

Charitable Funds Committee

Thu 07 March 2024, 09:30 - 12:30

Microsoft Teams



Agenda

0 min **1. PRELIMINARY MATTERS**

1.1. Welcome and Introductions

Oral Chair

1.2. Apologies for Absence

Oral Chair

1.3. Declaration of Interest

Oral Chair

1.4. Draft Minutes of the last Meeting held on 22nd January 2024

Attached Chair

1.4 CFC Minutes 22nd January 2024 PD Approved.pdf (7 pages)

1.5. Committee Action Log

Attached Chair

1.5 Charitable Funds Action Log - March 2024.pdf (4 pages)

0 min **2. ITEMS FOR APPROVAL/RATIFICATION/DECISION**

2.1. Finance Report

Attached Assistant Head of Financial Accounting

2.1 Finance Report 07.03.2024.pdf (8 pages)

2.1a Finance Report Appendix A.pdf (1 pages)

2.2. Financial Control Procedure Annual Review

Attached Head of Financial Services & Accounting

2.2 Financial Control Procedure Annual Review_.pdf (4 pages)

2.2a Before Changes FCP_ ABUHB_Finance_0244 FCP Charitable Funds_Issue 6 March 2024_.pdf (51 pages)

2.2b FCP_ ABUHB_Finance_0244 FCP Charitable Funds_Issue 6 March 2024_.pdf (57 pages)

2.3. Briefing pack for Divisional Managers for accessing Charitable Funds- Funds Available/Applications

Attached Head of Financial Services & Accounting





2.3 Accessing Charitable Funds.pdf (4 pages)

2.3a Accessing Charitable Funds Guide.pdf (22 pages)

2.3b List of Available Funds - sorted by range.pdf (7 pages)

2.4. Charitable Funds – Small Grants scheme Funds available and applications for consideration

Attached *Head of Financial Services & Accounting*

-  2.4 Available Funding Small Grants.pdf (5 pages)
-  2.4a CFC-266 Staff Recognition Awards 2024.pdf (5 pages)
-  2.4b The Staff Recognition Awards 2023.pdf (5 pages)
-  2.4c CFC-265 Staff Resource for Decarbonisation Programme ABUHB (003).pdf (7 pages)

2.5. Development of Committee Annual Programme of Business 2023/24

Attached *Director of Corporate Governance*

-  2.5 MASTER CFC Committee Work Programme 2023-24.pdf (6 pages)

2.6. Committee Annual Report 2023/24

Attached *Director of Corporate Governance*

-  2.6 CFC Annual Report 2023-24 RD.docx v5 docx.pdf (26 pages)

3. ITEMS FOR DISCUSSION

3.1. CCLA Investments Review

Attached *Assistant Finance Director/CCLA*

-  3.1 Property Investment Review.pdf (4 pages)

4. ITEMS FOR INFORMATION

4.1. Legislation Changes

Oral *Head of Financial Services & Accounting*



4.2. Small Grant Scheme-Well Being Pop-up Event – Terms of Reference update

Attached *Senior Service Improvement and Programmes Manager*

-  4.2 SGS Well Being Pop Up Event PUPI - DRAFT- MOU-JAN24docx.pdf (6 pages)

4.3. Spending Plans over £25k

Attached *Head of Financial Services & Accounting*

-  4.3 Over 25k pending Plans Update.pdf (5 pages)
-  4.3a Over 25k Spending Plans Appendix A.pdf (2 pages)

4.4. Annual Accounts and Audit 23/24 Outline Timeframe

Attached *Head of Financial Services & Accounting*

-  4.4 Annual Accounts and Audit 23-24.pdf (4 pages)

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

Chair

Chair

5.3. Date of the Next Meeting:

Wednesday 3rd July 2024 - 13:30-16:30

**CYFARFOD BWRDD IECHYD PRIFYSGOLN
ANEURIN BEVAN**

**MINUTES OF ANEURIN BEVAN UNIVERSITY
HEALTH BOARD CHARITABLE FUNDS COMMITTEE**

DATE OF MEETING	Monday 22nd January 2024 at 12:00-14:00
VENUE	Microsoft Teams

PRESENT	Paul Deneen - 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 Alison Griffiths - Charitable Funds Manager Susan Gauntlett - Assistant Head of Financial Accounting Mark Ross - Assistant Finance Director Rani Dash - Director of Corporate Governance Cai Hale – Audit Wales Richard Harries – Audit Wales Heather Lamont – CCLA Gareth Lewis - Assistant Head of Financial Services Fern Cook – Governance Support Officer
APOLOGIES	Michelle Jones – Head of Board Business

CFC/2201/01	Preliminary Matters
CFC/2201/01.1	Welcome and Introductions The Chair welcomed everyone to the meeting.
CFC/2201/01.2	Apologies for Absence Apologies for absence were noted.
CFC/2201/01.3	Declarations of Interest There were no declarations of interest to record.
CFC/2201/01.4	Draft Minutes of the meeting held on 9th November 2023 The minutes of the previous meeting held on 9 th of November 2023 were agreed as an accurate record and true account of the meeting.



CFC/2201/01.5	<p>Committee Action Log</p> <p>The Committee received the action log. Members were content with progress made with the outstanding actions.</p> <p><i>The Committee received the report for information.</i></p>
CFC/2201/2	<p>Items for Approval/Ratification/Decision</p>
CFC/2201/2.1	<p>Final Annual Accounts 2022/23</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting, provided an overview of the Final Annual Accounts for 2022/23.</p> <p>EE informed the Committee the audit process for the annual accounts and annual report was now complete and Aduit Wales was intending to issue an unqualified audit opinion and advised that the Board was scheduled to receive these reports for approval on 24th January 2024, prior to submission to the Charities Commission by 31st January.</p> <p>The following was highlighted to the Committee: -</p> <ul style="list-style-type: none"> • Minor amendments were made to the reports between the draft and final versions. • No impact was made to the financial statement, financial activities loss on investment, balance sheet or cash flow. <p>Robert Holcombe (RH), Director of Finance and Procurement, thanked the finance team for the work they had done to support the with the reports and noted that the changes to the font size from the previous meeting had been made.</p> <p>It was noted that Iwan Jones (IJ), Independent Member had raised 2 queries on the accounts and annual report prior to the meeting as following:-</p> <ul style="list-style-type: none"> • Should the sale of the freehold interest in the property at 3 High Street Sixbells be reflected in the accounts as it was sold after the balance sheet date of 31 March 2023. Mark Ross (MR), Assistant Finance Director, advised the criteria under the relevant accounting standard was not met as it was not a "major" disposal as required for further disclosure. The valuation at the year end and sales receipts were also very close in value. No adjustment is therefore required.



- An explanation of the different narrative in relation to risk in the annual accounts (note 16) and the annual report (p32 and 33). MR advised the annual report focusses on how “wisely” we invest the charity’s funds i.e. – with a reputable investment manager and a balanced and ethical portfolio, whereas the accounts are more technical in nature and focus more on liquidity risk.

The Committee noted the report.

CFC/2201/2.2

Annual Report/Audit Wales Report

Richard Harries & Cai Hale of Audit Wales joined the meeting.

Richard Harries (RH), Audit Wales, provided the Committee with an overview of the accounts audit that had been completed.

It was highlighted to the Committee that next year Audit Wales would look as to how the audit may be completed earlier to allow more time for the audit process.

Paul Deneen (PD), Independent Member (Chair), questioned if there was anything the Health Board could do to support Audit Wales with ensuring they complete the audit in a timely manner. RH advised Audit Wales was looking at how they resource the process ensuring they have enough time and capacity to complete the audit process and would continue working closely with finance team in the health board.

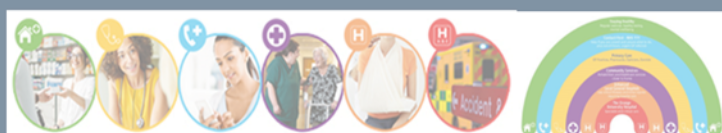
Cai Hales (CH), Audit Wales, highlighted the following findings from the audit report:-

- Audit Wales was intending to issue an unqualified audit opinion, subject to a letter of representation being provided.
- There were no significant issues identified with a few minor misstatements identified that had now been corrected.
- No recommendations from Audit Wales.

Iwan Jones (IJ), Independent Member, questioned what “other related charities” was within the report and was there anymore changes need to the report. Alison Griffiths



	<p>(AG), Charitable Funds Manager, advised the other related charities were based on how the account was registered with Audit Wales and CH advised that no further work to the report was required.</p> <p><i>The Committee approved the Annual report and the Annual Audit Wales report. The Committee noted that these reports would be considered at the next full Board meeting on 24th January 2024.</i></p> <p><i>Richard Harries & Cai Hale left the meeting.</i></p>
CFC/2201/2.3	<p>Finance Report</p> <p>Alison Griffiths (AG), Charitable Funds Manager, provided an overview of the Finance report for period ending November 2023 and the associated financial position.</p> <p>The following was highlighted to the Committee: -</p> <ul style="list-style-type: none"> • Income increased to £630k in November, although this was £254K less than last year due to a decrease in donations, legacies and other incomes. • Total expenditure was £113k, this was an increase compared to last year due to expenditure in relation to equipment and staff funding costs in the first 8 months of the year. • CCLA investment was £80k. • Overall deficit of £103k. • £443k in the current account. • No overdrawn accounts. • No new requests for funds. • 5 merged funds this year. • 609 donations with a total of £168k. <p>AG advised the Committee the expression of interest submitted for £200k to the greener funds was unsuccessful on this occasion.</p> <p><i>The Committee noted the information provided within the Finance report.</i></p>
CFC/2201/2.4	<p>Funds Available and CHC Small Grants Scheme</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting, provided the Committee with an overview of the request for funding from the Decarbonisation programme.</p>



	<p>EE informed the Committee there had been a request for funding of £1k or materials such as banners to support with the Health Board priority programme Decarbonisation.</p> <p>The Committee was advised if the funding request was agreed there would be £14k available for future small grants requests.</p> <p><i>The Committee agreed to approve the funding request to support the Decarbonisation programme.</i></p>
CFC/2201/3	Items for Discussion
CFC/2201/3.1	<p>CCLA Presentation Re Investments <i>Heather Lamont & Louise Wright joined the meeting.</i></p> <p>Heather Lamont (HL), CCLA, presented to the Committee an overview of the current position of the charity's investments with the data being from September 2023.</p> <p>The following was highlighted to the Committee: -</p> <ul style="list-style-type: none"> • The latest valuation of investments was £803,368 with forecast income for 2024 of £43,939. • The property market had slowed towards the end of 2022 and had yet to recover throughout 2023. • The investments on a long term were delivering on target. • Funds invested were spread across several different companies in the world with 5% invested into the property market. <p>Paul Deneen (PD), Independent Member (Chair), questioned if any of the investments were not ethical. HL provided assurance that when submitting the investments, these are validated against the client's values.</p> <p>Iwan Jones (IJ), Independent Member, questioned if 5% was too much to be investing into the property market. HL advised that whilst everyone saw a decrease in investments to capital last year, similar charities use the ethical fund or a sister fund in their approach and noted 5% did not represent a risk for investment.</p> <p>HL advised the Committee there were options for where the charity could invest its funds, highlighting there was a 6month notice for any changes. HL agreed to share the current model and associated options with Mark Ross and</p>



	<p>Estelle Evans, and would attend the next meeting in March to discuss further. Action: CCLA, Assistant Finance Director, Head of Financial Services and Accounting.</p> <p><i>The Committee noted the information provided.</i></p>
CFC/2201/3.2	<p>Committee Self-Assessment Results</p> <p>Paul Deneen (PD), Independent Member (Chair) provided the Committee with an overview of the actions from the Committee Self-Assessment Results report.</p> <p>Rani Dash (RD), Director of Corporate Governance, informed the Committee the self-assessments results were going to Board in March and an over arching action plan would be created.</p> <p>PD as chair made the offer to draft some key points on the work/role of the chair of the Charitable Funds Committee so this would be available to any future chair of the Committee, RD advised that the support for new chair would be incorporated within the new plans being set up.</p> <p><i>The Committee considered and noted the information with the Committee Self-Assessment Result report.</i></p>
CFC/2201/4	Items for Information
CFC/2201/4.1	<p>Legislation Changes</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting, informed the Committee there was no new updates to the legislation.</p> <p><i>The Committee noted the update.</i></p>
CFC/2201/4.2	<p>Assessment and Outcomes of Previously Fund Bid: Incontinence</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting, informed the Committee that the Incontinence project was still on going, the Committee had previously agreed £8k to get the project up.</p> <p>There was request from the Committee to have the Incontinence Project brought back to the Committee with a cover report providing an update on the outcomes of the project. Alison Griffiths (AG), Charitable Funds Manager,</p>



	<p>agreed to feedback to the team and ensure that a report would be brought to a future meeting. Action: Alison Griffiths Charitable Funds Manager.</p> <p><i>The Committee noted the report and information provided.</i></p>
CFC/2201/5.0	Other Matters
CFC/2201/5.1	<p>Items to be Brought to the Attention of the Board and Other Committees</p> <ul style="list-style-type: none"> • Review Audit Wales timeframe. Action Estelle Evans - Head of Financial Services and Accounting • Investment options for the Committee to review in March. • Committee Self-Assessment results to be submitted to Board. • Staff Engagement within the Charitable Funds. Action Estelle Evans - Head of Financial Services and Accounting • Financial statement was going to the Board in January.
CFC/2201/5.2	<p>Any Other Urgent Business</p> <p>There was not any other urgent business.</p>
CFC/0911/5.2	<p>Date of Next Meeting</p> <p>Thursday 7th March 2024 – 09:00-12:30</p>





GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

CYFARFOD BWRDD IECHYD PRIFYSGOLN ANEURIN BEVAN

ANEURIN BEVAN UNIVERSITY HEALTH BOARD – CHARITABLE FUNDS COMMITTEE 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/0203/2.2	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 Corporate Governance	End of March 2024	Review of the Health Board’s Standards of Business Conduct is being undertaken, which will include sponsorships
November 2023	CFC/0911/2.2	Finance Report DP proposed that the Finance Team use a briefing pack approach for those Divisions who request funds to support their projects. RH advised that there are established communication channels in place for requesting funds, but agreed that a	Director of Finance, Procurement.	MARCH 24	On agenda for March 2024 meeting at 2.1 Complete

Committee Meeting	Minute Reference	Agreed Action	Lead	Target Date	Progress/ Completed
		focused approach could work, and that a review would be undertaken to test the consistency of approach			
November 2023	CFC/0911/2.4.1	SGS-012 Well Being Pop Up Event Across ABUHB Director of Finance, Procurement, requested to have oversight of the Well Being pop ups terms of reference.	Evans Head of Financial Services and Accounting	April 2024	On March 2024 agenda item 4.2 Complete
November 2023	CFC/2806/2.4.2	SGS-013 Mental Health & Learning Disabilities Well Being Space. NP and RH would review how funds could be utilised going forwards	Director of Finance, Procurement & CEO		Divisional Director Estates and Facilities confirmed funds unavailable for this request. Complete
November 2023	CFC/0911/5.1	Items to be Brought to the Attention of the Board and Other Committees request made by the Committee for a question to be raised around the work of the Charitable Funds Committee and how funds may be	Paul Deneen-Chair	July 2024	The Chair was hoping to discuss this at the Board Development Session on Charitable Funds. This meeting was re-scheduled to a different date. More information to follow.

Committee Meeting	Minute Reference	Agreed Action	Lead	Target Date	Progress/ Completed
		accessed by staff for the benefit of patients and staff , the chair of the committee would mention at the next board development session.			
January 2024	CFC/2201/3.1	Churches Charities Local Authority (CCLA) Presentation Re Investments HL was going to share the current model and what options was available with Mark Ross and Estelle Evans, would come to the next meeting in March to discuss.	CCLA, Assistant Finance Director, Head of Financial Services and Accounting.	March 2024	On March agenda item 3.1 Complete
January 2024	CFC/2201/4.2	Assessment and Outcomes of Previously Fund Bid: Incontinence was request from the Committee to have the Incontinence Project brought back to the Committee with a cover report and what the outcome was of the project. AG , was going to	Charitable Funds Manager.	July 2024	delay on the feedback re the Bladder Bowel Quality Improvement Project until the July meeting.

Committee Meeting	Minute Reference	Agreed Action	Lead	Target Date	Progress/ Completed
		feedback to the team and have the report brought to a future meeting			
January 2024	CFC/2201/5.1	Items to be Brought to the Attention of the Board and Other Committees Review Audit Wales timeframe to be brought to a future meeting.	Head of Financial Services and Accounting	TBC	On March agenda item 4.5 Complete
January 2024	CFC/2201/5.1	Items to be Brought to the Attention of the Board and Other Committees Staff Engagement within the Charitable Funds to be brought to a future meeting.	Head of Financial Services and Accounting	TBC	On March agenda item 2.3 Complete

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.



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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	07 March 2024
CYFARFOD O: MEETING OF:	Charitable Funds Committee
TEITL YR ADRODDIAD: TITLE OF REPORT:	Financial Report for Period Ending 31 January 2023
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Robert Holcombe, Director of Finance, Procurement and Value Based Healthcare
SWYDDOG ADRODD: REPORTING OFFICER:	Susan Gauntlett, Assistant Head of Financial Accounting

Pwrpas yr Adroddiad (dewiswch fel yn addas) **Purpose of the Report** (select as appropriate)

Er Sicrwydd/For Assurance

To update the committee on a range of financial issues, including the following items:

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

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 January 2024

Table 1 below shows the financial position for the period to 31 January 2024 (month 10) compared to the previous reported month (month 08) and the 2022/23 Annual Accounts.

Table 1

Financial Statement to 31 January 2024	Final Accounts 2022/23 £000	Month 08 2023/24 £000	Month 10 2023/24 £000
<u>Income & Expenditure</u>			
Income			
Donations	418	168	208
Legacies	146	40	41
Grants	50	235	390
Investment Income	200	143	176
Other Income	330	44	67
	1,144	630	882
Expenditure	1,048	813	1,044
Gains / (losses) on investment assets	-370	80	244
Surplus / (Deficit)	-274	-103	82
<u>Balance Sheet</u>			
Property	355	330	330
Investments	5,102	5,182	5,346
Debtors	228	87	145
Current Liabilities	-442	-376	-394
Cash at Bank	527	443	425
Cash on Deposit	0	0	0
Net Assets	5,770	5,666	5,852
Funds of the Charity	5,770	5,666	5,852
Total Charity Funds	5,770	5,666	5,852

The following commentary supports the figures in Table 1:

1.1 Income

Month 10 income totals £882K. This is £257K lower than the equivalent period in 2022/23, mainly due to a decrease in the value of donations and other income received to date in 2023/24. In 2022/23 Other Income included one-off monies received in respect of filming at St Cadocs Hospital together with an increase in income from courses post covid.

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-23 F703 ABUHB JACKS APPEAL F831-LEGACY CALCRAFT J GRIFFITHS F703 ABUHB JACKS APPEAL F703 ABUHB JACKS APPEAL F322 GUH A0 T&O WARD F703 ABUHB JACKS APPEAL F303-ABUHB BREAST CENTRE	Crossford O&T Ltd Jacklyn Dawson - J G Jones legacy Jack Thomas Celebra Glantwymth Council Mr G R & Mrs R King Nentlodge CC Breast Care	1,395.00 9,634.19 2,000.00 1,122.00 2,000.00 1,150.00 1,676.00	ABUHB ABUHB ABUHB ABUHB GUH ABUHB ABUHB
		18,977.19	
May-23 F436 ABUHB SCUF SPECIAL CHILDREN'S UNIT FUND F003 ABUHB HOLDING ACCOUNT INT & ADMIN	Mrs L Morling & Mr P Osbourne Scheduled Care Fundraiser	1,076.73 2,044.51	ABUHB ABUHB
		3,121.24	
Jun-23 F436 ABUHB SCUF SPECIAL CHILDREN'S UNIT FUND F303-ABUHB BREAST CENTRE F703 ABUHB JACKS APPEAL F703 ABUHB JACKS APPEAL F436 ABUHB SCUF SPECIAL CHILDREN'S UNIT FUND F436 ABUHB SCUF SPECIAL CHILDREN'S UNIT FUND F003 ABUHB HOLDING ACCOUNT INT & ADMIN F703 ABUHB JACKS APPEAL F277 NHH WINDSOR SUITE	Cefn Crafters Group Just Giving Centrica Management N Griffiths Cefn Crafters Group The Brecon Group Eventbrite R Burston R A Shore	1,200.00 1,254.69 1,320.00 1,200.00 2,400.00 6,000.00 2,460.00 1,394.00 2,100.00	ABUHB ABUHB ABUHB ABUHB ABUHB ABUHB ABUHB ABUHB Nevill Hall
		19,328.69	
Jul-23 F703 ABUHB JACKS APPEAL F703 ABUHB JACKS APPEAL F231 ABUHB DINKY DRAGONS F638 STW SYCAMORE WARD EMI	Bedwas Trethomas St Gwladys Private Fund Sabrina Moore Mr C Mander	1,000.00 2,500.00 5,000.00 2,000.00	ABUHB ABUHB ABUHB St Woolos
		10,500.00	
Aug-23 F003 ABUHB HOLDING ACCOUNT INT & ADMIN F826 RGH ENDOSCOPY EQUIPMENT F393 RGH URO-ONCOLOGY F231 ABUHB DINKY DRAGONS F003 ABUHB HOLDING ACCOUNT INT & ADMIN	Everett & Tomlin Legacy - Pamela Manning Mr R C Butcher Unknown GMB Newport Branch Reginald Watson	34,247.67 10,000.00 1,000.00 1,000.00 5,000.00	ABUHB Royal Gwent Royal Gwent ABUHB ABUHB
		51,247.67	
Sep-23 F285 GUH SURGICAL ASSESSMENT UNIT SAU	Valerie Hartshome	1,000.00 1,000.00	ABUHB
Oct-23 F003 ABUHB HOLDING ACCOUNT INT & ADMIN F003 ABUHB HOLDING ACCOUNT INT & ADMIN	Health Foundation - Grant - Head & Neck McGill Brown Legacy - RGH League of Friends	31,500.00 5,854.88	ABUHB Royal Gwent
		37,354.88	
Nov-23 F703 ABUHB JACKS APPEAL F703 ABUHB JACKS APPEAL F703 ABUHB JACKS APPEAL F703 ABUHB JACKS APPEAL F231 ABUHB DINKY DRAGONS F857 STW SLEEP CENTRE	Jack Thomas Celebration Van Comm CNC Llantwit Fardre Community Council Plas Mawr Community Boots Canteen Welsh SAS Balance	1,200.00 1,396.00 1,403.00 1,396.00 1,070.00 4,770.64	ABUHB ABUHB ABUHB ABUHB ABUHB St Woolos
		11,235.64	
Dec-23 F231 ABUHB DINKY DRAGONS F436 ABUHB SCUF SPECIAL CHILDREN'S UNIT FUND	Carol Hemmings NG Black	4,000.00 1,500.00	ABUHB ABUHB
		5,500.00	
Jan-24 F002-ABUHB CF COMMITTEE F002-ABUHB CF COMMITTEE F436 ABUHB SCUF SPECIAL CHILDREN'S UNIT FUND	Just Giving Just Giving Susan Fowler - Stephen Fowler	1,186.61 2,373.82 2,770.00	ABUHB ABUHB ABUHB
		6,330.43	
Overall Total		164,595.74	

1.2 Expenditure

The year-to-date expenditure totals £1,044K which is £132K higher than M10 in 2022/23. The profile of expenditure throughout the year can vary significantly from year to year. In the first ten months of 2023/24 there has been increased expenditure on equipment, specifically in Ophthalmology & Urology and defibrillators in the community. In addition, the staffing costs in relation to grant funded schemes is significantly higher this year.

1.3 Gains / Losses on Investment Assets

At 31 January 2024, the CCLA Investment is presenting an unrealised gain of £244K against the 2022/23 year end value. In 2022/23 the CCLA investments presented a loss of £382K.

1.4 Overall Position

The overall position for the period is an increase in funds of £82K. Excluding investment gains there would be an underlying decrease of £162K, indicating that expenditure has exceeded income during the first half of the year.

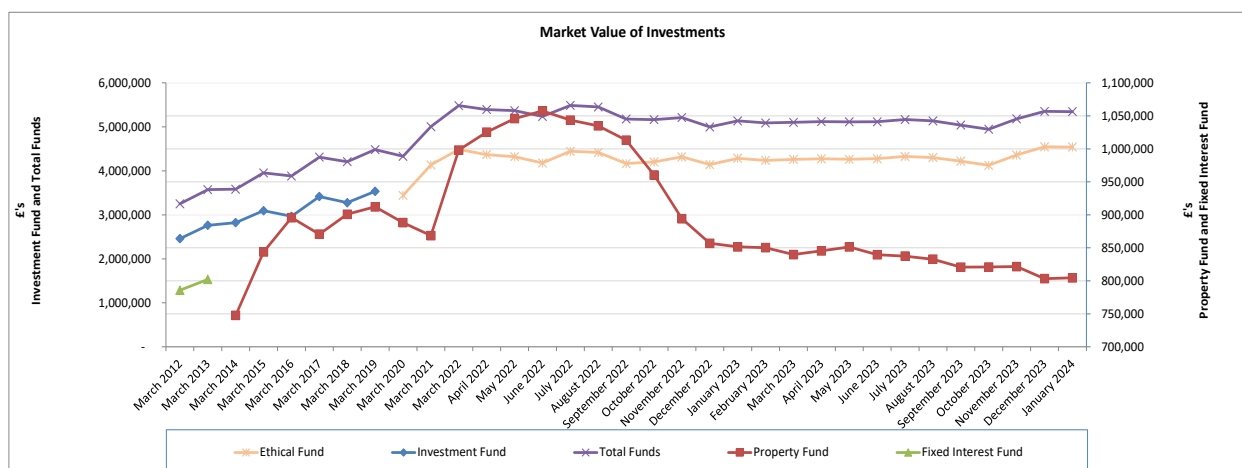
1.5 Balance Sheet

Value of Investments

The investments valuation for CCLA as of 31 January 2024 is as follows:

Investment Valuation	No of Units	Valuation / Unit as at 31/01/24	Total Valuation
		Pence/Unit	£000
Property Fund	769,509	106.77	804
Ethical Fund	1,511,068	300.56	4,542
Total			5,346

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



Cash Balances

Overall cash balances have decreased since the start of the year. At the end of January, we held £425K in current / bonus accounts.

2. Overdrawn Accounts

There are no overdrawn accounts as of 31 January 2024.

3. Streamlining of funds and Closed funds

No funds have been closed since those reported in January 2024.

4. New Funds

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

- Grant - The Health Foundation Grant – Head & Neck Cancer
(Reducing the delay from referral to diagnosis for Head and Neck Cancer patients)
- Grant – NHS CT – Stage 2 Community Partnership
(Person Centred Meaningful Activities and Engagement)

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 set period.

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		Quarterly Indicators					
			2021/22 Q4	2022/23 Q4	2023/24 Q1	2023/24 Q2	2023/24 Q3	2023/24 Q4
Number of funds	Number of funds	No	430	419	424	418	411	
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	30	28	25	29	

The KPIs in relation to the number of funds and number of static funds have been updated for Q3. There has been a decrease in the number of funds since the start of the year following the merger and closure of some funds. However, the number of static funds has increased, details are shown in Appendix A.

Charitable Funds Key Performance Indicators	Measurement		YTD Indicators						
			2021/22 M01 - M12	2022/23 M01 - M12	2023/24 M01-M03	2023/24 M01-M06	2023/24 M01-M08	2023/24 M01-M10	2023/24 M01-M12
Number of merged funds	Number of funds closed as a result of merger	No	8	12	-	1	5	5	
Expenditure expressed as a percentage of the overall fund balance	Expenditure excludes admin charge to reflect 'true' spend	%	13.29	15.65	4.24	9.37	12.53	15.64	
Donations received in the year	Number of Donations Received	No	1,145	855	240	455	609	730	
	Value of Donations Received	£	399,434	417,866	54,920	125,683	167,729	197,849	

There have been 5 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 month 10 this

measure is showing a higher value than that reported for the last quarter and at the same time in 2022/23 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 & 2022/23 values shown as comparators.

The table below will be completed at the year-end & will reflect the average time 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	2023/24 M12
Time between receipt of income and expenditure incurred	Legacies	Mths	79	98	To be updated for year end report
	Grants	Mths	23	32	

6. Update on Grants from NHS Charities Together (NHS CT)

NHS CT have published their grant intentions for 2024. Within this they have stated that they are hoping to secure funding so that members will be able to apply for a third round of grant funding under the Greener Communities programme in 2024. If successful, they will communicate about this in the Spring.

Details of the full grant intentions have been forwarded to the Decarbonisation Funding Group.

Asesiad / Assessment

This report provides a financial update for the Charitable Funds Committee for the period ending 31 January 2024.

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to note the report.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Cyfeirnod Cofrestr Risg Corfforaethol a Sgôr Cyfredol: Corporate 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. 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)	
Resource Assessment:	A resource assessment is required to support decision making by the Board and/or Executive Committee, including: policy and strategy development and implementation plans; investment and/or disinvestment opportunities; and service change proposals. Please confirm you have completed the following:
• Workforce	Not Applicable

<ul style="list-style-type: none"> • Service Activity & Performance 	Yes, outlined within the paper
<ul style="list-style-type: none"> • Financial 	Yes, outlined within the 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.

Static Funds Q3 2023/24			
Fund	Fund Balance Q3 2023/24 £	Expenditure Incurred Q4 21/22 - Q3 2023/24 £	Details
Legacy / Grant Funds			
F010-LEGACY STW GEN G S WATKINS	- 26,275.29	1,346.25	Specialist chairs have just been purchased for Physiotherapy and Occupational Therapy. Fund balance is currently £12k
F278-LEGACY RGH HAEM G S WATKINS	- 60,649.67	3,107.48	Although the new cancer centre on ward 2/4, NHH is on hold, the bulk of the funds is going to be kept for this.
F298-LEGACY RGH BREAST G S WATKINS	- 60,649.67	3,107.48	With the new breast unit now completed and operational since the start of February 24, it has been agreed to use this fund for any equipment requirements.
F411-LEGACY RENAL UNIT G BEST	- 73,743.79	4,942.60	The renal unit is privately run and there are no plans for any large purchases in the near future. As well as this legacy they also have another unrestricted fund for the department which is used for small purchases.
F583-LEGACY NHH PALLIATIVE CARE I M MORRIS	- 29,077.35	1,491.83	Fundholder is using fund for training courses.
F812-LEGACY NHH CARDIO V WILLIAMS	- 45,384.46	-	New legacy received Q4 2022/23, Fundholders are exploring what they can use this for within the terms of the legacy.
F817-LEGACY NHH DIAB G M GUNTER	- 29,504.50	1,511.71	Plans for a large spend as soon as the executive agree that the new location of the service in Gilwern Ward will be permanent and it will be converted into a diabetes centre.
F818-LEGACY RGH EJ WATKINS	- 30,664.27	2,881.96	Fundholder has identified equipment for the team that will require funding so will endeavour to spend this as soon as possible.
F831-LEGACY CALCRAFT J GRIFFITHS	- 109,765.07	2,813.52	Following a presentation to the Committee in Oct 22, the fund will be used to offer travelling fellowships to attract doctors to work in ABUHB.
F998-ABUHB NHS CT COVID-19	- 61,247.50	- 5,898.70	This fund is committed to a project involving staff. This post has now been appointed to and expenditure will follow shortly.
	- 526,961.57	15,304.13	
Unrestricted Funds			
F057-RGH PG MRCOG	- 29,427.01	1,511.24	The audio systems in the Postgraduate Unit are being replaced - this is ongoing, other funds within Postgrad have already been charged.
F140-ABUHB MEDIA FUND	- 64,565.08	133.36	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	Meeting arranged with Fundholder to discuss plans to use this fund.
F233-ABUHB BABY COOLING EQUIPMENT	- 21,201.76	1,057.61	Fund set up to provide cooling equipment on ambulances for transporting babies between hospital sites. Meeting to be arranged to discuss how this can be progressed.
F270-NHH CLINICAL HAEMATOLOGY	- 39,401.07	2,070.99	Although the new cancer centre on ward 2/4, NHH is on hold, the bulk of the funds is going to be kept for this.
F277-NHH WINDSOR SUITE	- 54,369.35	2,625.10	Although the new cancer centre on ward 2/4, NHH is on hold, the bulk of the funds is going to be kept for this.
F301-RGH BREAST CARE UNIT	- 70,238.60	5,081.03	With the new breast unit now completed and operational since the start of February 24, it has been agreed to use this fund for any equipment requirements.
F303-ABUHB BREAST CENTRE	- 269,911.42	11,717.09	The unit was completed and operational from February 24. A number of items have been purchased including furniture, murals, an interactive table for the children's play area as agreed by the Breast Care Group but it is likely that these will now be funded from Capital so plans will need to be reviewed,
F306-RGH VASCULAR LABORATORY	- 33,742.60	1,737.10	Keeping to replace portable scanner as original was purchased over 5 years ago out of charitable funds - approximate £25-30k.
F340-ABUHB RHEUMATOLOGY	- 58,072.82	2,975.45	Fundholder attended CF Committee meeting on 9th November to see how they can be supported to spend funds. They also have a legacy fund F342 which has a balance of £86k. They submitted quotations in February to order 2 scanners, 1 for RGH and 1 for NHH.
F367-RGH E N T RESEARCH/TEACHING	- 23,828.93	1,220.91	Fundholder invited to CF Committee meeting on 9th November to see how they can be supported to spend funds. Have plans for staff workshops and teaching equipment for the seminar room etc. The department in E Block, RGH was recently flooded.
F407-RGH WINDSOR BOWSHER PROSTATE CANCER FUND	- 62,690.67	3,070.00	Various small items of equipment being purchased including fridge and microwave for staff.
F477-ABUHB PHARMACY DEPT.	- 42,020.29	1,501.29	The Fundholder merged all pharmacy funds into this one, renaming it ABUHB. Plans already in place for using this for training and for staff team building and wellbeing.
F586-NHH ONCOLOGY REHAB	- 75,623.24	3,874.67	Although the new cancer centre on ward 2/4, NHH is on hold, the bulk of the funds is going to be kept for this.
F696-STW SPRINGFIELD COMM WARD PROJECT	- 111,188.93	5,676.44	All plans have been cancelled as many of the wards at St Woolos are in the process of being moved to Royal Gwent. Fundholder is being asked to the July CFC Meeting.
F761-GUH ACCIDENT & EMERGENCY	- 24,243.22	1,394.76	Meeting arranged with Fundholder to discuss plans to use this fund.
F770-YYF DIABETES & CARDIOVASCULAR R & D	- 51,661.42	4,909.09	Fundholder has plans to use all of this fund towards 2 research projects looking into medication given in the treatment of thyroid issues.
F839-RGH NEUROLOGY FUND	- 20,450.34	1,047.80	Awaiting details of reimbursements for training/conferences from Fundholder who is currently on long term sick. This has been followed up with the Clinical Director.
F861-STW CHEST CLINIC RESEARCH	- 20,651.64	1,053.56	Concerns re the transfer of services from St Woolos to RGH has put a hold on purchasing from this fund. Fundholder will review when future of location of the department is confirmed.
	- 1,094,686.51	53,710.89	
Total Static Funds	- 1,621,648.08	69,015.02	



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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	07 March 2024
CYFARFOD O: MEETING OF:	Charitable Funds Committee
TEITL YR ADRODDIAD: TITLE OF REPORT:	Financial Control Procedure (FCP) Annual Review
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 (dewiswch fel yn addas)
Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

The Charitable Funds Financial Control Procedure is reviewed throughout the year to account for any changes in legislation or processes and reported to the Committee. In addition to this an annual review is carried out and the Charitable Funds Committee is asked to approve the amendments as detailed in this report.

**ADRODDIAD SCAA
SBAR REPORT**

Sefyllfa / Situation

It was agreed to review the FCP and update the FCP as and when circumstances arose as opposed to updating the FCP based on the renewal date. Amendments are now required following an annual review and are summarised below with the FCP attached displaying tracked changes as previously requested by the Committee.

Cefndir / Background

As above.

Asesiad / Assessment

There are several minor changes to be made as follows:

- 6.4 Remove misleading wording “because revenue funds are insufficient.
- 10.4 Reword so that it does not state we will apportion interest and dividends over the funds and that it will be left to the discretion of the Committee.
- 11.4 Refer to the form that should be completed for the approval of staff and include as an appendix.
- 15.3 Update the procedure for change of name of the finance reporting package.

We propose to include new sections to clarify issues that have been raised on the topics detailed below:

- 11.7 Team Building
- 11.7 Staff Wellbeing
- 11.7 Appendix 1

Depending on the outcome of Agenda Item 2.3 Accessing Charitable Funds we would like to include the process for accessing charitable funds within a new section in the revised Financial Control Procedure.

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to approve the listed amendments to the FCP and the proposed inclusion of the Accessing Charitable Funds document.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Cyfeirnod Cofrestr Risg Corfforaethol a Sgôr Cyfredol: Corporate 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. 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.
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Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	
Rhestr Termau: Glossary of Terms:	FCP - Financial Control Procedure
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)	
Resource Assessment:	A resource assessment is required to support decision making by the Board and/or Executive Committee, including: policy and strategy development and implementation plans; investment and/or disinvestment opportunities; and service change proposals. Please confirm you have completed the following:
• Workforce	Not Applicable
• Service Activity & Performance	Yes, outlined within the paper
• Financial	Yes, outlined within the 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	Prevention - How acting to prevent problems occurring or getting worse may help public bodies meet their objectives Choose an item.

https://futuregenerations.wales/about-us/future-generations-act/	
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Aneurin Bevan University Health Board

CHARITABLE FUNDS

Financial Control Procedure

N.B. Staff should be discouraged from printing this document. This is to avoid the risk of out-of-date printed versions of the document. The Intranet should be referred to for the current version of the document.

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1 Introduction

Charitable Funds is the term given to money that is donated to the Aneurin Bevan University Health Board and which is administered through a registered charity, Aneurin Bevan University Local Health Board Charitable Fund and Other Related Charities, number 1098728. The Health Board is the Corporate Trustee of the charity and has appointed the Charitable Funds Committee to oversee the management of its funds. The charity uses the working name "Aneurin Bevan Health Charity" which is used throughout this document.

2 Policy Statement

Aneurin Bevan University Health Board is committed to ensuring that it has sound financial controls in place to ensure that there is good control and probity over the use of charitable funds. It is also committed to ensuring that it is compliant with charity regulations set out by the Charity Commission.

3 Aims

The document will set out procedures that are to be adopted by delegated Charitable Fund Holders in the day-to-day management of charitable funds and in setting out the corporate responsibilities of the Health Board.

4 Scope

The document is relevant to staff within the Corporate Finance Department and specifically the Charitable Funds Office. It is also relevant to staff that have been identified as Charitable Fund Holders and have been delegated a specific charitable fund account to manage on behalf of the trustee.

5 Roles and Responsibilities

5.1 Corporate

- 5.1.1. The Director of Finance is responsible for ensuring that proper financial controls and segregation of duties exist for charitable funds. The Assistant Director of Finance (Financial Systems & Services) assumes managerial responsibility for Charitable Funds, with the day-to-day management delegated to the Charitable Funds Manager.
- 5.1.2. Individuals must not set up a charity using the name of the Health Board or any of the Health Boards' hospitals without prior permission from the Health Board.
- 5.1.3. Individuals must not set up their own bank account to receive monies intended for the Aneurin Bevan Health Charity.
- 5.1.4. All correspondence relating to charitable funds must be passed to the Charitable Funds Manager immediately. Disciplinary action will be taken where monies are misappropriated or mislaid because staff have not receipted monies

promptly or not informed the Charitable Funds Manager of pertinent information.

5.2 Charitable Funds Committee

The role and responsibility of the Charitable Funds Committee is defined within the Terms of Reference of the committee and their work plan which is reviewed annually.

5.3 Charitable Fund Holders

This policy applies to all staff that have been identified as Charitable Fund Holders to manage those accounts.

6 General Information

6.1 Charitable Funds are variously described as Trust Funds, Endowment Funds, Gift Funds or Non-Exchequer Funds. Property can only be held for charitable purposes if it is for public benefit and exclusively charitable.

6.2 The legal objects of the Aneurin Bevan Health Charity are as follows:

The trustees shall hold the trust funds upon trust to apply income, and at their discretion, so far as permissible, capital, for any charitable purpose or purposes relating to the National Health Service in the area of Gwent.

6.3 All expenditure and activities of the charity and individual accounts within charitable funds must be within the scope of the objects shown above.

6.4 Charitable Funds are used for items of expenditure relating to the Health Service which are not normally paid from revenue funds either because it would be inappropriate to do so or because revenue funds are insufficient. Funds are intended to provide those additional amenities that will improve the conditions under which patients are cared for and treated or staff work. Examples of items typically purchased from charitable funds are shown in Appendix 1.

6.5 Charitable funds may not be used to supplement remuneration directly or indirectly.

6.6 Income generated through the normal course of NHS staff activities should not be accounted through charitable funds but be part of the normal revenue income of the Health Board.

7 Financial Controls

- 7.1 The Director of Finance is responsible for maintaining all financial records to enable the production of reports and annual accounts that comply with accounting standards and Charity Commission regulation.
- 7.2 All transactions must be coded correctly in the General Ledger and all supporting documentation must be retained for audit purposes.
- 7.3 Overdrawn funds are not permitted and therefore expenditure against a specific fund can only be allowed when sufficient funds exist.
- 7.4 In the unlikely event that an overdrawn fund balance occurs the account manager must ensure that the account is returned to credit within a reasonable period. Overdrawn funds must be reported to the Charitable Funds Committee.
- 7.5 Control accounts must be reconciled monthly by the Charitable Funds Manager and approved by the Assistant Head of Financial Accounting.
- 7.6 All inter-organisation balances between the charitable funds and the Health Board's revenue funds must be reviewed and cleared monthly.
- 7.7 The banking services for charitable funds must be in a separate bank account to those used for revenue funds.
- 7.8 All costs directly involved in the administration of the Charitable Funds must be identified in reports and annual accounts to reduce any subsidy from the Health Board.
- 7.9 Procedures, duties and controls must be reviewed for current relevance, practicability and efficiency on an ongoing basis.
- 7.10 Transaction listings and reconciliations must be reviewed for completion, reasonableness and evidence of posting.

8 Charitable Fund Holders

8.1 Signatories

All delegated charitable fund accounts must have two nominated signatories. The first signatory is the Charitable Fund Holder who takes primary responsibility for the management of the account and must be aware of and be compliant with this financial control procedure. The second signatory must be a person of equivalent or more senior position to the Charitable Fund Holder.

8.2 Delegation of Charitable Accounts

Charitable funds are formally delegated to Charitable Fund Holders on an annual basis by letter from the Director of Finance on behalf of the Charitable Funds Committee. The letter which will be issued in March of each financial year is shown in Appendix 2 and will cover the following areas:

- The basis that the account is being delegated.
- The terms of reference of the account.
- Authorised signatories of the account.
- The requirement to read and be familiar with the Charitable Funds Financial Control Procedure and Management Guide.
- The requirement to provide an annual return in relation to the activities and expenditure of the account.
- The withdrawal of the right to be a Charitable Fund Holder if compliance with requirements is not followed.

8.3 Reporting the Use of Delegated Funds

Charitable Funds Holders are required to submit an annual report to the Charitable Funds Committee setting out how the account has been used in the previous financial year. The reporting requirements vary depending on the fund balance on the account and is summarised as follows:

<i>AVERAGE VALUE OF FUND</i>	<i>REQUIREMENT</i>
Less than £25K	<p>A simple proforma return setting out what the fund was used for and the main purchases and income activity made in the year.</p> <p>A proforma is attached in Appendix 3.</p>
Greater Than £25K	<p>A more detailed report setting out the activities and spending over the following headings:</p> <p>In the last Year Main activities Income sources Expenditure – detailing the items purchased and how they have improved the services provided by the ward/dept.</p> <p>Plans for the Forthcoming Year Main activities Income sources Expenditure</p> <p>Plans for Future Years Main activities Income sources Expenditure</p> <p>A proforma is attached in Appendix 4.</p>

Reports must be submitted to the Charitable Funds Manager by 30th April following the end of the preceding financial year.

For significant funds with balances greater than £25K it is important that spending plans are in line with the strategic direction of the Board and additional level of scrutiny is required at a departmental or service level to ensure that funds are used appropriately.

8.4 **New Charitable Fund Accounts**

New charitable fund accounts must be approved by the Charitable Funds Committee by using the form shown in appendix 5. The purpose of the fund must be identified together with two signatories.

9 Income

9.1. Types of Funds

Monies may be given to be held for a specific or general purpose but how they are accounted for depends on the specific terms on which they have been given:

- Restricted Funds - can only be spent in accordance with written instructions imposed at the time the funds were donated or granted or in accordance with the specific terms of a fundraising appeal. They consist of legacies and grants where a legal document and signed agreement restricts the use to the terms of the bequest/agreement.
- Unrestricted Funds – may be spent at the discretion of the trustees in line with the objectives of the charity and fall into the following below categories.
 - Designated funds whereby a particular part of the hospital or activity was nominated by the donor at the time their donation was made. Whilst their donation is not binding on the trustee, these types of donations are allocated to the designated funds.
 - General Funds – these relate to donations received by the charity where no specific preference has been expressed by the donor as to the utilisation of the funds. This type of donation is assigned to the Charitable Funds Committee to decide how the funds are best used.

9.2 Legacies

9.2.1 The Charitable Funds Manager will: -

- Send a letter of thanks to the Executors, if appropriate.
- Process and act on correspondence to ensure that the bequest is received promptly.
- Record the legacy details in the legacy register.
- Set up a separate restricted fund for each legacy received.
- Advise the Director of Finance of any issues arising from a legacy.
- Inform the Health Board's Property Group of any land and property bequeathed to the Health Board and act on their advice.
- Ascertain paperwork when advised of bequests, to provide a full audit trail.

9.2.2 All legacies must be reported to the Charitable Funds Manager and used in accordance with the terms of the will and within a reasonable timescale.

9.3 Grants

9.3.1 Grants are usually restricted income given for a specific purpose and have terms and conditions on how it can be used by the charity.

- 9.3.2 Grants will often have additional requirements attached such as performance-related conditions and they are usually subject to numerous monitoring and evaluation reports.
- 9.3.3 Grant income can only be recognised when there is a formal offer of funding, or the income is received.
- 9.3.4 Where the charity is unable to meet certain agreed criteria the grant may have to be returned in full.
- 9.3.5 All paperwork must be ascertained when advised of/on receipt of the grant to provide a full audit trail.
- 9.3.6 Before applying for a grant, all staff will:
- Complete the attached form identifying the provider of the grant, the nature of the grant, the amount of the grant and the beneficiary of the grant.
 - Ensure that the attached form is signed off by the General Manager and the Executive Sponsor in support of a grant application being made.
 - Send completed form to the Charitable Funds Manager who will ensure that the proposed bid fits with the objectives of the Charity.
- 9.3.7 The Charitable Funds Manager will:
- Consolidate potential grant applications and present a report to Executive Committee for approval to proceed to the application stage.
 - Inform applicants of the outcome of the grant requests.
 - Refer any requests for Research grants to the Research and Development department, unless the Research is solely for public benefit; if not for public benefit, it does not fit within the objects of the Charity.
 - Return any requests that are deemed too onerous or not in line with the objectives of the Charity and the Health Board.
- 9.3.8 Once Executive Committee approval has been given:
- The requestor will submit the completed grant application form signed off by the Head of Service and
 - Provide a copy of the application to the Charitable Funds Manager.
- 9.3.9 The Charitable Funds Manager will:
- Maintain a register of all grant requests (successful and unsuccessful)
 - Set up a separate restricted fund for each successful grant received.
 - Advise the Director of Finance of any issues arising from a grant.
 - Ascertain paperwork when advised of successful grants, to provide a full audit trail.
 - Notify the Charitable Funds Committee of significant (over £5k) grants received in their Finance Report which is presented at each meeting.

9.4 Donations

- 9.4.1 All monetary donations, including funds raised by the staff such as raffle monies, must be receipted into Charitable Funds. Staff must not keep cash donations at a local level.
- 9.4.2 Charitable Fund Holders must ensure that when a donation is received any condition or direction, which is attached, is noted and complied with. It may be necessary to decline the gift if the attached conditions are unduly onerous or if the Health Board is incapable of meeting the conditions. Charitable Fund holders must report potential donations that could generate additional running costs to their Directorate Manager. The Directorate Manager must determine how these costs are to be met before accepting the donation.
- 9.4.3 The Charitable Funds Manager must ensure that the Charitable Funds do not contain funds received for Clinical Trials. These funds are not deemed to be Charitable as it is the sponsoring company that benefits from the trial. Funds for research are permissible providing the research is published in the public domain.
- 9.4.4 The Charitable Funds Manager must ensure posters and leaflets are distributed across the Health Board informing people how they can make a monetary donation to the charity. Both the poster and leaflet must emphasise that donors must obtain a receipt for their donation. The procedure for making a monetary donation, with a sample poster, is shown in Appendix 7.
- 9.4.5 Documentation should include an option for the donor to make a 'Gift Aid' declaration allowing the Health Board to reclaim tax.
- 9.4.6 Cheques should be made payable to Aneurin Bevan Health Charity.
- 9.4.7 The Charitable Fund Holder or their nominated individual or the Charitable Funds Manager must send a letter of acknowledgement to the donor. Some examples of wording to be included within thank you letters can be found in Appendix 8.
- 9.4.8 Small personal gifts such as chocolates and flowers given by grateful patients, relatives or friends need not be accounted for in the formal sense.
- 9.4.9 Gift cards and vouchers can be accepted and must be recorded as a donation and used for the benefit of the ward/department.

9.5 Fundraising

- 9.5.1 Most health service bodies raise funds on a regular basis through fetes, coffee mornings, lotteries and appeals etc. For small society lotteries, the charity must be registered with the licensing authority in the area where the principal office of the charity is located. Aggregated proceeds from all

lotteries that take place across the Health Board must not be more than £250,000 in any one year.

9.5.2 Raffles may take place in Aneurin Bevan University Health Board, providing the following points are complied with:

- Raffles must be registered with the Charitable Funds Team using the 'Raffle Request Form' in Appendix 9.
- The Charitable Funds Team will issue pre-printed raffle tickets together with a Raffle Return Form
- Every ticket in the raffle must cost the same and the ticket fee must be paid before entry into the draw is allowed
- Tickets must not be sold to, or by, those under the age of 16
- Proceeds must not exceed £5,000 for a single draw
- All proceeds of the raffle must be credited to the Charitable Funds account using the ward/department receipt book
- No single prize may be worth more than £1,000
- Alcohol donated as raffle prizes may be accepted at the discretion of the Ward/Department Manager
- Prizes may be purchased from charitable funds if sufficient funds are available, but alcohol must not be purchased. Prizes should cost significantly less than the anticipated income from the raffle
- Raffle tickets must be drawn randomly, and the winners must be notified by telephone or in writing by the designated staff member
- The Raffle Return Form must be completed and returned to the Charitable Funds Team together with any unused tickets within a month of the actual draw
- The winning tickets must be attached to the Raffle Return Form
- The rules governing the use of raffles will be printed on the back of the raffle return form for ease of reference
- The Charitable Funds Team will maintain a register of raffles in order to complete the required lottery return to the licensing authority in Torfaen County Borough Council.
- Aggregated proceeds from all raffles that take place across the Health Board must not be more than £250,000 in any one year.

9.5.3 Guidelines on sponsorship are detailed in Appendix 10.

9.6 Gift Aid

9.6.1 Donations and Fundraising (Sponsorship) Income can be Gift Aided.

9.6.2 The Gift Aid scheme allows the Charity to collect an additional amount over and above the donation in lieu of income tax.

9.6.3 Donors must sign a declaration, prior to making their donation or undertaking their fundraising activity, that

- they wish the Charity to reclaim the tax relief
- they are currently UK taxpayers and the amount of tax they pay exceeds

the amount of tax reclaimable

9.6.4 The Charitable Fund Manager can provide gift aid declarations and advice on the scheme.

9.7 Acknowledgement

9.7.1 The process for acknowledging donations, legacies and grants is shown in the diagram in Appendix 6

10 Investments

10.1 The investment policy is attached in Appendix 11.

10.2 The Charitable Funds Committee is responsible for appointing an investment management company or companies to manage the Charitable Fund's investments. The Investment Management Company must be informed of the Investment Policy of the charity and the trustees may rely on the professional advice of the Investment Management Company in formulating the policy. The policy should be reviewed annually to ensure it still fits with the overall aims of the charity.

10.3 The Charitable Funds Committee or a nominated representative should instruct the Investment Management Company to: -

- Provide details of all transactions undertaken on behalf of charity.
- Hold stock and share certificates for safekeeping.
- Provide details of dividends and interest received.
- Provide valuations on request.
- Attend the Charitable Funds Committee at least annually to formally present the investment performance of the period.

10.4 The Assistant Director of Finance (Financial Systems & Services) is responsible for: -

- Maintaining an Investment Register to record details of all investments held.
- Calculating realised gains or losses (profit/loss) on sale of investments.
- Calculating unrealised gains or losses on investments.
- Informing the Charitable Funds Committee at each meeting of the investment valuation.
- Ensuring all interest and dividends received are apportioned to individual funds based on the average monthly fund balance.
- Ensuring any unrealised gains or losses on investments are allocated/utilised in accordance with the wishes and agreement of the Charitable Funds Committee
- Ensuring the investments held is reflected in the charity's annual accounts.
- Ensuring working balances are kept in a Government Banking Service, interest bearing, bank account.

11 Expenditure

11.1 The detailed procedure for purchasing goods and services from Charitable Funds is detailed in Appendix 12– Purchases from Charitable Funds.

11.2 All purchases are subject to the following approval hierarchy:

Purchases Up To	Approvers
£5,000	Two individual fund holders
Additional approvals for £5,001 - £15,000	Divisional General Manager
£15,001 - £25,000	Executive Director
>£25,000	Charitable Funds Committee

11.3 In addition to the approval hierarchy set out in the previous table for more significant funds, because of their relatively high value, an additional level of scrutiny is required at a departmental or service level to ensure that funds are used for the strategic benefit of the service or department and where a wider engagement would be desirable. Therefore, evidence of planning engagement and specific plans for the account is required to support purchases where fund balances exceed £25K.

11.4 Any expenditure relating to the employment of staff must also be approved by the Charitable Funds Committee to ensure that contracts are fixed term and under a period of two years.

11.5 An authorised signatory list is maintained by the Charitable Funds Manager. The approval hierarchy is also contained in the Oracle iProcurement module.

11.6 The Charitable Funds Manager will be responsible for ensuring that certification of expenditure by Authorised Signatories is within the limits set out in this procedure.

11.7 Expenditure can be incurred provided it falls within the remit of the fund from which it is being paid and satisfies the following criteria:

11.7.1 It is not for the benefit of an individual (e.g., retirement gifts) unless it is a payment to an individual that benefits a wider group – an example being a training course for the benefit of the department or service.

11.7.2 Charitable funds cannot be used as funding support for staff without the approval of the Charitable Funds Committee.

11.7.3 No alcohol to be purchased.

11.7.4 Where meals are provided (for example as part of a conference for speakers) alcohol and tobacco cannot be claimed.

11.7.5 A distinction should be made between work and work networking opportunities as opposed to purely social activities; the latter being

inappropriate.

- 11.7.6 The need to be proportionate and reasonable in expenditure.
- 11.7.7 Consumable items should be paid from NHS funds not charitable funds.
- 11.7.8 All minor works requests not available on Oracle should be submitted via the Charitable Funds Office where availability of funds and authorised signatory will be confirmed before the Works department initiates any works.
- 11.7.9 Where expenses and reimbursements are to be reclaimed via charitable funds, claims must be made within 3 months of the date the expenditure was incurred in line with the wider Health Board policy.
- 11.7.10 Loyalty cards may only be used to purchase goods if the card is registered to the department and not the individual.
- 11.7.11 Examples of items typically purchased from charitable funds are shown in Appendix 1.

12 Value Added Tax - VAT

- 12.1 Certain items purchased from charitable funds may be exempt from VAT where the goods are: -
 - Purchased wholly from charitable funds.
 - Purchased by an eligible body wholly from funds provided by a charity or voluntary contributions.
- 12.2 The following items are exempt from VAT if used for the purposes stated
 - Medical, scientific, computer, video, sterilising, laboratory, or refrigeration equipment used in medical research, training, diagnosis, or treatment
 - Parts and accessories for use with the above items
 - Qualifying aids for people with disabilities
 - Computer software solely for use in medical research, diagnosis or treatment and its repair and maintenance
- 12.3 Zero rating only applies when the item being purchased is used solely for the declared purpose e.g., a computer may qualify where used entirely for medical research. However, zero rating does not apply if the computer were used partly for research and partly for general administrative work.
- 12.4 Charitable Fund Holders should refer to the VAT Guidelines - HM Custom & Excise - Notice 701/6 (4.11) Appendix 13 to determine the eligibility of purchases for VAT exemption.
- 12.5 The Procurement Department will complete a VAT exemption certificate, when placing the order, for those goods that are zero rated. A proforma VAT

exemption certificate is shown in Appendix 14.

12.6 The Charitable Funds Manager will be responsible for clarifying VAT issues.

13 Accounting

13.1 The Assistant Director of Finance (Financial Systems & Services) is responsible for configuring the Oracle Financials System to be able to satisfy financial reporting regulation for Charities.

13.2 Accounts must be produced annually and be subject to external audit opinion and be filed with the Charities Commission before 31 January following the accounting year end.

13.3 The accounts must be submitted to the Charitable Funds Committee for approval and signed off by the Aneurin Bevan University Health Board, who act as Corporate Trustee for the charity

14 Administration Charges

14.1 All costs of administering the funds must be charged to the Charitable Funds accounts. Exchequer funds must not be used to subsidise charges.

14.2 The administration fee should cover the cost of administering the funds on a day-to-day basis and includes charges from the investment companies, finance and general administrative costs and auditors' fees.

14.3 Administration charges are charged to the funds annually. The total charges incurred by the Charity are apportioned based on the average monthly fund balance. During the year an estimated charge may be applied to ensure that individual fund accounts do not exceed available funds.

15 Corporate Reporting

15.1 On an annual basis the Assistant Director of Finance (Financial Systems & Services) will ensure that year end accounts and reports are prepared, in line with current accounting regulation for Charities and that the Charitable Funds Committee approve the audited accounts.

15.2 The Assistant Director of Finance (Financial Systems & Services) will provide a financial report to each Charitable Funds Committee meeting giving details of the current financial position.

15.3 The Charitable Funds Manager will ensure that reports, showing opening and closing balances together with transactions, on each fund are available to view by fund managers through the Oracle Reporting Suite – Financial Business Intelligence (FBI).

16. Training

16.1 In addition to this Financial Control Procedure a Management User Guide has

been developed which is issued to all Charitable Fund Holders. The guide gives practical advice to help managers know their responsibilities and to assist them in common activities such as receiving donations and purchasing goods or services from funds.

- 16.2 The Charitable Funds Team will meet with Charitable Fund Holders on a regular basis to ensure they understand and comply with these procedures.
- 16.3 Further advice and training is available if necessary and can be arranged through the Charitable Funds Office.

17. Audit

- 17.1 Internal Audit and Audit Wales will audit Charitable Fund Holders, General Offices and the Finance department periodically to determine the effectiveness of this procedure.
- 17.2 Auditors will present a report of their findings and recommendations to the Audit, Finance and Risk Committee, Charitable Funds Committee and the Health Board.

18. Review

- 18.1 This procedure will be reviewed every three years unless a requirement arises for this to be reviewed earlier.

Appendix 1



Aneurin Bevan Health Charity

CHARITABLE FUNDS

Examples of Items Typically Purchased from Funds

The Health Board (the trustees) are keen that funds are used as soon as practicable following donation. The list below has been developed as an aid to managers and Charitable Fund Account Managers about the type of items that charitable funds can be used for.

If you wish to discuss any specific issues in more detail, please contact:

Charitable Funds Team
Tel No: 01495 765431 (internal calls to ext 55431)
E-mail: Charitable.Funds.ABB@wales.nhs.uk

Chat with us on Teams

Patients Expenditure	Notes
Medical equipment	<ul style="list-style-type: none">• Donations are often received with a wish that equipment is purchased• Individuals fundraise to purchase a particular piece of equipment• Providing additional equipment would benefit both patients and staff. For example, on a cardiology ward where patients are required to be weighed daily, there is a hoist provided at each end of the ward, but an additional hoist would improve conditions.• Medical equipment when purchased through the charitable funds is VAT exempt• Maintenance costs and consumables need to be considered as these are usually met by revenue budgets
Seasonal activities/Occasions	<ul style="list-style-type: none">• Gifts for patient's resident in hospital over Christmas• Easter eggs, Halloween items• Decorations for wards and departments at Christmas, Diamond Jubilee etc

	<ul style="list-style-type: none"> • Ward/Department buffets – open to all, patients, staff and visitors
Therapies	<ul style="list-style-type: none"> • Dance classes for older adult patients • Musical equipment • Gardening for Mental Health patients • Trips for diabetic and renal patients to show how they can manage their condition in normal day to day activities • Craft items
Environment	<ul style="list-style-type: none"> • Replacement of bay curtains that are adequate but worn • Cot bedding and mobiles • Pictures and murals • Plants at hospital entrances • Christmas trees and lights at hospital entrances • Garden furniture and benches • Refurbishment of areas to provide bereavement rooms • Redecoration to encompass new ideas of highlighting certain features by using different colours for patients to identify them more easily such as toilet doors, toilet seats
Other equipment	<ul style="list-style-type: none"> • Game consoles and games – as well as keeping children occupied it also improves patient co-ordination in stroke patients • Televisions • Music centres • Storage containers to tidy up areas • Dignity pegs – to clip bay curtains together • Bariatric equipment such as toilet seats, commodes, anaesthetic cushions and chairs as the Health Board provides standard items but unfortunately the physical size of patients treated is increasing and this exceeds the working load limit. • Bereavement memory boxes • Sympathy cards • Toys for children play areas
Staff Expenditure	Donations are often given with a wish that they are spent on the staff

Training courses and conferences (including accommodation and travel expenses)	<ul style="list-style-type: none"> Knowledge gained by an individual on a training course can be passed on to other staff and will indirectly benefit patients
International conferences/courses	<ul style="list-style-type: none"> Revenue budgets do not usually support international events due to the cost, but knowledge gained from this wider platform can improve practise here
Staff Awards (not cash)	<ul style="list-style-type: none"> Prizes for poster presentations at Nurse Conference Staff Recognition Award – in the form of a trophy Team building events
Training equipment	<ul style="list-style-type: none"> Provide the necessary equipment to enable in-house training In-house training can be much cheaper than sending staff away on courses as there are no travel costs and staff are on hand in case of emergencies
Other equipment	<ul style="list-style-type: none"> Kettles, Microwaves, Fridges. Additional items as what is provided is not always within staff proximity Laptops – so staff can access information while away from their area of work Computers with higher specifications than Health Board standard required to run certain types of software Storage items – to tidy areas Smart phones – provided in areas such as district nursing so that staff can access information and also in cardiology where GPs can access on call Consultants. Educational books
Other	
Environment	<ul style="list-style-type: none"> Refurbishment of areas to provide additional storage Improvements to workstation areas
Research	<ul style="list-style-type: none"> Provided it has gone through the Research and Development Committee Provided it is for public benefit
Service Promotion	<ul style="list-style-type: none"> Items for stands at Big Cheese Event in Caerphilly and the Eisteddfod

Appendix 2

Dear Charitable Fund Holder

Delegation of Charitable Funds

Fund No: Fund Name:

This letter formally delegates responsibility for the management of the above account to you as a Charitable Funds Holder for the financial year commencing 1 April 20XX.

All charitable funds within Aneurin Bevan University Health Board are managed within the umbrella of a registered charity no 1098728. Good governance is essential and therefore as the Charitable Funds Holder there are several responsibilities that you have and must be aware of and comply with as follows:

Authorised Signatories

All accounts must have two signatories identified to support all requests for expenditure from the account; the second signatory to the account must be at least of equivalent seniority in the organisation. Expenditure over certain thresholds will also require additional authorisation in accordance with the following table:

Purchases Up To	Approvers
£5,000	Two account signatories
Additional approvals for £5,001-£15,000 £15,001-£25,000 >£25,000	Divisional General Manager Executive Director Charitable Funds Committee

Use of the Charitable Account

A "*USER GUIDE*" for Charitable Fund Holders has been developed which provides essential information about how to manage an account from receiving donations and income to how to go about making purchases from the account. Please ensure you are familiar with this document which is attached.

The detailed procedures for managing charitable funds are contained in the Charitable Funds Financial Control Procedure with which you should also be familiar. This can be accessed from the Health Board's intranet.

Annual Reporting

The Charitable Funds Committee has introduced a requirement for account managers to provide an annual report on how the fund has been used in the last

financial year and what the main sources of income were. Most funds are small in value and so only a brief pro-forma return will be required.

For larger funds that exceed £25K in value a slightly more detailed return is required describing the activities of the previous year and also to set out plans for the forthcoming and future years.

The Charitable Funds Committee reserves the right, as trustee of the charity, to delegate the use of the account to another manager if the requirements set out in this letter are not observed.

I would be grateful if you would sign this letter as acceptance of these terms and return it to the Charitable Funds Team by e-mail by no later than 30th April.

Charitable.Funds.ABB@wales.nhs.uk

If you have any queries, I would be grateful if you would contact the Charitable Funds Manager on 01495 765414 by TEAMS or by e-mail

Charitable.Funds.ABB@wales.nhs.uk

Yours sincerely

Director of Finance

Signature 1

Signature 2

Name:

Name:

Appendix 3

**Charitable Fund Holder – Annual Report 20XX/20XX
For the Charitable Funds Committee
For funds less than £25K**

Account No:	
Account Name:	
Provisional Fund Balance as at 28.02.20XX	£

Financial Summary	
Income	
Expenditure	

Describe your main source of income for the year:

Please describe how the fund was used in the year, including the items purchased and how they were used to improve the service providing examples of benefits to patients and staff. If appropriate, please provide photographs.

Please could you provide quotes from patients and staff about the difference purchases from charitable funds have made to them.
<i>This information is used in the Charitable Funds Annual Report and to provide information to the Charitable Funds Committee.</i>

Non-Cash Items						
Have you received goods donated during the year? Excluding food and other perishable items, please could you list these items indicating an approximate monetary value.						
<table border="1"><thead><tr><th>Item</th><th>Received from</th><th>Approximate Value</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr></tbody></table>	Item	Received from	Approximate Value			
Item	Received from	Approximate Value				

<i>Examples</i>		
Toiletries for patients	Abergavenny School	£75
I-Pad	Relatives of patient JB	£300
Hand cream for Staff	Patient JD	£5
<i>We have to include a value for donated goods within our accounts</i>		

Signed:	
	Charitable Funds Holder
Date:	

Signed:	
	2nd Signatory
Date:	

If you require assistance in completing this form, please contact the Charitable Funds Manager on 01495 765414, [by TEAMS or by e-mail Charitable.Funds.ABB@wales.nhs.uk](mailto:Charitable.Funds.ABB@wales.nhs.uk)

This form must be completed and returned to the Charitable Funds department by 30th April

Appendix 4

**Charitable Fund Holder – Annual Report 20XX/20XX
For the Charitable Funds Committee
For funds more than £25K**

Account No:	
Account Name:	
Provisional Fund Balance as at 28.02.XX	

Financial Summary	
Income	
Expenditure	

Describe your main source of income for the year:

Please describe how the fund was used in the year, including the items purchased and how they were used to improve the service providing examples of benefits to patients and staff. If appropriate, please provide photographs.

Please describe detailed plans with estimated costs for the fund in the next twelve months and over the medium term of three years, describing the benefits these purchases will make to both staff and patients.

Please could you provide quotes from patients and staff about the difference purchases from charitable funds have made to them.

Non-Cash Items		
Have you received goods donated during the year? Excluding food and other perishable items, please could you list these items indicating an approximate monetary value.		
Item	Received from	Approximate Value
<i>Examples</i>		
Toiletries for patients	Abergavenny School	£75
I-Pad	Relatives of patient JB	£300
Hand cream for Staff	Patient JD	£5
We have to include a value for donated goods within our accounts		
<i>This information is used in the Charitable Funds Annual Report and to provide information to the Charitable Funds Committee.</i>		

Signed:	
	Charitable Funds Holder
Date:	

Signed:	
	2nd Signatory
Date:	

If you require assistance in completing this form, please contact the Charitable Funds Manager on 01495 765414, [by TEAMS](mailto:Charitable.Funds.ABB@wales.nhs.uk) or by e-mail Charitable.Funds.ABB@wales.nhs.uk

This form must be completed and returned to the Charitable Funds department by 30th April

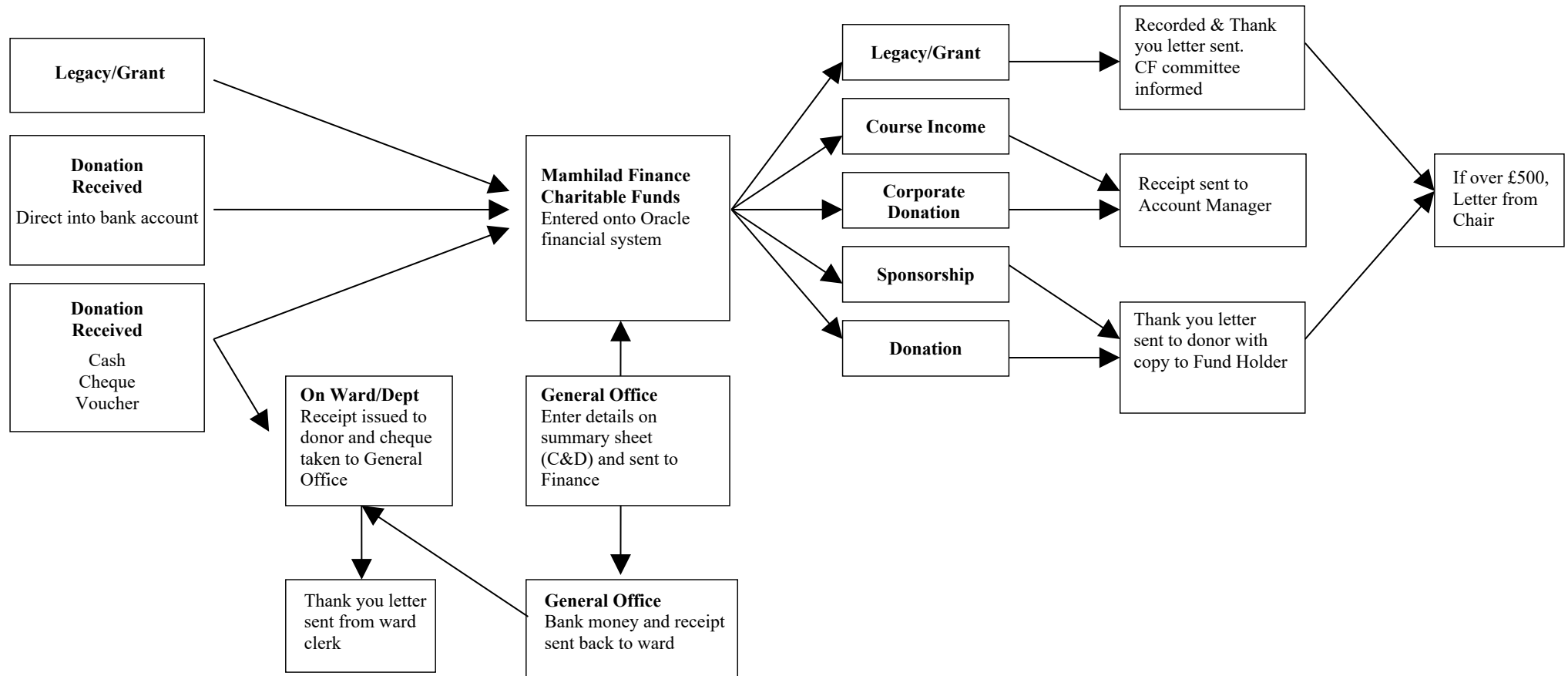
Appendix 5

Request Form to open New Charitable Fund Account Signatories

All delegated charitable fund accounts must have two nominated signatories. The first signatory is the Charitable Fund Holder who takes primary responsibility for the management of the account and must be aware of and be compliant with this financial control procedure. The second signatory must be a person of equivalent or more senior position to the Charitable Fund Holder.

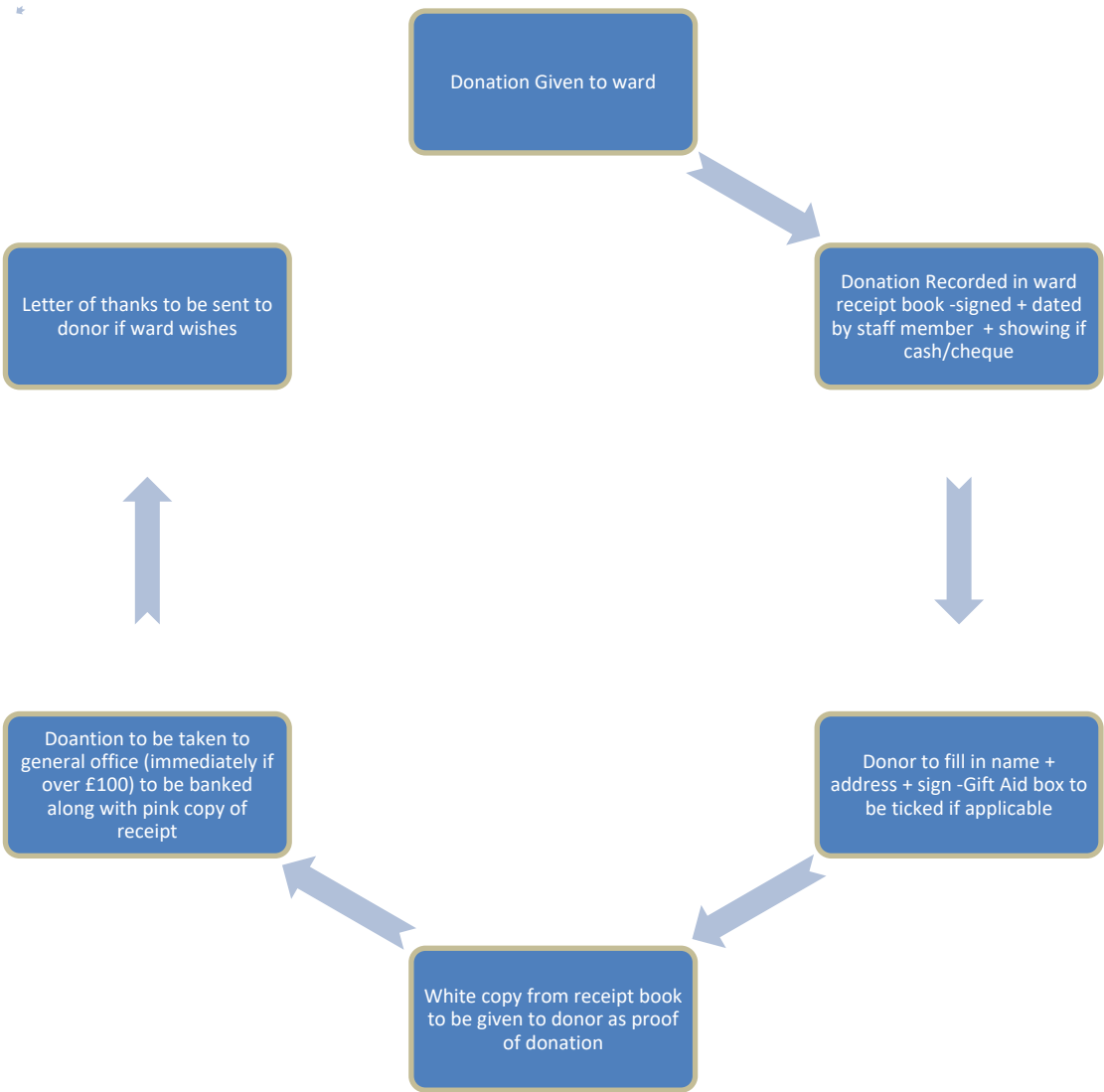
Proposed Name of Account:	
Hospital:	
Department/Ward:	
Purpose of Account:	
1 st Account Signatory:	
Name:	
Designation:	
Signed:	
Date:	
2 nd Account Signatory:	
Name	
Designation	
Signed	
Date	
Please note the second signatory must be of equal or higher grade	
For Finance Use	
Fund Name:	
Fund No:	
Date Set Up:	

APPENDIX 6 - PROCESS for ACKNOWLEDGING DONATIONS



Appendix 6a

Ward Donation Procedure



Appendix 7

Donations Procedure

1 Introduction

This procedure for monetary donations is based on the guidelines and recommendations of the Charity Commission and Wales Audit Office.

All donations must be receipted and paid into the Charitable Funds Account.

2 Poster & Leaflets

A poster and leaflet informing people of how to make monetary donations must be displayed in each ward/department. The poster is not designed to ask people for money but to inform potential donors of the procedure. Both the poster and leaflet emphasise that donors must obtain a receipt for their donation.

The poster is included within this appendix. The Charitable Funds Manager will supply copies of the donation leaflet on request.

3 Ward/Department Level

Authorised Officers, who have been nominated by the Authorised Signatory of each fund, are the only members of staff permitted to accept donations.

Each fund will have its own receipt book.

A receipt must be issued for each donation received. The receipt will be pre-numbered and in three parts (see Appendix 11):

- Top copy (white) to the donor
- Second copy (pink) to be sent either
 - a) to the Charitable Funds Manager, Finance Dept, C Block, Mamhilad House with the donation (**please do not send cash in the post**) or
 - b) taken to the General Office with the donation
- Bottom copy (yellow) to be retained in receipt book

The Authorised Officer must sign the receipt. The receipt should clearly indicate which ward or department the donation is for and whether the donation is cash/cheque or other.

Spoilt receipts (the top two copies) should be sent to the Charitable Funds Manager with the bottom copy being retained at ward level.

Fund Holders may request the Charitable Funds Manager to send a letter of thanks when a receipt is deemed to be insufficient.

Cash and cheques must be kept in a locked safe or cash box in the ward/department until it is convenient to take the donation to the General Office or send to the Charitable Funds Manager. The use of a cash box is only suitable for amounts up to £100. Cash Donations exceeding £100 must be taken to the General Office immediately.

Unauthorised persons should not accept donations but should direct the donor to one of the following: -

- An authorised person
- An information leaflet for making monetary donations
- The General Office.

Account managers should ensure that all staff within their area are aware of the donation process.

The Charitable Manager shall be responsible for: -

- Controlling and issuing pre-printed receipts to wards and departments.
- Monitoring receipts
- Ensuring continuity of receipt numbers
- Recording the income in the accounts.

4 General Office

Donations may be made at any General Office in accordance with the Charitable Funds Financial Procedure.

All receipts received from wards/departments by General Offices must be forwarded to the Charitable Funds Manager with their Cash Receipt and Bank Deposit sheets.

5 Post

All postal donations should be sent to: -

The Charitable Funds Manager
Aneurin Bevan University Health Board
PO Box 10
Pontypool
NP4 0XG

6 Banking

All donations should be banked within one week of receipt.

APPENDIX 7



Charitable Donations

Members of the public sometimes wish to make a donation for the benefit of our patients and staff. All such donations are gratefully accepted into the registered charity of the organisation. If you wish to make a donation please follow the steps below. Thank you.

Give donation to Staff-in-Charge



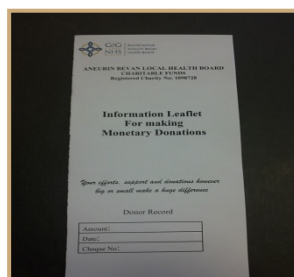
Hand in donation at General Office



OR



pick up a leaflet for further information



Cheques should be made payable to: -
Aneurin Bevan Health Charity

ALWAYS ASK FOR A RECEIPT

Donations are used for the general benefit of patients and staff of Aneurin Bevan University Health Board.

For more details please contact the Charitable Funds Department - Tel No: 01495 765414
Aneurin Bevan University Health Board Charitable Fund and Other Related Charities
Registered Charity No. 1098728

Receipt No: CF D00001

APPENDIX 7

Aneurin Bevan Health Charity
Registered Charity No: 1098728
RECEIPT FOR INDIVIDUAL CHARITABLE DONATION

I, Name of Donor		
Of, Address of Donor		
	Post Code:	
Give to Aneurin Bevan Health Charity		
The sum of	£ (Cheque/Cash/other) Please make cheque payable to Aneurin Bevan Health Charity	For the general purposes of the charity, to be used for patient and staff welfare.
Without imposing any trust it is my wish that my donation should be used for:	Ward/Dept: Hospital: Other - please specify:	

GIFT AID DECLARATION

giftaid it

We are able to recover the tax on your donation which allows us to claim a further 25p for every £1 donated. In order that we can qualify for tax relief you must supply us with your full name, home address and post code and tick the box below.

The amount of Income Tax and /or Capital Gains Tax you pay for each tax year must be at least equal to the amount of tax that the charity will reclaim on your gifts for that tax year.

Please Tick if you would like Aneurin Bevan Health Charity to treat this donation as a Gift Aid donation.

☐

Donor's Signature:	
Date:	
Receiving Staff's Signature:	
Staff Name: (please print)	
For Finance Use	
Oracle Receipt No:	
Fund No:	
Gift Aid Ref:	

Appendix 8

Example of thank you letters

The information in bold will need to be changed as required. Please note this is just a guide and covers the basic elements of a thank you letter.

General Donation

Dear **Name**

Thank you for your donation of **amount** to **ward/department**.

We are grateful to receive donations which help to provide additional benefits for the care and treatment of patients, purchase medical equipment, improve the hospital environment and support the continuing education for staff.

On behalf of Aneurin Bevan Health Charity and in particular the staff on the **ward/department** I would like to thank you for this kind gift.

Please do not hesitate to contact me if at some time in the future you would like to know how this money is spent.

Yours sincerely

In Loss

Dear **Name**

We are very sorry to hear of your sad loss. It is kind of you to think of us at this time.

On behalf of Aneurin Bevan Health Charity and in particular the staff on **name** ward I would like to thank you for donations totalling **amount** in memory of **name**. This money will be placed in the charitable fund for the **ward/ department** at the **Hospital** and will be used at the discretion of the Nurses and Doctors to provide additional benefits for the care and treatment of patients and also for the benefit of staff on the **ward/department**.

Please do not hesitate to contact me if at some time in the future you would like to know how this money is spent.

Yours sincerely

In Lieu of Flowers

Dear **Name**

Thank you for your donation received in lieu of flowers at the funeral of **Name**. It is so kind of you to think of us at this sad time.

On behalf of Aneurin Bevan Health Charity and in particular the staff on **ward/department** I would like to thank you for donations totalling **amount**. This money will be placed in the charitable fund for the **ward/department** at the **Hospital** and will be used at the discretion of the Nurses and Doctors to provide additional benefits for the care and treatment of patients and also for the benefit of staff.

Please do not hesitate to contact me if at some time in the future you would like to know how this money is spent.

Yours sincerely

Care Received

Dear **Name**

Thank you for your donation of **amount** in respect of the care you received while a patient at our hospital.

On behalf of Aneurin Bevan Health Charity and in particular the staff on the **ward/department** I would like to thank you for this kind gift. The money will be placed in the charitable fund for the **ward/department** at the **Hospital** and will be used at the discretion of the Nurses and Doctors to provide additional benefits for the care and treatment of patients and also for the benefit of staff on the **ward/department**.

Please do not hesitate to contact me if at some time in the future you would like to know how this money is spent.

Yours sincerely

APPENDIX 9

Aneurin Bevan Health Charity
Charitable Fund Procedures
Raffle Request Form



Charitable Fund No.	
Name of Requester:	
Participating Dept:	
Hospital:	
Price per Ticket:	
No of tickets required	

Tickets will be issued in booklets of 4
The maximum number of tickets issued on initial request is 200
Further tickets can be made available for the same raffle if needed.

Date of Draw:	
---------------	--

Please note the closing date will automatically be set to the day before the actual draw

Prize Details	
1st Prize	
2 nd Prize	
3 rd Prize	
4 th Prize	
5 th Prize	

If there are more than 5 prizes, the 5th prize will read "Runner-up prizes"

APPENDIX 10

GUIDELINES RE SPONSORSHIP

Aneurin Bevan University Health Board is grateful to individuals who wish to raise money for its hospitals and clinics through sponsorship. All monies raised in this way are placed within the charitable funds of the Aneurin Bevan University Health Board. Charitable funds are intended to provide those additional amenities that will improve the condition under which patients are cared for and treated or the conditions under which staff work.

The following guidelines are provided to help you the organiser and us to ensure that monies raised for the Health Board via sponsorship does come to us.

By giving us as much information as possible we may adapt the sponsor form to suit your needs. We need to ensure that people contributing know who is participating in the sponsorship, what type of event is being sponsored, where and when the sponsorship is taking place and most importantly what and where the money is being raised for.

- 1) Sponsorship Forms can be obtained from the Charitable Funds Manager.
- 2) If you wish to donate on-line, please visit the website www.justgiving.com and type in Aneurin Bevan and follow the instructions
- 3) All cheques are to be made payable to Aneurin Bevan Health Charity.
- 4) All forms and total sponsorship are to be returned to the Charitable Funds Manager.
- 5) On receiving the sponsorship, the Charitable Funds Manager will issue a receipt or certificate showing the total raised.
- 6) Certificates may also be obtained for presentation on the day to thank individuals for participating.
- 7) Arrangements can be made for formal cheque presentation to the relevant department within the Health Board.

If you have any queries or if you require further information, please contact the Charitable Funds Team: -

Charitable Funds Team
Aneurin Bevan University Health Board
P O Box 10, Pontypool NP4 0XG **Tel No: 01495 765431**
Charitable.Funds.ABB@wales.nhs.uk

Appendix 11

Charitable Funds – Investment and Reserves Policy

1. Purpose

Aneurin Bevan University Health Board, as a Corporate Trustee, needs to ensure it can demonstrate effective management of current charitable funds, whether invested or held as liquid assets to meet forecast expenditure. It also needs to ensure donations are spent on a timely basis whilst maintaining a level of reserves that will ensure the ongoing viability of the charity.

The purpose of this document is to detail the current investment and reserves policy for Aneurin Bevan Health Charity.

2. Investment Overview

The power of investment given to trustees is detailed in Section 3 of the Trustees Act 2000. This act imposes a duty on those acting as Charity trustees, when exercising their powers of investment, to consider the need for diversification, to reduce the risk of loss should an investment fail.

In addition, as Corporate Trustee, Aneurin Bevan University Health Board, in line with the ethos of promoting patient care, will attempt to ensure that all investments are ethically and environmentally sound and are not opposed to the purpose of the charity.

3. Investment Policy

The overall aim in investment of funds is to maximise total return whilst balancing risks and requirement for income. It has been agreed that:

- a) The Health Board's Charitable Funds can be invested in several different forms of investments, in line with the Trustees Investment Act 1961.
- b) The Charitable Fund Committee, on behalf of Aneurin Bevan University Health Board, has the delegated authority to appoint investment advisors. The investment management company will operate within the limits set down in this policy.
- c) The performance of the investment management company will be reviewed annually by the trustee and will be subject to re-appointment on a 3 yearly basis with an agreement

- to extend for a further 2 years. Any proposed change in provider shall be subject to a formal tender process.
- d) The managed investment portfolio will be a minimum of 75% of the total funds held.
 - e) The working capital balance will be retained in a Government Banking Service, interest bearing, account which will be distinct from Aneurin Bevan University Health Board's 'revenue' account, to enable daily cash requirements to be met. At all times, it must be ensured that sufficient liquid resources are maintained to meet routine payment requirements.
 - f) Investments are to be made within the limits of the Health Board's Ethical Policy, which is to exclude those companies whose main business is related to the production or sale of tobacco or alcohol and companies with significant involvement in coal, oil and gas, armaments, gambling and pornography.
 - g) The Charitable Funds Committee or a nominated representative should instruct the Investment Management Company to: -
 - Provide details of all transactions undertaken on behalf of charity.
 - Hold stock and share certificates for safekeeping.
 - Provide details of dividends and interest received.
 - Provide valuations on request.
 - Attend the Charitable Funds Committee at least annually to formally present the investment performance of the period

4. Reserves Policy

The Charitable Funds Committee has considered the Charity's reserve policy, observing both Charity Commission guidance on reserves and the current level of funds held.

If reserves are too high, the charity is retaining funds without justification and this could constitute a breach of trust. If reserves are too low, the fund's ability to meet future commitments or needs may be at risk.

The Charity operates on the basis that it only spends what it has received and does not rely on future donations to meet its commitments. Therefore, the reserves should be set at a level sufficient to cover the liabilities that face the charity, namely the cost of administering the funds and any unrealised losses.

The value of reserves held will change each year and will be maintained from several sources including those unrestricted funds that have not been committed and are freely available to spend on any of the charity's purposes and any unrealised gain.

5. Review

The Health Board's Charitable Funds Investment and Reserve policy will be reviewed annually by the Charitable Funds Committee.

Appendix 12

PURCHASES FROM CHARITABLE FUNDS

I. Purchases For Goods and Services

Purchases for goods and services, including reimbursements, should be made via the ABUHB Oracle Financial system and be supported by an official order. An order can be issued to a supplier from the procurement department on receipt of an approved requisition. When goods are received, they need to be receipted to allow invoices to be paid. The process of requisition, order, receipt and payment is shown below and included as a flow chart in appendix 12a

A. Requisition

Requisitions are raised via Oracle SSP (Self Service Procurement) and requisitioners must:

- Provide as many details as possible of the goods or services to be ordered and any quotations received must be attached.
- Clearly indicate "CHARITABLE FUNDS".
- Include financial code (fund number).
- Be authorised in accordance with the approval hierarchy set out in section 8 above.
- Ensure that all requisitions are submitted via the Charitable Funds Manager

Before processing the requisition, the Charitable Funds Manager will:

- Check that sufficient funds exist against the specific fund being used.
- Check the appropriateness of expenditure from Charitable Funds.
- Check eligibility for VAT exemption.
- Check authorisation as per approval hierarchy.

B. Order

Once the requisition has been approved the Procurement Department will issue an official order together with a VAT exemption certificate where necessary and the supplier will deliver goods or services in due course.

An electronic copy of the order will be available on the Oracle system.

C. Receipt of Goods/Services

When goods have been received, the account manager should immediately acknowledge delivery of goods to enable subsequent invoices to be paid. The delivery must be 'receipted' in the Receipting module of the Oracle SSP system detailing the date of receipt, number of units received etc.

D. Payment

When an invoice is issued from the supplier the Charitable Funds Section will match the invoice to the receipted Oracle order to enable payment to be processed.

E. Payment to Fund Holder

Charitable Fund Holders must obtain authorisation from a second authorised signatory when requesting reimbursement of purchases, they have made on behalf of the charitable fund.

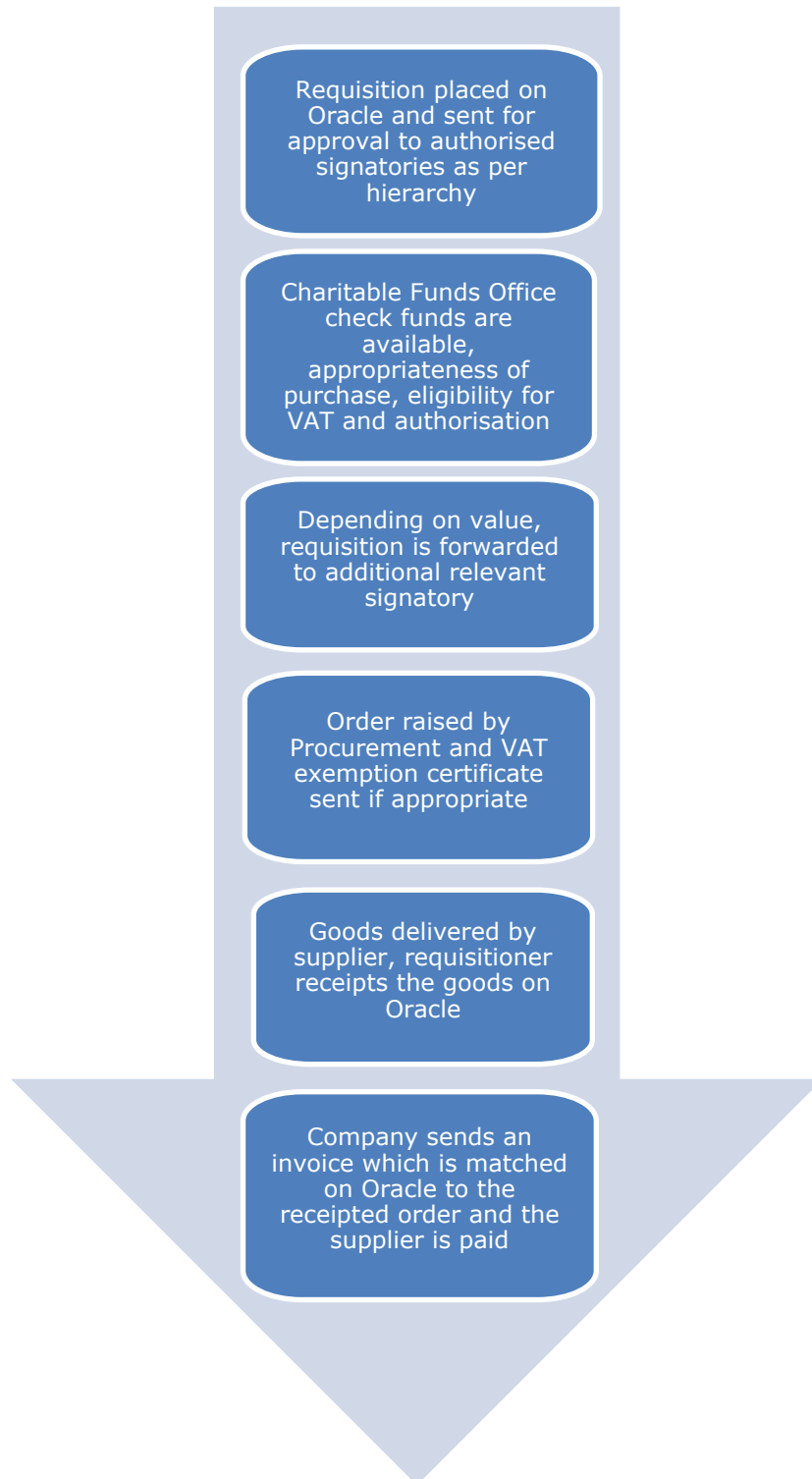
F. Requests to Pay Employees

Where an additional payment is required to be made to an individual employee for undertaking tasks relating to the objects of the charitable fund then a **Staff Payments Claim Form** must be completed. An example is shown in **Appendix 12b**.

Please note that ABUHB has a responsibility to ensure all income due to employees complies with taxation regulations and this responsibility extends to charitable funds, including staff prizes given as cash.

Appendix 12a

Charitable Funds Ordering Process



APPENDIX 12b

**ANEURIN BEVAN UNIVERSITY HEALTH BOARD
CHARITABLE FUNDS
STAFF PAYMENTS - CLAIM FORM**
(For staff that are employed by Aneurin Bevan ULHB)
PAYMENTS TO STAFF THROUGH PAYROLL

To be completed by claimant

Name:

Address:

Payroll No:

Grade:

Dates Worked	Sessions Worked	Payment Claimed

Signed: _____

Date: _____

To be completed by Authorised Signatory / Fund Holder

Payment to be made:

Fund to be charged:

Authorised by:

Date:

Please send claim to Payroll Services, Floor 4, Companies House,
Cardiff or email Payroll.Services2@wales.nhs.uk

Please send a copy of this form to Charitable Funds, Finance Department,
C Block, Mamhilad or email to Charitable.Funds.ABB@wales.nhs.uk

To be completed by Paymaster Services

Actioned by: _____ **Month / Week** _____

Appendix 13

Charitable Purchases – VAT Guidance HM Customs and Excise Notice 701/6 (4.11) Charity funded equipment for medical, veterinary etc uses

Not eligible for relief	Goods	Eligible for relief as:
X	Air Conditioners	
	Air control systems, specialist (capable of precisely controlling pressure, temperature and humidity)	Laboratory equipment
X	Air filters, general	
	Air filtration systems, specialist (built to meet specific circumstances)	Laboratory equipment
X	Air showers	
X	Alarms, security or smoke	
X	Alarm bracelets	
X	Alcohol spray	
	Anaesthetic apparatus	Medical equipment
	Animal cages, specialist (for example, free from chemicals and not available for consumer use)	Laboratory equipment
	Aprons, lead lined for x-ray protection	Medical equipment
X	Aprons, other	
	Artificial Limbs	Goods for use of disabled person
	Autoclaves	Sterilising equipment
X	Bactericides	
	Bandages	Medical equipment
	Barometers	Scientific equipment
	Bedding, specialist (for example, free from chemicals) for animal cages	Laboratory equipment
	Bedpans	Medical equipment
	Bedpan washers, with sterilising steam cycle	Sterilising equipment
X	Bedpan washers, other	
	Beds, highly specialised e.g. net suspension or medical water beds	Medical equipment

	Beds, hospital – with tilting action or variable height features	Goods for use of disabled person
X	Biocidal sprays	
X	Blankets	
	Bunsen burners	Laboratory equipment
	Bottle washers, animal cage specific	Laboratory equipment
	Cages, animal, specialist (for example, free from chemicals and not available for consumer use)	Laboratory equipment
X	Cameras, still	
	Cameras, video	Video equipment
X	Cameras, digital (with video capability)	
	Cameras, thermal imaging	Scientific Equipment
X	Cartridges, printer	
X	Catering equipment	
	Catheters	Medical equipment
X	CD players or recorders	
	Centrifuges	Scientific or laboratory equipment
	Clamps – medical	Medical equipment
X	Cleaning equipment	
X	Closed circuit television systems	
	Commode chairs	Goods for use of disabled person
	Computer disks and tapes	Accessory to computer equipment
	Computer keyboards	Computer equipment
	Computer mouse	Accessory to computer equipment
	Computer printers	Accessory to computer equipment
	Computer screens	Accessory to computer equipment
	Computer screen filters	Accessory to computer equipment
	Computer servers	Computer equipment

X	Computer stationery	
	Computer tablet, including iPads	Computer equipment, provided there is evidence the item is to be used mainly for medical or veterinary research, and so on.
X	Cotton wool	
X	Curtains	
X	Data	
	Deep freezers	Refrigeration equipment
	Dental chairs	Medical equipment
	Dental drills	Medical equipment
	Dental mirrors	Medical equipment
	Dental spittoons	Medical equipment
X	Disinfectants	
	Drip poles	Medical equipment
X	Drugs trolleys	
	DVD players, recorders or blank DVDs	Video equipment
	Endoscopes	Medical equipment
	Electro-cardiographs	Medical equipment
X	Ethernet	
	Eye test charts	Medical equipment
	Examination couches, adjustable	Medical equipment
	First aid kits – supplied as pre-packaged units	Medical equipment
	Forceps	Medical equipment
X	Fuel	
	Fume cupboards	Laboratory equipment
X	Gloves, nitrile	
	Gloves, surgical	Medical equipment
X	Gloves, other	
X	Gymnasium equipment	
X	Hearing aids	
	Heart pacemakers	Medical equipment or goods for use disabled person
	Hoists and patient lifting devices	Goods for use disabled person
	Howie-style lab coats (reusable)	Laboratory equipment

X	Howie-style lab coats (disposable)	
	Hypodermic needles	Medical equipment
	Ice making machines	Refrigeration equipment
	Identification bracelets for patients	Medical equipment
	iPads	Computer equipment
X	iPhones	
	Kidney bowls	Medical equipment
	Lab coats, including Howie-style reusable lab coats	Laboratory equipment
X	Laboratory animals	
	Laboratory benches	Laboratory equipment
	Laboratory glassware	Laboratory equipment
X	Lockers	
	Mattresses, specially designed for the relief/prevention of pressure sores	Medical equipment
	Medicine measures, graduated	Medical equipment
	Microscopes	Scientific or laboratory equipment
X	Mobile phones	
X	Nurse call systems	
X	Occupation therapy materials	
	Operating lights	Medical equipment
X	Overbed tables	
X	Overhead projecting units	
	Pacemakers	Medical equipment or goods for use disabled person
X	Pagers	
	Patient trolleys and stretchers	Medical equipment
	Physiotherapy equipment, specialised – other than gymnasium equipment	Medical equipment
	Pillows orthopaedic, specially designed and used for neck or spinal injuries	Medical equipment

X	Pillows, other	
	Pipettes	Laboratory Equipment
X	Power supplies, including UPS	
X	Printer cartridges	
X	Projectors (including ceiling mounted options)	
	Rack washers, animal cage specific	Medical equipment
	Radiography equipment	Medical equipment
	Renal dialysis units	Medical equipment or goods for use of disabled person
	Resuscitation equipment	Medical equipment
	Resuscitation dummies	Resuscitation training model
X	Routers	
	Scalpels	Medical equipment
X	Screens	
	Sharps bins	Medical equipment
X	Smartphones	
X	Sound systems	
	Specialist animal cages (for example, free from chemicals and not available for consumer use)	Laboratory equipment
	Specialist bedding (for example, free from chemicals) for animal cages	Laboratory equipment
	Sphygmomanometers	Medical equipment
	Splints	Medical equipment
X	Stationery	
X	Sterilising Solutions	
X	Sterilising wipes	
	Stethoscopes	Medical equipment
	Surgical gloves	Medical equipment
	Surgical gowns	Medical equipment
	Surgical masks	Medical equipment
	Suture needles	Medical equipment
	Swabs	Medical equipment
	Syringes	Medical equipment
	Tablet, computer (including iPads)	Computer equipment, provided there is evidence the item is to be used mainly for

		medical or veterinary research, and so on.
X	Tape recorders	
X	Telephones	
X	Television Sets	
	Test tubes	Laboratory equipment
	Thermal imaging cameras	Scientific equipment
	Thermometers, clinical	Medical equipment
	Thermometers, other	Scientific equipment
	Tongue depressors	Medical equipment
X	Towels	
X	Uniforms	
	USB memory sticks	Computer equipment
	Video cameras	Video equipment
	Video tapes	Video equipment
	Video players	Video equipment
	Video monitor	Video equipment
X	Wall screens or monitors	
X	Waste disposal bags, boxes, jars & snacks	
X	Waste disposal machinery	
	Weighing machines	Scientific equipment
	Wheelchairs	Goods for use of disabled person
X	WiFi systems	
X	Wipes, clean room	
X	Wipes, sterilising	
	Wound dressings	Medical equipment
	X-ray films/plates	Medical equipment
	X-ray machines-medical	Medical equipment
	X-ray machines-other	Scientific equipment
	X-ray viewers	Medical equipment

Appendix 14

Aneurin Bevan Health Charity

Certificate for purchases/imports using donated funds

Purchase/import by an eligible NHS body of medical, scientific equipment, etc

1	I	
2	of	Aneurin Bevan University Health Board PO Box 10 Pontypool NP4 0XG
3	Which is	A National Health Service Health Board
4	Declare that the above named is purchasing/importing	Relevant Goods (Medical Equipment)
5	Which I believe are	Medical Equipment, Scientific Equipment, Computer Equipment, Video Equipment, Sterilising Equipment, Laboratory Equipment, Refrigeration Equipment or parts of accessories of the equipment named above.
6	From	

and paid for this supply with funds provided entirely by charitable or voluntary contributions.

I also declare that the goods will be used in either medical research, treatment, diagnosis or training and I claim relief from value added tax under item 5, Group 15 of Schedule 8 to the Value Added Tax Act 1994.

SIGNATURE	
DATE	



Aneurin Bevan University Health Board

CHARITABLE FUNDS

Financial Control Procedure

N.B. Staff should be discouraged from printing this document. This is to avoid the risk of out-of-date printed versions of the document. The Intranet should be referred to for the current version of the document.

Status: Issue 6
Approved by: Audit Committee
Owner: Director of Finance

Issue date: 19 July 2022
Review by date: 19 July 2025
Policy No: ABUHB/Finance/0244

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1 Introduction

Charitable Funds is the term given to money that is donated to the Aneurin Bevan University Health Board and which is administered through a registered charity, Aneurin Bevan University Local Health Board Charitable Fund and Other Related Charities, number 1098728. The Health Board is the Corporate Trustee of the charity and has appointed the Charitable Funds Committee to oversee the management of its funds. The charity uses the working name "Aneurin Bevan Health Charity" which is used throughout this document.

2 Policy Statement

Aneurin Bevan University Health Board is committed to ensuring that it has sound financial controls in place to ensure that there is good control and probity over the use of charitable funds. It is also committed to ensuring that it is compliant with charity regulations set out by the Charity Commission.

3 Aims

The document will set out procedures that are to be adopted by delegated Charitable Fund Holders in the day-to-day management of charitable funds and in setting out the corporate responsibilities of the Health Board.

4 Scope

The document is relevant to staff within the Corporate Finance Department and specifically the Charitable Funds Office. It is also relevant to staff that have been identified as Charitable Fund Holders and have been delegated a specific charitable fund account to manage on behalf of the trustee.

5 Roles and Responsibilities

5.1 Corporate

- 5.1.1. The Director of Finance is responsible for ensuring that proper financial controls and segregation of duties exist for charitable funds. The Assistant Director of Finance (Financial Systems & Services) assumes managerial responsibility for Charitable Funds, with the day-to-day management delegated to the Charitable Funds Manager.
- 5.1.2. Individuals must not set up a charity using the name of the Health Board or any of the Health Boards' hospitals without prior permission from the Health Board.
- 5.1.3. Individuals must not set up their own bank account to receive monies intended for the Aneurin Bevan Health Charity.
- 5.1.4. All correspondence relating to charitable funds must be passed to the Charitable Funds Manager immediately. Disciplinary action will be taken where monies are misappropriated or mislaid because staff have not receipted monies

promptly or not informed the Charitable Funds Manager of pertinent information.

5.2 Charitable Funds Committee

The role and responsibility of the Charitable Funds Committee is defined within the Terms of Reference of the committee and their work plan which is reviewed annually.

5.3 Charitable Fund Holders

This policy applies to all staff that have been identified as Charitable Fund Holders to manage those accounts.

6 General Information

6.1 Charitable Funds are variously described as Trust Funds, Endowment Funds, Gift Funds or Non-Exchequer Funds. Property can only be held for charitable purposes if it is for public benefit and exclusively charitable.

6.2 The legal objects of the Aneurin Bevan Health Charity are as follows:

The trustees shall hold the trust funds upon trust to apply income, and at their discretion, so far as permissible, capital, for any charitable purpose or purposes relating to the National Health Service in the area of Gwent.

6.3 All expenditure and activities of the charity and individual accounts within charitable funds must be within the scope of the objects shown above.

6.4 Charitable Funds are used for items of expenditure relating to the Health Service which are not normally paid from revenue funds ~~either because it would be inappropriate to do so or because revenue funds are insufficient.~~ Funds are intended to provide those additional amenities that will improve the conditions under which patients are cared for and treated or staff work. Examples of items typically purchased from charitable funds are shown in Appendix 1.

6.5 Charitable funds may not be used to supplement remuneration directly or indirectly.

6.6 Income generated through the normal course of NHS staff activities should not be accounted through charitable funds but be part of the normal revenue income of the Health Board.

7 Financial Controls

- 7.1 The Director of Finance is responsible for maintaining all financial records to enable the production of reports and annual accounts that comply with accounting standards and Charity Commission regulation.
- 7.2 All transactions must be coded correctly in the General Ledger and all supporting documentation must be retained for audit purposes.
- 7.3 Overdrawn funds are not permitted and therefore expenditure against a specific fund can only be allowed when sufficient funds exist.
- 7.4 In the unlikely event that an overdrawn fund balance occurs the account manager must ensure that the account is returned to credit within a reasonable period. Overdrawn funds must be reported to the Charitable Funds Committee.
- 7.5 Control accounts must be reconciled monthly by the Charitable Funds Manager and approved by the Assistant Head of Financial Accounting.
- 7.6 All inter-organisation balances between the charitable funds and the Health Board's revenue funds must be reviewed and cleared monthly.
- 7.7 The banking services for charitable funds must be in a separate bank account to those used for revenue funds.
- 7.8 All costs directly involved in the administration of the Charitable Funds must be identified in reports and annual accounts to reduce any subsidy from the Health Board.
- 7.9 Procedures, duties and controls must be reviewed for current relevance, practicability and efficiency on an ongoing basis.
- 7.10 Transaction listings and reconciliations must be reviewed for completion, reasonableness and evidence of posting.

8 Charitable Fund Holders

8.1 Signatories

All delegated charitable fund accounts must have two nominated signatories. The first signatory is the Charitable Fund Holder who takes primary responsibility for the management of the account and must be aware of and be compliant with this financial control procedure. The second signatory must be a person of equivalent or more senior position to the Charitable Fund Holder.

8.2 Delegation of Charitable Accounts

Charitable funds are formally delegated to Charitable Fund Holders on an annual basis by letter from the Director of Finance on behalf of the Charitable Funds Committee. The letter which will be issued in March of each financial year is shown in Appendix 2 and will cover the following areas:

- The basis that the account is being delegated.
- The terms of reference of the account.
- Authorised signatories of the account.
- The requirement to read and be familiar with the Charitable Funds Financial Control Procedure and Management Guide.
- The requirement to provide an annual return in relation to the activities and expenditure of the account.
- The withdrawal of the right to be a Charitable Fund Holder if compliance with requirements is not followed.

8.3 Reporting the Use of Delegated Funds

Charitable Funds Holders are required to submit an annual report to the Charitable Funds Committee setting out how the account has been used in the previous financial year. The reporting requirements vary depending on the fund balance on the account and is summarised as follows:

<i>AVERAGE VALUE OF FUND</i>	<i>REQUIREMENT</i>
Less than £25K	<p>A simple proforma return setting out what the fund was used for and the main purchases and income activity made in the year.</p> <p>A proforma is attached in Appendix 3.</p>
Greater Than £25K	<p>A more detailed report setting out the activities and spending over the following headings:</p> <p>In the last Year Main activities Income sources Expenditure – detailing the items purchased and how they have improved the services provided by the ward/dept.</p> <p>Plans for the Forthcoming Year Main activities Income sources Expenditure</p> <p>Plans for Future Years Main activities Income sources Expenditure</p> <p>A proforma is attached in Appendix 4.</p>

Reports must be submitted to the Charitable Funds Manager by 30th April following the end of the preceding financial year.

For significant funds with balances greater than £25K it is important that spending plans are in line with the strategic direction of the Board and additional level of scrutiny is required at a departmental or service level to ensure that funds are used appropriately.

8.4 **New Charitable Fund Accounts**

New charitable fund accounts must be approved by the Charitable Funds Committee by using the form shown in appendix 5. The purpose of the fund must be identified together with two signatories.

9 Income

9.1. Types of Funds

Monies may be given to be held for a specific or general purpose but how they are accounted for depends on the specific terms on which they have been given:

- Restricted Funds - can only be spent in accordance with written instructions imposed at the time the funds were donated or granted or in accordance with the specific terms of a fundraising appeal. They consist of legacies and grants where a legal document and signed agreement restricts the use to the terms of the bequest/agreement.
- Unrestricted Funds – may be spent at the discretion of the trustees in line with the objectives of the charity and fall into the following below categories.
 - Designated funds whereby a particular part of the hospital or activity was nominated by the donor at the time their donation was made. Whilst their donation is not binding on the trustee, these types of donations are allocated to the designated funds.
 - General Funds – these relate to donations received by the charity where no specific preference has been expressed by the donor as to the utilisation of the funds. This type of donation is assigned to the Charitable Funds Committee to decide how the funds are best used.

9.2 Legacies

9.2.1 The Charitable Funds Manager will: -

- Send a letter of thanks to the Executors, if appropriate.
- Process and act on correspondence to ensure that the bequest is received promptly.
- Record the legacy details in the legacy register.
- Set up a separate restricted fund for each legacy received.
- Advise the Director of Finance of any issues arising from a legacy.
- Inform the Health Board's Property Group of any land and property bequeathed to the Health Board and act on their advice.
- Ascertain paperwork when advised of bequests, to provide a full audit trail.

9.2.2 All legacies must be reported to the Charitable Funds Manager and used in accordance with the terms of the will and within a reasonable timescale.

9.3 Grants

9.3.1 Grants are usually restricted income given for a specific purpose and have terms and conditions on how it can be used by the charity.

- 9.3.2 Grants will often have additional requirements attached such as performance-related conditions and they are usually subject to numerous monitoring and evaluation reports.
- 9.3.3 Grant income can only be recognised when there is a formal offer of funding, or the income is received.
- 9.3.4 Where the charity is unable to meet certain agreed criteria the grant may have to be returned in full.
- 9.3.5 All paperwork must be ascertained when advised of/on receipt of the grant to provide a full audit trail.
- 9.3.6 Before applying for a grant, all staff will:
- Complete the attached form identifying the provider of the grant, the nature of the grant, the amount of the grant and the beneficiary of the grant.
 - Ensure that the attached form is signed off by the General Manager and the Executive Sponsor in support of a grant application being made.
 - Send completed form to the Charitable Funds Manager who will ensure that the proposed bid fits with the objectives of the Charity.
- 9.3.7 The Charitable Funds Manager will:
- Consolidate potential grant applications and present a report to Executive Committee for approval to proceed to the application stage.
 - Inform applicants of the outcome of the grant requests.
 - Refer any requests for Research grants to the Research and Development department, unless the Research is solely for public benefit; if not for public benefit, it does not fit within the objects of the Charity.
 - Return any requests that are deemed too onerous or not in line with the objectives of the Charity and the Health Board.
- 9.3.8 Once Executive Committee approval has been given:
- The requestor will submit the completed grant application form signed off by the Head of Service and
 - Provide a copy of the application to the Charitable Funds Manager.
- 9.3.9 The Charitable Funds Manager will:
- Maintain a register of all grant requests (successful and unsuccessful)
 - Set up a separate restricted fund for each successful grant received.
 - Advise the Director of Finance of any issues arising from a grant.
 - Ascertain paperwork when advised of successful grants, to provide a full audit trail.
 - Notify the Charitable Funds Committee of significant (over £5k) grants received in their Finance Report which is presented at each meeting.

9.4 Donations

- 9.4.1 All monetary donations, including funds raised by the staff such as raffle monies, must be receipted into Charitable Funds. Staff must not keep cash donations at a local level.
- 9.4.2 Charitable Fund Holders must ensure that when a donation is received any condition or direction, which is attached, is noted and complied with. It may be necessary to decline the gift if the attached conditions are unduly onerous or if the Health Board is incapable of meeting the conditions. Charitable Fund holders must report potential donations that could generate additional running costs to their Directorate Manager. The Directorate Manager must determine how these costs are to be met before accepting the donation.
- 9.4.3 The Charitable Funds Manager must ensure that the Charitable Funds do not contain funds received for Clinical Trials. These funds are not deemed to be Charitable as it is the sponsoring company that benefits from the trial. Funds for research are permissible providing the research is published in the public domain.
- 9.4.4 The Charitable Funds Manager must ensure posters and leaflets are distributed across the Health Board informing people how they can make a monetary donation to the charity. Both the poster and leaflet must emphasise that donors must obtain a receipt for their donation. The procedure for making a monetary donation, with a sample poster, is shown in Appendix 7.
- 9.4.5 Documentation should include an option for the donor to make a 'Gift Aid' declaration allowing the Health Board to reclaim tax.
- 9.4.6 Cheques should be made payable to Aneurin Bevan Health Charity.
- 9.4.7 The Charitable Fund Holder or their nominated individual or the Charitable Funds Manager must send a letter of acknowledgement to the donor. Some examples of wording to be included within thank you letters can be found in Appendix 8.
- 9.4.8 Small personal gifts such as chocolates and flowers given by grateful patients, relatives or friends need not be accounted for in the formal sense.
- 9.4.9 Gift cards and vouchers can be accepted and must be recorded as a donation and used for the benefit of the ward/department.

9.5 Fundraising

- 9.5.1 Most health service bodies raise funds on a regular basis through fetes, coffee mornings, lotteries and appeals etc. For small society lotteries, the charity must be registered with the licensing authority in the area where the principal office of the charity is located. Aggregated proceeds from all

lotteries that take place across the Health Board must not be more than £250,000 in any one year.

9.5.2 Raffles may take place in Aneurin Bevan University Health Board, providing the following points are complied with:

- Raffles must be registered with the Charitable Funds Team using the 'Raffle Request Form' in Appendix 9.
- The Charitable Funds Team will issue pre-printed raffle tickets together with a Raffle Return Form
- Every ticket in the raffle must cost the same and the ticket fee must be paid before entry into the draw is allowed
- Tickets must not be sold to, or by, those under the age of 16
- Proceeds must not exceed £5,000 for a single draw
- All proceeds of the raffle must be credited to the Charitable Funds account using the ward/department receipt book
- No single prize may be worth more than £1,000
- Alcohol donated as raffle prizes may be accepted at the discretion of the Ward/Department Manager
- Prizes may be purchased from charitable funds if sufficient funds are available, but alcohol must not be purchased. Prizes should cost significantly less than the anticipated income from the raffle
- Raffle tickets must be drawn randomly and the winners must be notified by telephone or in writing by the designated staff member
- The Raffle Return Form must be completed and returned to the Charitable Funds Team together with any unused tickets within a month of the actual draw
- The winning tickets must be attached to the Raffle Return Form
- The rules governing the use of raffles will be printed on the back of the raffle return form for ease of reference
- The Charitable Funds Team will maintain a register of raffles in order to complete the required lottery return to the licensing authority in Torfaen County Borough Council.
- Aggregated proceeds from all raffles that take place across the Health Board must not be more than £250,000 in any one year.

9.5.3 Guidelines on sponsorship are detailed in Appendix 10.

9.6 Gift Aid

9.6.1 Donations and Fundraising (Sponsorship) Income can be Gift Aided.

9.6.2 The Gift Aid scheme allows the Charity to collect an additional amount over and above the donation in lieu of income tax.

9.6.3 Donors must sign a declaration, prior to making their donation or undertaking their fundraising activity, that

- they wish the Charity to reclaim the tax relief
- they are currently UK taxpayers and the amount of tax they pay exceeds

the amount of tax reclaimable

9.6.4 The Charitable Fund Manager can provide gift aid declarations and advice on the scheme.

9.7 Acknowledgement

9.7.1 The process for acknowledging donations, legacies and grants is shown in the diagram in Appendix 6

10 Investments

10.1 The investment policy is attached in Appendix 11.

10.2 The Charitable Funds Committee is responsible for appointing an investment management company or companies to manage the Charitable Fund's investments. The Investment Management Company must be informed of the Investment Policy of the charity and the trustees may rely on the professional advice of the Investment Management Company in formulating the policy. The policy should be reviewed annually to ensure it still fits with the overall aims of the charity.

10.3 The Charitable Funds Committee or a nominated representative should instruct the Investment Management Company to: -

- Provide details of all transactions undertaken on behalf of charity.
- Hold stock and share certificates for safekeeping.
- Provide details of dividends and interest received.
- Provide valuations on request.
- Attend the Charitable Funds Committee at least annually to formally present the investment performance of the period.

10.4 The Assistant Director of Finance (Financial Systems & Services) is responsible for: -

- Maintaining an Investment Register to record details of all investments held.
- Calculating realised gains or losses (profit/loss) on sale of investments.
- Calculating unrealised gains or losses on investments.
- Informing the Charitable Funds Committee at each meeting of the investment valuation.
- Ensuring all interest and dividends received are [allocated/utilised in accordance with the wishes and agreement of the Charitable Funds Committee](#)~~apportioned to individual funds based on the average monthly fund balance.~~
- Ensuring any unrealised gains or losses on investments are allocated/utilised in accordance with the wishes and agreement of the Charitable Funds Committee
- Ensuring the investments held is reflected in the charity's annual accounts.

- Ensuring working balances are kept in a Government Banking Service, interest bearing, bank account.

11 Expenditure

11.1 The detailed procedure for purchasing goods and services from Charitable Funds is detailed in Appendix 12– Purchases from Charitable Funds.

11.2 All purchases are subject to the following approval hierarchy:

Purchases Up To	Approvers
£5,000	Two individual fund holders
Additional approvals for £5,001 - £15,000	Divisional General Manager
£15,001 - £25,000	Executive Director
>£25,000	Charitable Funds Committee

11.3 In addition to the approval hierarchy set out in the previous table for more significant funds, because of their relatively high value, an additional level of scrutiny is required at a departmental or service level to ensure that funds are used for the strategic benefit of the service or department and where a wider engagement would be desirable. Therefore, evidence of planning engagement and specific plans for the account is required to support purchases where fund balances exceed £25K.

11.4 Any expenditure relating to the employment of staff must also be approved by the Charitable Funds Committee to ensure that contracts are fixed term and under a period of two years [by completing the bid application form showed in Appendix 15](#).

11.5 An authorised signatory list is maintained by the Charitable Funds Manager. The approval hierarchy is also contained in the Oracle iProcurement module.

11.6 The Charitable Funds Manager will be responsible for ensuring that certification of expenditure by Authorised Signatories is within the limits set out in this procedure.

11.7 Expenditure can be incurred provided it falls within the remit of the fund from which it is being paid and satisfies the following criteria:

11.7.1 It is not for the benefit of an individual (e.g., retirement gifts) unless it is a payment to an individual that benefits a wider group – an example being a training course for the benefit of the department or service.

11.7.2 Charitable funds cannot be used as funding support for staff without the approval of the Charitable Funds Committee.

11.7.3 No alcohol to be purchased.

- 11.7.4 Where meals are provided (for example as part of a conference for speakers) alcohol and tobacco cannot be claimed.
- 11.7.5 A distinction should be made between work and work networking opportunities as opposed to purely social activities; the latter being inappropriate.
- 11.7.6 The need to be proportionate and reasonable in expenditure.
- 11.7.7 Consumable items should be paid from NHS funds not charitable funds.
- 11.7.8 All minor works requests not available on Oracle should be submitted via the Charitable Funds Office where availability of funds and authorised signatory will be confirmed before the Works department initiates any works.
- 11.7.9 Where expenses and reimbursements are to be reclaimed via charitable funds, claims must be made within 3 months of the date the expenditure was incurred in line with the wider Health Board policy.

11.7.10 Loyalty cards may only be used to purchase goods if the card is registered to the department and not the individual.

~~11.7.11~~

11.7.11 Events and initiatives that promote staff wellbeing are allowed from charitable funds, but they need to demonstrate a direct benefit to the wellbeing of our staff which will then have an indirect benefit to our patients.

Wellbeing can be defined as being happy, healthy, contented, comfortable, or a combination of all these things and apply to both an individual's physical and mental state. It can be understood as how individuals are satisfied with their life or how they evaluate their life both at work and at home, how they feel and how they function.

Such events and initiatives need to be agreed in advance with the Charitable Funds Manager.

11.7.12 Team building activities can be a powerful way to develop collaboration and trust, increase motivation, nurture strengths, address weaknesses and promote cooperation. They need to have a real purpose and be properly planned to make a genuine impact.

Team building must be collective types of activities and events, often involving collaborative tasks, causing a group of people to work together effectively as a team, enhancing social relations and defining roles within teams.

The benefits are listed below:

- [Improves problem-solving skills – Taking on new challenges at a different level helps your brain grow and develop, allowing you to get more for your experiences.](#)
 - [Relieves stress –Work also involves a level of stress. While stress is an excellent motivator at times, knowing how to manage it is key to long-term success.](#)
 - [Builds teamwork skills – This creates better working relationships allowing your team to be more productive.](#)
 - [Playing games is fun – All work and no play makes Jack a dull \(and unproductive\) staff member.](#)
 - [Improves learning retention – By actively engaging your employees you're enhancing their capabilities for learning retention.](#)
- [11.7.10](#)• [Active participation in learning improves how much information and skill a person retains from the training.](#)

[11.7.11](#) [11.7.13](#) Examples of items typically purchased from charitable funds are shown in Appendix 1.

12 Value Added Tax - VAT

- 12.1 Certain items purchased from charitable funds may be exempt from VAT where the goods are: -
- Purchased wholly from charitable funds.
 - Purchased by an eligible body wholly from funds provided by a charity or voluntary contributions.
- 12.2 The following items are exempt from VAT if used for the purposes stated
- Medical, scientific, computer, video, sterilising, laboratory, or refrigeration equipment used in medical research, training, diagnosis, or treatment
 - Parts and accessories for use with the above items
 - Qualifying aids for people with disabilities
 - Computer software solely for use in medical research, diagnosis or treatment and its repair and maintenance
- 12.3 Zero rating only applies when the item being purchased is used solely for the declared purpose e.g., a computer may qualify where used entirely for medical research. However, zero rating does not apply if the computer were used partly for research and partly for general administrative work.
- 12.4 Charitable Fund Holders should refer to the VAT Guidelines - HM Custom & Excise - Notice 701/6 (4.11) Appendix 13 to determine the eligibility of purchases for VAT exemption.
- 12.5 The Procurement Department will complete a VAT exemption certificate, when placing the order, for those goods that are zero rated. A proforma VAT exemption certificate is shown in Appendix 14.

12.6 The Charitable Funds Manager will be responsible for clarifying VAT issues.

13 Accounting

13.1 The Assistant Director of Finance (Financial Systems & Services) is responsible for configuring the Oracle Financials System to be able to satisfy financial reporting regulation for Charities.

13.2 Accounts must be produced annually and be subject to external audit opinion and be filed with the Charities Commission before 31 January following the accounting year end.

13.3 The accounts must be submitted to the Charitable Funds Committee for approval and signed off by the Aneurin Bevan University Health Board, who act as Corporate Trustee for the charity

14 Administration Charges

14.1 All costs of administering the funds must be charged to the Charitable Funds accounts. Exchequer funds must not be used to subsidise charges.

14.2 The administration fee should cover the cost of administering the funds on a day-to-day basis and includes charges from the investment companies, finance and general administrative costs and auditors' fees.

14.3 Administration charges are charged to the funds annually. The total charges incurred by the Charity are apportioned based on the average monthly fund balance. During the year an estimated charge may be applied to ensure that individual fund accounts do not exceed available funds.

15 Corporate Reporting

15.1 On an annual basis the Assistant Director of Finance (Financial Systems & Services) will ensure that year end accounts and reports are prepared, in line with current accounting regulation for Charities and that the Charitable Funds Committee approve the audited accounts.

15.2 The Assistant Director of Finance (Financial Systems & Services) will provide a financial report to each Charitable Funds Committee meeting giving details of the current financial position.

15.3 The Charitable Funds Manager will ensure that reports, showing opening and closing balances together with transactions, on each fund are available to view by fund managers through the Oracle Reporting Suite – [QlikSense Financial Business Intelligence \(FBI\)](#).

16. Training

16.1 In addition to this Financial Control Procedure a Management User Guide has been developed which is issued to all Charitable Fund Holders. The guide gives practical advice to help managers know their responsibilities and to assist them

in common activities such as receiving donations and purchasing goods or services from funds.

- 16.2 The Charitable Funds Team will meet with Charitable Fund Holders on a regular basis to ensure they understand and comply with these procedures.
- 16.3 Further advice and training is available if necessary and can be arranged through the Charitable Funds Office.

17. Audit

- 17.1 Internal Audit and Audit Wales will audit Charitable Fund Holders, General Offices and the Finance department periodically to determine the effectiveness of this procedure.
- 17.2 Auditors will present a report of their findings and recommendations to the Audit, Finance and Risk Committee, Charitable Funds Committee and the Health Board.

18. Review

- 18.1 This procedure will be reviewed every three years unless a requirement arises for this to be reviewed earlier.

Appendix 1



Aneurin Bevan Health Charity

CHARITABLE FUNDS

Examples of Items Typically Purchased from Funds

The Health Board (the trustees) are keen that funds are used as soon as practicable following donation. The list below has been developed as an aid to managers and Charitable Fund Account Managers about the type of items that charitable funds can be used for.

If you wish to discuss any specific issues in more detail, please contact:

Charitable Funds Team
Tel No: 01495 765431 (internal calls to ext 55431)
E-mail: Charitable.Funds.ABB@wales.nhs.uk

Chat with us on Teams

Patients Expenditure	Notes
Medical equipment	<ul style="list-style-type: none">• Donations are often received with a wish that equipment is purchased• Individuals fundraise to purchase a particular piece of equipment• Providing additional equipment would benefit both patients and staff. For example, on a cardiology ward where patients are required to be weighed daily, there is a hoist provided at each end of the ward, but an additional hoist would improve conditions.• Medical equipment when purchased through the charitable funds is VAT exempt• Maintenance costs and consumables need to be considered as these are usually met by revenue budgets
Seasonal activities/Occasions	<ul style="list-style-type: none">• Gifts for patients resident in hospital over Christmas• Easter eggs, Halloween items• Decorations for wards and departments at Christmas, Diamond Jubilee etc

	<ul style="list-style-type: none"> • Ward/Department buffets – open to all, patients, staff and visitors
Therapies	<ul style="list-style-type: none"> • Dance classes for older adult patients • Musical equipment • Gardening for Mental Health patients • Trips for diabetic and renal patients to show how they can manage their condition in normal day to day activities • Craft items
Environment	<ul style="list-style-type: none"> • Replacement of bay curtains that are adequate but worn • Cot bedding and mobiles • Pictures and murals • Plants at hospital entrances • Christmas trees and lights at hospital entrances • Garden furniture and benches • Refurbishment of areas to provide bereavement rooms • Redecoration to encompass new ideas of highlighting certain features by using different colours for patients to identify them more easily such as toilet doors, toilet seats
Other equipment	<ul style="list-style-type: none"> • Game consoles and games – as well as keeping children occupied it also improves patient co-ordination in stroke patients • Televisions • Music centres • Storage containers to tidy up areas • Dignity pegs – to clip bay curtains together • Bariatric equipment such as toilet seats, commodes, anaesthetic cushions and chairs as the Health Board provides standard items but unfortunately the physical size of patients treated is increasing and this exceeds the working load limit. • Bereavement memory boxes • Sympathy cards • Toys for children play areas
Staff Expenditure	Donations are often given with a wish that they are spent on the staff

Training courses and conferences (including accommodation and travel expenses)	<ul style="list-style-type: none"> Knowledge gained by an individual on a training course can be passed on to other staff and will indirectly benefit patients
International conferences/courses	<ul style="list-style-type: none"> Revenue budgets do not usually support international events due to the cost, but knowledge gained from this wider platform can improve practise here
Staff Awards (not cash)	<ul style="list-style-type: none"> Prizes for poster presentations at Nurse Conference Staff Recognition Award – in the form of a trophy Team building events
Training equipment	<ul style="list-style-type: none"> Provide the necessary equipment to enable in-house training In-house training can be much cheaper than sending staff away on courses as there are no travel costs and staff are on hand in case of emergencies
Other equipment	<ul style="list-style-type: none"> Kettles, Microwaves, Fridges. Additional items as what is provided is not always within staff proximity Laptops – so staff can access information while away from their area of work Computers with higher specifications than Health Board standard required to run certain types of software Storage items – to tidy areas Smart phones – provided in areas such as district nursing so that staff can access information and also in cardiology where GPs can access on call Consultants Educational books
<u>Team Building</u> Other	<ul style="list-style-type: none"> <u>Professional Team building events etc.</u> <u>Escape Rooms</u> <u>Outdoor Pursuits – with trained personnel</u> <u>Games – It's a Knockout, Treasure Hunts, Bowling, Paint balling etc.</u> <u>Invited speakers (motivational)</u> <u>Room/Hall Hire</u> <u>Food can be included with above activities but no alcohol.</u> <u>Travel – e.g., bus hire from place of work can be included for above activities within reason.</u>

<u>Staff Wellbeing Environment</u>	<ul style="list-style-type: none">• <u>Events and Initiatives that promote staff wellbeing which shows a direct benefit in the wellbeing of our staff that has an indirect benefit to our patients. (To be agreed in advance with the Charitable Funds Manager).</u>• Refurbishment of areas to provide additional storage• Improvements to workstation areas
Research	<ul style="list-style-type: none">• Provided it has gone through the Research and Development Committee• Provided it is for public benefit
Service Promotion	<ul style="list-style-type: none">• Items for stands at Big Cheese Event in Caerphilly and the Eisteddfod

Appendix 2

Dear Charitable Fund Holder

Delegation of Charitable Funds

Fund No: Fund Name:

This letter formally delegates responsibility for the management of the above account to you as a Charitable Funds Holder for the financial year commencing 1 April 20XX.

All charitable funds within Aneurin Bevan University Health Board are managed within the umbrella of a registered charity no 1098728. Good governance is essential and therefore as the Charitable Funds Holder there are several responsibilities that you have and must be aware of and comply with as follows:

Authorised Signatories

All accounts must have two signatories identified to support all requests for expenditure from the account; the second signatory to the account must be at least of equivalent seniority in the organisation. Expenditure over certain thresholds will also require additional authorisation in accordance with the following table:

Purchases Up To	Approvers
£5,000	Two account signatories
Additional approvals for £5,001-£15,000 £15,001-£25,000 >£25,000	Divisional General Manager Executive Director Charitable Funds Committee

Use of the Charitable Account

A "*USER GUIDE*" for Charitable Fund Holders has been developed which provides essential information about how to manage an account from receiving donations and income to how to go about making purchases from the account. Please ensure you are familiar with this document which is attached.

The detailed procedures for managing charitable funds are contained in the Charitable Funds Financial Control Procedure with which you should also be familiar. This can be accessed from the Health Board's intranet.

Annual Reporting

The Charitable Funds Committee has introduced a requirement for account managers to provide an annual report on how the fund has been used in the last

financial year and what the main sources of income were. Most funds are small in value and so only a brief pro-forma return will be required.

For larger funds that exceed £25K in value a slightly more detailed return is required describing the activities of the previous year and also to set out plans for the forthcoming and future years.

The Charitable Funds Committee reserves the right, as trustee of the charity, to delegate the use of the account to another manager if the requirements set out in this letter are not observed.

I would be grateful if you would sign this letter as acceptance of these terms and return it to the Charitable Funds Team by e-mail by no later than 30th April.

Charitable.Funds.ABB@wales.nhs.uk

If you have any queries, I would be grateful if you would contact the Charitable Funds Manager on 01495 765414 by TEAMS or by e-mail

Charitable.Funds.ABB@wales.nhs.uk

Yours sincerely

Director of Finance

Signature 1

Signature 2

Name:

Name:

Appendix 3

**Charitable Fund Holder – Annual Report 20XX/20XX
For the Charitable Funds Committee
For funds less than £25K**

Account No:	
Account Name:	
Provisional Fund Balance as at 28.02.20XX	£

Financial Summary	
Income	
Expenditure	

Describe your main source of income for the year:

Please describe how the fund was used in the year, including the items purchased and how they were used to improve the service providing examples of benefits to patients and staff. If appropriate, please provide photographs.

Please could you provide quotes from patients and staff about the difference purchases from charitable funds have made to them.
<i>This information is used in the Charitable Funds Annual Report and to provide information to the Charitable Funds Committee.</i>

Non-Cash Items						
Have you received goods donated during the year? Excluding food and other perishable items, please could you list these items indicating an approximate monetary value.						
<table><tr><th>Item</th><th>Received from</th><th>Approximate Value</th></tr><tr><td></td><td></td><td></td></tr></table>	Item	Received from	Approximate Value			
Item	Received from	Approximate Value				

<i>Examples</i>		
<i>Toiletries for patients</i>	<i>Abergavenny School</i>	<i>£75</i>
<i>I-Pad</i>	<i>Relatives of patient JB</i>	<i>£300</i>
<i>Hand cream for Staff</i>	<i>Patient JD</i>	<i>£5</i>
<i>We have to include a value for donated goods within our accounts</i>		

Signed:	
	Charitable Funds Holder
Date:	

Signed:	
	2nd Signatory
Date:	

If you require assistance in completing this form, please contact the Charitable Funds Manager on 01495 765414, [by TEAMS or by e-mail Charitable.Funds.ABB@wales.nhs.uk](mailto:Charitable.Funds.ABB@wales.nhs.uk)

This form must be completed and returned to the Charitable Funds department by 30th April

Appendix 4

**Charitable Fund Holder – Annual Report 20XX/20XX
For the Charitable Funds Committee
For funds more than £25K**

Account No:	
Account Name:	
Provisional Fund Balance as at 28.02.XX	

Financial Summary	
Income	
Expenditure	

Describe your main source of income for the year:

Please describe how the fund was used in the year, including the items purchased and how they were used to improve the service providing examples of benefits to patients and staff. If appropriate, please provide photographs.

Please describe detailed plans with estimated costs for the fund in the next twelve months and over the medium term of three years, describing the benefits these purchases will make to both staff and patients.

Please could you provide quotes from patients and staff about the difference purchases from charitable funds have made to them.

Non-Cash Items		
Have you received goods donated during the year?		
Excluding food and other perishable items, please could you list these items indicating an approximate monetary value.		
Item	Received from	Approximate Value
<i>Examples</i>		
Toiletries for patients	Abergavenny School	£75
I-Pad	Relatives of patient JB	£300
Hand cream for Staff	Patient JD	£5
We have to include a value for donated goods within our accounts		
<i>This information is used in the Charitable Funds Annual Report and to provide information to the Charitable Funds Committee.</i>		

Signed:	
	Charitable Funds Holder
Date:	

Signed:	
	2nd Signatory
Date:	

If you require assistance in completing this form, please contact the Charitable Funds Manager on 01495 765414, [by TEAMS](mailto:Charitable.Funds.ABB@wales.nhs.uk) or by e-mail Charitable.Funds.ABB@wales.nhs.uk

This form must be completed and returned to the Charitable Funds department by 30th April

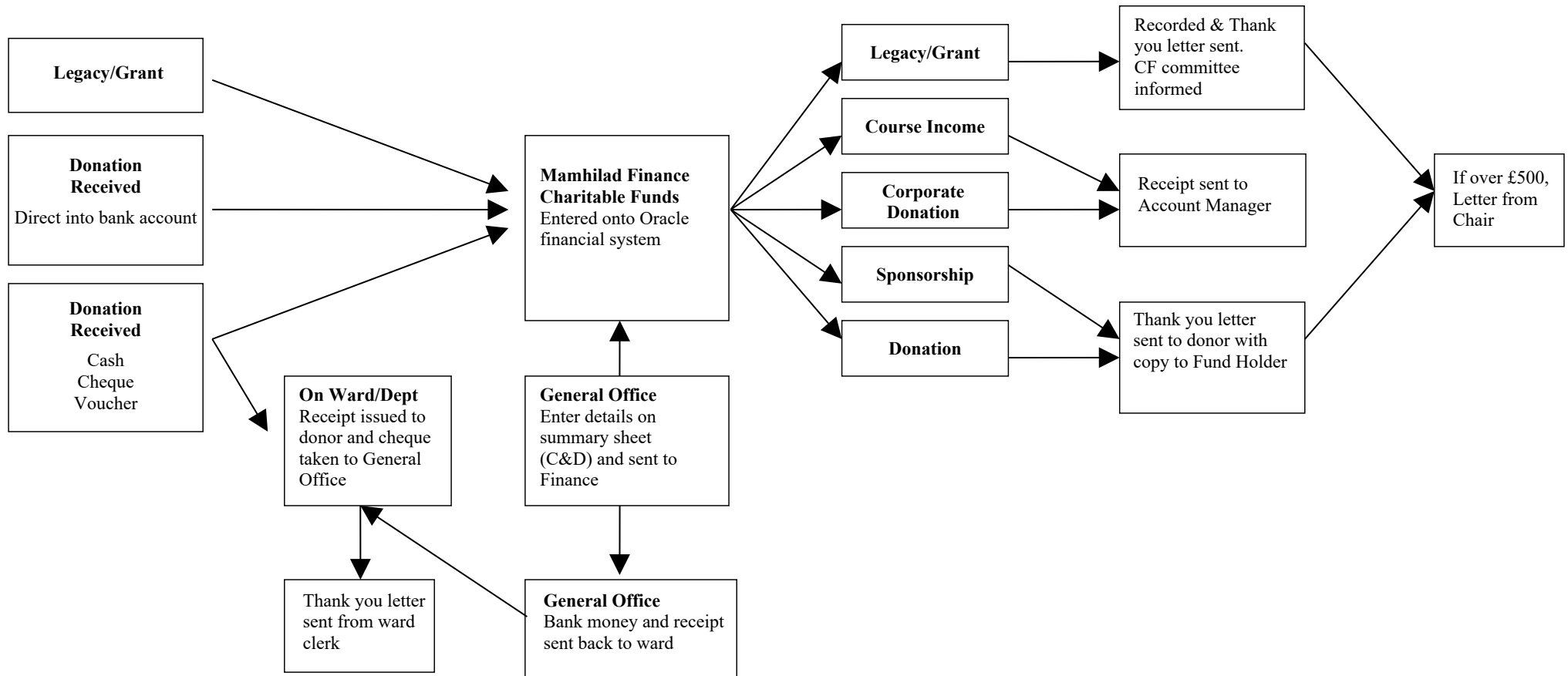
Appendix 5

Request Form to open New Charitable Fund Account Signatories

All delegated charitable fund accounts must have two nominated signatories. The first signatory is the Charitable Fund Holder who takes primary responsibility for the management of the account and must be aware of and be compliant with this financial control procedure. The second signatory must be a person of equivalent or more senior position to the Charitable Fund Holder.

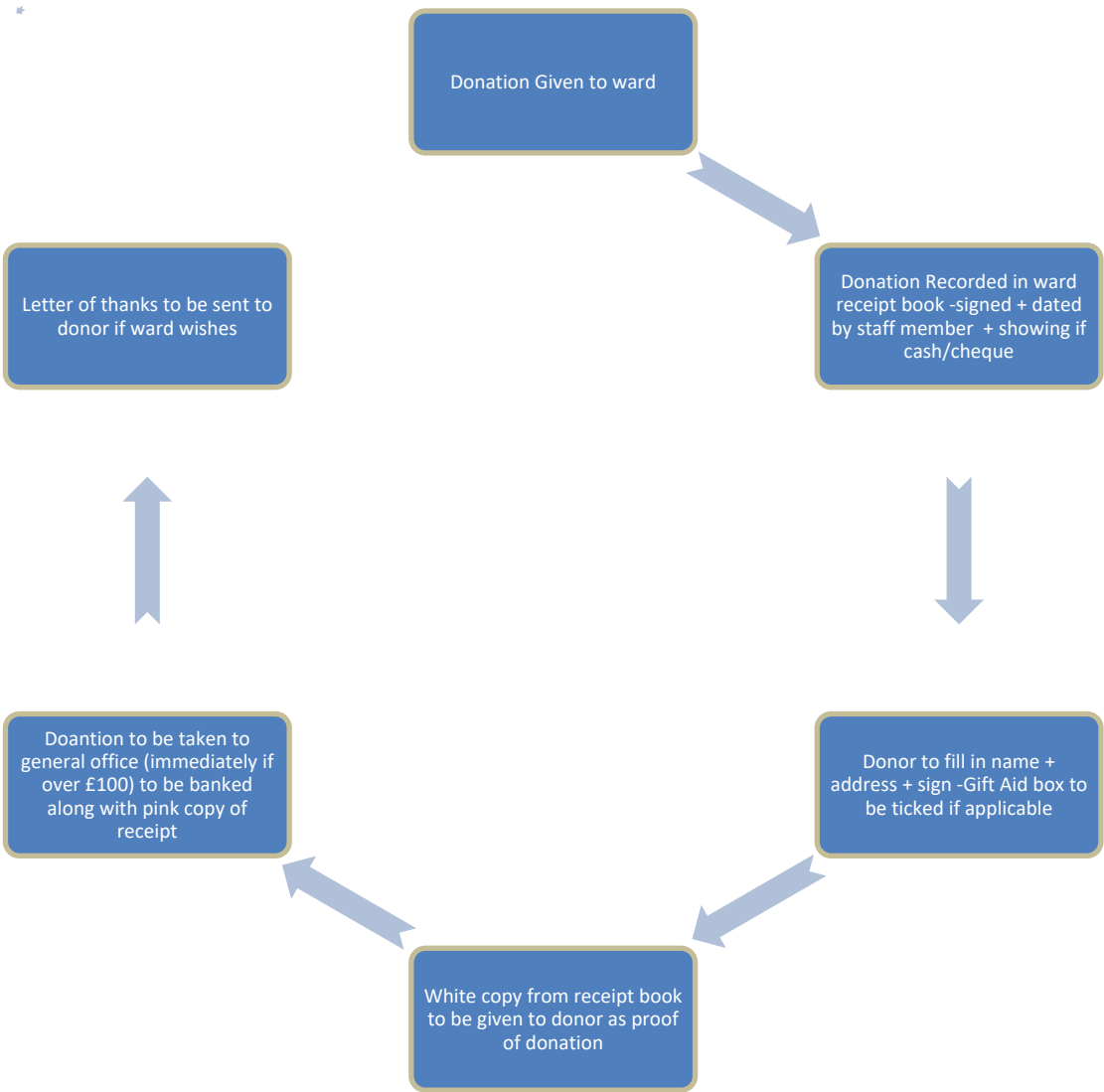
Proposed Name of Account:	
Hospital:	
Department/Ward:	
Purpose of Account:	
1 st Account Signatory:	
Name:	
Designation:	
Signed:	
Date:	
2 nd Account Signatory:	
Name	
Designation	
Signed	
Date	
Please note the second signatory must be of equal or higher grade	
For Finance Use	
Fund Name:	
Fund No:	
Date Set Up:	

APPENDIX 6 - PROCESS for ACKNOWLEDGING DONATIONS



Appendix 6a

Ward Donation Procedure



Appendix 7

Donations Procedure

1 Introduction

This procedure for monetary donations is based on the guidelines and recommendations of the Charity Commission and Wales Audit Office.

All donations must be receipted and paid into the Charitable Funds Account.

2 Poster & Leaflets

A poster and leaflet informing people of how to make monetary donations must be displayed in each ward/department. The poster is not designed to ask people for money but to inform potential donors of the procedure. Both the poster and leaflet emphasise that donors must obtain a receipt for their donation.

The poster is included within this appendix. The Charitable Funds Manager will supply copies of the donation leaflet on request.

3 Ward/Department Level

Authorised Officers, who have been nominated by the Authorised Signatory of each fund, are the only members of staff permitted to accept donations.

Each fund will have its own receipt book.

A receipt must be issued for each donation received. The receipt will be pre-numbered and in three parts (see Appendix 11):

- Top copy (white) to the donor
- Second copy (pink) to be sent either
 - a) to the Charitable Funds Manager, Finance Dept, C Block, Mamhilad House with the donation (**please do not send cash in the post**) or
 - b) taken to the General Office with the donation
- Bottom copy (yellow) to be retained in receipt book

The Authorised Officer must sign the receipt. The receipt should clearly indicate which ward or department the donation is for and whether the donation is cash/cheque or other.

Spoilt receipts (the top two copies) should be sent to the Charitable Funds Manager with the bottom copy being retained at ward level.

Fund Holders may request the Charitable Funds Manager to send a letter of thanks when a receipt is deemed to be insufficient.

Cash and cheques must be kept in a locked safe or cash box in the ward/department until it is convenient to take the donation to the General Office or send to the Charitable Funds Manager. The use of a cash box is only suitable for amounts up to £100. Cash Donations exceeding £100 must be taken to the General Office immediately.

Unauthorised persons should not accept donations but should direct the donor to one of the following: -

- An authorised person
- An information leaflet for making monetary donations
- The General Office.

Account managers should ensure that all staff within their area are aware of the donation process.

The Charitable Manager shall be responsible for: -

- Controlling and issuing pre-printed receipts to wards and departments.
- Monitoring receipts
- Ensuring continuity of receipt numbers
- Recording the income in the accounts.

4 General Office

Donations may be made at any General Office in accordance with the Charitable Funds Financial Procedure.

All receipts received from wards/departments by General Offices must be forwarded to the Charitable Funds Manager with their Cash Receipt and Bank Deposit sheets.

5 Post

All postal donations should be sent to: -

The Charitable Funds Manager
Aneurin Bevan University Health Board
PO Box 10
Pontypool
NP4 0XG

6 Banking

All donations should be banked within one week of receipt.

APPENDIX 7



Charitable Donations

Members of the public sometimes wish to make a donation for the benefit of our patients and staff. All such donations are gratefully accepted into the registered charity of the organisation. If you wish to make a donation please follow the steps below. Thank you.

Give donation to Staff-in-Charge



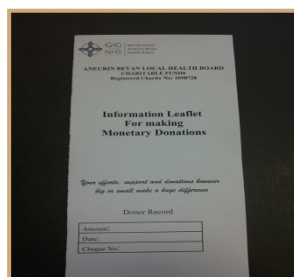
Hand in donation at General Office



OR



pick up a leaflet for further information



Cheques should be made payable to: -
Aneurin Bevan Health Charity

ALWAYS ASK FOR A RECEIPT

Donations are used for the general benefit of patients and staff of Aneurin Bevan University Health Board.

For more details please contact the Charitable Funds Department - Tel No: 01495 765414
Aneurin Bevan University Health Board Charitable Fund and Other Related Charities
Registered Charity No. 1098728

Receipt No: CF D00001

APPENDIX 7

Aneurin Bevan Health Charity
Registered Charity No: 1098728
RECEIPT FOR INDIVIDUAL CHARITABLE DONATION

I, Name of Donor		
Of, Address of Donor		
	Post Code:	
Give to Aneurin Bevan Health Charity		
The sum of	£ (Cheque/Cash/other) Please make cheque payable to Aneurin Bevan Health Charity	For the general purposes of the charity, to be used for patient and staff welfare.
Without imposing any trust it is my wish that my donation should be used for:	Ward/Dept: Hospital: Other - please specify:	
GIFT AID DECLARATION <i>giftaid it</i> We are able to recover the tax on your donation which allows us to claim a further 25p for every £1 donated. In order that we can qualify for tax relief you must supply us with your full name, home address and post code and tick the box below. The amount of Income Tax and /or Capital Gains Tax you pay for each tax year must be at least equal to the amount of tax that the charity will reclaim on your gifts for that tax year. Please Tick if you would like Aneurin Bevan Health Charity to treat this donation as a Gift Aid donation. <input type="checkbox"/>		
Donor's Signature:		
Date:		
Receiving Staff's Signature:		
Staff Name: (please print)		
For Finance Use		
Oracle Receipt No:		
Fund No:		
Gift Aid Ref:		

Appendix 8

Example of thank you letters

The information in bold will need to be changed as required. Please note this is just a guide and covers the basic elements of a thank you letter.

General Donation

Dear **Name**

Thank you for your donation of **amount** to **ward/department**.

We are grateful to receive donations which help to provide additional benefits for the care and treatment of patients, purchase medical equipment, improve the hospital environment and support the continuing education for staff.

On behalf of Aneurin Bevan Health Charity and in particular the staff on the **ward/department** I would like to thank you for this kind gift.

Please do not hesitate to contact me if at some time in the future you would like to know how this money is spent.

Yours sincerely

In Loss

Dear **Name**

We are very sorry to hear of your sad loss. It is kind of you to think of us at this time.

On behalf of Aneurin Bevan Health Charity and in particular the staff on **name** ward I would like to thank you for donations totalling **amount** in memory of **name**. This money will be placed in the charitable fund for the **ward/ department** at the **Hospital** and will be used at the discretion of the Nurses and Doctors to provide additional benefits for the care and treatment of patients and also for the benefit of staff on the **ward/department**.

Please do not hesitate to contact me if at some time in the future you would like to know how this money is spent.

Yours sincerely

In Lieu of Flowers

Dear **Name**

Thank you for your donation received in lieu of flowers at the funeral of **Name**. It is so kind of you to think of us at this sad time.

On behalf of Aneurin Bevan Health Charity and in particular the staff on **ward/department** I would like to thank you for donations totalling **amount**. This money will be placed in the charitable fund for the **ward/department** at the **Hospital** and will be used at the discretion of the Nurses and Doctors to provide additional benefits for the care and treatment of patients and also for the benefit of staff.

Please do not hesitate to contact me if at some time in the future you would like to know how this money is spent.

Yours sincerely

Care Received

Dear **Name**

Thank you for your donation of **amount** in respect of the care you received while a patient at our hospital.

On behalf of Aneurin Bevan Health Charity and in particular the staff on the **ward/department** I would like to thank you for this kind gift. The money will be placed in the charitable fund for the **ward/department** at the **Hospital** and will be used at the discretion of the Nurses and Doctors to provide additional benefits for the care and treatment of patients and also for the benefit of staff on the **ward/department**.

Please do not hesitate to contact me if at some time in the future you would like to know how this money is spent.

Yours sincerely

APPENDIX 9

Aneurin Bevan Health Charity
Charitable Fund Procedures
Raffle Request Form



Charitable Fund No.	
Name of Requester:	
Participating Dept:	
Hospital:	
Price per Ticket:	
No of tickets required	

Tickets will be issued in booklets of 4
The maximum number of tickets issued on initial request is 200
Further tickets can be made available for the same raffle if needed.

Date of Draw:	
---------------	--

Please note the closing date will automatically be set to the day before the actual draw

Prize Details	
1st Prize	
2nd Prize	
3rd Prize	
4th Prize	
5th Prize	

If there are more than 5 prizes, the 5th prize will read "Runner-up prizes"

APPENDIX 10

GUIDELINES RE SPONSORSHIP

Aneurin Bevan University Health Board is grateful to individuals who wish to raise money for its hospitals and clinics through sponsorship. All monies raised in this way are placed within the charitable funds of the Aneurin Bevan University Health Board. Charitable funds are intended to provide those additional amenities that will improve the condition under which patients are cared for and treated or the conditions under which staff work.

The following guidelines are provided to help you the organiser and us to ensure that monies raised for the Health Board via sponsorship does come to us.

By giving us as much information as possible we may adapt the sponsor form to suit your needs. We need to ensure that people contributing know who is participating in the sponsorship, what type of event is being sponsored, where and when the sponsorship is taking place and most importantly what and where the money is being raised for.

- 1) Sponsorship Forms can be obtained from the Charitable Funds Manager.
- 2) If you wish to donate on-line, please visit the website www.justgiving.com and type in Aneurin Bevan and follow the instructions
- 3) All cheques are to be made payable to Aneurin Bevan Health Charity.
- 4) All forms and total sponsorship are to be returned to the Charitable Funds Manager.
- 5) On receiving the sponsorship, the Charitable Funds Manager will issue a receipt or certificate showing the total raised.
- 6) Certificates may also be obtained for presentation on the day to thank individuals for participating.
- 7) Arrangements can be made for formal cheque presentation to the relevant department within the Health Board.

If you have any queries or if you require further information, please contact the Charitable Funds Team: -

Charitable Funds Team
Aneurin Bevan University Health Board
P O Box 10, Pontypool NP4 0XG **Tel No: 01495 765431**
Charitable.Funds.ABB@wales.nhs.uk

Appendix 11

Charitable Funds – Investment and Reserves Policy

1. Purpose

Aneurin Bevan University Health Board, as a Corporate Trustee, needs to ensure it can demonstrate effective management of current charitable funds, whether invested or held as liquid assets to meet forecast expenditure. It also needs to ensure donations are spent on a timely basis whilst maintaining a level of reserves that will ensure the ongoing viability of the charity.

The purpose of this document is to detail the current investment and reserves policy for Aneurin Bevan Health Charity.

2. Investment Overview

The power of investment given to trustees is detailed in Section 3 of the Trustees Act 2000. This act imposes a duty on those acting as Charity trustees, when exercising their powers of investment, to consider the need for diversification, to reduce the risk of loss should an investment fail.

In addition, as Corporate Trustee, Aneurin Bevan University Health Board, in line with the ethos of promoting patient care, will attempt to ensure that all investments are ethically and environmentally sound and are not opposed to the purpose of the charity.

3. Investment Policy

The overall aim in investment of funds is to maximise total return whilst balancing risks and requirement for income. It has been agreed that:

- a) The Health Board's Charitable Funds can be invested in several different forms of investments, in line with the Trustees Investment Act 1961.
- b) The Charitable Fund Committee, on behalf of Aneurin Bevan University Health Board, has the delegated authority to appoint investment advisors. The investment management company will operate within the limits set down in this policy.
- c) The performance of the investment management company will be reviewed annually by the trustee and will be subject to re-appointment on a 3 yearly basis with an agreement

- to extend for a further 2 years. Any proposed change in provider shall be subject to a formal tender process.
- d) The managed investment portfolio will be a minimum of 75% of the total funds held.
 - e) The working capital balance will be retained in a Government Banking Service, interest bearing, account which will be distinct from Aneurin Bevan University Health Board's 'revenue' account, to enable daily cash requirements to be met. At all times, it must be ensured that sufficient liquid resources are maintained to meet routine payment requirements.
 - f) Investments are to be made within the limits of the Health Board's Ethical Policy, which is to exclude those companies whose main business is related to the production or sale of tobacco or alcohol and companies with significant involvement in coal, oil and gas, armaments, gambling and pornography.
 - g) The Charitable Funds Committee or a nominated representative should instruct the Investment Management Company to: -
 - Provide details of all transactions undertaken on behalf of charity.
 - Hold stock and share certificates for safekeeping.
 - Provide details of dividends and interest received.
 - Provide valuations on request.
 - Attend the Charitable Funds Committee at least annually to formally present the investment performance of the period

4. Reserves Policy

The Charitable Funds Committee has considered the Charity's reserve policy, observing both Charity Commission guidance on reserves and the current level of funds held.

If reserves are too high, the charity is retaining funds without justification and this could constitute a breach of trust. If reserves are too low, the fund's ability to meet future commitments or needs may be at risk.

The Charity operates on the basis that it only spends what it has received and does not rely on future donations to meet its commitments. Therefore, the reserves should be set at a level sufficient to cover the liabilities that face the charity, namely the cost of administering the funds and any unrealised losses.

The value of reserves held will change each year and will be maintained from several sources including those unrestricted funds that have not been committed and are freely available to spend on any of the charity's purposes and any unrealised gain.

5. Review

The Health Board's Charitable Funds Investment and Reserve policy will be reviewed annually by the Charitable Funds Committee.

Appendix 12

PURCHASES FROM CHARITABLE FUNDS

I. Purchases For Goods and Services

Purchases for goods and services, including reimbursements, should be made via the ABUHB Oracle Financial system and be supported by an official order. An order can be issued to a supplier from the procurement department on receipt of an approved requisition. When goods are received, they need to be receipted to allow invoices to be paid. The process of requisition, order, receipt and payment is shown below and included as a flow chart in appendix 12a

A. Requisition

Requisitions are raised via Oracle SSP (Self Service Procurement) and requisitioners must:

- Provide as many details as possible of the goods or services to be ordered and any quotations received must be attached.
- Clearly indicate "CHARITABLE FUNDS".
- Include financial code (fund number).
- Be authorised in accordance with the approval hierarchy set out in section 8 above.
- Ensure that all requisitions are submitted via the Charitable Funds Manager

Before processing the requisition, the Charitable Funds Manager will:

- Check that sufficient funds exist against the specific fund being used.
- Check the appropriateness of expenditure from Charitable Funds.
- Check eligibility for VAT exemption.
- Check authorisation as per approval hierarchy.

B. Order

Once the requisition has been approved the Procurement Department will issue an official order together with a VAT exemption certificate where necessary and the supplier will deliver goods or services in due course.

An electronic copy of the order will be available on the Oracle system.

C. Receipt of Goods/Services

When goods have been received, the account manager should immediately acknowledge delivery of goods to enable subsequent invoices to be paid. The delivery must be 'receipted' in the Receipting module of the Oracle SSP system detailing the date of receipt, number of units received etc.

D. Payment

When an invoice is issued from the supplier the Charitable Funds Section will match the invoice to the receipted Oracle order to enable payment to be processed.

E. Payment to Fund Holder

Charitable Fund Holders must obtain authorisation from a second authorised signatory when requesting reimbursement of purchases, they have made on behalf of the charitable fund.

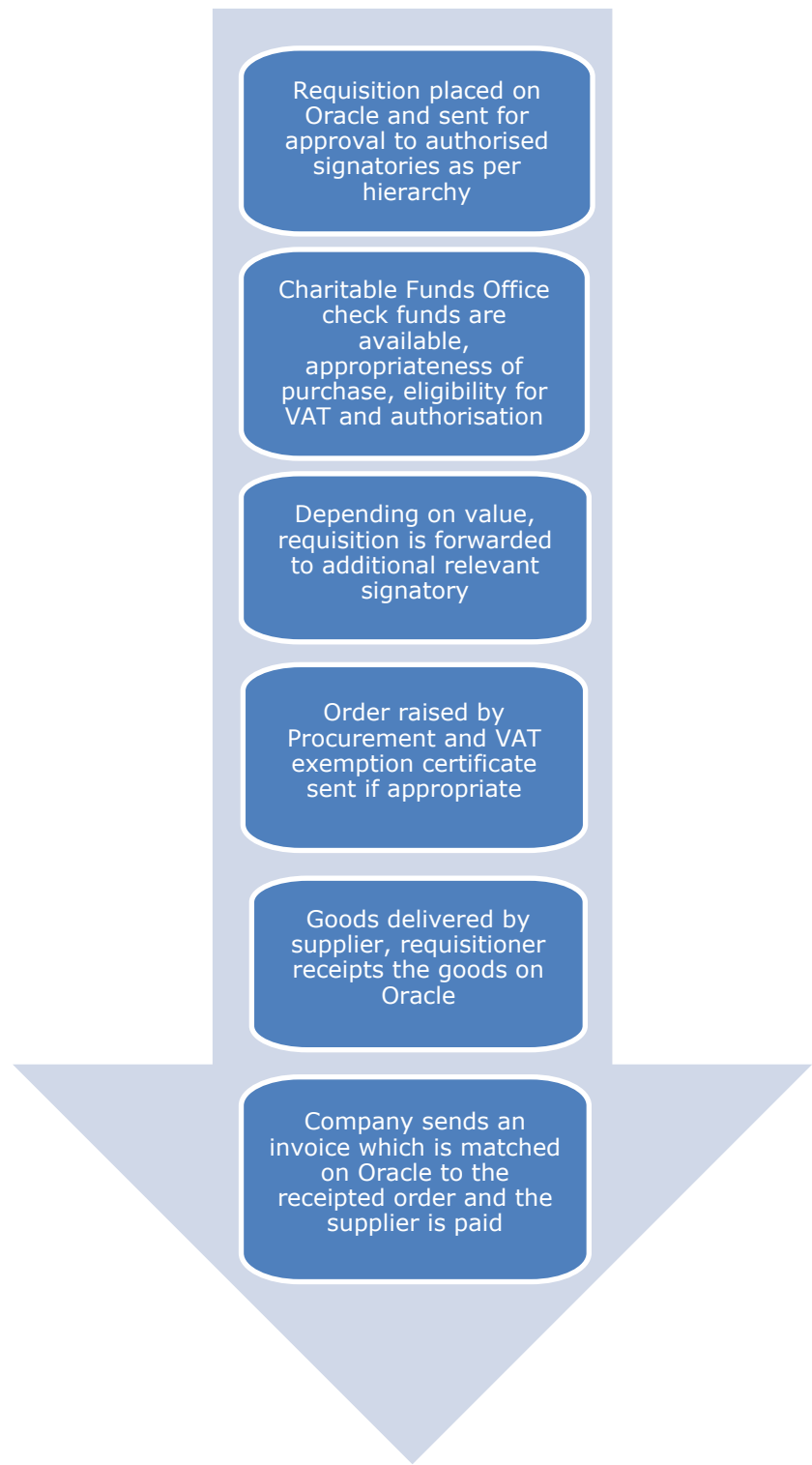
F. Requests to Pay Employees

Where an additional payment is required to be made to an individual employee for undertaking tasks relating to the objects of the charitable fund then a **Staff Payments Claim Form** must be completed. An example is shown in **Appendix 12b**.

Please note that ABUHB has a responsibility to ensure all income due to employees complies with taxation regulations and this responsibility extends to charitable funds, including staff prizes given as cash.

Appendix 12a

Charitable Funds Ordering Process



APPENDIX 12b

**ANEURIN BEVAN UNIVERSITY HEALTH BOARD
CHARITABLE FUNDS
STAFF PAYMENTS - CLAIM FORM**
(For staff that are employed by Aneurin Bevan ULHB)
PAYMENTS TO STAFF THROUGH PAYROLL

To be completed by claimant

Name:

Address:

Payroll No:

Grade:

Dates Worked	Sessions Worked	Payment Claimed

Signed: _____

Date: _____

To be completed by Authorised Signatory / Fund Holder

Payment to be made:

Fund to be charged:

Authorised by:

Date:

Please send claim to Payroll Services, Floor 4, Companies House,
Cardiff or email Payroll.Services2@wales.nhs.uk

Please send a copy of this form to Charitable Funds, Finance Department,
C Block, Mamhilad or email to Charitable.Funds.ABB@wales.nhs.uk

To be completed by Paymaster Services

Actioned by: _____ **Month / Week** _____

Appendix 13

Charitable Purchases – VAT Guidance HM Customs and Excise Notice 701/6 (4.11) Charity funded equipment for medical, veterinary etc uses

Not eligible for relief	Goods	Eligible for relief as:
X	Air Conditioners	
	Air control systems, specialist (capable of precisely controlling pressure, temperature and humidity)	Laboratory equipment
X	Air filters, general	
	Air filtration systems, specialist (built to meet specific circumstances)	Laboratory equipment
X	Air showers	
X	Alarms, security or smoke	
X	Alarm bracelets	
X	Alcohol spray	
	Anaesthetic apparatus	Medical equipment
	Animal cages, specialist (for example, free from chemicals and not available for consumer use)	Laboratory equipment
	Aprons, lead lined for x-ray protection	Medical equipment
X	Aprons, other	
	Artificial Limbs	Goods for use of disabled person
	Autoclaves	Sterilising equipment
X	Bactericides	
	Bandages	Medical equipment
	Barometers	Scientific equipment
	Bedding, specialist (for example, free from chemicals) for animal cages	Laboratory equipment
	Bedpans	Medical equipment
	Bedpan washers, with sterilising steam cycle	Sterilising equipment
X	Bedpan washers, other	
	Beds, highly specialised e.g. net suspension or medical water beds	Medical equipment

	Beds, hospital – with tilting action or variable height features	Goods for use of disabled person
X	Biocidal sprays	
X	Blankets	
	Bunsen burners	Laboratory equipment
	Bottle washers, animal cage specific	Laboratory equipment
	Cages, animal, specialist (for example, free from chemicals and not available for consumer use)	Laboratory equipment
X	Cameras, still	
	Cameras, video	Video equipment
X	Cameras, digital (with video capability)	
	Cameras, thermal imaging	Scientific Equipment
X	Cartridges, printer	
X	Catering equipment	
	Catheters	Medical equipment
X	CD players or recorders	
	Centrifuges	Scientific or laboratory equipment
	Clamps – medical	Medical equipment
X	Cleaning equipment	
X	Closed circuit television systems	
	Commode chairs	Goods for use of disabled person
	Computer disks and tapes	Accessory to computer equipment
	Computer keyboards	Computer equipment
	Computer mouse	Accessory to computer equipment
	Computer printers	Accessory to computer equipment
	Computer screens	Accessory to computer equipment
	Computer screen filters	Accessory to computer equipment
	Computer servers	Computer equipment

X	Computer stationery	
	Computer tablet, including iPads	Computer equipment, provided there is evidence the item is to be used mainly for medical or veterinary research, and so on.
X	Cotton wool	
X	Curtains	
X	Data	
	Deep freezers	Refrigeration equipment
	Dental chairs	Medical equipment
	Dental drills	Medical equipment
	Dental mirrors	Medical equipment
	Dental spittoons	Medical equipment
X	Disinfectants	
	Drip poles	Medical equipment
X	Drugs trolleys	
	DVD players, recorders or blank DVDs	Video equipment
	Endoscopes	Medical equipment
	Electro-cardiographs	Medical equipment
X	Ethernet	
	Eye test charts	Medical equipment
	Examination couches, adjustable	Medical equipment
	First aid kits – supplied as pre-packaged units	Medical equipment
	Forceps	Medical equipment
X	Fuel	
	Fume cupboards	Laboratory equipment
X	Gloves, nitrile	
	Gloves, surgical	Medical equipment
X	Gloves, other	
X	Gymnasium equipment	
X	Hearing aids	
	Heart pacemakers	Medical equipment or goods for use disabled person
	Hoists and patient lifting devices	Goods for use disabled person
	Howie-style lab coats (reusable)	Laboratory equipment

X	Howie-style lab coats (disposable)	
	Hypodermic needles	Medical equipment
	Ice making machines	Refrigeration equipment
	Identification bracelets for patients	Medical equipment
	iPads	Computer equipment
X	iPhones	
	Kidney bowls	Medical equipment
	Lab coats, including Howie-style reusable lab coats	Laboratory equipment
X	Laboratory animals	
	Laboratory benches	Laboratory equipment
	Laboratory glassware	Laboratory equipment
X	Lockers	
	Mattresses, specially designed for the relief/prevention of pressure sores	Medical equipment
	Medicine measures, graduated	Medical equipment
	Microscopes	Scientific or laboratory equipment
X	Mobile phones	
X	Nurse call systems	
X	Occupation therapy materials	
	Operating lights	Medical equipment
X	Overbed tables	
X	Overhead projecting units	
	Pacemakers	Medical equipment or goods for use disabled person
X	Pagers	
	Patient trolleys and stretchers	Medical equipment
	Physiotherapy equipment, specialised – other than gymnasium equipment	Medical equipment
	Pillows orthopaedic, specially designed and used for neck or spinal injuries	Medical equipment

X	Pillows, other	
	Pipettes	Laboratory Equipment
X	Power supplies, including UPS	
X	Printer cartridges	
X	Projectors (including ceiling mounted options)	
	Rack washers, animal cage specific	Medical equipment
	Radiography equipment	Medical equipment
	Renal dialysis units	Medical equipment or goods for use of disabled person
	Resuscitation equipment	Medical equipment
	Resuscitation dummies	Resuscitation training model
X	Routers	
	Scalpels	Medical equipment
X	Screens	
	Sharps bins	Medical equipment
X	Smartphones	
X	Sound systems	
	Specialist animal cages (for example, free from chemicals and not available for consumer use)	Laboratory equipment
	Specialist bedding (for example, free from chemicals) for animal cages	Laboratory equipment
	Sphygmomanometers	Medical equipment
	Splints	Medical equipment
X	Stationery	
X	Sterilising Solutions	
X	Sterilising wipes	
	Stethoscopes	Medical equipment
	Surgical gloves	Medical equipment
	Surgical gowns	Medical equipment
	Surgical masks	Medical equipment
	Suture needles	Medical equipment
	Swabs	Medical equipment
	Syringes	Medical equipment
	Tablet, computer (including iPads)	Computer equipment, provided there is evidence the item is to be used mainly for

		medical or veterinary research, and so on.
X	Tape recorders	
X	Telephones	
X	Television Sets	
	Test tubes	Laboratory equipment
	Thermal imaging cameras	Scientific equipment
	Thermometers, clinical	Medical equipment
	Thermometers, other	Scientific equipment
	Tongue depressors	Medical equipment
X	Towels	
X	Uniforms	
	USB memory sticks	Computer equipment
	Video cameras	Video equipment
	Video tapes	Video equipment
	Video players	Video equipment
	Video monitor	Video equipment
X	Wall screens or monitors	
X	Waste disposal bags, boxes, jars & snacks	
X	Waste disposal machinery	
	Weighing machines	Scientific equipment
	Wheelchairs	Goods for use of disabled person
X	WiFi systems	
X	Wipes, clean room	
X	Wipes, sterilising	
	Wound dressings	Medical equipment
	X-ray films/plates	Medical equipment
	X-ray machines-medical	Medical equipment
	X-ray machines-other	Scientific equipment
	X-ray viewers	Medical equipment

Appendix 14

Aneurin Bevan Health Charity

Certificate for purchases/imports using donated funds
Purchase/import by an eligible NHS body of medical, scientific equipment, etc

1	I	
2	of	Aneurin Bevan University Health Board PO Box 10 Pontypool NP4 0XG
3	Which is	A National Health Service Health Board
4	Declare that the above named is purchasing/importing	Relevant Goods (Medical Equipment)
5	Which I believe are	Medical Equipment, Scientific Equipment, Computer Equipment, Video Equipment, Sterilising Equipment, Laboratory Equipment, Refrigeration Equipment or parts of accessories of the equipment named above.
6	From	

and paid for this supply with funds provided entirely by charitable or voluntary contributions.

I also declare that the goods will be used in either medical research, treatment, diagnosis or training and I claim relief from value added tax under item 5, Group 15 of Schedule 8 to the Value Added Tax Act 1994.

SIGNATURE	
DATE	



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board [Appendix 15](#)

Charitable Funds Committee

Bid Ref: CFC –

Bid for (equip/service)
For (Dept /Service)
At (Site)

1. Introduction

This section should give a succinct summary of what the committee is being asked to support. It should not contain detail.

It should contain the total cost of the bid.

2. Background

This section should give a brief background to the service for which the bid forms part and how the requirement for the bid has arisen.

3. Key Issues

3.1 Category of Bid

This bid relates to: (please delete as appropriate)

Purchase of equipment.

Patient's welfare and amenities.

Staff education and welfare.

3.2 Description of the Bid

This section should detail the key issues that the successful bid will address in terms of the service.

Please explain why this request is not being met through core funds.

What alternatives have been considered?

3.3 Outcome Measures & Benefits

3.3.1 Activity Analysis

Show activity relating to the proposed equipment or new service. For example relating to equipment:

- *No of patients/procedures per annum.*
- *Frequency of use (e.g. twice / week)*

3.3.2 Benefits

Benefits should be clearly described relating to the bid. Outcome measures should be described in activity terms if applicable. For example, if the bid says that the investment in a new post will lead to a specific outcome then the activities leading to the outcome and the change in the outcome measures should be described and quantified.

Whilst the committee does not generally encourage bids to support additional staff any such bid will need to have carefully developed this section.

In the case of bids for the benefit of staff projects and programmes the report will need to demonstrate how it meets 'public benefit'. This is a Charity Commission requirement and is usually easy to demonstrate in the case of equipment purchases but may be more tenuous in the case of staff projects and programmes.

3.4 If the Bid is not Supported

This section should set out what the alternatives are to the department submitting the bid if it is turned down.

3.5 Bids relating to Additional Staff Resources

These kinds of bids are not generally supported but that is not to say they are never supported. However, the following additional information is required:

- What period is the committee being asked to fund staff?
- What is the tenure of appointment proposed for the new staff?
- Who has accountability for the staff?
- What happens when funding comes to an end to the staff and the new service that they have provided?

4. Financial Analysis

4.1 Funding Requested

This should state the total costs, how much the committee is being asked to fund and the basis of how it has been costed. If costs straddle more than 1 financial year a clear profile of costs much be shown.

What is the proposed procurement route?

4.2 Availability of Local Charitable Funds

It should be clearly stated in this section if there are any available local charitable funds. Full explanations must be given if these funds cannot be used.

Fund Ref: Current balance

4.3 Revenue Costs

This section should set out any revenue costs associated with the bid (e.g. maintenance contracts) or say that there are none if that is applicable.

4.4 Revenue Costs - Affordability

This section should describe how any increased revenue costs will be paid for. It is not sufficient to simply say 'from the budget' in the context of the current financial position of the health board. It should describe other wider financial benefits. For example, new equipment which may lead to a lower length of stay in hospital. In this example it might not be possible to describe actual cost savings but it is nevertheless a definite benefit and should be included.

5.0 Conclusions and Recommendations

This section should summarise what the committee is being asked to support.

Bid Prepared by:

<u>Name:</u>	
<u>Title:</u>	
<u>Date:</u>	

Supported by Division

<u>General Manager:</u>	
<u>Signature:</u>	
<u>Date:</u>	

Executive Sponsor

<u>Signature:</u>	
<u>Date:</u>	



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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	07 March 2024
CYFARFOD O: MEETING OF:	Charitable Funds Committee
TEITL YR ADRODDIAD: TITLE OF REPORT:	Accessing Charitable Funds
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 (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

This report introduces a guide on Accessing Charitable Funds which the Charitable Funds Committee are asked to consider and approve.

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

The Committee approved a proposal in October 2022 which allows individuals to engage with all Health Board Charitable Fund Holders to potentially access a wider range of charitable funds if their request meets the purpose/criteria of that fund.

The Committee wishes to promote this change in the way we view our funds further by introducing a pack/guide on how all individuals can access charitable funds, and also allow individuals with no funds of their own to potentially access other balances and increase the overall level of spend by the charity.

Cefndir / Background

Following the Committee's approval, information was shared as a news item on the Health Board's intranet, circulated and explained to Directorate Managers and Fund Holders.

This new way of accessing funds was well received by Fund Holders but to date there has only been a small number of requests made.

The Committee believes we can utilise our charitable funds further by providing a pack/guide to be cascaded through directorates and also by featuring on the finance/charitable funds pages of the intranet where the information will be maintained and updated on a monthly basis.

Asesiad / Assessment

The attached guide has been developed to entice individuals to view our charitable funds and to encourage them to apply to Fund Holders if they require funding for a project or idea that is charitable and fits within the purpose of the fund they are applying to.

The guide is designed to be viewed online with links to relevant forms and information including the list of charitable funds showing their purpose, the balance of their fund within a range and the corresponding fundholder to be contacted. This information will be kept on the Charitable Funds pages of the intranet and updated monthly.

The guide also covers a range of information summarised from the Charitable Funds Financial Control Procedure which allows the reader to go further in obtaining information easily from the table of contents, if they need to, which appears after we explain how to access funds.

The link to the guide will be sent to all Fund Holders, Directorate Managers, General Managers and Clinical Directors asking them to publicise / promote the document to their staff. It will also be advertised on the intranet.

Argymhelliad / Recommendation

The Committee is asked to approve the "Accessing Charitable Funds "guide and approve the publication of fund balances on the intranet.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Cyfeirnod Cofrestr Risg
Corfforaethol a Sgôr Cyfredol:
Corporate 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. 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:	
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)	
Resource Assessment:	A resource assessment is required to support decision making by the Board and/or Executive Committee, including: policy and strategy development and implementation plans; investment and/or disinvestment opportunities; and service change proposals. Please confirm you have completed the following:
• Workforce	Not Applicable
• Service Activity & Performance	Yes, outlined within the paper
• Financial	Yes, outlined within the 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/	Collaboration - Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives Choose an item.
---	---

ACCESSING CHARITABLE FUNDS GUIDE

Do you have an idea/project that you need money for?

No idea where to get funding from?

Why not have a look at our list of charitable funds!

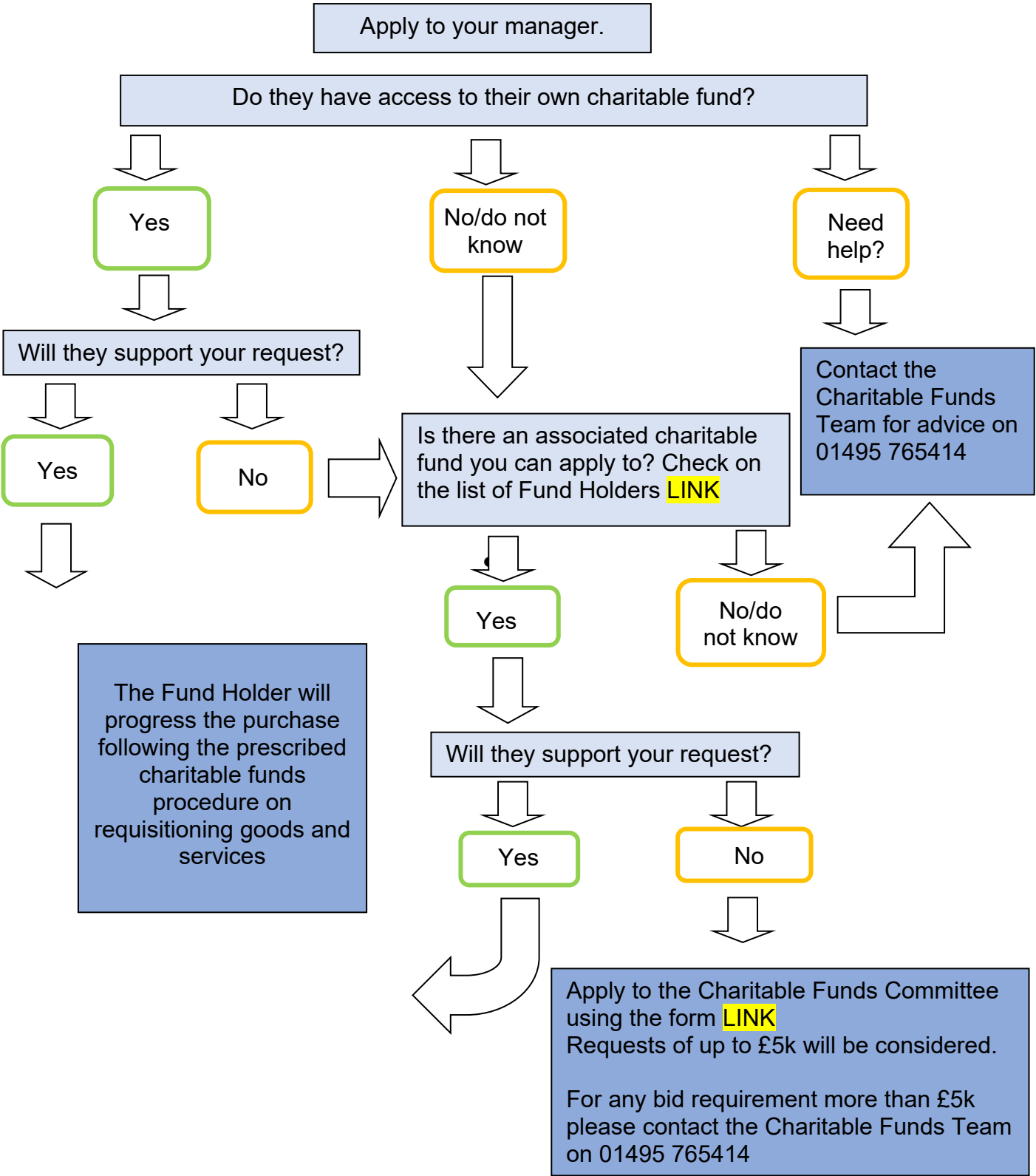
Do you recognise a fund that fits with your project?

Why not approach the Fund Holder?



To ensure that everyone in the Health Board is aware of the charitable funds held and the potential means of accessing these funds, a flow chart follows that will help you access charitable funds that may be available. We have also documented the stages below.

How to apply for Charitable Funds



Stage 1 – Do you have access to your own fund

- Do you have access to your own Charitable Fund within your area of work?
- If yes, you can contact the fund holder to request the use of the fund for the items required.
- If there are sufficient funds available and the request meets the Charitable Funds criteria, then the fund holder can approve the use of the fund for your purchase.
- The purchase will then progress via the normal route which the fund holder will instigate.

Stage 2 – Are there other funds available to use within your direct area of work?

- If the fund is being retained for a specific purchase and the fund holder is unable to support your request, review the list of funds held by other fund holders within your area of work to see if any other funds are held ([Link](#))
- If you identify a similar fund, contact the fund holder to see if they would be able to support your request.
- If they can support your request and the purchase meets the Charitable funds criteria the fund holder can approve the use of the fund for your purchase.
- The purchase will then progress via the normal route which the fund holder will instigate.

Stage 3 - Potential use of “related” funds outside your direct area of work

- If the fund holder is unable to support your request due to the funds being held for a specific purchase or insufficient funds, review the list of funds held to see if there are any cross-over funds. These types of funds are held within a specific area but could involve multi-functional teams e.g., a fund held under Stroke where the funding required is for a member of a physiotherapy to attend a stroke related training course.
- Contact the various fund holders to see if they can support your request.
- If they can support your request and the purchase meets the Charitable funds criteria the fund holder can approve the use of the fund for your purchase.
- The purchase will then progress via the normal route which the fund holder will instigate.

Stage 4 – Apply for a small grant scheme

- If (once all avenues have been exhausted in relation to divisional and cross-divisional charitable funds) no funds have been identified, you can apply to the charitable funds committee to seek support of your bid up to a value of £5K.
- At this stage you will need to complete the attached form ([Link](#)) and submit this to the Charitable Funds department who will then take you through the process regarding review/approval for bids under £5K from general charitable funds held by the Charitable Funds Committee.

- If you need help with the completion of the form, please contact the Charitable Funds Team
- The funds available to the Charity are limited and as such even though this may meet the criteria your bid may not be approved by the Committee due to lack of funds or prioritisation of other requests.
- The Charitable Funds Committee meet quarterly and requests should be completed and submitted as per the attached timetable - [Link](#)
- Complete an evaluation form to show the Charitable Funds Committee how the funds were spent and what a difference this made by using the attached form – [Link](#)

IF YOU ARE UNCLEAR AS TO THE CORRECT ROUTE TO FOLLOW REGARDING A POTENTIAL BID APPLICATION, PLEASE CONTACT THE CHARITABLE FUNDS TEAM.

INFORMATION ON ALL ASPECTS OF CHARITABLE FUNDS

MESSAGE TO FUND HOLDERS

With so many of our services now integrated we need to continue to ensure we use the charitable funds effectively and in a timely manner whilst respecting our donors wishes. Historically funds have been kept by site and directorates but so many of us cross over these boundaries, so our funds should cross over too. You can expect to be contacted by individuals outside of your specialty /directorate requesting funding for various ideas/projects aligned to the purpose of your charitable fund. You can approve such items.

OVERVIEW

We have identified below key information that both fund holders and non-fund holders need to be aware of.

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This guide will set out the main points you need to know with full details in the Charitable Funds Financial Control Procedure available on the intranet. You should familiarise yourself with this guide and read the Charitable Funds Financial Control Procedure.

What are Charitable Funds?

Charitable funds are created from money donated by patients, the public and various organisations. To be deemed charitable, the funds must exist to provide public benefit and not be for the benefit of an individual. Various terms are used to describe charitable funds in the NHS, these include endowment funds, non-exchequer funds, trust funds and Funds Held on Trust (FHOT).

Aneurin Bevan University Health Board Charitable Fund and Other Related Charities is registered with the Charity Commission for England & Wales. Our working name is Aneurin Bevan Health Charity, and our registered charity number is 1098728.

Charitable funds are to be used for items of expenditure relating to the Health Service which are not normally paid from the Health Board budgets and which provide those additional amenities that will improve the conditions under which patients are cared for and treated or in which staff work.

What are the charities objectives?

The objectives of the Aneurin Bevan University Health Board charity state that the Trustees shall hold funds upon trust, apply the income, and at their discretion, so far as may be permissible, the capital, for any charitable purpose or purposes relating to the National Health Service within the remit of Aneurin Bevan University Health Board.

Who is responsible for Charitable Funds in the Health Board?

The Health Board acts as the corporate trustee of the charitable funds and has appointed the Charitable Funds Committee to oversee the management of the charity. The Director of Finance is responsible for the day-to-day management and control of the charitable funds with the administration of the funds being delegated to the Charitable Funds Team.

Who are the Charitable Funds Committee?

The Charitable Funds Committee comprises of a Chair and Vice Chair who shall be Independent Members of the Board plus a minimum of one other Independent Member plus two Executive Directors which should include the Chief Executive and Director of Finance.

What types of Funds are held?

- Unrestricted Funds – Delegated
These are the funds that the Charitable Funds Committee delegates to Charitable Fund Account Managers to manage donations made to specific wards and departments.
- Unrestricted Funds – Non-Delegated
These are funds managed by the Charitable Funds Committee and are where donations have been given generically to hospitals or to the Health Board as a whole.
- Restricted Funds

These are usually legacies that have been bequeathed to the Health Board in a will for a specific ward or department or they are grants where income is given for a specific purpose and has terms and conditions on how it can be used by the charity.

How do I set up a new fund?

Requests for new charitable fund accounts must be submitted to the Charitable Funds Committee by completing a form [LINK](#). The purpose of the fund must be identified together with two nominated signatories.

The Charitable Funds Committee will evaluate the request to determine whether the request forms part of an existing internal fund, forms part of the general funds or whether a new fund should be set up.

What are the responsibilities of a Charitable Fund Holder?

You must manage the charitable funds in accordance with the rules that govern how donations are treated and recorded and how the money is spent. There are requirements on Fund Holders to provide an annual report to the Charitable Funds Committee and for managers of more significant funds, a duty to plan future activities on the account.

INCOME

How do I receipt a donation?

All monetary donations, including funds raised by the staff, must be received into Charitable Funds within a week of receipt. All Fund Holders are issued with a Charitable Funds Receipt Book which should be used to record the transaction and provide the donor with a receipt as acknowledgement of the donation.

Small personal gifts such as chocolates and flowers given by grateful patients, relatives or friends need not be accounted for in the formal sense.

- Staff must not keep cash or cheque donations at a local level.
- Cheques should be made payable to *Aneurin Bevan Health Charity*.
- It is good practice to send a thank you letter to the donor. You may do this yourself or you can ask the Charitable Funds Team to do this on your behalf.
- A receipt must be issued for each donation received.

How do I fundraise for my department?

Staff may fundraise in a variety of ways, the most popular being raffles which may take place in Aneurin Bevan University Health Board, providing you comply with the following:

- Raffles must be registered with the Charitable Funds Team
- The Charitable Funds Team will issue pre-printed raffle tickets together with a Raffle Return Form
- Every ticket in the raffle must cost the same and the ticket fee must be

paid before entry into the draw is allowed.

- Tickets must not be sold to, or by, those under the age of 16.
- Proceeds must not exceed £5,000 for a single draw.
- All proceeds of the raffle must be credited to the Charitable Funds account.
- No single prize may be worth more than £1,000.
- Alcohol donated as prizes is acceptable, but this is at the discretion of the ward/departmental manager.
- Prizes are usually donated but may be purchased from charitable funds, but alcohol must not be purchased. Prizes should cost significantly less than the anticipated raffle income.
- Raffle tickets must be drawn randomly, and the winners must be notified by telephone or in writing by the designated staff member
- The Raffle Return Form must be completed and returned to the Charitable Funds Team together with any unused tickets within a week of the draw date.

What if somebody wants to fundraise on our behalf?

The Charitable Funds Team will provide letters of authorisation to the individual showing that the fundraising event is being done with our knowledge and support. The team can provide details of how to set up and access Just Giving pages to make online donations.

We need to ensure that anyone contributing to a fundraising event knows:

- Who is participating in the event
- What type of event is being held
- Where and when the event is taking place and
- Where and what the money is being raised for

Can I accept a Legacy?

All legacies must be reported to the Charitable Funds Manager and used in accordance with the terms of the will and within a reasonable timescale.

Can I apply for external Grants?

Grants will often have additional requirements attached such as performance-related conditions and they are usually subject to numerous monitoring and evaluation reports.

Where the charity is unable to meet certain agreed criteria, the grant may have to be returned in full. Before applying for a grant, all staff will complete a form [LINK](#) identifying the provider of the grant, the nature of the grant, the amount of the grant and the beneficiary of the grant.

Can I accept Gifts in Kind?

- Small personal gifts such as chocolates and flowers given by grateful patients, relatives or friends need not be accounted for in the formal sense.

- Gift cards and vouchers can be accepted but must be recorded as a donation and used for the benefit of the ward/department.
- Other larger donated items (non-perishable) such as packs of toiletries, I-Pads, televisions etc must be accounted for annually by including in the non-cash section of the fundholder annual report.

Gift Aid

The Gift Aid Scheme allows the Charity to collect an additional amount over and above the donation in lieu of income tax. The gift aid declaration is found on the bottom of the receipt so that it can be completed at the time of donation. Donation leaflets containing this declaration are also available from the Charitable Funds Team. The Just Giving platform prompts the donor to confirm if they wish to gift aid their donation.

EXPENDITURE

What can I use the funds for?

Charitable Funds are used for items of expenditure relating to the Health Service which are not normally paid from the Health Board budgets. They should provide those additional amenities that will improve the conditions under which patients are cared for and treated or in which staff work. Examples of items typically purchased from charitable funds follow this section.

Is there anything that I am not allowed to use the funds for?

Funds cannot be used for the benefit of an individual (e.g. retirement gifts) unless it is a payment to an individual that benefits a wider group; an example being a training course for the benefit of the department or service.

No alcohol can be purchased from your fund. There may be some exceptions in relation to patient care, but this must be in line with Alcohol and Substance Misuse Policy of the Health Board.

Consumable items e.g. envelopes, plastic aprons etc should not be purchased from charitable funds.

Team building events are allowed but the following items are not considered to be team building events and are therefore excluded:

- Events – Discos, festivals, nightclubs, cabarets, comedy clubs etc. – social not team building, no collaborative activities
- Day Trips – Theme parks, zoos, shopping, seaside, historical sites, gardens, theatres & cinema etc. – social not team building, no collaborative activities
- Pampering Experiences - Spa days, Holistic treatments etc. – not a team activity.

How do I purchase goods?

Purchases for goods and services, including reimbursements, should be made via the ABUHB Oracle Financial System. The following process should be followed:

- A requisition must be placed for the relevant goods or service clearly indicating it is a Charitable Funds Order and reference the fund number
- The requisition must be approved by 2 authorised account signatories via the Oracle system
- The requisition must be forwarded to the Charitable Funds Team where the availability of funds, appropriateness of expenditure and eligibility for VAT exemption will be checked
- All purchases are subject to the following approval hierarchy

Purchases up to	Approvers
£5,000	Two Account Signatories
£5,001-£15,000	Divisional General Manager
£15,001-£25,000	Executive Director
>£25,000	Charitable Funds Committee

- Please note items over £5K must also follow a competitive tender process to comply with procurement procedures
- The Procurement department will place an order for the goods
- The supplier delivers the goods
- The requisitioner must 'Receipt' the goods in Oracle to show them as being received
- The invoice is matched to the receipted order and paid by the Charitable Funds Team
- All IT equipment must be purchased through the Digital, Data and Technology Department

VAT Exemption

Certain items purchased from charitable funds may be exempt from VAT where the goods are purchased wholly from charitable funds as follows:

- Medical, scientific, computer, video, sterilising, laboratory or refrigeration equipment used in medical research, training, diagnosis or treatment
- Parts and accessories for use with the above items
- Qualifying aids for people with disabilities
- Computer software solely for use in medical research, diagnosis or treatment and its repair and maintenance

For specific advice please contact the Charitable Funds Team.

Examples of Items Typically Purchased from Funds

Patients Expenditure	Notes
Medical equipment	<ul style="list-style-type: none">• Donations are often received with a wish that equipment is purchased• Individuals fundraise in order to purchase a particular piece of equipment.

	<ul style="list-style-type: none"> • Providing additional equipment would benefit both patients and staff. For example, on a cardiology ward where patients are required to be weighed daily, there is a hoist provided at each end of the ward, but an additional hoist would improve conditions. • Medical equipment when purchased through the charitable funds is VAT exempt • Maintenance costs and consumables need to be considered as these are usually met by revenue budgets
Seasonal activities/Occasions	<ul style="list-style-type: none"> • Gifts for patient's resident in hospital over Christmas • Easter eggs, Halloween items • Decorations for wards and departments at Christmas, Diamond Jubilee etc • Ward/Department buffets – open to all, patients, staff and visitors
Therapies	<ul style="list-style-type: none"> • Dance classes for older adult patients • Musical equipment • Gardening for Mental Health patients • Trips for diabetic and renal patients to show how they can manage their condition in normal day to day activities • Craft items
Environment	<ul style="list-style-type: none"> • Replacement of bay curtains that are adequate but worn • Cot bedding and mobiles • Pictures and murals • Plants at hospital entrances • Christmas trees and lights at hospital entrances • Garden furniture and benches • Refurbishment of areas to provide bereavement rooms • Redecoration to encompass new ideas of highlighting certain features by using different colours for patients to identify them more easily such as toilet doors, toilet seats
Other equipment	<ul style="list-style-type: none"> • Game consoles and games – as well as keeping children occupied it also improves patient co-ordination in stroke patients • Televisions • Music centres • Storage containers to tidy up areas • Dignity pegs – to clip bay curtains together • Bariatric equipment such as toilet seats, commodes, anaesthetic cushions and chairs as the Health Board provides standard items but unfortunately the physical size of patients treated

	<p>is increasing and this exceeds the working load limit.</p> <ul style="list-style-type: none"> • Bereavement memory boxes • Sympathy cards • Toys for children play areas
Staff Expenditure	Donations are often given with a wish that they are spent on the staff
Training courses and conferences (including accommodation and travel expenses)	<ul style="list-style-type: none"> • Knowledge gained by an individual on a training course can be passed on to other staff and will indirectly benefit patients
International conferences/courses	<ul style="list-style-type: none"> • Revenue budgets do not usually support international events due to the cost, but knowledge gained from this wider platform can improve practise here
Staff Awards (not cash)	<ul style="list-style-type: none"> • Prizes for poster presentations at Nurse Conference • Staff Recognition Award – in the form of a trophy • Team building events
Training equipment	<ul style="list-style-type: none"> • Provide the necessary equipment to enable in-house training • In-house training can be much cheaper than sending staff away on courses as there are no travel costs and staff are on hand in case of emergencies
Other equipment	<ul style="list-style-type: none"> • Kettles, Microwaves, Fridges. Additional items as what is provided is not always within staff proximity • Laptops – so staff can access information while away from their area of work • Computers with higher specifications than Health Board standard required to run certain types of software • Storage items – to tidy areas • Smart phones – provided in areas such as district nursing so that staff can access information and also in cardiology where GPs can access on call Consultants. • Educational books
Team Building	<ul style="list-style-type: none"> • Professional Team building events etc. • Escape Rooms • Outdoor Pursuits – with trained personnel • Games – It's a Knockout, Treasure Hunts, Bowling, Paint balling etc. • Invited speakers (motivational) • Room/Hall Hire • Food can be included with above activities but no alcohol.

	<ul style="list-style-type: none"> • Travel – e.g., bus hire from place of work can be included for above activities within reason.
Staff Wellbeing	<ul style="list-style-type: none"> • Events and Initiatives that promote staff wellbeing which shows a direct benefit in the wellbeing of our staff that has an indirect benefit to our patients. (To be agreed in advance with the Charitable Funds Manager).
Other	
Environment	<ul style="list-style-type: none"> • Refurbishment of areas to provide additional storage. • Improvements to workstation areas
Research	<ul style="list-style-type: none"> • Provided it has gone through the Research and Development Committee • Provided it is for public benefit
Service Promotion	<ul style="list-style-type: none"> • Items for stands at Big Cheese Event in Caerphilly and the Eisteddfod

OTHER

How do I find out what the account balance is and how do I get a statement of the account?

As a Charitable Fund Holder you will have access to the Oracle Reporting Suite, QlikSense, where you can access this information online but you can always contact the Charitable Funds Team for this information.

Administration Charges

All costs of administering the funds must be charged to the Charitable Funds. Each fund is charged annually with a fee that covers this cost which includes fees from the investment companies, finance and general administrative costs and auditor fees. The charges are apportioned to each fund based on the average monthly balance.

Interest and Investment Income

The Charity receives interest on the cash held in its Government Banking Service bank account. In addition, it receives income from its investments held with an Investment Management company.

Accounts

The Charity's Annual Accounts and Report are subject to external audit opinion and are filed with the Charities Commission before 31st January following the accounting year end.

Charitable Funds Team Visits

The Charitable Funds Team will meet with all Charitable Fund Holders on a regular basis to explain processes, signpost them to information and discuss any issues.

FREQUENTLY ASKED QUESTIONS

Q. Are Charitable Funds the same as Endowment funds?

A. Yes, charitable funds have been described as endowment funds, trust funds, funds held on Trust.

Q. Is my charitable fund a registered charity?

A. Your individual fund forms part of Aneurin Bevan Health Charity, which is a registered charity, number 1098728.

Q. Where can I get a copy of the Charitable Funds Financial Control Procedure?

A. You should have received a copy with your Charitable Funds Information Pack. Please contact the Charitable Funds Team for a copy or to arrange a visit. You can also find a copy on the Health Board's intranet.

Income

Q. Who should cheques be made payable to?

A. Aneurin Bevan Health Charity.

Q. What do I do if someone makes a cheque out to the ward?

A. At present we can still accept these cheques as we have an indemnity with our bank, but this may change in the future.

Q. What do I do if someone makes a cheque payable to me?

A. **Do not pay this into your own bank account.** If possible, contact the donor to request a new cheque made payable to Aneurin Bevan Health Charity. If you are unable to do this, please contact the Charitable Funds Team preferably by e-mail so that you have a record of this. We will advise you to receipt as normal but send the cheque and pink copy of the receipt to us to bank. We already have charitable funds named after staff or patients and so the bank should accept the cheque.

Q. How soon must I take a donation to the general office for banking?

A. As soon as practically possible but within one week of receipt.

Q. What if I receive a large amount of cash donations?

A. Take to the general office immediately where it can be locked in the safe prior to banking.

Q. What if the money is received out of normal office hours?

A. Use a night safe if you have access to one, if not keep locked away until general office is open.

Q. What do I do with my receipt book when it is completed?

A. You should return completed books to the Charitable Funds Team where they will be reconciled for audit purposes.

Q. Where do I get a new receipt book?

A. From the Charitable Funds Team who will record the receipt book numbers and details of who and where they are sent to.

Q. How long are receipt books kept for?

A. 6 years. *Please refer to Retention of Records Policy.*

Q. Does my receipt book have to be kept locked away?

A. No, staff will need access to the receipt book in order to receipt a donation.

Q. What do I do with the white receipt (donor's copy) if the donor does not want/take it?

A. Keep it in your receipt book and write "Donor did not want to take their copy" across it.

Q. If I receive a postal donation, do I still enter this in the receipt book?

A. Yes and send the donor's copy of the receipt (white copy) to them. If you do not have their contact details make a note of this on the donor's copy and keep it in your receipt book.

Q. What if someone wants to make a donation by credit/debit card?

A. Donations can be made in this way by contacting a dedicated telephone line located in the cashiers section of the Finance department. The number is 01495 765422. Please ensure that the donor quotes your fund number when making payment so that the donation can be allocated correctly.

Q. What is Gift Aid?

A. The Gift Aid scheme allows the Charity to collect an additional amount over and above the donation in lieu of income tax.

Q. What if someone requests our bank details to pay money into our fund?

A. Please contact the charitable funds team and we will send you a form to do this.

Q. Why can't you just give us the bank details so that we can give them to the donor?

A. We need to be able to identify the money that comes into our bank account to allocate it to the correct fund, so we need to keep details of expected payments.

Fundraising

Q. What do I do with raffle money that has been raised in my ward/department for my ward/department?

A. Record it in the same way as any donation by recording it in your receipt book clearly identifying this as "Raffle Income".

Q. Do I need to have a lottery licence to hold a raffle?

A. No, we already hold a small lotteries licence that permits us to hold raffles across the Health Board for Aneurin Bevan UHB Charitable Fund.

Q. We want to raise funds for another charity (Children in Need, Comic Relief); do we need to inform the Charitable Funds Team?

A. No you do not need to inform us as this has no relevance to Aneurin Bevan UHB Charitable Fund.

Q. An outside charity has asked if we will sell raffle tickets on their behalf, can we do this?

A. This is at the discretion of the Ward/Departmental Manager, but you must ensure that the raffle tickets issued are printed with details of the promoter and the licensing authority they are registered with, including the licence reference.

Q. An outside charity has asked if they can come in to our department to sell raffle tickets, are they allowed to do this?

A. This is at the discretion of the Ward/Departmental Manager, but you must ensure that the raffle tickets issued are printed with details of the promoter and the licensing authority they are registered with, including the licence reference.

Q. Can we accept alcohol donated for ward/department raffles?

A. This is acceptable, but it is up to the ward/department manager to decide if this appropriate.

Q. Can we purchase raffle prizes from our funds?

A. This is acceptable but alcohol must not be purchase and the prizes should cost significantly less than the anticipated income from the raffle.

Gifts

Q. Can I accept gift vouchers?

A. Yes but only for the department, not for an individual. Treat as a donation and record in your receipt book marking as other (not cash or cheque). When the voucher is spent, attach the receipt for the items purchased to the relevant receipt in the receipt book.

Q. Can I accept a gift for a member of my family? For example, I am a community nurse with frequent visits to the same patient and they wish to buy a gift for my new grandchild.

A. Yes. *Please refer to the Standards of Business Conduct for Employees policy.*

Q. Can I accept wine, chocolates and flowers from a patient as a thank you gift?

A. Yes. *Please refer to the Standards of Business Conduct for Employees policy.*

Q. Can I purchase gifts for my staff at Christmas using monies donated for staff?

A. No, the charitable funds are not for the benefit of individual staff unless it is a payment for an individual that benefits a wider group e.g. a training course.

Q. Can I purchase Christmas presents for patients on my ward?

A. Yes. You will be able to request cash in advance to purchase the gifts and you will be notified of how to apply and the timeframe in which to do this nearer to Christmas.

Q. Is there a limit on what I can spend on Christmas presents?

A. We don't have a set limit, but we consider approximately £5 per patient to be reasonable.

Q. Can I pay for a retirement party for one of my staff from the fund?

A. No as we cannot afford to do this for everyone, and we cannot predict future levels of donations.

Expenditure

Q. I wish to purchase an item from my fund for my ward; can I purchase it and get reimbursed?

A. All purchases should be ordered through our Procurement department using the Oracle computer system. This ensures value for money, compatibility with existing equipment and consumables. If Procurement are unable to source a particular item, please contact the Charitable Funds Team who will suggest alternative purchase options.

Q. I have found a supplier on the internet that is much cheaper than those suggested by Procurement, why can't I use the cheaper supplier?

A. Procurement use several reputable suppliers but often their prices can be more expensive; however, being a large organisation, we are often offered sizeable discounts. If you contact Procurement with the correct details and price of the item, you want they can liaise with suppliers on your behalf or find an alternative supplier or item for a similar price. If they are unable to source the item at a reasonable amount, please contact the Charitable Funds Team who may advise you to purchase the item and request a reimbursement.

Q. My manager has agreed to fund my attendance at an international conference, how do I pay for my flight?

A. The Charity does not have an account with any airline suppliers and does not have a credit/debit card and therefore it is difficult for us to directly order and pay for these services. In this case we ask the individual to pay for this themselves and request reimbursement.

Q. Is there a timeframe/deadline on claiming reimbursement?

A. Within the financial year and we would suggest that you claim within 3 months.

Q. How long before I receive reimbursement?

A. Our turnaround time is approximately 1 week after receiving a correctly completed request.

Q. Can I get cash out of the fund to go and choose items for the ward?

A. Yes this is permissible in certain cases, but you need to agree this with the Charitable Funds Team.

Q. Can I use my loyalty card when purchasing items either from cash or for reimbursement?

B. Loyalty cards may only be used when purchasing goods if the card is registered to the department.

Q. I want the catering department to provide refreshments for an open day for the unit, how can I pay for this from the fund?

A. When placing a catering requisition enter the fund number on the cost code to be charged.

Q. Do I have to use the Health Board's catering department if I want to provide a lunch for a training day from my fund?

A. No, providing you have discussed this with the Charitable Funds Team you can purchase items directly and get reimbursed or get cash up front to purchase the items. You can also use outside caterers.

Q. A lecturer has not charged a fee for their services can I purchase a gratuity gift for them from my fund?

A. Yes providing it is of reasonable value and is not a gift of alcohol as this is against our policy.

Q. I want some shelves put up to improve the appearance of the nurses station, can I arrange for this to be done by a local builder?

A. No. Anything that requires attaching to Health Board property must be authorised by the Works and Estates Department for Health and Safety reasons.

Q. I want to purchase a computer /laptop but the quote from the Digital, Data and Technology department is expensive, and I can get it much cheaper elsewhere; can I order one from PC World or direct from Dell?

A. No. Anything that requires attaching to the Health Board's computer network must be purchased by the Digital, Data and Technology department to protect the security of our network.

Q. I want to purchase a computer /laptop to use for presentations as a tool to educate patients in a specific health matter. The item will not be used for day-to-day work and will not be attached to the network. Can I choose a cheap basic computer/laptop from PC World or direct from Dell?

A. No. Regardless of if the computer/laptop is connected to the network, the Health Board is responsible for this asset and its content. It will contain Health Board information for the presentation, and it is inevitable that it will be connected to the network to get the presentation on it.

Q. I did some work in my own time for a course being run through the charitable funds, can I claim payment for this?

A. If the work was relating to the objects of the charitable fund, then payment can be made at your standard rate by completing a Staff Payments Claim Form which can be obtained from the Charitable Funds Team. You will receive the payment in your monthly pay where it will be taxed.

Q Are all purchases VAT exempt because we are a charity?

A. No, only certain goods (mainly medical equipment) are exempt.

Other

Q. My ward is moving to another location, what happens to my fund?

A. Keep your existing fund number and contact us to change the name of your fund. **It is important to keep us informed of any managerial changes and ward moves.**

Q. I am new in post, how do I find out if I have any charitable funds?

A. Please contact the Charitable Funds Team and we will advise you and arrange a meeting to discuss the funds in detail.

Q. I am a Charitable Fund Holder how do I access balances and statements?

A. As a Fund Holder you automatically get access to the QlikSense financial system to view this information online.

Q. I don't know how to use Oracle; do I need to go on a training course?

A. We can give you the specific training that you need for charitable fund purposes but any other training you would need to contact the relevant department.

Q. I have received an admin charge on my statement, what is this for?

A. All costs of administering the funds have to be charged to the charitable funds. This cost includes the time of the Charitable Funds staff, general admin costs and auditor fees.

YOUR NOTES

CHARITABLE FUNDS TEAM CONTACT DETAILS	
Alison Griffiths - Charitable Funds/Patients Monies Manager	
Telephone no: 01495 765414 / Ext: 55414	
Email: alison.griffiths3@wales.nhs.uk	
Charitable Funds/Patients Monies Officer	
Telephone no: 01495 765413 / Ext 55413	
Email:	
Wendy Keyte - Charitable Funds/Patients Monies Officer	
Telephone no: 01495 765412 / Ext 55412	
Email: wendy.keyte@wales.nhs.uk	
Sue Turley - Charitable Funds/Patients Monies Officer (Not Wednesday)	
Telephone no: 01495 765431 / Ext 55431	
Email: sue.turley@wales.nhs.uk	
EXTERNAL ADDRESS	
CHARITABLE FUNDS / PPM SECTION	
ANEURIN BEVAN UNIVERSITY HEALTH BOARD	
P O BOX 10	
PONTYPOOL	
NP4 0XG	
CHARITABLE FUNDS GENERIC EMAIL	
Charitable.Funds.ABB@wales.nhs.uk	
INTERNAL ADDRESS	
CHARITABLE FUNDS / PPM SECTION	
ANEURIN BEVAN UNIVERSITY HEALTH BOARD	
BLOCK C, 2ND FLOOR, SOUTH CORRIDOR	
MAMHILAD HOUSE	
MAMHILAD PARK ESTATE	
PONTYPOOL, NP4 0YP	
FAX NUMBER	
FAX NO: 01495 765405	
CREDIT / DEBIT CARD PAYMENTS	
TEL NO: 01495 765422	

2.3 Accessing Charitable Funds - List of Funds & Balances

Balance Range	Directorate	Fund No	Fund Name	Fund Purpose	Authorised Signatory
£250,000 - £300,000	E254-General Surgery - Breast	F303	ABUHB BREAST CENTRE	Fundraising for new unit, YYF	Dawn Baker-Lari
£100,000 - £125,000	E650-NL - Care of Elderly	F696	STW SPRINGFIELD COMM WARD PROJECT	Conservatory	Rachel Lee
£100,000 - £125,000	E354-Gastroenterology	F831	LEGACY GASTROENTEROLOGY FELLOWSHIP	specifically for the Brian Calcraft Memorial Fund	Sarah Wilson
£100,000 - £125,000	E257-Orthopaedics	F327	RGH CASTING TECHNIQUES COURSE	To manage the administration costs of BOA Casting course & provide resources for training & development	Kate Bradley
£100,000 - £125,000	E204-Paediatrics	F207	LEGACY RGH CHILDREN'S WARD - H M MILSOM	Childrens Ward, Royal Gwent Hospital	Celia Satherley
£80,000 - £100,000	E352-Cardiology	F811	LEGACY RGH CCU ARTHUR HENRY MORGAN	to the RGH, Newport preferably towards the cost of providing equipment for the heart unit at the hospital	Vanessa Williams
£80,000 - £100,000	E258-Rheumatology	F342	LEGACY NHH RHEUM I M MORRIS	Rheumatology Fund, Nevill Hall Hospital	Rhys Knight
£60,000 - £80,000	E267-Outpatients	F586	NHH ONCOLOGY REHAB	TO fund resources for the patients, visitors and staff using this facility	Helen Williams
£60,000 - £80,000	E358-Nephrology	F411	LEGACY RENAL UNIT G BEST	bequeathed to Renal Unit, St Woolos Hospital	Rhys Monk
£60,000 - £80,000	E254-General Surgery - Breast	F301	RGH BREAST CARE UNIT	To improve the quality of care offered to patients by the Royal Gwent Breast Unit	Dawn Baker-Lari
£60,000 - £80,000	E352-Cardiology	F813	LEGACY NHH CCU M T SPENCER-JONES	for the Heart Unit of Nevill Hall Hospital	Vanessa Williams
£60,000 - £80,000	E150-Facilities	F140	ABUHB MEDIA FUND	To enable filming location fees to be paid into the organisation. Money to be used for patient/staff communications, events and equipment (Communications) and to upgrade patient/staff facilities (Estates).	Jamie Marchant
£60,000 - £80,000	E265-Surgical Specialty - Urology	F407	RGH WINDSOR BOWSHER PROSTATE CANCER FUND	Prostate Cancer	Bonita J F Overland
£60,000 - £80,000	E602-ML - Locality	F660	MON CHIPPENHAM COMM NURSES (I WEST)		Debbie Thow
£60,000 - £80,000	E050-Medical Education	F043	ABUHB POSTGRADUATE FUND	To support medical education	Linda Coe
£60,000 - £80,000	E252-Clinical Haematology	F278	LEGACY RGH HAEM G S WATKINS	for the purposes of the Haematology Unit at the Royal Gwent Hospital	Rhys Knight
£60,000 - £80,000	E254-General Surgery - Breast	F298	LEGACY RGH BREAST G S WATKINS	for the purposes of the Breast Cancer Unit at the Royal Gwent Hospital	Dawn Baker-Lari
£50,000 - £60,000	E750-Corporate Governance	F871	ABUHB EMPLOYEE WELL BEING SERVICE		Adrian Neal
£50,000 - £60,000	E258-Rheumatology	F340	ABUHB RHEUMATOLOGY	To support service development and training within the department	Rhys Knight
£50,000 - £60,000	E252-Clinical Haematology	F277	NHH WINDSOR SUITE		Rhys Knight
£50,000 - £60,000	E050-Medical Education	F051	RGH PG POSTGRADUATE NO 1 ACCOUNT	To use money from donation and sponsorship for equipment and catering costs of meetings	Linda Coe
£50,000 - £60,000	E253-General Surgery	F295	ABUHB THE CARE PROJECT		Dawn Baker-Lari
£50,000 - £60,000	E357-Acute Medicine - South	F770	YYF DIABETES & CARDIOVASCULAR R & D	To support research & development,educational activity and equipment for the department	Vanessa Williams
£40,000 - £50,000	E264-Surgical Specialty - Ophthalmology	F386	RGH POST GRADE EYE	For purchase of equipment for the eye department at RGH	Carrie Hopkins
£40,000 - £50,000	E205-Neo Natal Intensive Care Unit	F231	ABUHB DINKY DRAGONS	To support study days,courses and materials for nurses on the Neonatal Unit,NH in line with service provision	Celia Satherley
£40,000 - £50,000	E352-Cardiology	F812	LEGACY NHH CARDIO V WILLIAMS	for Nevill Hall for research into heart related illnesses	Vanessa Williams
£40,000 - £50,000	E252-Clinical Haematology	F273	RGH WARD B6 NORTH – HAEMATOLOGY	To purchase equipment for ward,fund study session for staff & purchase training equipment for staff	Rhys Knight
£40,000 - £50,000	E254-General Surgery - Breast	F300	NHH BREAST CARE FUND		Dawn Baker-Lari
£40,000 - £50,000	E303-Pharmacy	F477	RGH PHARMACY DEPT.	Education,training and occasional equipment	Lisa Forey
£40,000 - £50,000	E601-ML - Hospital	F018	LEGACY CCH GEN R W JONES	bequeathed to Chepstow Community Hospital	Rachel Lee
£30,000 - £40,000	E252-Clinical Haematology	F270	NHH CLINICAL HAEMATOLOGY	To improve standards of care/welfare and improve staff knowledge.Also research & development	Rhys Knight
£30,000 - £40,000	E102-Nursing Director	F715	ABUHB DEMENTIA FUND		Tanya Strange
£30,000 - £40,000	E102-Nursing Director	F713	ABUHB FFRIND I MI VOLUNTEER SERVICE		Tanya Strange
£30,000 - £40,000	E358-Nephrology	F414	LEGACY B E WOODS RENAL	to ABUHB for purchase of dialysis machine for local use	Rhys Monk
£30,000 - £40,000	E255-General Surgery - Vascular	F306	RGH VASCULAR LABORATORY	To provide equipment and training for the department	Dawn Baker-Lari
£30,000 - £40,000	E100-Chaplaincy	F105	ABUHB VOLUNTEERING (CORPORATE)		Tanya Strange
£30,000 - £40,000	E653-NL - Locality	F702	ABUHB PERSON CENTRED CARE FUND		Tanya Strange
£30,000 - £40,000	E353-Endocrinology	F818	LEGACY RGH EJ WATKINS	the provision of equipment for the staff and patients of the Diabetes Centre, Richmond House, RGH	Sian Bodman
£25,000 - £30,000	E353-Endocrinology	F817	LEGACY NHH DIAB G M GUNTER	To raise funds to purchase equipment etc for the ward	Sian Bodman
£25,000 - £30,000	E050-Medical Education	F057	RGH PG MRCOG	To use monies from course fees & sponosrship for course expenses,taxis for patients,teaching aids etc	Linda Coe
£25,000 - £30,000	E501-CL - Palliative Care	F583	LEGACY NHH PALLIATIVE CARE I M MORRIS	Palliative Care Fund, Nevill Hall Hospital	Sian Hughes
£25,000 - £30,000	E050-Medical Education	F059	RGH PG POSTGRADUATE NO 2 ACCOUNT(G P TRAINEES	Course fees,sponsorship,central Deanery funding for courseexpenses,speakers fees and equipment	Linda Coe
£25,000 - £30,000	E353-Endocrinology	F816	NHH WENDY BOWEN TRUST DIABETES FUND	Diabetes education & care in North Gwent & South Powys	Sian Bodman
£25,000 - £30,000	E650-NL - Care of Elderly	F010	LEGACY STW GEN G S WATKINS	gift for the benefit of St Woolos	Rachel Lee
£25,000 - £30,000	E206-Sexual Health	F240	ABUHB COMMUNITY GYNAE & FAMILY PLANNING	Education of staff	Louise Harvey
£25,000 - £30,000	E300-Nutrition & Dietetics	F432	RGH DIETETIC FUND	Education and training fund for staff or for acquisition of resources	Clare Norris
£20,000 - £25,000	E100-Chaplaincy	F103	ABUHB CHILL OUT IN THE CHAPEL	To support the work of chaplaincy at St Woolos Hospital	Tanya Strange
£20,000 - £25,000	E350-Accident & Emergency	F761	RGH ACCIDENT & EMERGENCY	To improve welfare and amenities for all staff working in the A & E Department,RGH	Roxanne Williams
£20,000 - £25,000	E354-Gastroenterology	F826	RGH ENDOSCOPY EQUIPMENT	To support the education of those involvedin the care of patients with colorectal disease	Sarah Wilson
£20,000 - £25,000	E262-Surgical Specialty - ENT	F367	RGH E N T RESEARCH/TEACHING	Staff development	Teresa Allcock
£20,000 - £25,000	E402-BGL - Hospital	F550	BG YAB HOSPITAL FUND	To provide equipment for stroke development at Blaina Hospital and provide luxurise for patients	Esther Philpott
£20,000 - £25,000	E100-Chaplaincy	F102	ABUHB CHAPLAINCY SERVICE	To sopport Chaplaincy in Newport hospitals particulaly Royal Gwent Hospital	Tanya Strange
£20,000 - £25,000	E253-General Surgery	F292	RGH WILLIAM GWYN WATKINS	For research	Dawn Baker-Lari
£20,000 - £25,000	E204-Paediatrics	F211	ABUHB GWENT CYSTIC FIBROSIS FUND	For the benefit of chest patients,to order equipment,patient treats and staff training	Celia Satherley
£20,000 - £25,000	E205-Neo Natal Intensive Care Unit	F233	ABUHB BABY COOLING EQUIPMENT		Celia Satherley
£20,000 - £25,000	E354-Gastroenterology	F797	RGH GASTRO AMBULATORY		Sarah Wilson
£20,000 - £25,000	E356-Respiratory Medicine	F861	STW CHEST CLINIC RESEARCH	Facilitate education of staff and promote research within Newport Chest clinic	Keri Russell
£20,000 - £25,000	E102-Nursing Director	F783	NHH WOUNDCARE	To help pay for study days	Mark Ledville-Smith

Balance Range	Directorate	Fund No	Fund Name	Fund Purpose	Authorised Signatory
£20,000 - £25,000	E355-Neurology	F839	RGH NEUROLOGY FUND	Purchase of journals,equipment and costs regarding attendance at neurological meetings	Rhys Monk
£20,000 - £25,000	E265-Surgical Specialty - Urology	F406	RGH LITHOTRIPTER DEPARTMENT (UROLOGY)	Towards research into stone disease	Bonita J F Overland
£20,000 - £25,000	E355-Neurology	F835	GUH B4 STROKE UNIT	To be used appropriately for the purchaseof items etc	Rhys Monk
£20,000 - £25,000	E253-General Surgery	F833	LEGACY I M MEREDITH NHH COLORECTAL	for the Colorectal Endowment Fund Fund 70022	Dawn Baker-Lari
£20,000 - £25,000	E251-Critical Care	F266	RGH INTENSIVE CARE UNIT	Charitable funds	Rebecca Owen-Pursell
£15,000 - £20,000	E304-Physiotherapy	F485	ABUHB PHYSIO EQUIP FUND		Sarah Carrington
£15,000 - £20,000	E102-Nursing Director	F112	ABUHB NURSE CONFERENCE	To provide education to the nursing staff and sharing of expertise and excellence in practice	Linda Jones
£15,000 - £20,000	E352-Cardiology	F824	LEGACY GUH CARDIOLOGY ACUTE CATH LAB K PERRY	the Bill Hobbs Ward, Royal Gwent Hospital, Newport to be used at the discretion of the practising consultants	Vanessa Williams
£15,000 - £20,000	E205-Neo Natal Intensive Care Unit	F238	LEGACY NICU J E OAK	NICU	Celia Satherley
£15,000 - £20,000	E265-Surgical Specialty - Urology	F400	RGH RLG UROLOGY FUND	General needs of department	Bonita J F Overland
£15,000 - £20,000	E050-Medical Education	F063	RGH PG MRCP ACCOUNT	Monies from course fees/sponsorship used for course ,expenses,catering,patients travel,speakers fees etc	Linda Coe
£15,000 - £20,000	E358-Nephrology	F412	ABUHB LIVER FUND		Rhys Monk
£15,000 - £20,000	E302-Pathology	F460	RGH BIOCHEMISTRY DEVELOPMENT FUND		Simon Hoad
£15,000 - £20,000	E356-Respiratory Medicine	F862	ABUHB PLEURAL DISEASE FUND		Keri Russell
£15,000 - £20,000	E300-Nutrition & Dietetics	F436	ABUHB SCUF SPECIAL CHILDREN'S UNIT FUND		Clare Norris
£15,000 - £20,000	E253-General Surgery	F825	NHH GI COLORECTAL FUND	Improvement in quality of life for G.I./Colorectal patients, purchase of equipment/education of designated staff	Dawn Baker-Lari
£15,000 - £20,000	E355-Neurology	F843	STW REHABILITATION FUND	To support our academic/research activities,to purchase equipment which improves care and for education	Rhys Monk
£15,000 - £20,000	E558-MH - Other	F613	LEGACY D L NORVAL SUBS MISUSE	residuary estate to Gwent Specialist Substance Misuse Service	Ross Harvey
£15,000 - £20,000	E265-Surgical Specialty - Urology	F396	RGH UROLOGY APP & MEETINGS	For training and education,study days,books and subscription fees	Bonita J F Overland
£15,000 - £20,000	E102-Nursing Director	F111	ABUHB PRIZE FUND		Linda Jones
£15,000 - £20,000	E150-Facilities	F134	ABUHB FACILITIES & ESTATES	To improve environment of facilities	Jamie Marchant
£15,000 - £20,000	E299-Therapies	F424	ABUHB THERAPIES CONFERENCE		Peter Carr
£15,000 - £20,000	E354-Gastroenterology	F828	GASTROENTEROLOGY FELLOWSHIP & TRAINING	Colorectal cancer research	Sarah Wilson
£15,000 - £20,000	E451-CL - Hospital	F561	YYF PENALLTA (PALLIATIVE CARE)		Kertrina Jenkins
£15,000 - £20,000	E358-Nephrology	F413	RGH SWIPE-ED PROJECT		Rhys Monk
£10,000 - £15,000	E204-Paediatrics	F221	NHH WARD 2-3 PAEDIATRICS	To purchase equipment,play materials,support staff training and development	Celia Satherley
£10,000 - £15,000	E701-TL - District Nursing	F734	TOR D/N NORTH 1		Alexis Williams
£10,000 - £15,000	E556-MH - Older Adult - Caerphilly	F567	YYF ANNWYLFAN WARD	To purchase equipment/comforts for patients at Heddfan Ward,YMH	Ross Harvey
£10,000 - £15,000	E302-Pathology	F459	RGH MICROBIOLOGY	Activities related to staff development in microbiology	Simon Hoad
£10,000 - £15,000	E304-Physiotherapy	F497	ABUHB NEURO PHYSIO TRAINING	To support the education & training of the Gwent Neurophysiotherapy team,and,purchase the occational item	Sarah Carrington
£10,000 - £15,000	E356-Respiratory Medicine	F867	LEGACY STW CHEST CLINIC K PERRY	my Residuary Estate to St Woolos Chest Clinic (Newport)	Keri Russell
£10,000 - £15,000	E251-Critical Care	F265	ABUHB GUH CRITICAL CARE UNIT	To support patients,relative,nurse education and clinical quality to improve the outcome of patients	Rebecca Owen-Pursell
£10,000 - £15,000	E261-Dermatology	F361	STW DERMATOLOGY RESEARCH	To pay for small costs associated with research, equipment and library for the Dermatology directorate	Rhys Knight
£10,000 - £15,000	E558-MH - Other	F602	LEGACY STC J H DARK	for the patients at St Cadocs Hospital and Llanfrecfha Grange Hospital	Ross Harvey
£10,000 - £15,000	E252-Clinical Haematology	F276	LEGACY RGH B6N&MDCU EJ WATKINS	bequeathed to Medical Day Care Unit & B6 North, Royal Gwent Hospital	Rhys Knight
£10,000 - £15,000	E650-NL - Care of Elderly	F690	STW CASNEWYDD COMM WARDS	Springfield Day Hospital provides a better service to patients	Rachel Lee
£10,000 - £15,000	E050-Medical Education	F068	RGH PG MRCP CH	Course fees,sponsorship,course expenses,catering and speakers fees	Linda Coe
£10,000 - £15,000	E360-COTE	F574	YYF GERONTOLOGY FUND		Rhys Monk
£10,000 - £15,000	E501-CL - Palliative Care	F585	ABUHB PALLIATIVE CARE	Team research and development	Sian Hughes
£10,000 - £15,000	E252-Clinical Haematology	F274	LEGACY RGH Y E A ROYNON	For the Medical Day Centre Unit at Newport	Rhys Knight
£10,000 - £15,000	E204-Paediatrics	F225	ABUHB CHILDREN'S EPILEPSY NURSING	To provide funding for training of epilepsy nurses and for resources to provide training in epilepsy awareness	Celia Satherley
£10,000 - £15,000	E401-BGL - District Nursing	F535	BG DISTRICT NURSES FUND	Fund is to purchase equipment and/or education for community staff to improve and enhance patient care	Esther Philpott
£10,000 - £15,000	E204-Paediatrics	F218	SERENNU CHILDREN'S UNIT		Celia Satherley
£10,000 - £15,000	E266-Theatres	F420	RGH MAIN THEATRES	To be used for educational purposes for theatre fund	Rebecca Owen-Pursell
£10,000 - £15,000	E558-MH - Other	F594	ABUHB MH ALL WALES EATING DISORDER (AWEDSIG)		Ross Harvey
£10,000 - £15,000	E402-BGL - Hospital	F552	LEGACY YAB B E WOOD	To purchase training and educational equipment and publications and fund external training and conferences	Esther Philpott
£10,000 - £15,000	E361 Sleep	F863	NHH SLEEP CENTRE		Keri Russell
£10,000 - £15,000	E351-Acute Medicine North (incl A&E & CCU)	F779	NHH GENERIC USC	To purchase goods and services to improve facilities at Nevill Hall Hospital	Juliette O'Brien
£10,000 - £15,000	E557-Forensics	F608	ABUHB PSYCHOLOGY TRAINING	Provide training/education for psychologists and counsellors from Aneurin Bevan Health Board	Ross Harvey
£10,000 - £15,000	E553-MH - Older Adult - Blaenau Gwent	F650	YTC YSBYTI'R TRI CHWM GENERAL	General/training	Ross Harvey
£10,000 - £15,000	E701-TL - District Nursing	F733	TOR D/N NORTH 2	Nursing equipment and items for community nurse use	Alexis Williams
£10,000 - £15,000	E201-Gynaecology	F163	ABUHB OBSTETRIC STUDY DAY		Louise Harvey
£5,000 - £10,000	E050-Medical Education	F047	NHH PG BASIC ORTHOPAEDIC COURSE	Educational course,sponsorship,course fees,speakers honourarium & equipment	Linda Coe
£5,000 - £10,000	E558-MH - Other	F611	ABUHB GWENT DRUGS PROJECT (GSSMS)	To be used to benefit clients	Ross Harvey
£5,000 - £10,000	E450-CL - District Nursing	F555	CAE CAERPHILLY DISTRICT NURSES	To provide for the needs of staff and clients within Caerphilly Borough plus training & equipment	Jane Thornton
£5,000 - £10,000	E358-Nephrology	F408	STW NEWPORT KIDNEY FUND (RENAL UNIT)	To enhance patient care and time spent on the renal unit whilst receiving Haemodialysis treatment	Rhys Monk
£5,000 - £10,000	E725-Primary & Networks	F576	ABUHB GP TRAINING	for the support of GPs for the provision of protected learning time or continuing professional development or other activities which you feel would contribute to this aim	
£5,000 - £10,000	E300-Nutrition & Dietetics	F435	ABUHB DIET SHEET		Clare Norris
£5,000 - £10,000	E559-MH - Older Adult - General	F619	ABUHB MH OLDER ADULT FUND	Benefits to patients,staff and visitors	Ross Harvey
£5,000 - £10,000	E102-Nursing Director	F115	LEGACY NHH NURSES G H JONES	for the welfare and advancement of the nursing staff at Nevill Hall	Linda Jones

Balance Range	Directorate	Fund No	Fund Name	Fund Purpose	Authorised Signatory
£5,000 - £10,000	E352-Cardiology	F796	LEGACY GUH CARDIOLOGY E MORGAN	Cardiology Fund at the Royal Gwent Hospital	Vanessa Williams
£5,000 - £10,000	E354-Gastroenterology	F832	LEGACY CALCRAFT E MORGAN	The Glan Hafren NHS Trust Charitable Fund No. 1054094 (the Brian Calcrafft Memorial Fund)	Sarah Wilson
£5,000 - £10,000	E265-Surgical Specialty - Urology	F398	RGH WARD D5 WEST UROLOGY		Bonita J F Overland
£5,000 - £10,000	E253-General Surgery	F281	GUH B0 SURGICAL WARD	General ward purposes	Dawn Baker-Lari
£5,000 - £10,000	E253-General Surgery	F288	RGH WARD C7 WEST - SURGICAL	now D3 west	Dawn Baker-Lari
£5,000 - £10,000	E557-Forensics	F634	STC WOODSHED PROJECT	To buy extras for residents eg Bar-B-Q,summer furniture	Ross Harvey
£5,000 - £10,000	E257-Orthopaedics	F324	RGH WARD C5 WEST - T&O	Study days for staff,equipment for ward and patients Christmas presents	Kate Bradley
£5,000 - £10,000	E351-Acute Medicine North (incl A&E & CCU)	F774	NHH WARD 4-4 LLANELLEN - MEDICAL	Patients and staff welfare	Juliette O'Brien
£5,000 - £10,000	E702-TL - Hospital	F740	CTY OAK FUND	To provide equipment and patient amenities	Alexis Williams
£5,000 - £10,000	E650-NL - Care of Elderly	F697	STW GWANWYN WARD	For patient use eg equipment,toiletries	Rachel Lee
£5,000 - £10,000	E203-Maternity	F191	ABUHB MATERNITY FUND	Patients welfare and staff welfare and amenities	Jayne Beasley
£5,000 - £10,000	E357-Acute Medicine - South	F787	RGH WARD C6 WEST RESPIRATORY	Ward equipment etc	Rhys Monk
£5,000 - £10,000	E253-General Surgery	F792	ABUHB STOMA CARE	For monies to be used for Stoma care purposes ie patient days,education etc	Dawn Baker-Lari
£5,000 - £10,000	E355-Neurology	F840	LEGACY STW PARKINSONS AJ PUGH	Parkinson Day Centre at St Woolos Hospital	Rhys Monk
£5,000 - £10,000	E355-Neurology	F837	NHH NORTH GWENT STROKE REHAB FUND	To enhance stroke services in North Gwent through education and to purchase equipment for staff & patients	Rhys Monk
£5,000 - £10,000	E262-Surgical Specialty - ENT	F369	RGH HEAD & NECK FUND	Education,facilities and equipment for the care of ENT emergency patients	Teresa Allcock
£5,000 - £10,000	E204-Paediatrics	F220	NHH ABERGAVENNY CHILDRENS CENTRE	General fund for equipment ,toys etc	Celia Satherley
£5,000 - £10,000	E356-Respiratory Medicine	F860	RGH RESPIRATORY ACCOUNT	Nurse education and patient equipment	Keri Russell
£5,000 - £10,000	E361 Sleep	F857	STW SLEEP CENTRE	Research and equipment	Keri Russell
£5,000 - £10,000	E250-Anaesthetics	F251	ABUHB ANAESTHETIC SWAC FUND	Educational activities	Rebecca Owen-Pursell
£5,000 - £10,000	E257-Orthopaedics	F322	GUH A0 T&O WARD	To generate money from donations to purchase items for the ward to benefit patients and staff	Kate Bradley
£5,000 - £10,000	E355-Neurology	F838	RGH PARKINSONS FUND		Rhys Monk
£5,000 - £10,000	E206-Sexual Health	F241	ABUHB BLADDER & BOWEL NURSING FUND	To purchase equipment and subsidise study days	Louise Harvey
£5,000 - £10,000	E355-Neurology	F834	ABUHB ADULT EPILEPSY		Rhys Monk
£5,000 - £10,000	E600-ML - District Nursing	F665	MON CHEPSTOW DISTRICT NURSES	General use for District Nursing in Chepstow	Debbie Thow
£5,000 - £10,000	E250-Anaesthetics	F250	ABUHB ANAESTHETIC SWAC FUND		Rebecca Owen-Pursell
£5,000 - £10,000	E050-Medical Education	F060	ABUHB PG SIMULATION FUND	Monie from research,sponsorship,donations & courses used for course expenses,catering,speakers fees etc	Linda Coe
£5,000 - £10,000	E050-Medical Education	F041	YYF POSTGRADUATE EDUCATION	For easier and more effective funding of educational projects	Linda Coe
£5,000 - £10,000	E351-Acute Medicine North (incl A&E & CCU)	F794	NHH SPECIALITY TRAINING COMMITTEE		Juliette O'Brien
£5,000 - £10,000	E050-Medical Education	F042	YYF LIBRARY	For easier and more effective funding of library projects	Linda Coe
£5,000 - £10,000	E262-Surgical Specialty - ENT	F370	RGH TEMPORAL BONE FUND	See 20161-F407	Teresa Allcock
£5,000 - £10,000	E355-Neurology	F563	YYF STROKE FUND	To purchase equipment for stroke unit	Rhys Monk
£5,000 - £10,000	E257-Orthopaedics	F328	RGH ORTHOPAEDIC DIRECTORATE	Research and Development	Kate Bradley
£5,000 - £10,000	E204-Paediatrics	F213	ABUHB SPECIALTY TRAINING COMMITTEE (STC)	Fund subsidised by Deanery to pay expenses / training costs incurred administering speciality programme	Celia Satherley
£5,000 - £10,000	E300-Nutrition & Dietetics	F430	RGH DIABETIC DAY CARE	Equipment and amenities for Richmond House Diabetes Centre	Sian Bodman
£5,000 - £10,000	E553-MH - Older Adult - Blaenau Gwent	F651	YTC CEDAR PARC	Maintenance of ward garden and extra comforts for patients	Ross Harvey
£5,000 - £10,000	E252-Clinical Haematology	F588	ABUHB LYMPHODEMA SERVICE		Mark Ledville-Smith
£5,000 - £10,000	E601-ML - Hospital	F685	MON MONNOW VALE COURT	Benefits to patients using Monnow Vale intergrated care unit	Debbie Thow
£5,000 - £10,000	E653-NL - Locality	F700	NEWPORT LOCALITY FUND		
£5,000 - £10,000	E356-Respiratory Medicine	F855	ABUHB RESPIRATORY FUND	To support educational and research activity in respiratory medicine (Gareth Collier)	Keri Russell
£5,000 - £10,000	E251-Critical Care	F764	RGH RESUSCITATION TRAINING		Rebecca Owen-Pursell
£5,000 - £10,000	E267-Outpatients	F316	YYF OUTPATIENTS DEPARTMENT		Helen Williams
£5,000 - £10,000	E264-Surgical Specialty - Ophthalmology	F385	RGH OPHTHALMOLOGY UNIT-NURSES FUND	Nurses fund to assist with nursing study leave costs and other general nursing needs	Carrie Hopkins
£5,000 - £10,000	E302-Pathology	F455	YYF PATHOLOGY	To manage donations and other appropriate income for the benefit of patients,staff and the Pathology service	Simon Hoad
£5,000 - £10,000	E257-Orthopaedics	F321	NHH WARD 3-1 T&O	To generate money from donations to purchase items for the ward to benefit patients and staff	Kate Bradley
£5,000 - £10,000	E451-CL - Hospital	F565	YYF NURSING FUND	To purchase equipment/comforts for patients at Ystrad Mynach Hospital	Kertrina Jenkins
£5,000 - £10,000	E204-Paediatrics	F209	LEGACY NHH CHILDREN'S WARD - A L BOWEN	to NHH to purchase equipment for the Paediatric Unit, Children's Ward & Chidren's Centre	Celia Satherley
£5,000 - £10,000	E355-Neurology	F836	ABUHB GENERAL NEUROLOGY CHARITABLE FUND	Research and Education	Rhys Monk
£5,000 - £10,000	E265-Surgical Specialty - Urology	F403	LEGACY D R COCKER UROLOGY	Stationary and food for clinical meetings	Bonita J F Overland
£5,000 - £10,000	E352-Cardiology	F823	LEGACY D R COCKER CARDIAC	This legacy is to be used to purchase new equipment for the Cardiac department	Vanessa Williams
£5,000 - £10,000	E357-Acute Medicine - South	F785	RGH WARD C4 EAST – MED COTE	To purchase equipment etc for the benefit of patients and staff,education eg courses,staff amenities	Rhys Monk
£1,000 - £5,000	E203-Maternity	F182	ABUHB MATERNITY EDUCATION	To purchase equipment to enhance the quality of care for women in the community and hospital setting	Jayne Beasley
£1,000 - £5,000	E351-Acute Medicine North (incl A&E & CCU)	F758	NHH MINOR INJURIES UNIT	For equipment and amenities to benefit patients and staff in the department	Juliette O'Brien
£1,000 - £5,000	E355-Neurology	F847	ABUHB MS FUND		Rhys Monk
£1,000 - £5,000	E265-Surgical Specialty - Urology	F397	RGH MR CARTER & MR THOMAS UROLOGY FUND	Facilitate departmental education and educational meetings	Bonita J F Overland
£1,000 - £5,000	E351-Acute Medicine North (incl A&E & CCU)	F775	NHH WARD 1-2 STROKE UNIT		Juliette O'Brien
£1,000 - £5,000	E356-Respiratory Medicine	F859	NHH COPD HOME CARE SCHEME FUND	Purchase equipment,books etc for COPD Homecare Scheme	Keri Russell
£1,000 - £5,000	E261-Dermatology	F360	STW MULBERRY WARD- DERMATOLOGY(NOW STW)	Donations for ward equipment,ward improvements and patient care.May also be used to pay for staff training	Rhys Knight
£1,000 - £5,000	E357-Acute Medicine - South	F463	RGH PHLEBOTOMY	To pay funds generated from Phlebotomy training.Monies to be used for benefit of department and patients	
£1,000 - £5,000	E551-MH - Adult	F616	MH FORGLEN HOUSE E.I.S. CAERPHILLY	Sports equipment and courses for clients of Hafan Coed	Ross Harvey
£1,000 - £5,000	E266-Theatres	F280	NHH LLANWENARTH SUITE - DAY SURGERY	To provide equipment to enhance patient care and for educational purposes	Rebecca Owen-Pursell

Balance Range	Directorate	Fund No	Fund Name	Fund Purpose	Authorised Signatory
£1,000 - £5,000	E359-General USC	F566	YYF RISCA WARD 3/1 (COE)	To provide equipment/comforts for patients at Ystrad Mynach Hospital	Kertrina Jenkins
£1,000 - £5,000	E702-TL - Hospital	F742	CTY ROWAN WARD - CARE OF THE ELDERLY - REHAB	Fund for Patient and staff wefare and amenities,research,fund raising expenses and other items	Alexis Williams
£1,000 - £5,000	E050-Medical Education	F044	NHH POST GRADUATE MED CENTRE	To support medical education & training provided ie-fees for speakers,equipment,catering,administration etc	Linda Coe
£1,000 - £5,000	E600-ML - District Nursing	F668	MON ABERGAVENNY DISTRICT NURSES	To purchase equipment for the benefit of local people	Debbie Thow
£1,000 - £5,000	E102-Nursing Director	F118	RGH MARGETTS PRIZE FUND		Linda Jones
£1,000 - £5,000	E204-Paediatrics	F219	NEW NEWPORT CHILDREN & YOUNG PEOPLE L A	Funding for resources/conferences etc for LAC team	Celia Satherley
£1,000 - £5,000	E302-Pathology	F465	RGH BIOCHEMISTRY EDUCATION FUND		Simon Hoad
£1,000 - £5,000	E263-Surgical Specialty - Maxillo Facial	F376	RGH MAXOFACIAL NURSE EDUCATION FUND	For books and education	Teresa Allcock
£1,000 - £5,000	E201-Gynaecology	F159	LEGACY NHH GYNAE CANCER - I M MORRIS	Gynaecology Fund, Nevill Hall Hospital	Louise Harvey
£1,000 - £5,000	E653-NL - Locality	F703	ABUHB JACKS APPEAL		Alison Gough
£1,000 - £5,000	E352-Cardiology	F810	GUH ACUTE CATHETER LAB	Ward fund	Vanessa Williams
£1,000 - £5,000	E257-Orthopaedics	F325	RGH WARD C7 EAST - T&O		Kate Bradley
£1,000 - £5,000	E351-Acute Medicine North (incl A&E & CCU)	F756	NHH MEDICAL ASSESSMENT UNIT	To improve the unit for the benefit of patients and staff	Juliette O'Brien
£1,000 - £5,000	E304-Physiotherapy	F229	ABUHB CHILDREN'S PHYSIO TRAINING		Sarah Carrington
£1,000 - £5,000	E304-Physiotherapy	F484	ABUHB MUSCULOSKELETAL TRAINING		Sarah Carrington
£1,000 - £5,000	E357-Acute Medicine - South	F786	RGH WARD D4 EAST- MED DIABETES	Purchase of special equipment and training of staff	Rhys Monk
£1,000 - £5,000	E253-General Surgery	F282	GUH C0 SURGICAL WARD	General ward purchases	Dawn Baker-Lari
£1,000 - £5,000	E202-Health Visiting	F173	NEW NEWPORT SURESTART BREASTFEEDING	To support future training and development in the Newport Surestart Breastfeeding peer Counsellor programme	Tracey Macnamara
£1,000 - £5,000	E204-Paediatrics	F210	ABUHB ENTERAL FEEDING	To purchase items for Enternal Feeding Service and to fund study days,conferences and necessary travel	Celia Satherley
£1,000 - £5,000	E552-MH - Older Adult - Newport	F638	STW SYCAMORE WARD EMI	General purposes	Ross Harvey
£1,000 - £5,000	E264-Surgical Specialty - Ophthalmology	F821	LEGACY RGH EYE A PRITCHARD	Ophthalmology Royal Gwent Hospital	Carrie Hopkins
£1,000 - £5,000	E255-General Surgery - Vascular	F365	RGH WARD D2 WEST SURG & VAS	To fund nursing education,courses and conferences	Dawn Baker-Lari
£1,000 - £5,000	E269-DOSA	F789	RGH WARD D5 EAST DOSA now d3 east indu jacob	Donations from patients & relatives for patient and staff needs	Rhys Monk
£1,000 - £5,000	E356-Respiratory Medicine	F858	NHH RESPIRATORY ACCOUNT	Purchase of equipment & books,welfare of patients & staff and study leave expenses	Keri Russell
£1,000 - £5,000	E352-Cardiology	F809	GUH A2 CARDIOLOGY WARD	Purchase of special equipment and training of staff	Vanessa Williams
£1,000 - £5,000	E558-MH - Other	F614	GT NEWPORT WEST - REHAB	For the advancement of education thereby to improve diagnosis and treatment of patients	Ross Harvey
£1,000 - £5,000	E201-Gynaecology	F202	ABUHB WELSH OBS & GYNAE SOCIETY	Hosting National Conference of Welsh Obstetrics & Gynaecology Society at Nevill Hall Hospital	Louise Harvey
£1,000 - £5,000	E703-TL - Community	F725	TOR COMMUNITY RESOURCE TEAM (CRT)		Alexis Williams
£1,000 - £5,000	E300-Nutrition & Dietetics	F434	RGH DIABETES EDUCATION - RICHMOND HOUSE	Staff education Richmond House	Clare Norris
£1,000 - £5,000	E263-Surgical Specialty - Maxillo Facial	F375	NHH ORTHODONTIC DEVELOP	To fund resoures for patients,visitors and staff using the facility	Teresa Allcock
£1,000 - £5,000	E701-TL - District Nursing	F735	TOR D/N SOUTH 1		Alexis Williams
£1,000 - £5,000	E554-MH - Older Adult - Monmouth	F606	MH LLANVAIR CMHT FUND	Environment and care enhancement	Ross Harvey
£1,000 - £5,000	E201-Gynaecology	F161	ABUHB GUH A3 GYNAECOLOGY	For Staff and Ward amenities	Louise Harvey
£1,000 - £5,000	E451-CL - Hospital	F568	YYF BARGOED WARD 2/2 (STROKE)	To purchase medical equipment/comforts for patients on Bron Gartref Ward,YMH	Kertrina Jenkins
£1,000 - £5,000	E051-Research & Development	F090	ABUHB CLINICAL TRIALS UNIT	Supporting the Clinical Trials Unit and Cancer patients in clinical trials including financial support	Janette Wells
£1,000 - £5,000	E357-Acute Medicine - South	F780	RGH WARD D2 EAST MEDICAL	Purchase of small equipment items,educational material and support for educational meetigs	
£1,000 - £5,000	E302-Pathology	F272	RGH HAEMATOLOGY		Simon Hoad
£1,000 - £5,000	E265-Surgical Specialty - Urology	F393	RGH URO-ONCOLOGY	Anything cancer related i.e.education/clinical supervision	Bonita J F Overland
£1,000 - £5,000	E558-MH - Other	F601	LEGACY STC CM JONES	St Cadocs Hospital	Ross Harvey
£1,000 - £5,000	E400-BGL - Community	F530	BG COMMUNITY RESOURCE TEAM		Esther Philpott
£1,000 - £5,000	E357-Acute Medicine - South	F788	RGH WARD B6 - MED GREEN	Staff education,patient comfort,ward equipment and furniture	Rhys Monk
£1,000 - £5,000	E265-Surgical Specialty - Urology	F409	LEGACY RGH A TAYLOR	to the Urology department, Royal Gwent Hospital	Bonita J F Overland
£1,000 - £5,000	E150-Facilities	F137	ABHUB CARE AFTER DEATH TEAM (FACILITIES)		Jamie Marchant
£1,000 - £5,000	E701-TL - District Nursing	F730	TOR D/N GENERAL	Patient comfort	Alexis Williams
£1,000 - £5,000	E252-Clinical Haematology	F271	RGH GWYNLLYU MEDICAL DAY CASE UNIT	Staff education,patient information,equipment and furniture	Rhys Knight
£1,000 - £5,000	E301-Occupational Therapy	F803	NHH PULMONARY REHAB UNIT	To enable patients and/or relatives to make donations to benefit future participants of the programme	Vanessa Williams
£1,000 - £5,000	E050-Medical Education	F048	NHH ROWLAND ISAAC LIBRARY FUND	To purchase resources for library eg. Books,journals,hardware,software etc	Linda Coe
£1,000 - £5,000	E650-NL - Care of Elderly	F691	STW WARD RUPERRA COE	Supporting academic activities of medical team caring for stroke patients	Rachel Lee
£1,000 - £5,000	E602-ML - Locality	F661	MON NORTH MON RESPIRATORY FUND		Debbie Thow
£1,000 - £5,000	E551-MH - Adult	F646	YYF MH TY-CYFANNOL WARD	For general use of in-patient ward and staff	Ross Harvey
£1,000 - £5,000	E204-Paediatrics	F215	ABUHB IMMUNISATION TRAINING (CHILD HEALTH)		Celia Satherley
£1,000 - £5,000	E257-Orthopaedics	F330	STW ORTHOPAEDIC SURGICAL UNIT		Kate Bradley
£1,000 - £5,000	E262-Surgical Specialty - ENT	F371	RGH ENT NURSE PRACTITIONER		Teresa Allcock
£1,000 - £5,000	E451-CL - Hospital	F569	YYF OAKDALE WARD 2/1 (REHAB)	To provide equipment/comforts for patients at Ystrad Mynach Hospital (Glynmynach Ward)	Kertrina Jenkins
£1,000 - £5,000	E651-NL - District Nursing	F710	NEW DN CENTRAL WEST	To purchase equipment for patients to enhance care	Helen Hayes
£1,000 - £5,000	E102-Nursing Director	F119	ABUHB FITNESS FOR PRACTICE	To improve quality of patient services particularly special needs patients by improving info/training of staff	Linda Jones
£1,000 - £5,000	E651-NL - District Nursing	F711	NEW DN SOUTH WEST		Helen Hayes
£1,000 - £5,000	E267-Outpatients	F589	LEGACY NHH ONCOLOGY I M MORRIS	Oncology Fund, Nevill Hall Hospital	Helen Williams
£1,000 - £5,000	E501-CL - Palliative Care	F584	ABUHB GWENT PALLIATIVE STRATEGY		Sian Hughes
£1,000 - £5,000	E651-NL - District Nursing	F706	NEW DN SOUTH EAST		Helen Hayes
£1,000 - £5,000	E701-TL - District Nursing	F731	TOR D/N SOUTH 2		Alexis Williams

Balance Range	Directorate	Fund No	Fund Name	Fund Purpose	Authorised Signatory
£1,000 - £5,000	E354-Gastroenterology	F419	RGH ENDOSCOPY EDUCATION	Nurse education	Sarah Wilson
£1,000 - £5,000	E356-Respiratory Medicine	F790	GUH C4 RESPIRATORY CRITICAL CARE WARD	For patient and family needs both clinical and environmental	Keri Russell
£1,000 - £5,000	E557-Forensics	F609	ABUHB FORENSIC PSYCHOLOGY	Training and development for forensic Psychiatry service staff	Ross Harvey
£1,000 - £5,000	E600-ML - District Nursing	F708	MON CALDICOT DISTRICT NURSES	Endowment fund to purchase equipment	Debbie Thow
£1,000 - £5,000	E257-Orthopaedics	F323	RGH FRACTURE/ORTHOPAEDIC CLINIC	Patient equipment,items for the comfort of patients waiting and staff training needs	Kate Bradley
£1,000 - £5,000	E551-MH - Adult	F647	TYG TALYGARN	To purchase equipment to support activity,ablement and engagement	Ross Harvey
£1,000 - £5,000	E250-Anaesthetics	F253	ABUHB PAIN CONTROL		Rebecca Owen-Pursell
£1,000 - £5,000	E265-Surgical Specialty - Urology	F405	RGH CAB RESEARCH & EQUIP	Towards research into continence	Bonita J F Overland
£1,000 - £5,000	E263-Surgical Specialty - Maxillo Facial	F377	ABUHB DENTAL UNDERGRADUATE FUND		Teresa Allcock
£1,000 - £5,000	E266-Theatres	F291	RGH DAY SURGERY EDUCATION		Rebecca Owen-Pursell
£1,000 - £5,000	E650-NL - Care of Elderly	F692	STW PENHOW	For patient amenities and staff educational needs	Rachel Lee
£1,000 - £5,000	E558-MH - Other	F593	ABUHB LGH AUTISM	CPD and other educational activities	Ross Harvey
£1,000 - £5,000	E262-Surgical Specialty - ENT	F366	RGH ENT OUTPATIENTS	Education and equipment for nurses and patient care	Teresa Allcock
£1,000 - £5,000	E259-Surgical Specialty	F778	NHH DAY HOSPITAL	Educational & research	
£1,000 - £5,000	E101-Control of Infection	F110	ABUHB CONTROL OF INFECTION	Purchase of equipment,teaching aids and for catering /study days	Moira Bevan
£1,000 - £5,000	E200-Child & Adolescent Mental Health Service	F152	STC TY BRYN (CHILD & ADOLESCENT)	To support trips ,music therapy,holidays for patients and purchase specialist equipment	Kolade Gamel
£1,000 - £5,000	E653-NL - Locality	F704	NEW PULMONARY REHABILITATION		
£1,000 - £5,000	E555-MH - Older Adult - Torfaen	F643	TSL HAFAN DEG WARD	To purchase equipment for the ward and enable activity and opportunities eg.Trips and visits to community	Ross Harvey
£1,000 - £5,000	E352-Cardiology	F805	NHH CARDIAC REHABILITATION	To support the cardiac rehab unit in providing a quality service for patients and equipment/education for staff	Vanessa Williams
£1,000 - £5,000	E357-Acute Medicine - South	F784	RGH WARD D4 WEST - MED COTE	General ward usage	Rhys Monk
£1,000 - £5,000	E451-CL - Hospital	F575	RIRC - REDWOOD SUITE		Jane Thornton
£1,000 - £5,000	E354-Gastroenterology	F830	NHH ENDOSCOPY		Sarah Wilson
£1,000 - £5,000	E306-Radiology	F511	ABUHB RADIOLOGY	CPD and educational purposes etc	Ruth Hill
£1,000 - £5,000	E201-Gynaecology	F160	ABUHB GYNAECOLOGY FUND	To fund the outpatient gynae oncology/hysteroscopy clinic for purchase of instruments/equipment in clinic	Louise Harvey
£1,000 - £5,000	E558-MH - Other	F598	ABUHB MH EIS FUND		Ross Harvey
£1,000 - £5,000	E300-Nutrition & Dietetics	F428	NHH DIABETES SPECIALIST NURSES	Running Type 1 Diabetes education for patients eg,adjusting insulin to match food intake,activities/lifestyle	Sian Bodman
£1,000 - £5,000	E750-Corporate Governance	F865	ABUHB BACK CARE TEAM		
£1,000 - £5,000	E253-General Surgery	F279	NHH GENERIC SC		Dawn Baker-Lari
£1,000 - £5,000	E351-Acute Medicine North (incl A&E & CCU)	F773	NHH WARD 4-1 MONOW - MEDICAL	Patients and staff welfare	Juliette O'Brien
£1,000 - £5,000	E205-Neo Natal Intensive Care Unit	F236	LEGACY NHH NICU M E BEET	Special Care Baby Unit, Nevill Hall Hospital	Celia Satherley
£1,000 - £5,000	E250-Anaesthetics	F254	ABUHB ANAES CICO FUND	Education and development within Royal Gwent Hospital Acute Pain Service	Rebecca Owen-Pursell
£1,000 - £5,000	E356-Respiratory Medicine	F854	ABUHB LUNG CANCER & MESOTHELIOMA SUPPORT GROU		Keri Russell
£1,000 - £5,000	E265-Surgical Specialty - Urology	F410	LEGACY RGH UROLOGY F PHILLIPS	bequeathed to Urology Department	Bonita J F Overland
£1,000 - £5,000	E559-MH - Older Adult - General	F624	LEGACY MCH OLDER ADULT F R PHILLIPS	bequeathed to Maindiffe Court Older Adult Mental Health	Ross Harvey
£1,000 - £5,000	E554-MH - Older Adult - Monmouth	F622	MCH HIRAETH DAY HOSPITAL	To purchase items to enhance the comforts on the ward and quality of life for the patients	Ross Harvey
£1,000 - £5,000	E266-Theatres	F285	GUH SURGICAL ASSESSMENT UNIT SAU	To purchase equipment/items that will benefit staff and/or patients	Rebecca Owen-Pursell
£1,000 - £5,000	E651-NL - District Nursing	F705	NEW DN NORTH EAST	For donations from grateful patients families to enable the nurses to purchase equipment etc	Helen Hayes
£1,000 - £5,000	E357-Acute Medicine - South	F760	RGH MEDICAL ASSESSMENT UNIT (MAU)	For educational and environmental issues that will assist in improving the service for both staff and patients	Roxanne Williams
£1,000 - £5,000	E252-Clinical Haematology	F269	LEGACY NHH HAEM - V A HARVEY	bequeathed to Haematology Unit, Nevill Hall Hospital	Rhys Knight
£1,000 - £5,000	E553-MH - Older Adult - Blaenau Gwent	F649	YTC OAK PARC DAY HOSPITAL	Outings and parties for patients and the purchase of small/large items to benefit patient activities	Ross Harvey
£1,000 - £5,000	E253-General Surgery	F287	ABUHB SURGICAL DIRECTORATE		Dawn Baker-Lari
£1,000 - £5,000	E300-Nutrition & Dietetics	F427	CTY DIABETES SPECIALIST NURSE FUND	To provide equipment and patients ammenities	Sian Bodman
£1,000 - £5,000	E703-TL - Community	F726	TOR COPD SERVICE		Alexis Williams
£1,000 - £5,000	E558-MH - Other	F615	ABUHB MH VETERANS FUND		Ross Harvey
£1,000 - £5,000	E354-Gastroenterology	F827	RGH IBD NURSES	Service improvement	Sarah Wilson
£1,000 - £5,000	E651-NL - District Nursing	F707	NEW DN CENTRAL EAST	To use charitable money given to us for equipment for the clinic	Helen Hayes
£1,000 - £5,000	E252-Clinical Haematology	F462	RGH ANTICOAGULANT FUND (SAM JONES)		Rhys Knight
£1,000 - £5,000	E260-Surgical Specialty - Audiology	F355	RGH HEARING/BALANCE UNIT	To benefit patients and/or staff as required	Teresa Allcock
£1,000 - £5,000	E702-TL - Hospital	F746	LEGACY CTY ROWAN M MORCOM	bequeathed to Rowan Ward, County Hospital	Alexis Williams
£1,000 - £5,000	E355-Neurology	F844	STW NEUROPHYSIOLOGY	Staff education,study leave,equipment and recreation	Rhys Monk
£1,000 - £5,000	E451-CL - Hospital	F560	YYF GERIATRIC MEDICINE FUND	To purchase equipment and educational material to facilitate patient care	Jane Thornton
£1,000 - £5,000	E301-Occupational Therapy	F446	NEW NEWPORT WHEELCHAIR SPORT & LEISURE GROUP	To pay for venues,coach and equipment to enable a sports & leisure group for children who use wheelchair	Suzanne Bryant
£1,000 - £5,000	E653-NL - Locality	F701	ABUHB HUNTINGTON'S DISEASE		Jean R Board
£1,000 - £5,000	E250-Anaesthetics	F256	RGH CHRONIC PAIN FUND	To promote education in management of chronic pain among trainees,health profesionales & patient groups	Rebecca Owen-Pursell
£1,000 - £5,000	E204-Paediatrics	F216	ABUHB COMMUNITY CHILDREN'S NURSING TEAM	For childrens activities in the community ie.play equipment,Christmas parties,outings and swimming trips	Celia Satherley
£1,000 - £5,000	E351-Acute Medicine North (incl A&E & CCU)	F777	NHH WARD 4-2 CRICKHOWELL - MEDICAL	Patients and staff welfare	Juliette O'Brien
£1,000 - £5,000	E356-Respiratory Medicine	F864	LEGACY STW CC F M JONES	Chest Clinic, St Woolos	Keri Russell
£1,000 - £5,000	E702-TL - Hospital	F743	CTY NURSING & PATIENT CARE FUND	To provide equipment and patients ammenities	Alexis Williams
£1,000 - £5,000	E402-BGL - Hospital	F551	LEGACY YAB REHAB A D G JURY	To purchase activity equipment and sundry items for patients	Esther Philpott
£1,000 - £5,000	E050-Medical Education	F045	NHH PG SAS DOCTORS	For training ie:speakers fees,equipment,catering and administration	Linda Coe
£1,000 - £5,000	E500-ML - Dental	F581	ABUHB GWENT DENTAL NURSE TRAINING	Dental nurse training course	Nikki Billot

Balance Range	Directorate	Fund No	Fund Name	Fund Purpose	Authorised Signatory
£1,000 - £5,000	E702-TL - Hospital	F744	CTY OUTPATIENTS DEPT	To provide equipment and patients amenities	Alexis Williams
£1,000 - £5,000	E352-Cardiology	F800	YYF CARDIOLOGY FUND		Vanessa Williams
£1,000 - £5,000	E551-MH - Adult	F631	STC AUGUSTUS/ISCA WARD	Deposit for monies made from coffee machine with a view to paying for drinks machine & drinks	Ross Harvey
£1,000 - £5,000	E202-Health Visiting	F170	BG BLAENAU GWENT HEALTH VISITORS		Tracey Macnamara
£1,000 - £5,000	E301-Occupational Therapy	F448	STC MENT ILL OT TRAINING	To "buy in" training for OT staff where funding is not available through the Board	Suzanne Bryant
£1,000 - £5,000	E204-Paediatrics	F212	ABUHB PAEDIATRIC ASTHMA	For the benefit of patients with asthma & allergy to include equipment,patient treats and staff education	Celia Satherley
£1,000 - £5,000	E551-MH - Adult	F612	YAB MH CWM COCH / CARN-Y-CEFN	Resources for clients to use ,craft goods and items to improve environment	Ross Harvey
£1,000 - £5,000	E350-Accident & Emergency	F763	RGH EMERGENCY MEDICINE DEVELOPMENT	New Doctors induction and development of Emergency medicine	Roxanne Williams
£1,000 - £5,000	E400-BGL - Community	F526	LEGACY M BIRCHMORE BG COMM NURS	to Community Nurses Amenities Fund at Abertillery & Llanhilleth	Esther Philpott
£1,000 - £5,000	E400-BGL - Community	F527	LEGACY M BIRCHMORE BG REABLE	to Blaenau Gwent Reablement Scheme	Esther Philpott
£1,000 - £5,000	E400-BGL - Community	F528	LEGACY M BIRCHMORE BG RAPID RESPONSE	to Rapid Response Nurses at Ebbw Vale Health Centre	Esther Philpott
£1,000 - £5,000	E555-MH - Older Adult - Torfaen	F648	CTY TORFAEN CMHT	For patient amenities/activities and equipment	Ross Harvey
£1,000 - £5,000	E551-MH - Adult	F635	STC BEECHWOOD/PICU	To be used to benefit patients	Ross Harvey
£500 - £1000	E552-MH - Older Adult - Newport	F633	STC KEMEY'S WARD		Ross Harvey
£500 - £1000	E252-Clinical Haematology	F275	LEGACY RGH B6N P I STEPHENS	bequeathed to Haematology Unit, Royal Gwent Hospital	Rhys Knight
£500 - £1000	E601-ML - Hospital	F683	CCH SALKELD DAY HOSPITAL	To provide equipment to improve patient care,diagnostic equipment and educational updates for staff	Debbie Thow
£500 - £1000	E204-Paediatrics	F222	RGH CHILDREN'S EPILEPSY FUND	For educational purposes and to support relations of children with Epilepsy	Celia Satherley
£500 - £1000	E500-ML - Dental	F580	ABUHB DENTAL HEALTH PROMOTION	Support materials for oral health promotion and outreach programmes	Nikki Billot
£500 - £1000	E267-Outpatients	F313	RGH OUTPATIENTS DEPARTMENT	Patient and clinic welfare	Helen Williams
£500 - £1000	E300-Nutrition & Dietetics	F425	YYF DIABETES SPECIALIST NURSE FUND	To fund diabetes patient training/education and Diabetes Specialist Nurse education & training	Sian Bodman
£500 - £1000	E205-Neo Natal Intensive Care Unit	F232	ABUHB NEONATAL UNIT	To purchase equipment & furnishings to enhance the care of babies and their family in the Neonatal Unit NHH	Celia Satherley
£500 - £1000	E050-Medical Education	F064	RGH PG GWENT MEDICAL SOCIETY	Monies from sponsorship used for speakers fees & expenses,catering & teaching aids at GMS meetings	Linda Coe
£500 - £1000	E357-Acute Medicine - South	F793	GUH A4 GASTRO WARD		Sarah Wilson
£500 - £1000	E450-CL - District Nursing	F556	NEW ST DAVID'S DISTRICT NURSES		Jane Thornton
£500 - £1000	E202-Health Visiting	F172	MON POST NATAL SUPPORT GROUP - USK HV		Tracey Macnamara
£500 - £1000	E254-General Surgery - Breast	F299	LEGACY RGH BREAST CARE M SHAW	Breast Care,Royal Gwent Hospital	Dawn Baker-Lari
£500 - £1000	E257-Orthopaedics	F319	LEGACY NHH T&O WARD E G HIRSTBROWN	bequeathed to Orthopaedic Unit, Nevill Hall Hospital	Kate Bradley
£500 - £1000	E550-Learning Disabilities	F590	ABUHB LEARNING DISABILITIES	To enhance the life of clients living at Llanfrehfa Grange	Ross Harvey
£500 - £1000	E102-Nursing Director	F718	ABUHB CARE AT HOME		Donna Wetter
£500 - £1000	E351-Acute Medicine North (incl A&E & CCU)	F772	NHH WARD 4-3 GWENT - MEDICAL		Juliette O'Brien
£500 - £1000	E305-Podiatry	F505	ABUHB PODIATRY EDUCATION EQUIPMENT FUND	To facilitate the provision of information and learning via equipment purchase and study day requirements	
£500 - £1000	E558-MH - Other	F618	MH OAPL		Ross Harvey
£500 - £1000	E552-MH - Older Adult - Newport	F639	STC PSYCHOLOGY (WENTWOOD)	Patients endowment fund	Ross Harvey
£500 - £1000	E250-Anaesthetics	F252	ABUHB SCHOOL OF ANAESTHESIA	Training and education support	Rebecca Owen-Pursell
£500 - £1000	E356-Respiratory Medicine	F853	LEGACY RGH D M ELVER	Heart Chest & Lung Society RGH -	Keri Russell
£500 - £1000	E551-MH - Adult	F617	HD HYWEL DDA	Patient related care	Ross Harvey
£500 - £1000	E050-Medical Education	F050	RGH LIBRARY FUND	To purchase books etc for education purposes	Linda Coe
£500 - £1000	E264-Surgical Specialty - Ophthalmology	F694	RGH ORTHOPTIC FUND	General items - books etc	Carrie Hopkins
£500 - £1000	E557-Forensics	F632	STC PILLMAWR WARD	Equipment for social and leisure activities	Ross Harvey
£500 - £1000	E359-General USC	F564	YYF BEDWAS WARD 1/1 (MAU)	General needs of hospital	Kertrina Jenkins
£500 - £1000	E501-CL - Palliative Care	F582	ABUHB HEALTH & WELL BEING FUND		Sian Hughes
£500 - £1000	E651-NL - District Nursing	F709	NEW DN NORTH WEST		Helen Hayes
£500 - £1000	E258-Rheumatology	F341	NHH RHEUMATOLOGY CLINICAL NURSE SPECIALISTS	Nurse specialist education and resources	Rhys Knight
£500 - £1000	E257-Orthopaedics	F320	NHH T & O RESEARCH & DEVELOPMENT		Kate Bradley
£500 - £1000	E302-Pathology	F461	RGH HISTOPATHY		Simon Hoad
£500 - £1000	E267-Outpatients	F312	NHH OUTPATIENTS DEPT	To fund resources for the outpatients ares which will benefit patients,visitors and staff using these areas	Helen Williams
£500 - £1000	E254-General Surgery - Breast	F302	RGH BREAST CARE FUND	Enhance the breastcare service ,support educational needs and purchase items to improve service	Dawn Baker-Lari
£500 - £1000	E554-MH - Older Adult - Monmouth	F623	MCH THE RIVER GARDEN	To enable older adults with mental health problems to take part in activities in a safe environment	Ross Harvey
£500 - £1000	E151-HSDU (CSSD)	F145	RGH STERILE SERVICES DEPARTMENT	General Staff Amenities	Jamie Marchant
Under £500	E262-Surgical Specialty - ENT	F368	RGH ENT EMERGENCY UNIT	To promote research & teaching and the advancement of ENT in South East Wales	Teresa Allcock
Under £500	E550-Learning Disabilities	F597	ABUHB LD TWYN GLAS		Ross Harvey
Under £500	E558-MH - Other	F596	ABUHB MH CENTRAL TRAINING		Ross Harvey
Under £500	E601-ML - Hospital	F673	LEGACY CCH ST A & C F J HOLDER	o Chepstow Community Hospital for the benefit of St Pierre Ward. (Changed to St Arvans & Caerwent)	Debbie Thow
Under £500	E558-MH - Other	F592	ABUHB LGH PORTAGE	Toys and equipment for portage service	Ross Harvey
Under £500	E750-Corporate Governance	F870	ABUHB OCCUPATIONAL HEALTH		Elaine Lewis
Under £500	E253-General Surgery	F289	RGH SURGICAL ASSESSMENT UNIT(SAU)		Dawn Baker-Lari
Under £500	E400-BGL - Community	F525	BG DIABETIC CARE FUND		Esther Philpott
Under £500	E307-Speech & Language	F521	ABUHB ADULT SLT	Enhancement of patient care and staff support eg funding for books,material, training	Alison Williams
Under £500	E253-General Surgery	F293	RGH COLORECTAL RESEARCH	Colorectal & Hernia research and to attend courses/meetings	Dawn Baker-Lari
Under £500	E359-General USC	F573	YYF USC GENERAL FUND		Jane Thornton
Under £500	E255-General Surgery - Vascular	F308	ABUHB VASCULAR FUND	Books,meetings courses education,equipment and research	Dawn Baker-Lari

Balance Range	Directorate	Fund No	Fund Name	Fund Purpose	Authorised Signatory
Under £500	E551-MH - Adult	F604	ABUHB MH HEALTHY LIFESTYLE GROUP		Ross Harvey
Under £500	E308-PSYCHOLOGICAL THERAPIES	F440	ABUHB CHILD PSYCHOLOGY		
Under £500	E551-MH - Adult	F610	ABUHB MH ADULT FUND		Ross Harvey
Under £500	E261-Dermatology	F363	STW DERMATOLOGY NURSE EDUCATION (NOW STW)	Change of fund name from Practical Dermatology Nursing to Academic Dermatology	Rhys Knight
Under £500	E202-Health Visiting	F171	MON SURE START BABY CLUB	To pay for room rental,refreshments,speakers and to provide replacement toys & equipment	Tracey Macnamara
Under £500	E102-Nursing Director	F117	ABUHB SAFEGUARDING/CHILD PROTECTION TEAM		Linda Jones
Under £500	E050-Medical Education	F049	NHH PG GASTRO SPR TRAINING	To pay for management resources eg books,journals,cd roms,dvd's etc.	Linda Coe
Under £500	E551-MH - Adult	F605	MH TY ILLTYD (BRECON)	Patient activities and to enhance patient care	Ross Harvey
Under £500	E102-Nursing Director	F114	COMM CONTINUING PROFESSIONAL DEVELOPMENT - CO	For teaching equipment and resources also to fund educational activities that may benefit community division	Linda Jones
Under £500	E267-Outpatients	F720	STW OUT PATIENTS DEPT	Patients needs	Helen Williams
Under £500	E650-NL - Care of Elderly	F695	LEGACY STW COE C H EVANS	Springfield Day Unit, St Woolos	Rachel Lee
Under £500	E601-ML - Hospital	F675	CCH CAS GWENT WARD	Patient/staff Welfare and ammenities	Debbie Thow
Under £500	E703-TL - Community	F724	TORFAEN CHRONIC CONDITIONS TEAM		Alexis Williams
Under £500	E301-Occupational Therapy	F447	ABUHB OT ADULT PHYSICAL SERVICES		Suzanne Bryant
Under £500	E255-General Surgery - Vascular	F305	ABUHB VASCULAR TRAINING		Dawn Baker-Lari
Under £500	E351-Acute Medicine North (incl A&E & CCU)	F804	GUH B2 ACUTE CARDIAC UNIT ACU		Juliette O'Brien
Under £500	E556-MH - Older Adult - Caerphilly	F571	MH COACMHTMAS	To provide medical equipment/comforts for patients in Aberbargoed Hospital	Ross Harvey
Under £500	E352-Cardiology	F801	YYF CARDIAC REHABILITATION		Vanessa Williams
Under £500	E307-Speech & Language	F520	ABUHB SPECIAL NEEDS SLT	Equipment for Special needs	Alison Williams
Under £500	E551-MH - Adult	F645	TSL TY SIRIOL (CAERPHILLY)	Charitable fund for use in client needs eg TV for waiting room,water etc	Ross Harvey
Under £500	E357-Acute Medicine - South	F795	RGH DISCHARGE LOUNGE		
Under £500	E268-SC Divisional Nurse	F757	NHH DISCHARGE LOUNGE	Discharge lounge contribution fund	
Under £500	E253-General Surgery	F290	ABUHB NON MEDICAL ENDOSCOPIST GROUP		Dawn Baker-Lari
Under £500	E257-Orthopaedics	F326	RGH WARD D7 EAST T&O		Kate Bradley
Under £500	E557-Forensics	F625	MCH TY SKIRRID	To purchase items to enhance and improve ward environment and fund leisure activity	Ross Harvey
Under £500	E554-MH - Older Adult - Monmouth	F621	MCH O/T TEA DANCE	Pay for weekly tea dance	Ross Harvey
Under £500	E351-Acute Medicine North (incl A&E & CCU)	F286	NHH ENDOSCOPY FOR THE ELDERLY	To assist staff to attend relevant meetings	Juliette O'Brien
Under £500	E252-Clinical Haematology	F458	NHH ANTICOAGULANT CLINIC		Rhys Knight
Under £500	E306-Radiology	F510	ABUHB NUCLEAR MEDICINE - WALKING WOUNDED	Patient comfort in department	Ruth Hill
Under £500	E557-Forensics	F603	ABUHB FORENSICS COMMUNITY CARE FUND		Ross Harvey
Under £500	E266-Theatres	F416	NHH THEATRE AMENITY	Re-furbishment and equipment	Rebecca Owen-Pursell

NOTES

Excludes Grant Funds, Valuation Funds, CF Committee Funds

Includes Legacy Funds (highlighted)

Do not have purpose for all funds but will request missing information

Information will be updated before going on the intranet.

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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	07 March 2024
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 (dewiswch fel yn addas) **Purpose of the Report** (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

This report provides the Charitable Funds Committee with details of funds that are available to them as at 31.01.2024 and includes two bids 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.

In addition to this, the Committee agreed to consider larger bids if supported by an Executive member.

The Committee is asked to note the funds available to them and consider the requests received.

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
Fund Balances as at 31.03.2023		106.2
23/24		
CFC-234 Radio Station YYF		0.1
CFC-243 Volunteer Event (06.06.23)		-8.5
CFC-259 Occupational Therapy Support for Staff		-19.2
SGS-003 In Tune with Parent & Infant Mental Health Conference		-0.8
SGS-005 Scheduled Care - Gas Cylinder Trolleys		-2.4
SGS-007 Finance Conference		-4.3
SGS-008 Llwyn Onn Improvements		-3.0
Legal Costs		0.5
SCS 010 Clinical Supervision Programme		0.7
SGS 011 Advanced Communication Skills Training, Cancer Services		-3.0
Unknown/General Donations		4.2
Total 23/24		-35.8
Balance as at 31.01.24		70.4
Less Commitments		
CFC-234 Radio YYF		-1.1
CFC-259 Occupational Therapy Support for Staff		-2.8
SGS-005 Scheduled Care - Gas Cylinder Trolleys		-0.6
SGS-007 Finance Conference		-0.7
SGS-008 Llwyn Onn Improvements		-2.0
SGS 009 Person Centred Value Based Health Care Education Programme		-4.5
SGS 010 Clinical Supervision Programme		-4.2
SGS 012 Well Being Pop up Events across ABUHB		-5.0
SGS 013 Mental Health & Learning Disabilities Wellbeing Space		-3.0
SCS 014 Decarbonisation Promotional Materials		-1.0
CFC 264 Televisions for Bedwas Ward, Ysbyty Ystrad Fawr		-23.0
Total Commitments		-47.9
Remaining available funds after commitments		22.5

Asesiad / Assessment

Requests Received



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

Bids for consideration	Total Cost £000's	Ongoing Costs	Area of Benefit
CFC-265 Staff Resource for Decarbonisation Programme	13.5	0	Staff, Patients & Visitors
CFC-266 Staff Recognition Awards 2024	25	0	Staff
Total Bids	38.5		

Key points

- The requests are being submitted to the Committee as no other source of funding could be found.
- The Charitable Funds Committee can apply general funds for the benefits of patients and staff across the Health Board.
- The Committee has a balance of £22.5k available to support requests.
- The balance available has increased since the last meeting as the Volunteer Conference costs were £6.5k less than the original £15k requested and a further £2k has been received in general donations.
- There are insufficient monies available to the Committee if they approve both bids detailed in this paper.

rgymhelliad / Recommendation

The Charitable Funds Committee is asked to note the funds available and consider the two requests.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Cyfeirnod Cofrestr Risg Corfforaethol a Sgôr Cyfredol: Corporate 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.



<p>Deddf Llesiant Cenedlaethau'r Dyfodol – 5 ffordd o weithio</p> <p>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>
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GIG
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NHS
WALES

Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

Charitable Funds Committee

Bid Ref: CFC – 266

Bid for Staff Recognition Awards
For all staff
At ABUHB

1. Introduction

The purpose of this paper is to make a request to the Charitable Funds Committee for funding of £25,000 to support the 2024 Aneurin Bevan University Local Health Board Staff Recognition Awards.

The Staff Recognition Awards has been an annual event that has run since 2011. It is a significant event in the Health Board's calendar which recognises the contribution staff make to patient care and Health Board objectives. The event has a high profile and is an opportunity to thank staff for their hard work and dedication.

2. Background

The Annual Staff Recognition Awards has been running successfully for several years, expanding in size since its inception. Year on year it has been extremely positively evaluated by the 350 staff who attend year on year.

It is well documented that feeling valued, receiving recognition and feedback play an important part in staff wellbeing and engagement levels and that this has a positive impact on patient care. A Staff Recognition Award scheme is one way in which the contribution of our staff can be publicly acknowledged, and the reputation of the Health Board and its staff further enhanced.

Support for the awards in previous years has been extremely positive. Any member of staff or team who works for the Health Board, at any level, can be nominated. Nominations are also welcome for our colleagues who work in Primary Care, whether as independent contractors (GPs, Dentists, Pharmacists & Optometrists) or people who work with them, such as practice nurses, managers and receptionists.

Anyone can nominate a fellow colleague or team, however, the Head of Department or in the case of Primary Care, the Practice Manager or Senior Partner, should endorse the nomination to ensure that the recognition is based on sound evidence.

The nomination categories are:

- Patient's Choice Award
- Leadership
- Improving Patient Care/Experience
- Quality, Sustainability and Efficiency
- Employee Health and Well-being
- Partnership Working
- Team of the Year
- Education, Research and Innovation
- Population Health and Well-being
- Welsh Language Champion
- Going the Extra Mile
- Green Healthcare
- Apprentice of the Year

Patients and the public can nominate our staff in the Patient's Choice Award category.

3. Key Issues

3.1 Category of Bid

This bid relates to:

Staff education and welfare.

3.2 Description of the Bid

Valuing staff is a key objective of the Health Board. The Staff Awards Scheme to recognise staff is one way of showing appreciation for a job well done and to publicly recognise the dedication of our staff.

The Staff Recognition Awards are an opportunity for colleagues and managers to nominate those people who are making an outstanding contribution to the delivery of the Health Boards aims and objectives. The awards scheme will support the sharing of best practice in patient care and service delivery across a range of identified categories.

The Charitable Funds Committee has funded the Staff Recognition Awards for the last 6 events. The 2024 event will be held on Friday 5th July 2024 (The NHS Birthday) in Ebbw Vale Sports Centre. We are looking to secure sponsorship but in the current financial climate we are not confident that this will materialise. If it does, we will reduce the amount of funding we require from the committee.

Given the financial situation we find ourselves in, where budgets are extremely tight or over committed, it is not appropriate to be funding this event through core budgets.

We therefore ask that the Charitable Funds Committee consider supporting the event once again.

3.3 Outcome Measures & Benefits

3.3.1 Activity Analysis

Up to 450 people are invited to the event. This includes all nominees, Board members, members of Llais and our partners. In addition, the event is celebrated on Pulse, the ABUHB staff intranet.

3.3.2 Benefits

The outcome measures associated with the Staff Recognition Awards includes:

- Increased sharing of best practice to improve and enhance patient care/experience
- Increased staff engagement
- Increased staff satisfaction
- Enhanced reputation of the Health Board through positive publicity in the media resulting in increased public confidence
- Increased patient and public engagement due to the involvement of Llais on the judging panel
- Showcasing of the excellent work going on in the Health Board
- Celebration of our staff
- Raising morale

3.4 If the Bid is not Supported

If the bid is not supported, we will not be able to proceed this year which will be the first time in 13 years.

3.5 Bids relating to Additional Staff Resources

N/A

4. Financial Analysis

4.1 Funding Requested

The event has been costed at £25,000 (including VAT) and reflects an attendance of up to 450 people and includes the provision of production, food and the hire of the venue.

If additional sponsorship funding materialises, we will reduce the amount of charitable funds we require.

4.2 Availability of Local Charitable Funds

There are no other charitable funds to draw on.

4.3 Revenue Costs

There are no revenue costs associated with this request.

4.4 Revenue Costs - Affordability

N/A

5.0 Conclusions and Recommendations

The aim of the Staff Recognition Awards is to recognise excellent practice and outstanding performance of the employees of Aneurin Bevan University Local Health Board.

Every day staff demonstrate their dedication in ensuring the delivery of excellent health care services to the people we serve. An annual staff recognition event will go some way towards publicly recognising their valuable contribution. It will support the improvement of patient care by the internal sharing of best practice and enhance public confidence and the reputation of the Health Board through positive external publicity.

The Charitable Funds Committee is asked to support the Staff Recognition Event with funding of up to £25,000. Please note we will continue to look for sponsorship so are confident that this will reduce.


Bid Prepared by:

Name: Karen Newman	
Title: Asst Director of Comms	
Date:22/2/2024	

Supported by Division

General Manager:	Karen Newman
Signature:	K H Newman
Date:	22/2/2024

Executive Sponsor

Chief Executive	Nicola Prygodzicz
Signature:	
Date:	22/2/2024



The Staff Recognition Awards 2023 - New Photo's and Videos of the Big Night!



Tonight, Friday 24th March 202, the Health Board held our annual Staff Recognition Awards. It is always a pleasure to welcome everyone to this special event and this is especially true this year as it was the first in person event since before the pandemic in 2019.

Colleagues from across the Health Board gathered to celebrate each other's achievements and the hard work, dedication and outstanding care given by teams across Aneurin Bevan University Health Board.

The event was hosted by Chief Executive, Nicola Prygodzicz CEO and saw performance from Coleg Gwent students and local band The Verge.

Nicola said; *"There is no doubt that 2022/23 has been an exciting and challenging year. It is testament to the expertise, dedication and compassion of our staff that despite the many challenges we face, we continue to step up and keep our focus where it should be - on the patients and the community we serve."*

"We see the challenges we face as opportunities for innovation, collaboration, integration and longer term thinking not as barriers to improvement, and this is evident in all those who won awards and were nominated for the awards this evening"



Employee Health and Wellbeing

The Microbiology Wellbeing Team – Winner

Catherine King and The Alcohol Care team & Liam Cowan – Runners up



The Microbiology Wellbeing Team



The Cardiac Rehabilitation and Heart Failure Hub Team

Improving Patient Experience

The Cardiac Rehabilitation and Heart Failure Hub Team – Winner

Jane Powell and Lauren Kearney – Runners up

Partnership Working

The YYFM Radio Station – Winner

Maternity Services Volunteer team and the Rainbow Connectors – Runners up



Quality, Sustainability and Efficiency

Dr Caroline Mills – Winner

The Ambulatory Care Team - Obstetrics and Gynaecology and Alicia Harris – Runners up

Leadership

Ross Andrews – Winner

Linda Edmunds and Malcolm Turner – Runners up





The Informatics First Line Support Team

Team of the Year

The Informatics First Line Support Team – Winner

The Maternity Services Team, Minor Injury Unit Teams and the SPACE Wellbeing Team – Runners up

Welsh Language Champion

Claire Jordan – Winner

Oliver Gall and the Welsh Language Research Project Group – Runners up



Education, Innovation and Research

Regina Reyes – Winner

Dr Tim Alce and Vanessa Bailey – Runners up

Population Health and Wellbeing

Jo Wood and Jennie Christie – Winner

Emma Foley and the Melo & Connect 5 Team – Runners up





Patient Choice Award

Emma Hagerty – Winner

Dr Rachel Thomas-Hewartson & Dr Susan Fairweather and Jane Turner –
Runners up

Aneurin Bevan Community Health Council Award

The Sexual Health and Communications & Engagement Team



The Sexual Health and Communications & Engagement Team



The Chair's Award

Ysbyty Aneurin Bevan Senior Leadership Team

Chief Executive's Award

The Peer Mentor Group



We then took a moment to recognise several staff who have incredibly given over 50 years to the NHS. It is remarkable to think that they have each committed their lives to the NHS, thank you and well done to:

Robert Collins

Anthony Zalick

Carey Weeks

Debs Cornwall

Martin Penny

Shirley Sharland

Colin Phillpott



Richard Thornton (Aneurin Bevan UHB - Family and Therapies)

April 3, 2023

@Emma Hagerty (Aneurin Bevan UHB - Specialist Eating Disorders Service)

- Well done Emma!



 Reply  Like



Kate Vaughan (Aneurin Bevan UHB - Mental Health)

March 31, 2023

well done Becky and Barbara (and all the peer mentor group) - a much needed addition to all healthcare teams and a definite need to increase representation in the future

 Reply  Unlike



James Hodgson (Aneurin Bevan UHB - Communications)

March 28, 2023

Congratulations all!

 Reply  Like

1 person liked this





GIG
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NHS
WALES

Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

Charitable Funds Committee Bid Ref: CFC – 265

Bid for Staff Resource For Decarbonisation Programme at Aneurin Bevan University Health Board.

1. Introduction

The Charitable Funds Committee is asked to consider funding additional support for the Health Board's Decarbonisation Programme to reach Welsh Government's target of net zero by 2030.

This support would be for a Clinical Lead working one consultant session per week for a period of 12 months costing £15.5k which includes a projected 3% pay rise for 2024/25. Funds of £2k have already been made available towards this.

The Committee is asked for funding of **£13.5k** as detailed in this bid.

2. Background

The Decarbonisation Programme Board comprises of four decarb areas of focus:

- Buildings, Estates and Facilities
- Communications and digital
- Clinical and Health Planning
- Procurement and Finance

This bid relates to the activities in Group 3, Clinical and Health Planning.

3. Key Issues

3.1 Category of Bid

This bid relates to:

Staff education and welfare.

3.2 Description of the Bid

To provide financial support to allow valued and needed work to continue the Decarbonisation Programme. The Clinical Lead for the programme's, Clinical and Health Planning group has been instrumental in implementing, educating and changing working practices for so many at the benefit of the environment and well-being of future generations, including the health of those generations. However, as the work of the group has grown, it has become too much to sustain.

If the funding is successful, the session would be carried out by the existing Clinical Lead for the programme as agreed with the Clinical Director of Anaesthetics.

3.3 Outcome Measures & Benefits

3.3.1 Activity Analysis

The Clinical Lead for the Decarbonisation programme has been integral in developing and implementing projects which reduce our carbon emissions and financial costs to the health board.

They have been actively raising awareness of climate change through presenting at conferences, including an internal finance conference. They also develop trainees by supporting them in Sustainability in Quality Improvement (SusQI) projects, such as trialling replacement for ethyl chloride and recording the results.

3.3.2 Benefits

The Clinical Lead has worked hard to get nitrous oxide decommissioned at RGH, NHH, STW and YYF. This alone is projected to save 900,000 kg CO2e carbon.

They have supported trainees to implement other net zero projects in the health board and with their direction, there has been a shift to replace IV paracetamol to oral. Again, not using the single use plastic saves on carbon and has a potential financial saving.

Other projects underway and planned include:

- Gloves are off, potential saving.
- Entonox reduction – harmful gas for staff exposure and the environment. Destruction machine now in place in maternity and exposure monitoring planned. Working with

ED and Endoscopy of trialling Pentrox, an alternative to Entonox.

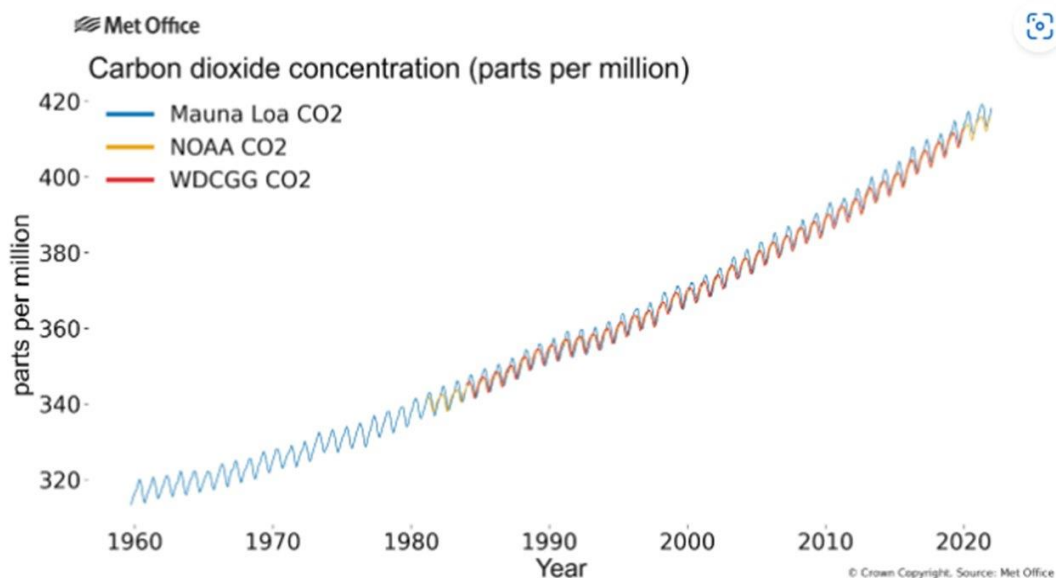
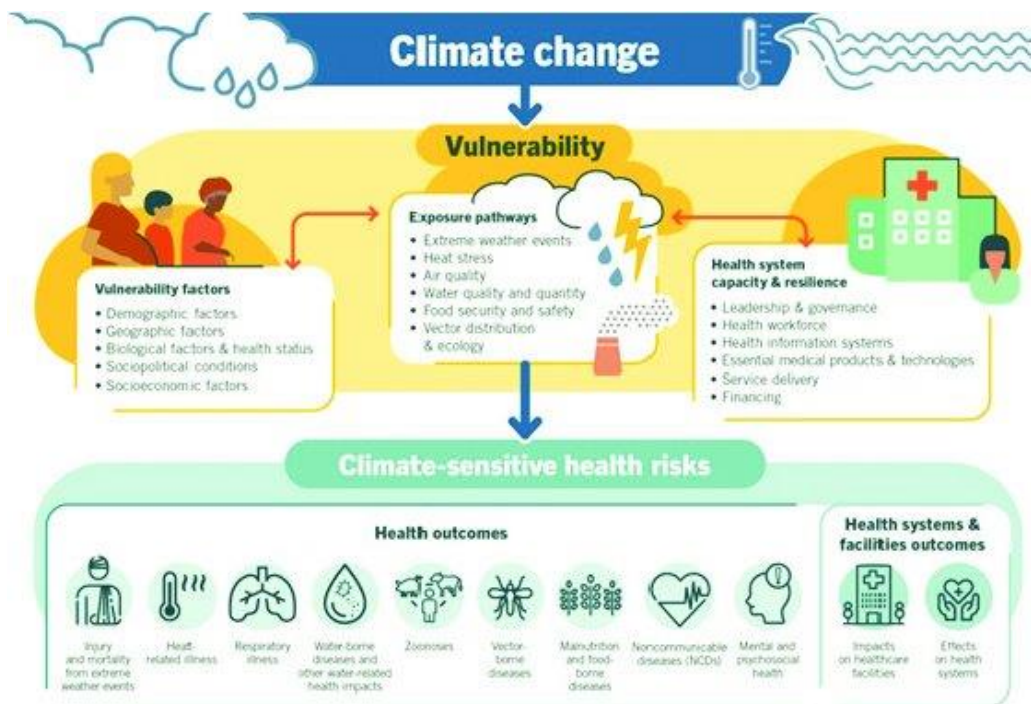
- Supporting Cardiology in reducing their carbon emissions.
- Reducing single use clinical items – reduce carbon emissions, reduce ongoing purchasing costs.
- Further education and awareness raising to clinical staff.
- Switch from IV to oral antibiotics and other medicines - reduced costs, reduced carbon, reduced staff time.
- Linking in with Primary Care to develop projects for implementation.
- Supporting Mental Health with developing and implementing decarbonisation projects.

Without the Clinical Lead in place, the Health Board would struggle to meet the targets set by Welsh Government. They are the link into making positive changes within the clinical setting and with their support more clinical staff have become engaged in making changes to their work practices to reduce the carbon footprint we produce as a Health Board.

The Clinical Lead actively researches projects which are making a difference around the world and is proactive in looking at ways to adapt and implement them in ABUHB changing practices, highlighting concerns and making suggestions to colleagues.

Global warming will have a major impact on people's health in the near future, hence why it is imperative ABUHB has such a strong advocate in the clinical setting.

Below is a diagram highlighting the impact on people's health climate change is going to have which will have a huge knock-on effect to this health board; and the work of decarbonisation is to reduce this impact.



This graph shows the rising level of carbon dioxide in our atmosphere since 1960.

Once in the atmosphere, greenhouse gases such as carbon dioxide form a 'blanket' around the planet. This blanket traps the heat from the sun and causes the earth to heat up.

3.4 If the Bid is not Supported

There is no alternative. In the current financial climate, there are no spare finances within the department to support this and likewise, there is no budget provided for the Programme to support these costs.

Without a clinical lead for this programme, there will be no clear clinical guidance on projects, there would be very limited development on new projects, there would be a lack of engagement from clinical colleagues to support decarbonisation in their environment.

The Health Board would struggle to meet the targets set by Welsh Government.

3.5 Bids relating to Additional Staff Resources

Funding is being requested for one session a week of a Consultant (Clinical Lead) to be used for decarbonisation projects for a 12-month period.

Work undertaken for decarbonisation would need to report to the Decarbonisation Programme Board which feeds in to ABUHB's decarbonisation quarterly reports to Welsh Government. The line management will remain within the Anaesthetics Department but not for the delivery of the decarbonisation session.

In 12 months, it is hoped that this post is no longer required as many departments will be actively working on reducing their own carbon emissions. The Clinical Lead will continue to be the sustainability lead for Anaesthetics and Theatres.

4. Financial Analysis

4.1 Funding Requested

The cost of the post is £15.5k but cardiology charitable funds are contributing £2k towards this so the Committee is being asked for **£13.5k**. If we receive contributions from other directorate charitable funds, this will reduce.

4.2 Availability of Local Charitable Funds

Although the Clinical Lead for the programme sits within Anaesthetics, the programme that we are seeking funding for covers all specialties as detailed below:

Colorectal and ENT - reusable surgical drapes and textiles.

T& O - reusable surgical items plus representation from directorate manager.

Gynae - trialling new reusable laparoscopic ports.

Urology - keen to get involved with group 3.

Ophthalmology - work ongoing.

Maternity - ongoing work with entonox plus other projects.

Emergency medicine - Representation in group.

Intensive care medicine - Representation in group.

Haematology - Representation in group.

Pharmacy - Representation in group.

Cardiology - energy savings within cath labs and pacing labs and the potential to collect EP catheters for a company that remanufacture these.

Endoscopy - Clinical Lead, has been involved with our work recently and has taken things forward with setting up a green endoscopy group, plus is looking into entonox use and mitigation of waste there.

Paediatrics - inhalers.

Respiratory links mainly from Primary care pharmacist but a consultant has now expressed their support for the inhaler work and is looking to expand this.

Acute Medicine - work has been taken forward with transitioning to Oral paracetamol instead of IV – this has spread across the HB. The hope is to look at other medicines next. Not only will this help with decarbonisation but also health and safety and medicines management in general.

Facilities, Waste Management & Procurement - Group 3's work heavily involves engagement and communication with facilities, waste management and procurement services.

Postgraduate Education – hoping to forge more links.

An approach has been made to several directorates for assistance in funding this and we have already received a response from Cardiology who have agreed to support with £2k from their charitable funds and we are pursuing others.

If further financial assistance is given from other directorate charitable funds the monies requested from the Committee will reduce.

4.3 Revenue Costs

N/A.

4.4 Revenue Costs - Affordability

The request for funding includes a prediction of 3% increase to costs post April. This is a standard figure for forecasting salary increases across financial years.

5.0 Conclusions and Recommendations


The Committee is being asked to support one session per week for a Clinical Lead for 12 months to provide additional support on the Health Board's Decarbonisation Programme to reach Welsh Government's target of net zero by 2030. The cost of the post is £15.5k but the Committee are being asked for **£13.5k**

This would give dedicated time to support and advise colleagues; research best practice and new ways of working which benefit our environment; take projects forward; educate colleagues, patient and the public on the work being done and why.


Bid Prepared by:

Name:	Francine Phillips
Title:	Service Improvement Manager
Date:	19/02/2024

Supported by Division

General Manager:	Julie Poole
Signature:	
Date:	22/02/24

Executive Sponsor

(For decarbonisation)	Robert Holcombe
Signature:	
Date:	27/02/24

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



GIG
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NHS
WALES

Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

Charitable Funds Committee

Annual Report for 2023-24

DATE March 2024

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Chair's Foreword

I took on the role of Chair of the Charitable Funds Committee (CFC) in the summer of 2023, and I am very pleased to present this Annual Report for the year ended 31st March 2024.

In this report we provide an overview of the work of the committee over the last 12 months. CFC ensures that the Board's policies and procedures for charitable funds investments are followed in relation to legislative framework. The CFC also has responsibility of administering all charitable funds and providing information via an Annual Report to the ABUHB of its work. The funds are also audited annually by Audit Wales.

I take this opportunity to thank all members of the committee for their input and advice over the past 12 months. I also place on record my particular thanks to all the staff at ABUHB and others who have been involved with the CFC work for their support and professionalism, which is much appreciated.

Diolch yn Fawr / Thank you

Paul Deneen
Chair
Charitable Funds Committee

1. Introduction

- 1.1 Section 1 of the Standing Orders of the Aneurin Bevan University Health Board (referred to throughout this document as 'ABUHB, the Board' or the 'Health Board') provides that:

"The Board may and, where directed by the Welsh Government must, appoint Committees of the Health Board either to undertake specific functions on the Board's behalf or to provide advice and assurance to the Board in the exercise of its functions. The Board's commitment to openness and transparency in the conduct of its business extends equally to the work carried out on its behalf by committees".

- 1.2 The Term of Reference of Charitable Funds (referred to throughout this document as 'CFC' or the 'Committee') were approved by the Board in March 2022 (see **Appendix 1**). These were not changed during the reporting year.
- 1.3 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.
- 1.4 This report describes how the CFC discharged its role and responsibilities during the period 1 April 2023 to 31 March 2024.

2 2023-24 Work Programme

- 2.1 ABUHB Standing Orders require the Board Secretary to produce an Annual Plan of Board business. This should incorporate formal Board meetings, regular Board Development sessions and, as appropriate, planned activities of the Board's Committees and Advisory Groups. The Work Programme adopted for CFC in 2023-24 is attached to this report (see **Appendix 2**).

A Work Programme is designed to align to its terms of reference and the requirement for it to seek information to be able to give advice or gain assurance for itself and on behalf of the Board. The Work Programme is, however, a framework rather than a prescriptive agenda. This gives CFC flexibility to identify changing priorities or any need for further assurance or information.

2.2

In January 2024, the Committee received the Charitable Funds Annual Accounts report for 2022/23 which provided Members with greater assurance of the work of the charity, this included the position of the financial actives or year ended 31st March 2023.

- **Donations, Legacies and Grants**, had decreased by £54K from the previous year to £614k.
- **Income from the Chartable activities, had** increased by £118k, mainly due to the funds received for the filming at St Cadocs Hospital.
- **Investment income** had increased by £13k from the previous year to £200k due to an increase of investments.
- **Expenditure** had increased by £118k due to the spends relate to staff education & welfare and new equipment.
- Loss on Investment Assets, there had been a loss of £370k due to the stock market increases on underlying investments.

The Annual Account report for the period can be accessed via this link on item 2.1 [Link](#)

2.3

Throughout the year the Committee received the Finance report on the current financial position for each quarter, providing Members with assurance of income, total spend, donations, grant income and total losses.

The charities position at the end of the finical year was reported as: -

- Income increased to £630k, although this was £254K less than last year due to a decrease in donations, legacies, and other incomes.
- Total expenditure was £113k, this was an increase compared to last year due to expenditure in relation to equipment and staff funding costs in the first 8 months of the year.
- CCLA investment was £80k.
- Overall deficit of £103k.
- £443k in the current account.
- No overdrawn accounts or new fund requests.
- 5 merged funds during the year.
- 609 donations with a total of £168k.

This provided the Committee with assurance that the charity was in a positive financial position going into the next financial year.

2.4

The Committee approved several small grants throughout the year, with each grant having a positive impact on the Health Boards duties.

Throughout the year the Committee received updates on the projects that had previously been agreed that included:

- **Incontinence fund bid**, 8k had previously been agreed to support the setup of the incontinence project, to date this project was still in progress and that a further update of the outcome of this project, would be presented at the March's Meeting.
- **Value Based Conference**, £4.5k had previously been agreed to support the education programme and the running of the conference. The outcome of the conference was positive and other projects had been identified during the conference that included:
 - MRI development
 - Increasing the uptake of breastfeeding.
 - Urgent suspected cancer referrals, patient health optimisation using digital forms.

The Committee was assured as to the benefits of the conference and noted that plans were in place for repeating the conference albeit on a more affordable basis.

During the year the Committee has agreed to support investment into the following projects :-

- **Health Board Decarbonisation programme** funding request of £1k agreed to support this project that will provide materials to support the Decarbonisation Programme.
- **Value Based Conference**, funding request of £4.5K to support the Person Centred Value Based Health Care (PCVBHC) Education Programme.
- **Clinical Supervision**, funding request of £3.5K to support the development a Clinical Supervision Programme based in the Quality and Safety Department, Mental Health and LD based at St Cadoc's Hospital.
- **Advanced Communication Skills Training, Cancer Services**, funding request of £3k towards the cost of the course provided by Reach Communication Skills.
- **Well Being Pop Up Event Across ABUHB**, funding request of £5K to continue with the development of the Well Being pop ups across the organisation for a further 6 to 8 months.
- **Mental Health & Learning Disabilities Well Being Space**, funding request of £3k to set up of a QR code to gather feedback from having the Well Being pop up in place.

- **Televisions for Bedwas Ward, Ysbyty Ystrad Fawr**, a funding request of £23k to allow new televisions on the Bedwas Ward at Ysbyty Ystrad Fawr Hospital.

2.5 The Committee also received assurance arising from the routine Annual Audit Wales Report regarding the 2023/23 financial statements which confirm that of ABUHB Charitable Funds and other related charities for the year ending 31st March 2023 were true and fair unqualified application was provided by Audit Wales. and noted: -

- A few minor changes to the Audit report with these now being corrected and no recommendations from Audit Wales.
- Audit Wales would be issuing an unqualified audit opinion.

2.6 The Committee approved the Levels of Reserves for 2023/24 at £396k. This would be utilised to cover any downwards movement in the stock market, and mitigate any risks and therefore provided Members with further assurance.

2.7 During the year, the Committee received regular updates on spending plans over £25K. The Committee noted that the Charity held a total value of £5.763M consisting of 419 individual funds as of 31st March 2023. Of these funds there were 56 that had balances over £25K.

2.8 Assurance was provided from CCLA Investments, including the current position for the charity's investments valuation at September 2023 was £803,368 with a forecast income for 2024 of £43,939.

There was a request from the Committee as part of strengthening their investments to have oversight of the current model being used and what other options the Charity had available to them. It was agreed that this would be presented to the March 2024 Committee meeting.

3 CF Committee Meetings and Membership

3.1 During 2023-24, the CFC met Four times via Microsoft Teams- June 2023, November 2023, January 2024, and March 2024. Detail of the members and executive directors who attended these meetings is provided at **Appendix 3**.

3.4 The Committee comprised the following Independent Members:

- Paul Deneen (Chair)
- Louise Wright Vice Chair

- Iwan Jones

- 3.3 In accordance with the Public Bodies (Admissions to Meetings) Act 1960 the organisation is required to meet in public. Following the pandemic, the Committee has continued during the current year to meet virtually and this has therefore meant that the Health Board has not complied with its Standing Orders in this regard and this will be a key consideration as part of the Improving Board Business action plan.

To ensure business was conducted in as open and transparent manner as possible during this time the meeting agenda packs have been published to the Health Board's [website](#) in advance of meetings.

4 CFC Reporting Arrangements

- 4.1 Following each meeting, the CFC submits an Assurance Report to the following Board meeting, outlining topics discussed, areas of concern and areas of risk. All Board papers can be accessed via the following [link](#)

5. Self-assessment and Evaluation

- 5.1 The Board has undertaken an overall assessment of its effectiveness during 2023/24 using the NHS England and NHS Improvement (NHSE and NHSI) Well-led Framework for Leadership and Governance Developmental Reviews.

The Well-led Framework supports boards to maintain and develop the effectiveness of their leadership and governance arrangements and has a strong focus on integrated governance and leadership across quality, finance and operations as well as an emphasis on organisational culture, improvement and system working.

The outcome of the current years self-assessment that was reported to the Committee on 22nd January 2024 confirms that, the results of the individual self-assessment, combined with the analysis of the three completed self-assessments determined that the Committee is effective and meeting the standards.

Rating	Definition	Evidence
2	Meeting standards	The Charitable Funds Committee is performing to the required standard in this area. There may be room for improvement, but the Charitable Funds Committee can be seen to be discharging its responsibilities effectively.

Further, all of the respondents confirmed that the Committee was either meeting or excelling the standard for the effectiveness of this Committee.

Then main areas for improvement identified as part of the self-assessment are shown below:

Specific Actions to deliver improvements in the Committee's effectiveness			
Section	Area of Focus requiring attention	How & by When	Action Holder
1. Committee Processes: Composition, Establishment, and Ways of Working	<ul style="list-style-type: none"> A programme of training for independent members to be developed Agendas to include an item on reflection upon the meeting Improved transition arrangements when the chairing of the committee changes 	All actions to inform the development of an overarching Board Business Improvement Plan – March 2024 for Board approval	Director of Corporate Governance with Head of Board Business

These findings will be used to inform a comprehensive annual assessment of the Board's effectiveness. An overarching Board Business Improvement Plan will be developed, informed by the assessment of the Board and its Committees and other feedback such as Structured Assessment, for delivery in 2024/25. The effectiveness of the Board's Business function is reported through the Annual Governance Statement, enabling a focus on the work undertaken with the Board's Committees, interconnectedness of the committees and escalation to

the Board, as well as the culture between the Health Board and its auditors, regulators and partners.

6. Key Areas of focus in 2024-25

- 6.1 There are no planned changes to the key areas of focus within the workplan for 2024/25 but from the findings of the Annual Committee Self-Assessment the approach will be better supported through:-
- A programme of training for independent members to be developed.
 - The regular charitable funds reporting the Committee receives from the Finance team ensure Members are aware of the position of the Charitable Funds charity.

7. Conclusion

- 7.1 This report provides a summary of the work undertaken by the CFC during 2023-24, and demonstrates that the Committee has complied with its Terms of Reference as approved in March 2022.



Appendix One

Charitable Funds Committee

Terms of Reference – 2022/23

Version: Approved

Date: March 2022

Document Title:	Charitable Funds Committee Terms of Reference – 2022/23
Date of Document:	March 2022
Version:	Draft
Previous version:	May 2021
Approved by:	Board
Review date:	March 2023

1. Introduction

The Aneurin Bevan University Health Board's standing orders provide that *"The Board may and, where directed by the Welsh Government, must appoint Committees of the Health Board either to undertake specific functions on the Board's behalf or to provide advice and*

assurance to the Board in the exercise of its functions. The Board's commitment to openness and transparency in the conduct of all its business extends equally to the work carried out on its behalf by committees".

In line with standing orders and the Health Board's Scheme of Delegation, the Board shall nominate annually a committee to be known as the **Charitable Funds Committee**.

Aneurin Bevan University Local Health Board (ULHB) Charitable Fund and Other Related Charities, also known as Aneurin Bevan Health Charity, is registered with the Charity Commission following a Deed of Amendment dated 7th January 2011 with Aneurin Bevan University Local Health Board as the Corporate Trustee, registration number 1098728.

The Aneurin Bevan ULHB was appointed as corporate trustee of the charitable funds by virtue of the Supplemental Deed of Declaration and that its Board serves as its agent in the administration of the charitable funds held by the ULHB.

The detailed Terms of Reference and operating arrangements set by the Board in respect of this Committee are set out in this document. The Health Board, acting as trustee must approve any changes to these terms of reference.

2. Purpose of the Committee

The purpose of the **Charitable Funds Committee** ("the 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.

3. Delegated Powers and Authority

3.1. Authority

The Committee is authorised with the responsibility for

- Overseeing the day-to-day management of the investments of the charitable funds in accordance with the investment strategy set down from time to time by the trustee and the requirements of the ULHB's Standing Financial Instructions;
- Scrutinising requests for use of the charitable funds to ensure that any such use is in accordance with the aims and purpose of any charitable fund or donation and are clinically and ethically appropriate. Committee members will bear in mind due diligence to Charity Commission and ULHB guidance regarding the ethical use of funds and acceptance of donations;

- The appointment of an investment manager (where appropriate) to advise it on investment matters and may delegate day-to-day management of some or all of the investments to that investment manager. In exercising this power the Committee must ensure that:
- The scope of the power delegated is clearly set out in writing and communicated with the person or persons who will exercise it;
- There are in place adequate internal controls and procedures which will ensure that the power is being exercised properly and prudently;
- The performance of the person or persons exercising the delegated power is regularly reviewed;
- Where an investment manager is appointed, that the person is regulated under the Financial Services Act 1986;
- Acquisitions or disposal of a material nature must always have written authority of the Committee or the Chair of the Committee in conjunction with the Director of Finance and Performance;
- Ensuring that the banking arrangements for the charitable funds should be kept entirely distinct from the Health Board's NHS funds;
- Ensuring that arrangements are in place to maintain current account balances at minimum operational levels consistent with meeting expenditure obligations, the balance of funds being invested in interest bearing deposit accounts;
- Ensuring that the amount to be invested or redeemed from the sale of investments shall have regard to the requirements for immediate and future expenditure commitments;
- Ensuring the operation of an investment pool when this is considered appropriate to the charity in accordance with charity law and the directions and guidance of the Charity Commission. The Committee shall propose the basis to the LHB Board for applying accrued income to individual funds in line with charity law and Charity Commissioner guidance;
- Regularly reviewing investments to see if other opportunities or investment services offer a better return.

The Committee may seek relevant information from any:

- employee (and all employees are directed to cooperate with any reasonable request made by the Committee);

and

- any other committee, sub-committee or group set up by the Board to assist it in the delivery of its functions.

The Committee is authorised by the Board to obtain outside legal or other independent professional advice to support investment

opportunities and to secure the attendance of outside representatives with relevant experience and expertise if it considers it necessary, in accordance with the Board's procurement, budgetary and other requirements.

The Committee may act on any particular matter or issue upon which the Board or the Accountable Officer may seek advice.

3.2. Sub-Committees

The Committee may, subject to the approval of the Health Board, establish sub-committees or task and finish groups to perform specific aspects of Committee business.

4. Function and Work Programme

4.1. Delegated Powers and Duties of Director of Finance & Performance

The Director of Finance (as Financial Trustee) has prime responsibility for the Health Board's Charitable Funds as defined in the Health Boards Standing Financial Instructions. The specific powers, duties and responsibilities are:

- The administration of all existing charitable funds;
- To identify any new charity that may be created (of which the Health Board is trustee) and to deal with any legal steps that may be required to formalise the trusts of any such charity;
- To provide guidelines with respect to donations, legacies and bequests, fundraising and trading income;
- The responsibility for the management of investment of funds held on trust;
- To ensure appropriate banking services are available;
- To prepare reports to the LHB Board including the Annual Account.

4.2. Effective Assurance

The Committee's programme of work will be designed to provide assurance that:

- Within the budget, priorities and spending criteria determined by the Health Board as trustee and consistent with the requirements of the Charities Act 1993, Charities Act 2006 (or any modification of these acts) to apply the charitable funds in accordance with their respective governing documents.
- To ensure that the Health Board policies and procedures for charitable funds investments are followed.
- To make decisions involving the sound investment of charitable funds in a way that both preserves their value and produces a proper return consistent with prudent investment and ensuring compliance with:

- Trustee Act 2000;
- The Charities Act 1993;
- The Charities Act 2006;
- Terms of the fund's governing documents.
- To receive at least twice a year reports for ratification from the Director of Finance and investment decisions and action taken through delegated powers upon the advice of the Health Board's investment adviser.
- To oversee and monitor the functions performed by the Director of Finance as defined in Standing Financial Instructions.
- To monitor the progress of Charitable Appeal Funds where these are in place and considered to be material.
- To monitor and review the Health Board's scheme of delegation for Charitable Funds expenditure and to set and reflect in Financial Procedures the approved delegated limits for expenditure from Charitable Funds.

4.3. Access

The Chair of the Committee shall have reasonable access to Executive Directors and other relevant senior staff.

5. Membership

5.1. Members

The Committee shall comprise:

Chair:	Independent member of the Board
Vice Chair:	Independent member of the Board
Other Members:	Chair of the Stakeholder Reference Group
	Two (2) Executive Directors:
	<i>Chief Executive</i>
	<i>Director of Finance and Performance (as Financial Trustee)</i>

The committee may also co-opt additional independent 'external' members from outside the organisation to provide specialist skills, knowledge and expertise.

5.2. Attendees

Other officers of the Health Board will attend:

- Other Executive Directors will attend as required by the Committee

Others by invitation

The Committee Chair may invite any other Health Board officials and / or any others from within or outside the organisation to attend all or part of a meeting to assist it with its discussions on any particular matter. These may include:

- ~ Director of Corporate Governance
- ~ Assistant Director of Finance – Financial Systems & Services
- ~ Head of Financial Services & Accounting
- ~ Charitable Funds Manager
- ~ Health Board's Investment Advisor

5.3. Member Appointments

The membership of the Committee shall be determined by the Board, based on the recommendation of the Health Board Chair, taking account of the balance of skills and expertise necessary to deliver the Committee's remit and subject to any specific requirements or directions made by the Welsh Government.

Members shall be appointed to hold office for a period of one year at a time, up to a maximum of their term of office.

During their period of appointment a member may resign or be removed by the Board.

6. Support

6.1. Secretariat

Secretariat arrangements will be determined and arranged by the Director of Corporate Governance.

6.2. Advice and Member Support

The Director of Corporate Governance, on behalf of the Committee Chair, shall:

- Arrange the provision of advice and support to Committee members on any aspect related to the conduct of their role;
and
- Ensure the provision of a programme of organisational development for committee members as part of the Health Board's overall OD programme developed by the Director of Workforce and Organisational Development.

7. Committee Meetings

7.1. Quorum

At least three of the selected members must be present to ensure the quorum of the Committee, one of whom should be the Committee Chair

or Vice Chair, one other should be an Independent Member and one must be the Chief Executive or the Director of Finance

7.2. Frequency of Meetings

Meetings will be held **Quarterly** and otherwise as the Chair of the Committee deems necessary – consistent with the Health Boards plan of Board business.

7.3. Withdrawal of individuals in attendance

The Chairman may ask any or all of those who normally attend but who are not members of the Committee to withdraw to facilitate open and frank discussion of particular matters (an In Committee meeting).

7.4. Record of the Committee Meeting

A record of the meeting will be presented as notes and action points.

7.5. Public Meetings

The Committee will not routinely meet in public.

8. Relationship and Accountabilities with the Board and its Committees

The Committee is directly accountable to the Board, as Corporate Trustee, for its performance in exercising the functions set out in these Terms of Reference.

The Committee, through its Chair and members, shall work closely with the Board and where appropriate its committees and groups, through the:

- ~ Joint planning and co-ordination of Board and Committee business and
- ~ Sharing of information

In doing so, it will contribute to the integration of good governance across the organisation, ensuring that all sources of assurance are incorporated into the Board's overall risk and assurance arrangements.

The Committee shall embed the Health Board's corporate standards, priorities and requirements, e.g. equality and human rights through the conduct of its business.

9. Reporting and Assurance Arrangements

The Committee Chair shall:

- Report formally, regularly and on a timely basis to the Board (as Trustees) on the Committee's activities.
- Bring to the Board and the Accountable Officer's specific attention any significant matters under consideration by the Committee;

- Ensure appropriate escalation arrangements are in place to alert the Health Board Chair and Chief Executive (as Accountable Officer) of any urgent/critical matters that may affect the operation and/or reputation of the Health Board.

The Director of Corporate Governance, on behalf of the Board, shall oversee a process of annual self-assessment and evaluation of the Committee's performance and operation including that of any sub committees established. In doing so, account will be taken of the requirements set out in the NHS Wales Audit Committee Handbook.

10. Applicability of Standing Orders to Committee Business

The requirements for the conduct of business as set out in the Health Board's Standing Orders are equally applicable to the operation of the Committee, except in the following areas:

- Quorum

11. Review

These Terms of Reference shall be reviewed annually by the Committee with reference to the Board.

Appendix Two

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	✓	✓	✓	✓
Update on new and closed funds	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
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						
Attendance at Meetings*	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓
Spending Plans over £25k	Annually	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
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	✓			
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		✓			

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
Final Accounts and Annual Report Approval	Annually				✓	
Evaluation Reports						
None expected as at May 23						
Items requested by Committee members/internal stakeholders						

Appendix Three

Charitable Funds Committee: Attendance at meetings in 2023-24

Attended	Did Not Attend	Not a Member/Required Attendee
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Meeting Dates	28 th June	9 th November	22 nd January
Independent Members			
Paul Deneen	x	x	x
Louise Wright	x	x	x
Iwan Jones	x	x	x
Executive Directors			
Robert Holcombe	x	x	x
Nicola Prygodzicz	x	x	x

Rani Dash

x

x

x

DYDDIAD Y CYFARFOD: DATE OF MEETING:	07 March 2024
CYFARFOD O: MEETING OF:	Charitable Funds Committee
TEITL YR ADRODDIAD: TITLE OF REPORT:	Property Fund Investment
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Robert Holcombe, Director of Finance, Procurement and Value Based Healthcare
SWYDDOG ADRODD: REPORTING OFFICER:	Mark Ross Assistant Finance Director (Heather Lamont from CCLA will attend for this item)

**Pwrpas yr Adroddiad (dewiswch fel yn addas)
Purpose of the Report (select as appropriate)**

Ar Gyfer Trafodaeth/For Discussion

To provide information to the committee on the basis for the original decision to separately invest in a property fund and suggest options going forward.

**ADRODDIAD SCAA
SBAR REPORT**

Sefyllfa / Situation

In addition to the CCLA Ethical investment Fund (which is a varied and diverse fund across a range of investments and sectors), the charity also has an amount invested in a specific CCLA property fund – set out in the table below.

The Committee have asked for some information on this to decide if this an arrangement that they want to continue.

A meeting was held with Heather Lamont from CCLA to consider this and the contents of that discussion are contained in the section below.

Heather Lamont will attend this section of the meeting to assist with the discussion.



Summary of Portfolio at 31/12/23

	Market value 31/12/23	Forecast Income for 2023/24	Income as a % of value
	£000	£000	%
COIF Charity Ethical Investment Fund	4518	133	2.9%
COIF Charities Property Fund	803	44	5.5%
	5321	177	3.3%

Value of Ethical Fund in property	138
Property Fund	803
Total value of Portfolio in property	941

Total % in property	18%
---------------------	-----

Cefndir / Background

See above.

Asesiad / Assessment

- The charity has invested in a property fund for a long time now (records go back to 2014) and the main reason for this appears to be to generate a slightly higher level of annual income which typically comes from this kind of investment.
- CCLA have estimated that at current values instead of the £177k forecast annual income from the current blend in 2024, a portfolio held entirely in the Ethical Fund would be forecast to give income of approximately £156k. A difference of c£20k p.a.
- The property fund represents 15% of the total invested – that compares with March 2021 where the value was 17% of the total.
- Currently, the income is being used to build up the charity's reserve and once this is done would be available for the Committee to spend.
- Charities are very varied and invest varied proportions of their funds in property depending on their individual needs. However, the majority of funds who do invest in the Ethical fund do not supplement this with a further diversification into the property fund.
- Should the Committee wish to change the current arrangement there are several other considerations with the property fund:
 - Property prices have fallen in recent years so it may be apposite to wait for that to improve – e.g. 12 months.
 - There is a 6-month lead time before any changes can be made to this fund as well as a cost of 1.55%.



Broadly speaking the options are as follows:

- Do nothing and carry on as now but keep the situation under review at the annual meeting with CCLA. Possibly benefitting from an increase in the fund value after recent years of decline.
- Decide now to change the proportion of the portfolio in the property fund. The lead time is 6 months in any case so this could be done 100% in 6 months (or later) or start at a point in the future but phase the reduction over a longer period to offer an element of protection against uncertainty/falling values.

rgymhelliad / Recommendation

The Committee are asked to discuss the options in light of the points above.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Cyfeirnod Cofrestr Risg Corfforaethol a Sgôr Cyfredol: Corporate 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:	
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)	
Resource Assessment:	A resource assessment is required to support decision making by the Board and/or Executive Committee, including: policy and strategy development and implementation plans; investment and/or disinvestment opportunities; and service change proposals. Please confirm you have completed the following:
• Workforce	Not Applicable
• Service Activity & Performance	Yes, outlined within the paper
• Financial	Yes, outlined within the 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.

Memorandum of Understanding



Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

Aneurin Bevan University Health Board

#PopUpPopIn Colleagues Wellbeing Facilitator Hosts

January 2024

Background

Aneurin Bevan University Health Board (the Health Board) recognise the benefits of wellbeing for healthcare delivery, the wider environment staff wellbeing and patient safety impacts. They have a small group of cross Division Colleagues, who have agreed to work together, collaboratively to implement and deliver colleagues wellbeing access via 'Pop Up Pop In' activities.

Delivered, where requested and around their other 'Business As Usual' priorities. This neutral facilitation & hosting optimises wellbeing and engagement with/for all colleagues.

The ABUHB colleagues have formed a collaboration in recognition and support of the following;

Feedback - In practice a need has been identified from colleagues, to continue to understand and deliver 'meaningful' wellbeing activities and access for colleagues ongoing.

Observed through experiences; a need to implement and sustain 3 simultaneous wellbeing activities;

- **The preventative:** raising awareness of mental health & wellbeing in general, creating a culture where it isn't

stigmatised, and having regular check-ins to see how colleagues are doing;

- **Targeted interventions** when people need them, either provided in-house or by effective signposting, when issues like burnout, stress or resilience are a problem;
- **A culture of self-care**, where mechanisms for colleagues to look after themselves are shared and encouraged, such as mobile apps, mindfulness techniques and lifestyle changes.

Outcomes: From neutrally facilitated and hosted activities to date it is recognised that the activity is not about simply providing an opportunity for an event/activity for 'wellbeing'.

- There is a need to nurture a positive culture & to be embedded for encouraging colleagues in recognising they are permitted. *The wellbeing also translates to patient care & safety*

Who are the Pop Up Pop In Crew?

5 colleagues with roles in different Divisions in ABUHB, now have established a long-standing and productive partnership. They now wish to record the basis on which they collaborate.

This Memorandum of Understanding therefore sets out the;

- Key objectives of the collaboration;
- Governance arrangements that the parties will put in place and agree to adhere to;
- Respective roles and responsibilities that the parties have in supporting in progressing shared principles & aims.

Key objectives

The colleagues will work together, in collaboration, to progress the following joint objectives;

- ✓ To develop, communicate and promote colleague wellbeing access opportunities, that are neutrally hosted, by colleagues, for colleagues in the Health Board.
- ✓ To seek funding options and supportive donations of items/resource for colleagues' wellbeing activities (*funding is sought from external grant bodies, from internal sources such*

as Health Board charitable funds or other appropriate organisations/businesses)

- ✓ To exchange ideas and suggestions for initiatives and approaches that will enhance and progress the role and profile of 'Pop Up Pop In' activities and principles.
- ✓ To support 'Spread & Scale' of the philosophy, activity & a more positive culture. *Ie Leading by example in empowerment and encouragement of colleagues to lead and host their own local routine wellbeing activity.*
- ✓ To be recognised as a 'curator' within the Health Board as a resource in expertise from experience for information, lessons and ideas sharing for colleague wellbeing access & activity.
- ✓ To establish and maintain positive and productive working relationships with key stakeholders & volunteers.
- ✓ To engage colleagues to publicise activities, with a view to enhancing overall understanding and awareness of the role and value of activity.
- ✓ To capture and review evaluation outcomes and benefits with the aim of learning from experience and optimising future value and impact.

Governance

Who Delivers? - The named colleagues have a good network of internal/external partners & volunteers to support in a rotation of content. This means they are able to acquire activity of low/Zero financial cost where possible to supplement overall sessions. This ensures funding, where acquired, can be optimised to reach as many colleagues as possible.

How is activity delivered? Each activity is tailored to each requesting group or event. It is also offered as part of team building time activity, if requested.

Financial Management: For any formal funding streams, that require 'holding', the Health Board constitutes the accountable body

for effective and responsible use of public / grant funding for the purpose of developing and implementation across its services.

Roles and responsibilities

The respective roles as follows:-

The Health Board

- To be the accountable body for effective, holding and responsible use of public /grant funding
- To support to maintain, develop and publicise the 'Pop Up Pop In' activities.

'Pop Up Pop In – Colleagues Crew'

- Proactively seek funding & resource opportunities for of the Health Board colleagues.
- The lead seeks assurance in process and maintains via Health Board teams in appropriate holding and auditable budget management of any £ income and expenditure associated with the activity.
- Assure transparency and appropriateness of any zero-cost resource activity & Declarations of Interest if required.
- Liaise with volunteers, for support and other assurances ie with insurance liability, risk assessment, as appropriate *eg therapy dogs*.
- Acts a vehicle for implementation and development of the activity.
- Acts as a forum for ideas, advice and suggestions to enhance and develop the wider colleague wellbeing forums.
- Engages with other Health Boards, charities and other community groups to improve links between the colleagues and the community in wellbeing opportunities.

Individuals:

- Sarah Simmonds Director of Workforce & OD offers Executive sponsorship to principle of the collaboration of colleagues who design & deliver the activity.

There are 5 colleagues, from across the Health Board Division that work together, supporting collaboratively in planning & delivery around their substantive roles BAU priorities.

- The MHL D Senior Improvement and Programmes Manager (Catherine King) acts as:
 - the group lead
 - activity facilitator & host
 - a bridge between funding/resource offered & management
 - Engagement with colleagues in the Health Board for communication and achievement of activity.
- The HB Senior Chaplain (Alan Tyler)
 - activity facilitator & host
- The HB Arts In Health Manager (Sarah Goodey)
 - activity facilitator & host
- The ABUHB – PH- Smoking Advisor –(Marcia Price)
 - Activity networks & planning
 - Facilitator and host – when in her geographical area
- The BG – NCN Place Based Co-Ordinator (Angela Thompson Roach)
 - activity facilitator & host (when in her area)
 - activity networks & planning

Evaluation

- The group seek feedback and evaluation at all activity;
- They will meet together at last quarterly to review and evaluate the implementation. lessons and outcomes,
- They will inform and influence future plans for the development of activity.

Status

This Memorandum of Understanding is not intended to be legally binding, and no legal obligations or legal rights shall arise as a result of it.

It may be reviewed periodically and varied by mutual agreement if / as considered appropriate.

Signed for and on behalf of
**ANEURIN BEVAN UNIVERSITY
HEALTH BOARD**

Signature:
.....
Name:
.....
Position:
.....
Date:
.....

Signed for and on behalf of **Pop
Up Pop In Crew**

Signature:
.....
Name:
.....
Position:
.....
Date:
.....

DRAFT



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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	07 March 2024
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 (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Gwybodaeth/For Information

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 monitor and 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						
	As at 31.03.22		As at 31.01.23		As at 31.01.24	
Type of Fund	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	348	3	330
Committee Fund	1	399	1	106	1	95
Covid Fund	1	101	1	92	1	89
Grant Funds (Covid)	1	0	2	0	3	231
Legacy Funds	13	899	16	987	14	868
Other Funds	32	2,055	33	2,112	31	1,820
Total Funds	51	3,797	56	3,645	53	3,433

Key points

- The 3 valuation funds relate to 13 Clytha Square (£250k), TP Price




Estate (£55k) and the Domestic Chaplain Painting (£25k).

- The Charitable Funds Committee’s own fund is included here which covers committed and remaining money available.
- 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 3 Grant funds which are restricted funds and relate to grants received from NHS Charities Together Covid monies and have commitments against them. As they are grants, the income is deferred at year end, so they show a nil balance.
- The remaining 45 funds consisting of legacy and other funds are summarised in the attachment to this report.

Asesiad / Assessment

Since 31st March 2022, 10 more funds have been added to the list and during the same time 10 funds have been utilised or fallen below £25k, so at 31st January 2024 we still have 45 funds with a balance over £25k totalling £2.688m.




Appendix A shows the status of those remaining 45 funds highlighted by a traffic light system as described below:

	<p>The red traffic light depicts those funds that have:</p> <ul style="list-style-type: none"> • No spend identified. • No spending plans in place. • Little movement in expenditure. <p>The Fundholders of these funds will be invited to the Charitable Funds Committee meetings to discuss their plans.</p>
	<p>The amber traffic light shows funds where:</p> <ul style="list-style-type: none"> • Plans are in place but have not commenced yet. • There is little or no movement but we have been made aware that expenditure is pending. <p>These funds will be closely monitored.</p>
	<p>The green traffic light identifies funds that have:</p> <ul style="list-style-type: none"> • Closed. • Spent funds so their balance falls under the £25k threshold. • Spent a significant amount of their balance.



The Fundholders of these funds over £25k are due to submit their spending plans for 24/25 to the July Charitable Funds Committee meeting. Actual spend against planned spend will continue to be monitored.

As at 31/1/24:

Status	No of funds	Value £000
	6	456
	28	1643
	11	589
Total	45	2688

Proposal – ask 2 of the “red funds” to present their plans at each of the next 3 Committees.

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	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.



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



Spending Plans over £25k Update

No	Department	Fund Details	31.03.22 £000's	Balance 31.03.23 £000's	31.01.24 £000's	Spending Plans 22/23	Update & Plans 23/24	Update Feb 24	Status
1	Nursing	F112 ABUHB NURSE CONFERENCE	27	-	-	Holding monies for when face-to-face conferences return and using for training.	Fund under £25k	N/A	😊
2	Facilities	F134 ABUHB FACILITIES	-	25	-	Merged all facility funds into one. Spending plans to be obtained but will focus on staff wellbeing.	Staff wellbeing - £6k on recyclable coffee cups for all facilities staff. Fund under £25k	N/A	😊
3		F140 ABUHB MEDIA FUND	-	63	64	-	New joint fund between Communications & Facilities - received monies for filming at St Cadocs.	Plans to spend still being considered	😞
4	General Surgery	F295 ABUHB THE CARE PROJECT	44	119	45	Ongoing, used for student bursaries. Fundholder 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.	Bursaries of £57k paid out and £45k income received from Shaw Foundation. Similar bursaries expected to be paid out in 24/25.	😊
5	Postgraduate	F043 ABUHB POSTGRADUATE FUND	107	62	61	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.	Over £40k spent on upgrading the audio visual systems across the postgraduate sites.	Course fees are being paid into some of these funds, expenditure is still going through. Significant balances still held.	😐
6		F051 RGH PG POSTGRADUATE NO 1 ACCOUNT	49	47	52				
7		F057 RGH PG MRCOG	29	29	29				
8		F059 RGH POSTGRADUATE NO 2 A/C	-	-	29				
9	Person Centred Care	F103 ABUHB CHILL OUT IN THE CHAPEL	28	28	-	During Covid, volunteering services stopped and funds were unspent. Services are only now resuming. Fundholder attended CF Committee and presented plans for various staffing and are looking at purchasing a software solution to manage volunteers.	Service resumed, fund being spent.	N/A	😊
10		F105 ABUHB VOLUNTEERING (CORPORATE)	58	71	42		The Team struggled to recruit to posts they sought approval for in June 22 which caused a delay in spend but most posts appointed to now, reflected in the balances.	Funds continued to be used - some posts were over a 2 year period.	😊
11		F702 ABUHB PERSON CENTRED CARE FUND	83	65	36				
12		F713 ABUHB FFRIND I MI VOLUNTEER SERVICE	83	64	35				
13		F715 ABUHB DEMENTIA FUND	-	39	39		Post due to start in 23/24	Post has commenced, awaiting invoices.	😊
14	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 once unit has been up and running for a few months.	😐
15		F300 NHH BREAST CARE FUND	45	46	44	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.	😐
16		F301 RGH BREAST CARE UNIT	72	70	70	Fundholders retired, meeting to be arranged with new Fundholders to discuss	As F298 above.	As F298 above.	😐
17		F303 ABUHB BREAST CENTRE	236	261	270	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.	The unit was operational from Feb 24. Items that were planned to be charged to the charity are now being met by capital funding so spending plans will need to be reviewed.	😐
18	Paediatrics	F207 LEGACY RGH CHILDREN'S WARD - H M MILSOM	150	106	101	Planning a sensory room in GUH	Purchased a needle guide for £18k and a Billycoco 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 own charitable fund and are now reliant on this legacy fund. In constant use but some spend is small.	😐
19	Neonatal	F231 ABUHB DINKY DRAGONS	41	46	52	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. One property at Mitchell Close has recently opened, the second one is due to be opened next financial year. The staff are looking to upgrade the gardens and purchase garden furniture.	Dinky Dragons, the fundraising group within the unit are actively raising funds. They have their own internal department meeting to agree spend. They support various parent groups and use small amounts on a regular basis.	😐
20	Sexual Health	F240 ABUHB COMMUNITY GYN&E & FAMILY PLANNING	-	-	28			Will await spending plans for 24/25.	😐
21	Bladder & Bowel	F241 ABUHB BLADDER & BOWEL NURSING FUND	35	27	-	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 requested for staffing for a project presented to the CFC March 23. Staff Training/conferences ongoing.	N/A	😊
22	Critical Care	F265 ABUHB GUH CRITICAL CARE UNIT	83	65	-	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. All legacy funds now used, only have this fund remaining. To be used mainly for training.	N/A	😊
23	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.	😐
24		F273 RGH WARD B6 NORTH - HAEMATOLOGY	48	45	45				
25		F277 NHH WINDSOR SUITE	52	54	54				
26		F278 LEGACY RGH HAEM G S WATKINS	61	61	61				
27	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.	Minor works request was funded from revenue/capital as money made available at year end.	Plans to purchase a scanner for Grange University Hospital.	😐
28	Orthopaedics	F327 RGH CASTING TECHNIQUES COURSE	103	104	120	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.	Ongoing. Fund used on a regular basis.	😞
29	Rheumatology	F340 ABUHB RHEUMATOLOGY	58	58	57	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.	Directorate Manager attended CF Committee meeting and said they have plans to purchase 2 new scanners, one for Nevill Hall and one for Royal Gwent. Quotations currently being discussed with Procurement	😊
30		F342 LEGACY NHH RHEUM I M MORRIS	100	86	86				

No	Department	Fund Details	31.03.22 £000's	Balance 31.03.23 £000's	31.01.24 £000's	Spending Plans 22/23	Update & Plans 23/24	Update Feb 24	Status
31	Ophthalmology	F386 RGH POST GRADE EYE	88	89	49	Merged all funds to form one fund. £13k to be used as below – F387	As F387 below	Ongoing	😊
32		F387 LEGACY RGH EYE G M GUNTER	30	30	0	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	The equipment costing £43k was no longer required. A tonometer costing £10k was purchased along with other items of equipment. Legacy Fund F387 spent and closed.	N/A	😊
33	Urology	F400 RGH RLG UROLOGY FUND	43	43	-	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.	😊
34		F407 RGH WINDSOR BOWSHER PROSTATE CANCER FUND	62	63	63				😞
35	Renal Unit	F411 LEGACY RENAL UNIT G BEST	75	74	73	To be followed up	The renal units are privately funded and currently do not require large purchases.	No large purchases planned.	😐
36	Nephrology	F414 LEGACY B E WOODS RENAL	40	35	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.	😞
37	Dietetics	F432 RGH DIETETIC FUND	-	-	26			Will await spending plans for 24/25.	😐
38		F435 ABUHB DIET SHEET	26	-	-	Fund to be used for training	Training course spend - balance now under £25k	N/A	😊
39	YAB	F550 BG YAB HOSPITAL FUND	48	37	-	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 including celebration of the 75th birthday of the NHS.	N/A	😊
40	Palliative	F583 LEGACY NHH PALLIATIVE CARE I M MORRIS	29	29	29	To be followed up	Fundholder is reviewing.	Will await spending plans for 24/25.	😐
41	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 Haematology above.	Awaiting update on the new cancer unit at Nevill Hall.	😐
42	Monmouth Community Nurses	F660 MON CHIPPENHAM COMM E32	72	66	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.	😞
43	Chepstow Community Hospital	F018 LEGACY CCH GEN R W JONES	-	52	41	Was under the control of the Charitable Funds Committee until February 23	Plans to convert rooms to create a reception area on Cas Gwent ward and to make a garden for patients on the external balcony.	Ongoing.	😊
44	Springfield Unit	F010 LEGACY STW GEN G S WATKINS	-	26	-	Was under the control of the Charitable Funds Committee until February 23	Money used for chairs for physiotherapy and occupational therapy	N/A	😊
45		F696 STW SPRINGFIELD FUND	111	111	111	Meeting arranged for June 10 th with Fundholder to discuss	It has now been confirmed that the Springfield/Casnewydd unit is staying, monies will be used to refurbish the wards. Plans to develop the day rooms due to lack of facilities and concerns raised by patients/relatives	Unfortunately plans for St Woolos changed with the wards currently being transferred to RGH	😞
46	Diabetes & Cardiovascular	F770 YYF DIABETES & CARDIOVASCULAR R & D	55	52	52	Fundholders retired and semi-retired. No monies have been paid into this fund for some time. Monies was intended to pay for a research nurse for 12 months	Research nurse was not funded as difficulty in recruiting for a short time. Fundholder asked to attend CF Committee to be supported to spend funds.	Fundholder has submitted plans for this money to be used in total towards 2 research projects with regard to thyroid disease.	😐
47	Cardiology	F811 LEGACY RGH CCU ARTHUR HENRY MORGAN	116	141	96	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. Further income of £51k was received for this legacy	This fund is constantly used to support the cardiology unit.	😊
48		F812 LEGACY NHH CARDIO V WILLIAMS	-	45	45		New legacy received	Will await spending plans for 24/25.	😐
49		F813 LEGACY NHH CCU M T SPENCER-JONES	75	70	69	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	😐
50	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.	Ongoing	😐
51		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.	Ongoing	😐
52		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.	Seen sight of minor works costing - awaiting invoice.	😐
53	Gastroenterology	F831 LEGACY CALCRAFT J GRIFFITHS	100	110	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.	😐
54	Workforce & OD	F871 ABUHB EMPLOYEE WELL BEING SERVICE	86	84	63	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.	😊
55	Pharmacy	F477 ABUHB PHARMACY	-	-	42			Fundholder reviewed funds and merged all pharmacy funds together to form one ABUHB fund. Plans to use funds for staff wellbeing.	😐
		TOTAL	2,954	3,099	2,688				



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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	07 March 2024
CYFARFOD O: MEETING OF:	Charitable Funds Committee
TEITL YR ADRODDIAD: TITLE OF REPORT:	Annual Accounts and Audit 2023-24 Outline Timeframe
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 (dewiswch fel yn addas) **Purpose of the Report** (select as appropriate)

Er Gwybodaeth/For Information

To update the committee on the 2023-24 Annual Accounts and Audit Outline Timeframe.

ADRODDIAD SCAA SBAR REPORT

Sefyllfa / Situation

This report includes information to the Committee regarding the Annual Accounts and Audit 2023/24 outline timeframe.

Cefndir / Background

Aneurin Bevan University Health Board, as corporate trustee of its charitable funds, must file accounts for the year ended 31 March 2024 with the Charities Commission before 31 January 2025.

Due to the relationship between the charity and the Health Board, certain elements of the charity accounts must be completed at the same time as the Health Board's accounts. The aim is always to complete the charity accounts and annual report as soon as possible after the year end.

For 2023/24, the proposed deadlines for completing the Annual Accounts and Annual Report are as follows:

- Draft Accounts & Annual Report to be completed – **28th June 2024**
- Draft Accounts & Annual Report to be presented to the Charitable Funds Committee – **5th November 2024**
- Charitable Funds Audit to be undertaken – dates **to be confirmed.**
- Final Accounts & Annual Report to be presented to the Charitable Funds Committee – **to be confirmed.**
- Final Accounts & Annual Report to be presented to the Board – **22nd January 2025**
- 2023-24 Annual Accounts to be filed with the Charities Commission – **31st January 2025**

Audit Wales have not yet indicated when the audit of the 2023-24 accounts will be undertaken and the date for the January 2025 Charitable Funds Committee has not yet been confirmed.

Asesiad / Assessment

This report provides an update for the Charitable Funds Committee on the Annual Accounts and audit timeframes for 2023-24.

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to note this report.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Cyfeirnod Cofrestr Risg Corfforaethol a Sgôr Cyfredol: Corporate 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. 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.
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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)	
Resource Assessment:	A resource assessment is required to support decision making by the Board and/or Executive Committee, including: policy and strategy development and implementation plans; investment and/or disinvestment opportunities; and service change proposals. Please confirm you have completed the following:
• Workforce	Not Applicable
• Service Activity & Performance	Yes, outlined within the paper
• Financial	Yes, outlined within the 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	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/>