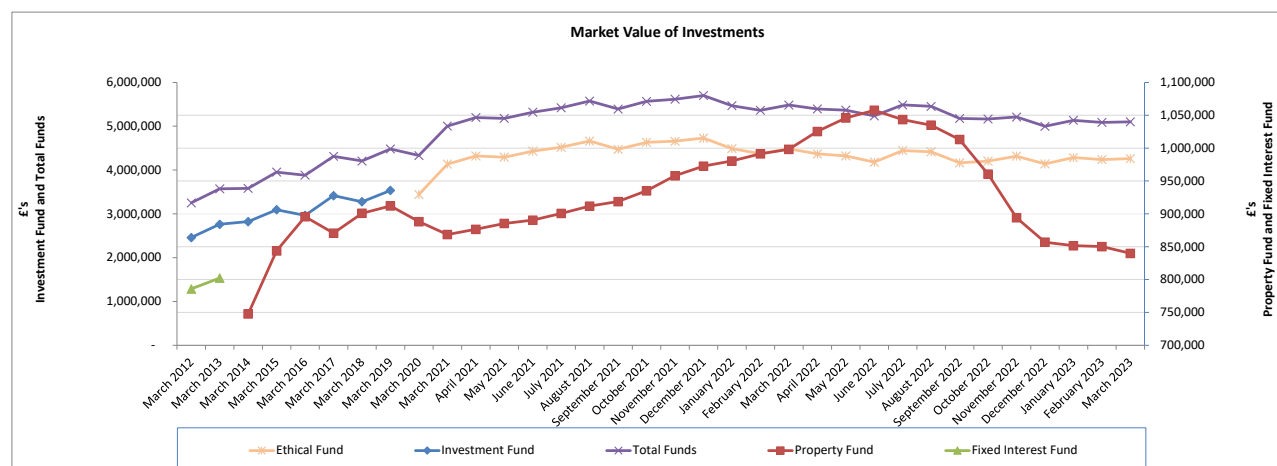
1.5 Balance Sheet

Value of Investments

The investments valuation for CCLA as of 31 March 2023 is as follows:

Investment Valuation	No of Units	Valuation / Unit as at 31/03/23	Total Valuation
		Pence/Unit	£000
Property Fund	769,509	109.14	840
Ethical Fund	1,511,068	282.04	4,262
Total			5,102

The following chart shows the movement in the market value of the CCLA funds since March 2012.



Cash Balances

Overall cash balances have increased during the year, and at the end of March we held £527K in current / bonus accounts.

2. Overdrawn Accounts

There are no overdrawn accounts as of 31 March 2023.

3. Streamlining of funds and Closed funds

The following 19 funds have been closed:

F262 LEGACY RGH ICU R H BINYON	Spent	
F263 LEGACY RGH ICU T E DAVIS	Spent	
F264 LEGACY NHH ICU J S THOMAS	Spent	
F842 STW STROKE UPDATE	Spent	
F845 LEGACY STW STROKE S M HARRIS	Spent	
F846 ABUHB WELSH STROKE BULLETIN	Spent	
F031 LEGACY K M JAMES ABUHB	Spent	
F234 LEGACY RGH SCBU VERA LEYSHON	Spent	
F235 LEGACY NHH NICU G A PRITCHARD	Spent	
F294 LEGACY NHH UPPER GASTRIC SURG CANCER - H E AT	Spent	
F399 RGH 'W.G.B.' UROLOGY FUND	Spent	
F549 LEGACY YAB GEN G M GUNTER	Spent	
F553 LEGACY TRE MEREDITH	Spent	
F712 ABUHB ROBINS VOLUNTEER SERVICE	Spent	
F716 ABUHB CHAT VOLUNTEERS	Spent	
	Not	
F799 LEGACY M E TUCKER STW CARDIAC REHAN	required	
F829 RGH GASTROENTEROLGY RESEARCH	Merged	F828
F815 YYF DIGESTIVE DISEASES	Merged	F828
F832 LEGACY CALCRAFT E MORGAN	Merged	F831

4. New Funds

Approval to set up the following new grant funds as restricted funds is requested:

- F996 NHS CT DEVELOPMENT GRANT
- F717 MACMILLAN GRANT – CANCER CAFES

5. Key Performance Indicators (KPIs)

Setting Key Performance Indicators (KPIs) allows the Committee to measure the performance of the Charity across a range of objectives over a period of time.

Following discussions, the following KPIs have been identified to report to the Committee. The KPIs are split between those that are measured quarterly, year to date & annually:

Charitable Funds Key Performance Indicators	Measurement		YTD Indicators				
			2021/22 M01 - M12	2022/23 M01 - M05	2022/23 M01 - M08	2022/23 M01 - M09	2022/23 M01 - M12
Number of merged funds	Number of funds closed as a result of merger	No	8	5	9	9	12
Expenditure expressed as a percentage of the overall fund balance	Expenditure excludes admin charge to reflect 'true' spend	%	13.29	3.83	9.82	12.73	15.65
Donations received in the year	Number of Donations Received	No	1,145	361	575	643	855
	Value of Donations Received	£	399,434	218,065	266,831	277,674	417,866

Charitable Funds Key Performance Indicators	Measurement		Quarterly Indicators				
			2021/22 Q4	2022/23 Q1	2022/23 Q2	2022/23 Q3	2022/23 Q3
Number of funds	Number of funds	No	430	429	428	427	419
Number of static funds	A static fund is classed as any fund where the cumulative expenditure is less than 10% of the average fund balance over a 2 year period	No	32	33	31	29	30

There has been a decrease in the number of funds and a small decrease in the number of static funds since the start of the financial year. Details of the static funds are shown in Appendix A.

There have been 12 funds merged since the start of the year.

Expenditure as a percentage of the overall fund balance should increase as the year progresses and as more expenditure is incurred. At the end of the financial year this measure is showing a higher value than in 2021/22 indicating that the level of expenditure has increased this year.

The number and value of donations received to date in the current year are also detailed above, with the 2021/22 values shown as comparators.

The table below reflects the average time period between the receipt of legacy / grant income and the corresponding expenditure being incurred and the monies spent in full.

Charitable Funds Key Performance Indicators	Measurement		Annual Indicators	
			2021/22 M12	2022/23 M12
Time between receipt of income and expenditure incurred	Legacies	Mths	79	98
	Grants	Mths	23	32

6. Unrealised Loss & Reserve

Unrealised Loss and Reserve	31.01.23 estimate £000's	31.03.23 actual £000's
Interest and dividends	170	183
Admin fee	-140	-146
Net income/(cost)	30	37
Reserve	288	288
Contingency	46	46
Unrealised loss	-347	-382
Net reserves	-13	-48
Overall surplus/(shortfall) on reserves	17	-11

The above table shows the estimated position of the unrealised loss and available reserves at 31.01.23 reported at the March committee and the actual realised loss at 31.03.23.

The overall position including interest and dividends uses both the reserves and contingency funds and resulted in an overall loss of £11k which was apportioned across all the funds.

As of 31.05 23 the valuation for the CCLA investments has increased slightly since 31.03.23 and is showing a small gain of £13k.

7. Annual Accounts and Annual Report

The draft Annual Accounts and Annual Report are currently being produced and will be circulated to Committee members and Audit Wales once finalised.

The audit is expected to commence in the Autumn. Once the audit is complete, the final Accounts and Annual Report will be presented to the Board for approval.

The final step will be to file the Annual Accounts and the Annual Report with the Charity Commission before the 31st January 2024 deadline, and the accounts and annual report will then be available on the Charity Commission website.

Asesiad / Assessment

This report provides a financial update for the Charitable Funds Committee for the period ending 31 March 2023.

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to note the report.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability Choose an item. Choose an item. Choose an item.
Blaenoriaethau CTCI IMTP Priorities Link to IMTP	Choose an item.
Galluogwyr allweddol o fewn y CTCI Key Enablers within the IMTP	Finance
Amcanion cydraddoldeb strategol Strategic Equality Objectives Strategic Equality Objectives 2020-24	Improve the Wellbeing and engagement of our staff Choose an item. Choose an item. Choose an item.

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	
Rhestr Termiau: Glossary of Terms:	KPIs – Key Performance Indicators
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to University Health Board:	

Effaith: (rhaid cwblhau) Impact: (must be completed)	
	Is EIA Required and included with this paper No does not meet requirements
Asesiad Effaith Cydraddoldeb Equality Impact Assessment (EIA) completed	An EQIA is required whenever we are developing a policy, strategy, strategic implementation plan or a proposal for a new service or service change. If you require advice on whether an EQIA is required contact ABB.EDI@wales.nhs.uk

<p>Deddf Llesiant Cenedlaethau'r Dyfodol – 5 ffordd o weithio Well Being of Future Generations Act – 5 ways of working</p> <p>https://futuregenerations.wales/about-us/future-generations-act/</p>	<p>Integration - Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their objectives, or on the objectives of other public bodies</p> <p>Choose an item.</p>
--	--

Static Funds Q4 2022/23			
Fund	Fund Balance Q4 2022/23 £	Expenditure Incurred 21/22 - 22/23 £	Details
Legacy / Grant Funds			
F010-LEGACY STW GEN G S WATKINS	- 26,275.29	1,346.25	Recently handed over to Senior Nurse who has plans to spend
F018-LEGACY CCH GEN R W JONES	- 52,122.13	2,670.56	Recently handed over to Senior Nurse who has plans to spend
F278-LEGACY RGH HAEM G S WATKINS	- 60,649.67	3,107.48	This is being used for the new cancer centre on ward 2/4, NHH
F298-LEGACY RGH BREAST G S WATKINS	- 60,649.67	3,107.48	In view of the new breast unit opening up in Dec 23, it has been agreed to use this fund for equipment
F387-LEGACY RGH EYE G M GUNTER	- 29,504.50	1,511.71	A £43k equipment purchase was approved by the Charitable Funds Committee in March 22 but no longer required. Other equipment and training are planned.
F583-LEGACY NHH PALLIATIVE CARE I M MORRIS	- 29,077.35	1,609.92	Meeting arranged with Fundholders for end of June 23
F812-LEGACY NHH CARDIO V WILLIAMS	- 45,384.46	-	New legacy received Q4 2022/23
F817-LEGACY NHH DIAB G M GUNTER	- 29,504.50	1,511.71	Meeting arranged with Fundholders for end of June 23
F831-LEGACY CALCRAFT J GRIFFITHS	- 109,765.07	2,813.52	New legacy received in December 2021, presentation on spend given to Oct 22 committee meeting to offer travelling fellowships for the life of the fund to attract doctors to work in ABUHB.
	- 442,932.64	17,678.63	
Unrestricted Funds			
F057-RGH PG MRCOG	- 29,427.01	2,061.24	The audio systems in the Postgraduate Unit are being replaced - this is ongoing, other funds within Postgrad have already been charged.
F103-ABUHB CHILL OUT IN THE CHAPEL	- 27,674.54	1,444.83	Services stalled due to the pandemic, now resuming slowly
F105-ABUHB VOLUNTEERING (CORPORATE)	- 70,863.63	4,778.88	CF Committee approved bid for £50k in Aug 22 for staffing to implement a system for service user feedback, posts have now been appointed so spend should follow
F140-ABUHB MEDIA FUND	- 62,406.88	2,291.56	New fund, received monies for filming at St Cadocs to be used for staff events.
F211-ABUHB GWENT CYSTIC FIBROSIS FUND	- 21,398.12	1,053.40	This is the first time this fund has appeared as a static fund. We will raise this with the Fundholder
F233-ABUHB BABY COOLING EQUIPMENT	- 21,206.76	1,057.61	This is the first time this fund has appeared as a static fund. We will raise this with the Fundholder
F270-NHH CLINICAL HAEMATOLOGY	- 39,185.39	2,029.94	This is being used for the new cancer centre on ward 2/4, NHH
F277-NHH WINDSOR SUITE	- 53,985.10	2,825.10	Additional donations of £19k received in 2021/22 and this fund will be used for the new cancer centre on ward 2/4, NHH
F300-NHH BREAST CARE FUND	- 46,058.82	3,619.17	Ongoing, used for training, still receives donations.
F301-RGH BREAST CARE UNIT	- 70,238.60	5,081.03	In view of the new breast unit opening up in Dec 23, it has been agreed to use this fund for equipment
F303-ABUHB BREAST CENTRE	- 261,275.30	14,410.97	With the unit on schedule to open in December 23, this fund will be spent as agreed by the Breast Care Group.
F340-ABUHB RHEUMATOLOGY	- 58,072.82	2,975.45	Fundholder to be invited to CF Committee meeting to see how they can be supported to spend funds.
F367-RGH E N T RESEARCH/TEACHING	- 23,828.93	1,220.91	Directorate currently reviewing funds, to be followed up
F386-RGH POST GRADE EYE	- 89,223.35	4,440.87	A £43k equipment purchase was approved by the Charitable Funds Committee in March 22 but was not required . Other equipment and training being considered
F400-RGH RLG UROLOGY FUND	- 42,605.48	3,361.81	Transperineal Needle at £14k on order
F407-RGH WINDSOR BOWSHER PROSTATE CANCER FUND	- 62,690.67	3,390.00	Various small items af equipment being purchased including fridge and microwave for staff.
F485-ABUHB PHYSIO EQUIP FUND	- 24,870.47	1,261.48	
F586-NHH ONCOLOGY REHAB	- 75,623.24	3,874.67	This is being used for the new cancer centre on ward 2/4, NHH
F696-STW SPRINGFIELD FUND	- 110,788.93	5,676.44	Plans to develop the day rooms due to lack of facilities and concerns raised by patients/relatives. Costings have been received for Gwanwyn Ward and Penhow Ward and they are £16,333.14 and £20,774.31 respectively
F839-RGH NEUROLOGY FUND	- 20,450.34	1,047.80	
F861-STW CHEST CLINIC RESEARCH	- 20,651.64	1,053.56	This is the first time this fund has appeared as a static fund. We will raise this with the Fundholder
	- 1,232,526.02	68,956.72	
Total Static Funds	- 1,675,458.66	86,635.35	

DYDDIAD Y CYFARFOD: DATE OF MEETING:	28 June 2023
CYFARFOD O: MEETING OF:	Charitable Funds Committee
TEITL YR ADRODDIAD: TITLE OF REPORT:	Level of Reserves 2023-24
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Robert Holcombe, Director of Finance, Procurement and Value Based Healthcare
SWYDDOG ADRODD: REPORTING OFFICER:	Estelle Evans, Head of Financial Services & Accounting

Pwrpas yr Adroddiad Purpose of the Report

Ar Gyfer Penderfyniad/For Decision

At the end of 2022/23 due to the loss on investments the reserves held by the charity of £288K and the Contingency of £46K were used to cover the loss on investments incurred in 2022/23 in line with the Charitable Funds procedure.

It is a requirement of the Charitable Funds Financial procedure for a reserve to be maintained by the Charitable Funds Committee. This report provides the Charitable Funds Committee with options on how funding can be utilised to recreate a reserve for 2023/24.

ADRODDIAD SCAA SBAR REPORT

Sefyllfa / Situation

The Finance report presented to the Charitable Funds Committee on the 2nd March 2023 included a section which identified the level of unrealised loss as at the end of January 2023 of £347K and a proposal to use both the reserves held of £288K and the £46K contingency to fund the unrealised loss should this position materialise at the end of 2022/23.

At the end of 2022/23 given the volatility in the markets the unrealised loss had actually increased to £382K.

As agreed by the committee previously the reserves and contingency held were utilised to offset the loss on investments at year end of £382K, along with the balance remaining after the administration charge had been netted off the

investment interest and dividends. This still resulted in a shortfall of £11K which was apportioned across the fund holders.

The impact of this is shown in the table below.

Unrealised Loss and Reserve	31.01.23 estimate	31.03.23 actual
	£000's	£000's
Interest and dividends	170	183
Admin fee	-140	-146
Net income/(cost)	30	37
Reserve	288	288
Contingency	46	46
Unrealised loss	-347	-382
Net reserves	-13	-48
Overall surplus/(shortfall) on reserves	17	-11

Given that the full value of the reserves held by the charity in 2022/23 were used to offset the investment loss the Charity now need to recreate the reserve required for 2023/24.

The Committee is asked to review the options available to the committee to recreate a reserve fund for 2023/24 and to confirm the preferred option.

Cefndir / Background

The reserves policy was reviewed and approved by the Charitable Funds Committee on 9th November 2021. The reserves policy was set up to cover the annual administration fee and to cover any stock market fluctuations in relation to our investments should the Charity be in a position where a loss on investments is incurred during any given year.

The charitable funds administration charge, interest, dividends, and unrealised gain/loss is not accounted for until the end of the financial year.

Given that the Charity have now fully utilised the reserves held in 2022/23 to fund the loss on investments incurred in 2022/23 due to the market volatility, the Charitable Funds committee need to consider options available to them to recreate the required reserve for 2023/24.

The table below shows the losses made over the last 10 years. It is difficult to estimate but based on the table below the average of the unrealised loss over the past 10 years is 4.0% which equates to £231k of funds held as at 31.03.23.

Year	Admin Charge		Int & Div		Unrealised Gain/Loss		Total £000's	Total Increase/ Decrease %	Total Without Unrealised Gain/Loss		Total Funds Held £000's
	£000's	%	£000's	%	£000's	%			£000's	%	
22/23	146	3%	184	3%	382	7%	- 344	-6%	38	1%	5,770
21/22	139	2%	171	3%	480	8%	512	8%	32	1%	6,044
20/21	126	2%	166	3%	673	12%	713	13%	40	1%	5,416
19/20	125	3%	171	4%	151	3%	- 105	-2%	46	1%	4,815
18/19	117	2%	167	3%	275	6%	325	7%	50	1%	4,980
17/18	114	2%	166	3%	95	2%	147	3%	52	1%	4,788
16/17	103	2%	169	4%	430	9%	496	11%	66	1%	4,636
15/16	102	2%	166	4%	70	2%	- 6	0%	64	1%	4,599
14/15	101	2%	167	4%	372	8%	438	10%	66	1%	4,580
13/14	103	2%	173	4%	9	0%	79	2%	70	2%	4,433

To try and mitigate stock market fluctuations in relation to losses on investments the level of reserves required for 2023/24 are £231K.

The original approved reserves policy required that the Charity reserve held also covered the annual administration fee. For 2023/24 this is estimated to be £165K

To ensure that the Charity can cover the annual cost of the administration charge and any potential unrealised loss the reserve held for 2023/24 needs to be for the minimum amount of £396K required.

Asesiad / Assessment

The charitable Funds committee require a sustainable solution to generate the reserve refund held for the current financial year and in the future should the reserves be required to offset any unrealised loss going forward.

The proposal is for the reserve to be recreated for 2023/24 using the following:

- Retain the interest and dividends.
- Retain any unrealised gain on investments at the end of the year.
- If this is not sufficient to create the required reserve value – top slice the balance from the individual funds held apportioned based on the fund balance at the end of March.

If the unrealised gain at the end of the year is actually an unrealised loss, then additional funds will need to be top sliced from the fund holders to cover this shortfall.

The charitable funds reserve value will be reviewed annually.

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to confirm the proposal above to recreate the required Charitable Fund.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability Choose an item. Choose an item. Choose an item.
Blaenoriaethau CTCI IMTP Priorities Link to IMTP	Choose an item.
Galluogwyr allweddol o fewn y CTCI Key Enablers within the IMTP	Finance
Amcanion cydraddoldeb strategol Strategic Equality Objectives Strategic Equality Objectives 2020-24	Improve the Wellbeing and engagement of our staff Choose an item. Choose an item. Choose an item.

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	
Rhestr Termiau: Glossary of Terms:	SGS – Small Grants Scheme
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to University Health Board:	

Effaith: (rhaid cwblhau) Impact: (must be completed)	
	Is EIA Required and included with this paper
Asesiad Effaith Cydraddoldeb Equality Impact Assessment (EIA) completed	No does not meet requirements An EQIA is required whenever we are developing a policy, strategy, strategic implementation plan or a proposal for a new service or service change.

	If you require advice on whether an EQIA is required contact ABB.EDI@wales.nhs.uk
Deddf Llesiant Cenedlaethau'r Dyfodol – 5 ffordd o weithio Well Being of Future Generations Act – 5 ways of working https://futuregenerations.wales/about-us/future-generations-act/	Integration - Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their objectives, or on the objectives of other public bodies Choose an item.

**CYFARFOD BWRDD IECHYD PRIFYSGOLN
ANEURIN BEVAN
ANEURIN BEVAN UNIVERSITY HEALTH BOARD
MEETING**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	28 June 2023
CYFARFOD O: MEETING OF:	Charitable Funds Committee
TEITL YR ADRODDIAD: TITLE OF REPORT:	Available Funding & Small Grants Scheme
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Robert Holcombe, Director of Finance, Procurement and Value Based Healthcare
SWYDDOG ADRODD: REPORTING OFFICER:	Estelle Evans, Head of Financial Services & Accounting

**Pwrpas yr Adroddiad
Purpose of the Report**

Ar Gyfer Penderfyniad/For Decision

This report provides the Charitable Funds Committee with details of funds that are available to them as at 31.03.2023 and includes three small grant requests for consideration.

**ADRODDIAD SCAA
SBAR REPORT**

Sefyllfa / Situation

The Charitable Funds Committee approved a scheme allowing individuals to engage with Charitable Fund Holders to potentially access some of their charitable funds if the request meets the purpose/criteria of that fund. Once these avenues of funding have been explored the individual will be able to apply to the Committee for a small grant (£5k or under) either in whole or as a top-up to funding they have been able to secure.

The Committee is asked to note the funds available to them and approve the three small grant requests.

Cefndir / Background

Funds Available to the Charitable Funds Committee

The following table shows the discretionary funding currently available to the Committee:

Table 1

Charitable Funds Committee - General Funds	ABUHB F002 £000's	Contingency F002 £000's	Reserves F002 £000	Total F002 £000	RGH F006 £000's	Land F008 £000's	Clytha Sq F007 £000's	Painting F559 £000's	Total £000's
Fund Balances as at 31.03.2022	65	46	288	399	0	68	250	25	742
22/23									
Radio Station YYF	-1								
CFC-263 Staff Recognition Awards	-19								
SGS-003 In Tune with Parent & Infant Mental He	-4								
SGS-004 LGH Walled Garden - Paths Upgrade	-3								
SGS-006 Television for Rapid Diagnostic Clinic, C	-1								
To be recharged to F003	1								
Legal Costs	-2								
TP Price - Wall - 2017	-12								
Thrombosis Donation	76								
Jacklyn Dawson Freehold sale & rent	1								
Unknown/General Donations	6								
Increase in Valuation - Oakdale						5			
Increase in Valuation - 3 High St						8			
Interest & Dividends 22/23	15								
Admin Charge 22-23	-12								
Unrealised Loss 22-23	-31								
Apportionment of reserves & contingency	27								
Contingency Monies used against unrealised loss		-46							
Reserve Used against unrealised loss			-288						
Total 22/23	41	-46	-288	-293	0	13	0	0	-281
Balance as at 31.03.23	106	0	0	106	0	81	250	25	462
Less Commitments									
CFC-234 Radio YYF	-1								
CFC-243 Volunteer Event (06.06.23)	-15								
NHH Equipment Bid	-20								
CFC-259 - Occupational Therapy Support for	-22								
SGS-005 Scheduled Care - Gas Cylinder Trolleys	-3								
SGS-007 Finance Conference	-5								
SGS-008 Llwyn Onn Improvements	-5								
Total Commitments	-71	0	0	-71	0	0	0	0	-71
Remaining available funds after commitments	35	0	0	35	0	81	250	25	391

Key points:

- Current funds available to the Committee for general ABUHB use is £35k.
- Due to the unrealised loss on investments of £342k in 22/23, the Committee no longer hold a contingency fund or reserves fund.
- At 31st May 2023, our investments show an unrealised gain of £13k.

Asesiad / Assessment**Small Grant Requests received**

Three grant requests have been received as identified in the table below. A copy of the grant applications are attached.

Grant Requests	Total Cost £	Ongoing Costs	Area of Benefit
SGS 009 Person Centred Value Based Health Care Education Programme	4,500	0	Patients & Staff
SCS 010 Clinical Supervision Programme	3,500	0	Patients & Staff
SCS 011 Advanced Communication Skills Training, Cancer Services	3,000	0	Patients & Staff
Total	11,000	0	

The requests are being submitted to the Committee as no other source of funding could be found within the list of existing charitable funds.

The Charitable Funds Committee can apply general funds for the benefits of patients and staff across the Health Board through the Small Grants Scheme.

The Committee has a balance of £35k available to support small grants.

If the Committee approve the 3 small grants totalling £11k detailed in this paper, the Committee would have £24k remaining.

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to note the funds available and approve the three small grant requests.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability Choose an item. Choose an item. Choose an item.
Blaenoriaethau CTCI IMTP Priorities Link to IMTP	Choose an item.
Galluogwyr allweddol o fewn y CTCI Key Enablers within the IMTP	Finance
Amcanion cydraddoldeb strategol Strategic Equality Objectives Strategic Equality Objectives 2020-24	Improve the Wellbeing and engagement of our staff Choose an item. Choose an item. Choose an item.

Gwybodaeth Ychwanegol: Further Information:

Ar sail tystiolaeth: Evidence Base:	
Rhestr Termiau: Glossary of Terms:	SGS – Small Grants Scheme

Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to University Health Board:	

Effaith: (rhaid cwblhau) Impact: (must be completed)	
	Is EIA Required and included with this paper
Asesiad Effaith Cydraddoldeb Equality Impact Assessment (EIA) completed	No does not meet requirements An EQIA is required whenever we are developing a policy, strategy, strategic implementation plan or a proposal for a new service or service change. If you require advice on whether an EQIA is required contact ABB.EDI@wales.nhs.uk
Deddf Llesiant Cenedlaethau'r Dyfodol – 5 ffordd o weithio Well Being of Future Generations Act – 5 ways of working https://futuregenerations.wales/about-us/future-generations-act/	Integration - Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their objectives, or on the objectives of other public bodies Choose an item.

Charitable Funds

Small Grants Scheme Application – Max £5k

CFC/SGS 009

1. Name of ward or department and hospital:

Value Based Health Care

2. Description of item/service required:

We are requesting funds from the charitable funds committee of £4500 to support the Person Centred Value Based Health Care (PCVBHC) Education Programme.

Value Based Health Care is the delicate balance of patient reported outcomes and experiences with financial costs. Put simply it's delivering the best healthcare with limited funds. VBHC uses technology to manage Patient Reported Outcome Measures (PROMS) from which data is used to inform service and process re-design, putting the patient at the centre of the design of the services they use. Identifying the challenges and working with staff from the service, and other enabling functions from a multi-disciplinary team. The VBHC team have had numerous successes over the last few years and more information on these can be found in the other supporting information section. By teaching the VBHC principles, and process, the Education Programme aims to improve care outcomes and experiences for patients and service providers.

The Education Programme attendance was created from strategic invitations. To ensure the buy in and scope of the change has maximum impact. This will be a maximum of 70 delegates from clinical, operational and support services including Cardiology, Diabetes, Planning, Finance and Primary Care.

The Education Programme starts with a two-day bootcamp for which this funding is being applied for. This interactive workshop will consist of lectures, panel discussions, speakers and breakout sessions, therefore needs to be delivered in person. This also enables natural opportunities for collaboration and shared learning.

We are extremely lucky to have secured Professor Robert Baatenburg de Jong who will attend both days, offering his wealth and experience to the delegates. He is delivering lectures, facilitating discussions and will be on hand to offer more practical advice of the implementation and discuss specific challenges the delegates foresee with their specific service.

VBHC continues to demonstrate the impact in areas including: patient health, relieving the pressure on staff by creating processes that better manage patient flow, reduce waiting lists, and enable clinicians to use PROMS to inform a patients care, and clinician/patient shared decision making.

Speakers include:

Alf Collins – NHS England Clinical Director Personal Care

Professor Hamish Laing, Swansea Intensive Learning Academy for VBHC
Professor Thomas Kelley, SPRINK
Professor Anne Stigglebout,
Professor Robert de Jong
Dr Idris Baker

3. Cost of item/service plus supplier information:

Please provide a quote if available and ensure that any costs for delivery and installation are included.

Please state if your costs include VAT.

If there is any ongoing maintenance or consumable costs, please explain how you intend paying for this.

Cost of venue hire

Catering for 70 delegates

Flights for Prof R Baatenburg de Jong

Accommodation for Prof R Baatenburg de Jong

Subsistence for Prof R Baatenburg de Jong (meals, travel etc)

Workbooks

IT conferencing equipment

N/B we approached a number of venues including Christchurch and All Nations, we chose the cheapest with availability with sufficient internet speeds to support international virtual speakers.

4. How will this item/service benefit patients and staff:

The main objective of the VBHC Education Programme is to equip staff with the tools, knowledge and network to enable them to embed and implement VBHC into their services. Measuring PROMS, using the data to inform service re-design and measure the improvements the changes are making.

The benefits associated with this programme include:

- Promotion of the organisations commitment to VBHC
- Raising awareness of the principles of VBHC
- Equipping the delegates with the skills and knowledge to implement VBHC
- Increased staff engagement
- Increased understanding that VBHC is not a cost saving model in disguise.
- Motivate and engage staff with the process.
- Re – invigorate staff to explore 'what better looks like' for them and their service.

Prof Baatenburg is a world recognised name in the field of Value Based Health Care. His work is used as examples of best practice globally. His attendance at our inaugural programme will be an invaluable opportunity for ABUHB staff to discuss theory and application of data, outcomes and measurement. His presence will also demonstrate the level of excellence that ABUHB VBHC displays across the NHS in Wales, and the commitment and drive to adopt VBHC across AB.

5. Have you applied for funding for this item/service elsewhere, including your own charitable fund:

Please give details of who you approached, and the response received.

This is the first iteration of ABUHB's PCVBHC Education Programme. VBHC has had no donations so has no charitable funds available. It is also the first application for charitable funds made by VBHC team. The impact of this programme will be organisation wide and therefore this is the most appropriate source of funding available.

This approach to VBHC has success in Intensive Learning Academy in Swansea.

6. Other supporting information:

[R.J. \(Robert\) Baatenburg de Jong, Professor - Researcher - Erasmus MC](#)

VBHC annual report 22 - 23

7. Submitted by:

Name:	Job title:
Telephone:	Email:

8. Supported by:

This must be signed by the Directorate Manager/Head of Service

Name:	Date:
Job title:	
Signature:	

For Charitable Funds Committee Use

Approved	Not Approved
Next Action:	Reason:

Charitable Funds

Small Grants Scheme Application – Max £5k

CFC/SGS 010

1. Name of ward or department and hospital:
Clinical Supervision Programme based in the Quality and Safety Department, Mental Health and LD, St Cadoc's Hospital, Caerleon, Newport
2. Description of item/service required:
<p>Accreditation Fee £900 CPCAB. External Verifier Fee £400. Outdoor supervision offsite session x 2 £200. Visiting tutor Fee £2000. No VAT required</p>
3. Cost of item/service plus supplier information:
<p><i>Please provide a quote if available and ensure that any costs for delivery and installation are included.</i> <i>Please state if your costs include VAT.</i> <i>If there is any ongoing maintenance or consumable costs, please explain how you intend paying for this.</i></p>
<p>£3500</p> <ul style="list-style-type: none"> CPCAB are the accrediting body and if the funds are assured then we would progress the application and invite the invoice. (Fee and External verifier cost £1300). The visiting tutor is an existing supplier (G Hewer) and this is a one off fee to support this years application which requires a VT contingency fund (2k). The 'outdoor fee' is to support the introduction of a nature-based unit on the programme on a one off pilot basis to see if it works. It involves hiring a room at the RSPB Wetlands for a day (£200).
4. How will this item/service benefit patients and staff:
<ol style="list-style-type: none"> This bid is focussed on raising the standards and quality of in-house training through offering an accredited clinical supervision programme which is then recognised externally as well as internally. We are seeking the funds to pay for the course accreditation bid and associated costs. Reflection is a key element of clinical supervision and health professionals need to embrace reflection and critically analyse situations and experiences to constantly improve and develop their practice with patients. Clinical Supervision provides the platform to actively engage in reflection and develop the skills to take forward into their everyday professional practice. ABUHB provides staff with training in clinical supervision to enable them to retain and develop their empathy and curiosity about their work with patients, generally improve care through considering their patients in more depth and to enable staff

to take more care of themselves professionally.

4. Research indicates that clinical supervision helps to facilitate **staff retention and improve resilience**. This course trains professionals to work as supervisors with fellow health professionals in ABUHB so will have a positive benefit on staffing.

5. With ABUHB committed to raising standards as well as the wellbeing of staff, through offering this programme, patients will also further benefit by their staff being supervised from highly trained professionals. In practise, this means **patients are thought about more carefully in supervision and their care and treatment is consequently more deliberate and vigilant**.

5.1 The calculations show that for every professional trained, around 75 patients will benefit. That means if 20 health professionals were trained each year, then over 1500¹ patients would benefit each year **being more carefully thought about** and reflected upon in the supervision process and being better cared for, as a result of this intervention.

5.2 Because the programme is based in **Mental health and LD**, the staff and patients, that the accredited programme would serve, are most likely to be coming from these areas.

6. Mental health and Learning Disability are frequently neglected areas for funding and support, being the 'poor cousin' of the General health area.

7. **Gaining accreditation** would mean a rise in the professional standing and career progression for ABUHB health professionals and a recent survey indicates that 100% of respondents wanted accreditation to be made available.

5. Have you applied for funding for this item/service elsewhere, including your own charitable fund:

Please give details of who you approached, and the response received.

I am not aware that there is any other charitable fund to apply to but would welcome further details if there is such an area?

6. Other supporting information:

Please let me know what further information you require and I will supply it.

7. Submitted by:

Name:
Amelia Lyons

Job title:
Clinical Supervisor Trainer

Telephone:
07741539662

Email:
Amelia.lyons@wales.nhs.uk

8. Supported by:

This must be signed by the Directorate Manager/Head of Service

Name: Kathryn Walters

Date:

¹ Assuming conservatively, each colleague supervises 5 professionals each and each professional carries a caseload of 15 patients. 20x5x15 =1500 patients.



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CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

Job title: Head of Psychology

Signature: Kathryn Walters

For Charitable Funds Committee Use

Approved

Next Action:

Not Approved

Reason:

Charitable Funds

Small Grants Scheme Application – Max £5k

CFC/SGS 011

1. Name of ward or department and hospital:
Cancer Services, ABUHB.
2. Description of item/service required:
Advanced Communication Skills training for Allied Health Professionals and nurses working within cancer services. A training course to equip staff with the most effective communication possible with their patients, families and colleagues. It is a 2-day course.
3. Cost of item/service plus supplier information:
<p><i>Please provide a quote if available and ensure that any costs for delivery and installation are included.</i></p> <p><i>Please state if your costs include VAT.</i></p> <p><i>If there is any ongoing maintenance or consumable costs, please explain how you intend paying for this.</i></p>
<p>We are requesting £3000 to help with the cost of the Advanced Communications course - this will be towards cost of in-house training, venue and catering. The total cost is £4900 + Vat for the 2 days but we would like to hold the course a few times over the next year.</p> <p>Supplier of course – Reach Communication Skills Training LTD</p>
4. How will this item/service benefit patients and staff:
<p>The advanced communications course will provide huge benefit for Allied Health Professionals working within cancer, in particular those working with all tumour sites, palliative care or those working at the front door who may see a cancer patient who has just been diagnosed. The course will provide support, knowledge and practice for highly emotive conversations which in turn will provide enhanced support to those affected by cancer.</p>
5. Have you applied for funding for this item/service elsewhere, including your own charitable fund:
<p><i>Please give details of who you approached, and the response received.</i></p>
<p>Macmillan Cancer Support are part funding the course through a support grant for Macmillan professionals.</p> <p>There is currently no specific charitable fund for cancer services. Cancer patients are diagnosed, treated and cared for across a number of wards and departments and donations tend to be left to those areas. It is not practical to reach out to all</p>

those areas to fund this and we are looking into the possibility of requesting a fund to be set up.

6. Other supporting information:

7. Submitted by:

Name: Gemma Wham	Job title: Project Manager – Cancer Services
Telephone:	Email: Gemma.wham@wales.nhs.uk

8. Supported by:

This must be signed by the Directorate Manager/Head of Service

Name: Sian Lewis Anne May Job title: Macmillan Lead Allied Health Professional for Cancer Services Strategic Lead Cancer Nurse Signature: Verbal Consent obtained 18/5 AM and SL	Date: 18/5/2023
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For Charitable Funds Committee Use

Approved	Not Approved
Next Action:	Reason:

DYDDIAD Y CYFARFOD: DATE OF MEETING:	28 June 2023
CYFARFOD O: MEETING OF:	Charitable Funds Committee
TEITL YR ADRODDIAD: TITLE OF REPORT:	Ratification of Appointment of Investment Managers
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Robert Holcombe, Director of Finance, Procurement and Value Based Healthcare
SWYDDOG ADRODD: REPORTING OFFICER:	Estelle Evans, Head of Financial Services & Accounting

Pwrpas yr Adroddiad Purpose of the Report

Ar Gyfer Penderfyniad/For Decision

The Charitable Funds Committee are required to ratify the appointment of CCLA as our Investment Managers following a robust and competitive tender exercise.

ADRODDIAD SCAA SBAR REPORT

Sefyllfa / Situation

The current contract with CCLA was for 3 years with an extension of two years and expired on 31st March 2023. A tender exercise was undertaken to appoint investment managers for the next 3 years with the option to extend for a further year.

Cefndir / Background

Having agreed the tender service specification at the Charitable Fund Committee in August 2022 and the evaluation/scoring criteria in October 2022, tender documents were issued by Procurement and 5 companies submitted applications.

Asesiad / Assessment

A panel made up of the following independent members, NWSSP procurement and Health Board employees evaluated the tenders received, shortlisted and based on the scoring interviewed the 2 companies (CCLA and Cazenove) on the 28th March 2023 who scored the highest against the set criteria.

The panel members consisted of:

Iwan Jones – Independent Member – Finance
Mark Ross – Assistant Director of Finance (Financial Systems & Services)
Estell Evans – Head of Financial Services and Accounting
Alison Griffiths – Charitable Funds/Patients Monies Manager
Mark Lewis – Procurement Business Manager

Based on the scoring against the criteria and the interview CCLA were reappointed for a term of 3 years with an option for an additional year.

Due to the timing of the Charitable Funds committee meetings the Charitable Funds members were contacted virtually prior to the tender being awarded to CCLA to seek approval for the tender to be awarded.

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to formally ratify the appointment of CCLA as our Investment Manager.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability Choose an item. Choose an item. Choose an item.
Blaenoriaethau CTCI IMTP Priorities Link to IMTP	Choose an item.
Galluogwyr allweddol o fewn y CTCI Key Enablers within the IMTP	Finance
Amcanion cydraddoldeb strategol Strategic Equality Objectives Strategic Equality Objectives 2020-24	Improve the Wellbeing and engagement of our staff Choose an item. Choose an item. Choose an item.

Gwybodaeth Ychwanegol: Further Information:

Ar sail tystiolaeth: Evidence Base:	
Rhestr Termau: Glossary of Terms:	KPIs – Key Performance Indicators
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to University Health Board:	

Effaith: (rhaid cwblhau) Impact: (must be completed)	
	Is EIA Required and included with this paper No does not meet requirements
Asesiad Effaith Cydraddoldeb Equality Impact Assessment (EIA) completed	<p>An EQIA is required whenever we are developing a policy, strategy, strategic implementation plan or a proposal for a new service or service change. If you require advice on whether an EQIA is required contact ABB.EDI@wales.nhs.uk</p>
Deddf Llesiant Cenedlaethau'r Dyfodol – 5 ffordd o weithio Well Being of Future Generations Act – 5 ways of working https://futuregenerations.wales/about-us/future-generations-act/	<p>Integration - Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their objectives, or on the objectives of other public bodies</p> <p>Choose an item.</p>

DYDDIAD Y CYFARFOD: DATE OF MEETING:	28 June 2023
CYFARFOD O: MEETING OF:	Charitable Funds Committee
TEITL YR ADRODDIAD: TITLE OF REPORT:	Spending Plans over £25k Update
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Robert Holcombe, Director of Finance, Procurement and Value Based Healthcare
SWYDDOG ADRODD: REPORTING OFFICER:	Estelle Evans, Head of Financial Services & Accounting

Pwrpas yr Adroddiad Purpose of the Report

Ar Gyfer Trafodaeth/For Discussion

The Charitable Funds Committee previously reviewed spending plans of funds with balances over £25k and asked for an update of these plans against spend to support the development of spending plans going forward.

ADRODDIAD SCAA SBAR REPORT

Sefyllfa / Situation

The Aneurin Bevan University Local Board Charitable Fund held a total value of £5.763M consisting of 419 individual funds as at 31.03.23. Of this, there were 56 funds that had balances over £25k representing 13% of the total number of funds and 64% of the total value of funds held.

The Charitable Funds Committee want to ensure spend is made from these funds on a timely basis and wish to further develop spending plans to encourage spend. Monitoring actual spend against planned spend will allow the Committee to target those Fundholders whose funds remain unspent.

Cefndir / Background

An analysis of these funds is shown below:

Analysis of Funds over £25k						
Type of Fund	As at 31.03.22		As at 31.01.23		As at 31.05.23	
	No of Funds	Value of Funds	No of Funds	Value of Funds	No of Funds	Value of Funds
		£000's		£000's		£000's
Valuation Funds	3	343	3	343	3	356
Committee Fund	1	399	1	484	1	106
Covid Fund	1	101	1	91	1	91
Grant Funds (Covid)	0	-	2	153	2	124
Legacy Funds	15	976	15	902	16	981
Other Funds	32	2,056	30	2,093	33	2,047
Total Funds	52	3,875	52	4,066	56	3,705

Key points

- The 3 valuation funds relate to 13 Clytha Square (£250k), TP Price Estate (£81k) and the Domestic Chaplain Painting (£25k).
- The Charitable Funds Committee's own fund is included here which covers committed and remaining money available for its small grant scheme.
- The charity's own Covid fund has commitments against the full value of the fund which has previously been submitted to the Committee.
- There are 2 Grant funds which are restricted funds and relate to grants received from NHS Charities Together Covid monies and have commitments against them.

Asesiad / Assessment

The remaining 49 funds consisting of legacy and other funds are summarised in the attachment to this report with details of spending plans submitted in June 22 and spend to date against them.

Key points for consideration

- Several funds such as Breast Care and Haematology are awaiting new units before committing their funds.
- Some funds such as Rheumatology and Monmouth Community Nurses struggle to use their funds as due to the nature of their roles, they do not require much equipment and they are small teams.

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to discuss this report and invite Fundholders to future meetings to see how they can be assisted to ensure that funds are spent in a timely manner.

Amcanion: (rhaid cwblhau)
Objectives: (must be completed)

Cyfeirnod Cofrestr Risg Datix a
 Sgôr Cyfredol:

Datix Risk Register Reference and Score:	
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability Choose an item. Choose an item. Choose an item.
Blaenoriaethau CTCI IMTP Priorities Link to IMTP	Choose an item.
Galluogwyr allweddol o fewn y CTCI Key Enablers within the IMTP	Finance
Amcanion cydraddoldeb strategol Strategic Equality Objectives Strategic Equality Objectives 2020-24	Improve patient experience by ensuring services are sensitive to the needs of all and prioritise areas where evidence shows take up of services is lower or outcomes are worse Choose an item. Choose an item. Choose an item.

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	
Rhestr Termau: Glossary of Terms:	
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to University Health Board:	

Effaith: (rhaid cwblhau) Impact: (must be completed)	
	Is EIA Required and included with this paper
Asesiad Effaith Cydraddoldeb Equality Impact Assessment (EIA) completed	No does not meet requirements An EQIA is required whenever we are developing a policy, strategy, strategic implementation plan or a proposal for a new service or service change. If you require advice on whether an EQIA is required contact ABB.EDI@wales.nhs.uk

Deddf Llesiant Cenedlaethau'r Dyfodol – 5 ffordd o weithio Well Being of Future Generations Act – 5 ways of working https://futuregenerations.wales/about-us/future-generations-act/	Involvement - The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves Choose an item.
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Spending Plans over £25k Update

No	Department	Fund Details	31.03.22 £000's	Balance 31.01.23 £000's	31.05.23 £000's	Spending Plan June 22	Update Jan 23	Update May 23
1	Nursing	F112 ABUHB NURSE CONFERENCE	27	-	-	Holding monies for when face-to-face conferences return	Used monies for other training purposes.	N/A
2	Facilities	F134 ABUHB FACILITIES	-	155	23	-	Merged all facility funds into one plus received large donation/grant for filming at St Cadocs. Spending plans to be obtained but will focus on staff wellbeing.(Filming invoice was duplicated, corrected Feb 23)	Staff wellbeing - £6k on recyclable coffee cups for all facilities staff. Moved donation for filming to new media fund.
3		F140 ABUHB MEDIA FUND	-	-	62	-	New fund, received monies for filming at St Cadocs	Joint fund between Communications and Facilities for staff events
4	General Surgery	F295 ABUHB THE CARE PROJECT	44	68	119	Ongoing, used for student bursaries. Consultant has previously attended Committee	Paid out £65k in bursaries this year but received the majority of this in income from the Shaw Foundation. Plus received a large donation from NHH Thrombosis charity when closing.	Another round of interviews are being planned for this summer. A similar amount of bursaries expected to be paid out as last year.
5	Postgraduate	F043 ABUHB POSTGRADUATE FUND	107	72	62	There are plans to replace all the AV kit (audio system) across the HB over the next 12 months which will potentially utilise most of the funds. A contribution will be made from each of the funds held, including those under £25k with the bulk of the costs from F043 and F051	Orders are still being processed to upgrade the audio visual systems across the postgraduate sites.	Still ongoing
6		F051 RGH PG POSTGRADUATE NO 1 ACCOUNT	49	47	47			
7		F057 RGH PG MRCOG	29	29	29			
8	Person Centred Care	F103 ABUHB CHILL OUT IN THE CHAPEL	28	28	28	During Covid, volunteering services stopped and funds were unspent. Services are only now resuming. Bid to Committee June 22 to use £50k for staffing to implement system for service user feedback. Looking at purchasing a software solution to manage volunteers.	The Team struggled to recruit to posts they sought approval for in June 22 causing a delay in spend but the service user feedback system is recently up and running.	Most posts have now been appointed to so we can expect to see the balances spent over the next two years.
9		F105 ABUHB VOLUNTEERING (CORPORATE)	58	71	70			
10		F702 ABUHB PERSON CENTRED CARE FUND	83	94	61			
11		F713 ABUHB FFRIND 1 MI VOLUNTEER SERVICE	83	64	64			
12		F715 ABUHB DEMENTIA FUND	-	-	39			
13	Breast Care	F298 LEGACY RGH BREAST G S WATKINS	61	61	61	Monies left for equipment but awaiting opening of new unit at the end of 2022 before deciding how to spend. To be discussed with new Fundholders	Unit due to open in December 2023. Fundholders are aware of funds available and will purchase equipment as and when they require it and not wait for the opening of the unit.	Breast Care Group regularly meeting to discuss requirements for new unit and we can expect to see significant spend this year.
14		F300 NHH BREAST CARE FUND	45	46	46	Funds used for training, will consider further plans when new unit is open	Agreed to rename and use this for training when the new unit opens as any monies/donations received will go to main unit account.	Ongoing, used for training, still receives donations.
15		F301 RGH BREAST CARE UNIT	72	71	70	Fundholders retired, meeting to be arranged with new Fundholders to discuss	As F298 above.	As F298 above.
16		F303 ABUHB BREAST CENTRE	236	259	261	Some funds used for fundraising but this is the appeal fund with monies to be used to refurbish area inside the new Breast Unit	Plans are being drawn up for the new unit and money will be allocated shortly for the interior of the building including the services of a designer. Funds continue to be raised.	With the unit on schedule to open in December 23, this fund will be spent as agreed by the Breast Care Group.
17	Paediatrics	F207 LEGACY RGH CHILDREN'S WARD - H M MILSOM	150	112	103	Planning a sensory room in GUH	Purchased a needle guide for £18k and a Billycocon Light system for £17k and two thermo care cots are on order at £5k each. They are still planning to purchase items for the sensory room and are working with works and estates re installation.	The unit has depleted its owncharitable fund and are now reliant on this legacy fund. In constant use but some spend is small.
18	Neonatal	F231 ABUHB DINKY DRAGONS	41	45	48	Planning to purchase furnishings etc for 2 Health Board properties in Mitchell Close, near GUH, which is going to be used for parent accommodation	Actively raising funds for the unit. Purchased bottle warming systems for £10k. Timescales for Mitchell Close not confirmed yet.	One property at Mitchell Close has recently opened, the second one is due to be opened this financial year. The staff are looking to upgrade the gardens and purchase garden furniture. Unit is actively fundraising.
19	Bladder & Bowel	F241 ABUHB BLADDER & BOWEL NURSING FUND	35	27	25	Used to support training, attendance at conferences. Planning to organise a conference or study day. Fund has built up over the years from sponsorship	£10k has been requested for staffing for a project which is being presented to the CFC March 23	Staff Training/conferences . Project commenced, receiving staff charges.
20	Critical Care	F265 ABUHB GUH CRITICAL CARE UNIT	83	68	41	Concentrated on spending their legacy funds first. 3 funds left with total balance of £10k. Purchasing a virtual reality therapy kit for £8k, plus various training courses and conferences.	Virtual Reality Kit was purchased. Fund used regularly for staff training - £6k. 3 legacy funds have a current total balance of £4k.	All legacy funds now used, only have this fund remaining. To be used mainly for training.
21	Haematology	F270 NHH CLINICAL HAEMATOLOGY	39	39	39	Services changing, spending to be reviewed, awaiting new cancer treatment centre in Nevill Hall	Majority of monies being kept for new cancer unit in Nevill Hall.	Awaiting update on the new cancer unit at Nevill Hall.
22		F273 RGH WARD B6 NORTH - HAEMATOLOGY	48	46	45			
23		F277 NHH WINDSOR SUITE	52	51	54			
24		F278 LEGACY RGH HAEM G S WATKINS	61	61	61			
25	Vascular Surgery	F306 RGH VASCULAR LABORATORY	34	34	34	Fund used regularly. £13k committed to minor works job to convert day room to treatment room	Have seen sight of minor works request of £8k, not yet paid.	To be followed up
26	Orthopaedics	F327 RGH CASTING TECHNIQUES COURSE	103	113	104	Used to facilitate casting training. Monies raised from outside students covers cost of training for ABUHB staff. Plans to use money to cover salary costs of a course co-Ordinator. Teaching aids will also need to be revitalised	£11k has been spent on training equipment and a further £5k spent on training expenses. Income from courses has raised further monies.	Training costs ongoing. Monies to be used for anatomical models for training on orthopaedic wards.
27	Rheumatology	F340 ABUHB RHEUMATOLOGY	58	58	58	Consultant previously attended the Committee explaining that they use very little in the way of equipment. Circumstances remain unchanged.	After further discussion with directorate, laptops purchased at £10k. Some other IT equipment on order.	£14k spent. Fundholder to be invited to CF Committee meeting to see how they can be supported to spend funds.
28		F342 LEGACY NHH RHEUM I M MORRIS	100	88	86			
29	Ophthalmology	F386 RGH POST GRADE EYE	88	87	77	Merged all funds to form one fund. £13k to be used as below - F387	To date the equipment has not been ordered. Information passed to the new directorate manager to follow up. There are some small items of equipment that are required.	The equipment costing £43k is no longer required. A tonometer costing £10k was purchased. Expect the fund to purchase other small items of equipment and training.
30		F387 LEGACY RGH EYE G M GUNTER	30	30	30	Committed in full - Bid CFC-52 for teaching equipment for £43k submitted to CF Committee in Nov 21 with remaining £13k funded from main fund, F386		
31	Urology	F400 RGH RLG UROLOGY FUND	43	43	29	Directorate currently reviewing funds	Directorate looking at equipment requirements, purchased a Trans perineal Needle at a cost of £14k	Various small items of equipment being purchased including fridge and microwave for staff.
32		F407 RGH WINDSOR BOWSHER PROSTATE CANCER FUND	62	48	63			
33	Renal Unit	F411 LEGACY RENAL UNIT G BEST	75	73	73	To be followed up	The renal units are privately funded and currently do not require large purchases.	No large purchases planned.
34	Nephrology	F414 LEGACY B E WOODS RENAL	40	33	35	Recently discussed with Clinical director and directorate manager, awaiting further information	Purchased laptops, projector and large interactive TV and other training equipment - £6k	Fundholder to be invited to CF Committee meeting to see how they can be supported to spend funds.
35	Dietetics	F435 ABUHB DIET SHEET	26	-	-	To be followed up	Training course spend - balance now under £25k	

36	YAB	F550 BG YAB HOSPITAL FUND	48	-	27	One fund for the hospital, benefited from a large donation during the pandemic. Uses fund regularly for a variety of items.	There is only the one fund for all the wards and departments in YAB. Purchased various medical equipment including 2 bladder scanners at £7k each, chair weighing scales and an otoscope. Fridge and microwave for staff and are looking for wellbeing events for staff.	Staff wellbeing will be a focus in year with events being planned to thank staff when celebrating the 75th birthday of the NHS.
37	Palliative	F583 LEGACY NHH PALLIATIVE CARE I M MORRIS	29	29	29	To be followed up	Meeting to be rearranged for March 23.	Meeting arranged with Fundholders for end of June 23
38	Oncology	F586 NHH ONCOLOGY REHAB	76	76	76	Fundholder retired, awaiting information from Senior Nurse.	Senior Nurse confirmed that majority of monies would be made available for new oncology unit in Nevill Hall - see <u>Haematology above</u> .	Awaiting update on the new cancer unit at Nevill Hall.
39	Monmouth Community Nurses	F660 MON CHIPPENHAM COMM NURSES	72	64	63	Fund has had a high balance for several years. Fund is used regularly but not much requirement for items for this small team	Purchased laptops. Looking at upgrading office furniture and team building events.	Fundholder to be invited to CF Committee meeting to see how they can be supported to spend funds.
40	Chepstow Community Hospital	F018 LEGACY CCH GEN R W JONES		52	50	Was under the control of the Charitable Funds Committee until February 23	Plans to convert rooms to create a reception area on GasGwent ward and to make a garden for patients on the external balcony.	Ongoing.
41	Springfield Unit	F010 LEGACY STW GEN G S WATKINS		26	26	Was under the control of the Charitable Funds Committee until February 23	It has now been confirmed that the Springfield/Casnewydd unit is staying, monies will be used to refurbish the wards. Further meeting to be arranged in April 23 to support with orders and minor works requests and relevant approvals etc.	Plans to develop the day rooms due to lack of facilities and concerns raised by patients/relatives. Costings have been received for Gwanwyn Ward and Penhow Ward and they are £16,333.14 and £20,774.31 respectively
42		F696 STW SPRINGFIELD FUND	111	111	111	Meeting arranged for June 10 th with Fundholder to discuss		
43	Diabetes & Cardiovascular	F770 YF DIABETES & CARDIOVASCULAR R & D	55	53	52	Both Fundholders retired, contacted replacement and directorate manager for plans to use the fund. No monies have been paid into this fund for some time	Follow up with new directorate manager.	Fundholder to be invited to CF Committee meeting to see how they can be supported to spend funds.
44	Cardiology	F811 LEGACY RGH CCU ARTHUR HENRY MORGAN	116	107	141	ECG Package £8k	The ECG was purchased. An echo valve system has recently been ordered for £8k and a minor works request for £8k for the installation of automatic doors on the unit in the Grange has been approved.	Received further income of £51k for this legacy.
45		F812 LEGACY NHH CARDIO V WILLIAMS	-	-	45			New legacy received, expenditure plans to be obtained.
46		F813 LEGACY NHH CCU M T SPENCER-JONES	75	70	70	Used to support training, some training equipment on order for £3k	Used on a regular basis since new signatories took over from retired fundholder.	Ongoing
47	Diabetes	F816 NHH WENDY BOWEN TRUST DIABETES FUND	34	30	30	Awaiting meeting to discuss with Fundholder.	IT equipment and other items to support the team in their endeavour to provide top class education and training to both patients and staff in ABUHB.	Meeting arranged with Fundholders for end of June 23
48		F817 LEGACY NHH DIAB G M GUNTER	30	30	30		Plans for a large spend in Nevill Hall once the location of the Diabetes Service has been confirmed as permanent.	Meeting arranged with Fundholders for end of June 23
49		F818 LEGACY RGH EJ WATKINS	32	31	31		Identified equipment for the team that will require funding so will endeavour to spend as soon as possible.	Meeting arranged with Fundholders for end of June 23
50	Gastroenterology	F831 LEGACY CALCRAFT J GRIFFITHS	100	100	110	Recently received, Consultant to attend next CFC meeting, discussing ideas with WIMAT, the central endoscopy training body for Wales	Consultant attended October meeting with plans for an Endoscopy Fellowship. When the unit is ready to progress this they will submit a detailed request for approval.	Consultant retired. Discussed at directorate meeting and new signatory appointed. Agreed to offer travelling fellowships for the life of the fund to attract doctors to work in ABUHB.
51	Workforce & OD	F871 ABUHB EMPLOYEE WELL BEING SERVICE	86	95	84	Fundholder currently looking into providing additional psychology sessions	To be used for employing additional psychologists for service. One request for £20k was submitted to the Committee and approved in October and a further bid for £42k is being submitted to the March meeting. Fund balance has increased re monies received for training.	£42k committed to staffing in 23/24 as approved by CF Committee.
		TOTAL	2,954	2,995	3,022			

DYDDIAD Y CYFARFOD: DATE OF MEETING:	28 June 2023
CYFARFOD O: MEETING OF:	Charitable Funds Committee
TEITL YR ADRODDIAD: TITLE OF REPORT:	13 Clytha Square
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Robert Holcombe, Director of Finance, Procurement and Value Based Healthcare
SWYDDOG ADRODD: REPORTING OFFICER:	Estelle Evans, Head of Financial Services & Accounting

Pwrpas yr Adroddiad Purpose of the Report

Er Gwybodaeth/For Information

A number of papers have been presented to the Charitable Funds Committee regarding the future of a property owned by the charity, 13 Clytha Square, Newport.

Concerns had been raised about the condition of the property and the safety of Health Board staff working there both in and around the property, due to unsocial behaviour and vandalism in the area.

One of the proposals presented to the Committee previously was to sell the property given that:

- the Committee do not have the funds available to them to make the necessary repairs.
- because of the unsocial behaviour in the local area Health Board staff do not wish to remain in the accommodation.

The property was recently valued at £250K.

To be able to sell the property alternative accommodation in or close to the Royal Gwent Hospital needs to be located to rehouse the staff currently based in 13 Clytha Square.

This report provides an update to the Committee.

The Committee is asked to note this report.

ADRODDIAD SCAA SBAR REPORT

Sefyllfa / Situation

Concerns had been raised previously about the condition of 13 Clytha Square and the safety of Health Board staff working there both in and around the property, due to unsocial behaviour and vandalism in the area.

A paper was presented to the committee on the 2nd March regarding a proposal to sell the property but due to issues around accommodation of the existing staff an SBAR was requested to be completed by the accommodation group.

Cefndir / Background

At the Charitable Funds meeting held on the 2nd March 2023, members were informed that a successful sale of 13 Clytha Square would require appropriate alternate accommodation for the teams who currently use the building. The Chair of the Health Board's Accommodation Group and Associate Director of Capital Projects had communicated to the Charitable Funds Team that, at present, there was no availability to rehouse the staff who were currently working from 13 Clytha Square in the Royal Gwent Hospital.

In addition, members were informed that the Fire Escape in 13 Clytha Square required an upgrade.

Nicola Prygodzicz, Chief Executive, informed members that a Situation, Background, Assessment, Recommendation (SBAR) would be completed on 13 Clytha Square by the Accommodation Group, noting that the accommodation was not fit for purpose.

Asesiad / Assessment

The SBAR has been requested with a further update to be provided at the next Charitable Funds meeting.

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to note the contents of this report.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)

Cyfeirnod Cofrestr Risg Datix a
Sgôr Cyfredol:
Datix Risk Register Reference
and Score:

Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability Choose an item. Choose an item. Choose an item.
Blaenoriaethau CTCI IMTP Priorities Link to IMTP	Choose an item.
Galluogwyr allweddol o fewn y CTCI Key Enablers within the IMTP	Finance
Amcanion cydraddoldeb strategol Strategic Equality Objectives Strategic Equality Objectives 2020-24	Improve the Wellbeing and engagement of our staff Choose an item. Choose an item. Choose an item.

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	
Rhestr Termau: Glossary of Terms:	SBAR – Situation, Background, Assessment, Recommendation
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to University Health Board:	

Effaith: (rhaid cwblhau) Impact: (must be completed)	
	Is EIA Required and included with this paper No does not meet requirements
Asesiad Effaith Cydraddoldeb Equality Impact Assessment (EIA) completed	An EQIA is required whenever we are developing a policy, strategy, strategic implementation plan or a proposal for a new service or service change. If you require advice on whether an EQIA is required contact ABB.EDI@wales.nhs.uk
Deddf Llesiant Cenedlaethau'r Dyfodol – 5 ffordd o weithio Well Being of Future Generations Act – 5 ways of working	Integration - Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their objectives, or on the objectives of other public bodies Choose an item.

<https://futuregenerations.wales/about-us/future-generations-act/>