

Bundle Charitable Funds Committee 4 July 2023

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 - Tuesday 3rd October 2023 - 9.30 - 12.30*
 - Thursday 4th January 2024 9.30 - 12.30*

CHARITABLE FUNDS COMMITTEE INFORMAL MEETING

**Draft Minutes of the meeting held on 2nd March 2023
Via Teams 9.00am – 10.00am**

In Attendance:

Ms Paula Clayton	Assistant Financial Accountant
Mrs Natalie Morrice-Evans	PA to Executive Director of Finance / Committee secretariat
Mrs Bethan Roberts	Principal Finance Manager Financial Reporting
Ms Helen Stevens- Jones	Director Of Partnerships, Communications and Engagement
Ms Kirsty Thomson	Head of Fundraising
Mr Steve Webster	Interim Executive Director of Finance
Mr Dylan Evans	Grants and Data Manager

CF23/19	Welcome & Introductions	
CF23/20	Apologies & Declarations of Interest The Head of Fundraising declared an interest as Deputy Chair, Charities Together and involvement in Love, Hope Strength Charitable Foundation as a volunteer and advisor. She advised that family business has donated a gift to the Awyr Las charity.	
CF23/21	Minutes of the previous meeting:	
CF23/21.1	Accuracy The minutes of the previous meeting were approved as a true record.	
CF23/21.2	Matters arising and table of actions The table of actions was updated and completed actions closed. It was agreed that the following charity applications were approved, following email confirmation approval from Jackie Hughes, Steve Webster, Nicky Lyons and Gareth Evans. 22/37 Casting Course approved £7,100 22/39 Laser bladder scanner £14,275	

	<p>22/43 Prehab gynae cancer £20,701</p> <p>22/44 Magic table £17,250</p> <p>22/16 SURNIC blue tooth £7,552 (plus VAT if / as required)</p>	
CF23/22	<p>Financial Strategy Discussion Paper - <u>Item for Discussion</u></p> <p><i>Steve Webster, Acting Executive Director of Finance</i></p> <p>The key elements of the report were discussed and it was agreed that it would be requested for a part two to be completed to include financial principles and costings.</p>	
CF23/23	<p>Royal Voluntary Service services plan - <u>Item for Discussion</u></p> <p><i>Kirsty Thomson, BCUHB Head of Fundraising</i></p> <p>The key elements of the report were run through and it was agreed that the committee would support the RVS in the short term.</p>	
CF23/24	<p>Operational Budget April – September 2023 - <u>Item for Decision</u></p> <p><i>Helen Stevens-Jones, BCUHB Director of Partnerships, Engagement and Communications</i></p> <p>The budget was given in principle support. It was agreed that the budget would need to be formally ratified by the interim Board before the start of the new financial year.</p>	
CF23/25	<p>Committee Work Plan for 2023/24 – <u>Item for Decision</u></p> <p><i>Kirsty Thomson, BCUHB Head of Fundraising</i></p> <p>The members of the meeting noted that the paper was as expected.</p>	
CF23/26	<p>Charitable Funds Finance Report Q2 2022/23 - <u>Item for Information</u></p> <p><i>Bethan Roberts, Principal Finance Manager, Financial Reporting</i></p> <p><i>The committee noted the paper.</i></p>	
CF23/27	<p>Review Actions</p> <p>The Head of Fundraising and secretariat would meet to finalise the action points and update the table accordingly.</p>	

CF23/28	<p>Review of risks highlighted within the meeting</p> <p>No risks were highlighted within the meeting.</p>	
CF23/29	<p>Issues of significance to report to the Health Board</p> <p>There were no issues of significance to raise to the Health Board. It was agreed that the interim Board would be asked to formally ratify the budget and be made aware of the ongoing work to finalise a three year financial strategy in July 2023.</p>	
CF23/30	<p>Review of meeting effectiveness</p> <p>The meeting was deemed as effective.</p>	
CF23/31	<p>Dates CFC meetings: Tuesday 4th July, 2023, 9:30 – 12:30 Tuesday 3rd October, 2023, 9:30 – 12:30</p>	

**CHARITABLE FUNDS COMMITTEE
TABLE OF ACTIONS LOG – ARISING FROM MEETINGS HELD IN PUBLIC**

Lead Executive / Member	Minute Reference and Action Agreed	Original Timescale Set	Update	Revised timescale/ Action status (O/C)	RAG status
Actions from 18.01.23					
M Marcu	CF23/09.2 Review any changes and subsequent implications to The Charities Act 2011.	02/03/2023	The changes, noted here: Charities Act 2022: information about the changes being introduced - GOV.UK (www.gov.uk) Will be included in a Trustees update scheduled for circulation by 31/08/23.	31/08/23	
Actions from 18.10.22					
K Thomson	CF22/32.3 To look at further costings and governance around staff hardship scheme.	29/12/22	The Staff Wellbeing Grants scheme group, led by the Grants and Data Manager, have agreed that hardship will not feature in the initial Staff Wellbeing Grants scheme round, scheduled to open by 31/07/23. A new Staff Wellbeing Committee, due to	Closed	

				be in place by 31/08/23 and chaired by Exec Dir Nursing, will be responsible for planning staff hardship schemes and deciding if charitable funding is required and should be requested.		
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Teitl adroddiad:	2022/23 Charitable Funds Finance Report – Quarter 4				
Report title:					
Adrodd i:	Charitable Funds Committee				
Report to:	4 th July 2023				
Dyddiad y Cyfarfod:	Tuesday, 04 July 2023				
Date of Meeting:					
Crynodeb Gweithredol:	<p>The Charitable Funds Committee has responsibility for overseeing the financial management and stewardship of the charitable funds. This is the Finance Report for the charity for the 12 months ending 31st March 2023, reporting the draft financial position up to the end of the fourth quarter of 2022/23.</p> <p>The figures presented in this report are draft figures for 2022/23. Adjustments are made to the charity's position up until the completion of the draft annual accounts. These figures are therefore subject to the closure and submission of the final accounts for 2022/23 and the subsequent audit by Audit Wales.</p> <p>Audit Wales are planning to conduct their work in the autumn, with the final accounts and annual report being brought to the Committee meeting for approval following completion of audit. The accounts will then be submitted to the Charity Commission, ahead of the 31st January 2024 deadline.</p>				
Executive Summary:					
Argymhellion:	The Charitable Funds Committee is asked to note the report.				
Recommendations:					
Arweinydd Gweithredol:	Russell Caldicott, BCUHB Interim Executive Director of Finance				
Executive Lead:					
Pwrpas yr adroddiad:	Purpose of report:	I'w Nodi <i>For Noting</i> <input type="checkbox"/>	I Benderfynu arno <i>For Decision</i> <input type="checkbox"/>	Am sicrwydd <i>For Assurance</i> <input checked="" type="checkbox"/>	
Lefel sicrwydd:	Assurance level:	Arwyddocaol <i>Significant</i> <input checked="" type="checkbox"/>	Derbyniol <i>Acceptable</i> <input type="checkbox"/>	Rhannol <i>Partial</i> <input type="checkbox"/>	Dim Sicrwydd <i>No Assurance</i> <input type="checkbox"/>
		Lefel uchel o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol <i>High level of confidence/evidence in delivery of existing mechanisms/objectives</i>	Lefel gyffredinol o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol <i>General confidence / evidence in delivery of existing mechanisms / objectives</i>	Rhywfaint o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol <i>Some confidence / evidence in delivery of existing mechanisms / objectives</i>	Dim hyder/tystiolaeth o ran y ddarpariaeth <i>No confidence / evidence in delivery</i>
Cyfiawnhad dros y gyfradd sicrwydd uchod. Lle bo sicrwydd 'Rhannol' neu 'Dim Sicrwydd' wedi'i nodi uchod, nodwch gamau i gyflawni sicrwydd 'Derbyniol' uchod, a'r terfyn amser ar gyfer cyflawni hyn:					

<p>Justification for the above assurance rating. Where 'Partial' or 'No' assurance has been indicated above, please indicate steps to achieve 'Acceptable' assurance or above, and the timeframe for achieving this:</p>	
<p>Cyswllt ag Amcan/Amcanion Strategol:</p> <p><i>Link to Strategic Objective(s):</i></p>	<p>Aligned to the Awyr Las Charity Strategy.</p>
<p>Goblygiadau rheoleiddio a lleol:</p> <p><i>Regulatory and legal implications:</i></p>	<p>Not applicable</p>
<p>Yn unol â WP7, a oedd EqIA yn angenrheidiol ac a gafodd ei gynnal?</p> <p><i>In accordance with WP7 has an EqIA been identified as necessary and undertaken?</i></p>	<p>Equality Impact (EqIA) and a socio-economic (SED) impact assessments not applicable.</p>
<p>Yn unol â WP68, a oedd SEIA yn angenrheidiol ac a gafodd ei gynnal?</p> <p><i>In accordance with WP68, has an SEIA identified as necessary been undertaken?</i></p>	<p>Equality Impact (EqIA) and a socio-economic (SED) impact assessments not applicable.</p>
<p>Manylion am risgiau sy'n gysylltiedig â phwnc a chwmpas y papur hwn, gan gynnwys risgiau newydd (croesgyfeirio at y BAF a'r CRR)</p> <p><i>Details of risks associated with the subject and scope of this paper, including new risks(cross reference to the BAF and CRR)</i></p>	<p>The risks of the charity are reviewed by the Committee on an annual basis, every March and are included as a separate agenda item.</p>
<p>Goblygiadau ariannol o ganlyniad i roi'r argymhellion ar waith</p> <p><i>Financial implications as a result of implementing the recommendations</i></p>	<p>See below report – Section 3.</p>
<p>Goblygiadau gweithlu o ganlyniad i roi'r argymhellion ar waith</p> <p><i>Workforce implications as a result of implementing the recommendations</i></p>	<p>Not applicable – paper is for information on the financial position of the charity.</p>
<p>Adborth, ymateb a chrynodeb dilynol ar ôl ymgynghori</p> <p><i>Feedback, response, and follow up summary following consultation</i></p>	<p>Not applicable – paper is for information on the financial position of the charity.</p>
<p>Cysylltiadau â risgiau BAF: (neu gysylltiadau â'r Gofrestr Risg Gorfforaethol)</p> <p><i>Links to BAF risks:</i> (or links to the Corporate Risk Register)</p>	
<p>Rheswm dros gyflwyno adroddiad i fwrdd cyfrinachol (lle bo'n berthnasol)</p> <p><i>Reason for submission of report to confidential board (where relevant)</i></p>	<p>Amherthnasol</p> <p>Not applicable</p>
<p>Camau Nesaf: Gweithredu argymhellion</p>	<p>The Committee is asked to note the report.</p>

<p>Next Steps: Implementation of recommendations</p>	
<p>Rhestr Atodiadau List of Appendices:</p>	<p><u>Appendix 1</u>: Legacies <u>Appendix 2</u>: Income and expenditure <u>Appendix 3</u>: Outstanding commitments <u>Appendix 4</u>: Analysis of funds by service <u>Appendix 5</u>: Glossary of terms</p>
<p>2022/23 CHARITABLE FUNDS COMMITTEE FINANCE REPORT – Quarter 4</p>	
<p>1. Cyflwyniad / Introduction</p>	
<p>The Charitable Funds Committee has responsibility for overseeing the financial management and stewardship of the charitable funds. This is the Finance Report for the charity reporting the draft financial position up to the end of the final quarter of 2022/23.</p> <p>The figures presented in this report are draft figures for 2022/23. Adjustments are made to the charity’s position up until the completion of the draft annual accounts. These figures are therefore subject to the closure and submission of the final accounts for 2022/23 and the subsequent audit by Audit Wales.</p> <p>Audit Wales are planning to conduct their work in the autumn, with the final accounts and annual report being brought to the Committee meeting for approval following completion of audit. The accounts will then be submitted to the Charity Commission, ahead of the 31st January 2024 deadline.</p>	
<p>2. Cefndir / Background:</p>	
<p>NHS charitable funds are defined as all monies donated to the Health Board for purposes related to the NHS and include voluntary donations, legacies and fundraising. Awyr Las’s objects, as recorded with the Charity Commission, are <i>‘for any charitable purpose or purposes relating to the National Health Service’</i>.</p> <p>The vision of the Charity expands on this further: <i>‘To use Charitable Funds to make a real difference to our patients, their families and staff across North Wales in the delivery of safe and effective healthcare’</i>. The Charity’s focus is always on the ultimate patient benefit and funding items that go over and above the core NHS service.</p>	
<p>3. Goblygiadau Ariannol / Financial Implications</p>	

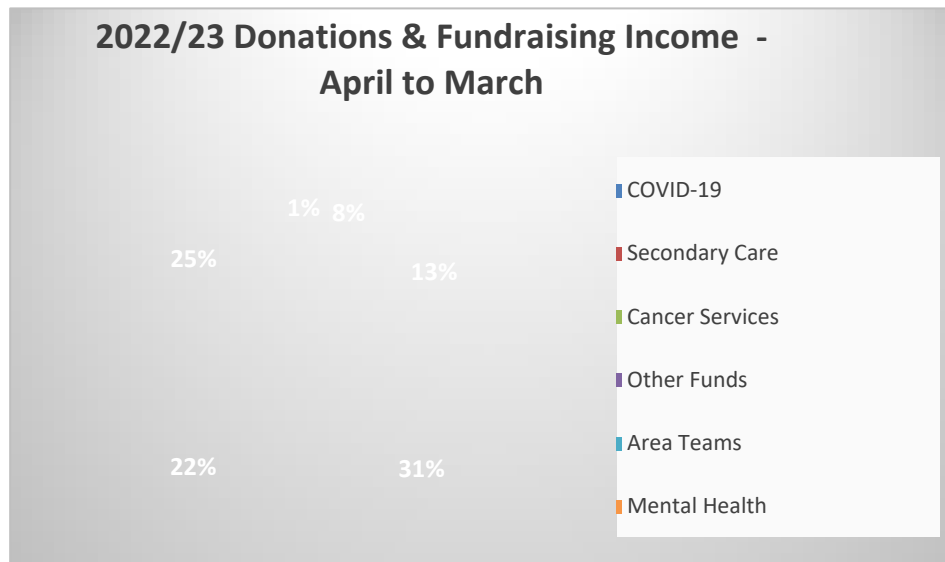
The below table summarises the Statement of Financial Activities for the 4th quarter of 2022/23 from 1st January to 31st March and the draft year to date position from 1st April 2022 to 31st March 2023.

2022/23 Statement of Financial Activities

	Quarter ending 31 st March 2023 £'000	Quarter ending 31 st Dec 2022 £'000	Year ending 31 st March 2023 £'000	9 Months ending 31 st Dec 2022 £'000	6 Months ending 30 th Sept 2022 £'000
Donations & fundraising	309	298	1,301	992	694
Legacies	393	44	438	45	1
Investment income	52	45	194	142	97
Total income	754	387	1,933	1,179	792
Grants funded	(237)	(145)	(1,336)	(1,099)	(954)
Governance & support costs	(50)	(25)	(130)	(80)	(55)
Fundraising costs	(61)	(48)	(237)	(176)	(128)
Investment management	(15)	(9)	(34)	(19)	(10)
Total expenditure	(363)	(227)	(1,737)	(1,374)	(1,147)
Gain/(loss) on investments Gain/(loss) on revaluation of fixed assets	187	328	(702)	(889)	(1,217)
Net movement in funds	<u>578</u>	<u>488</u>	<u>(506)</u>	<u>(1,084)</u>	<u>(1,572)</u>

Income

- Total income for the quarter ending 31st March 2023 has increased by £367,000 (95%) from the previous quarter ending 31st December 2022, of which £349,000 is increase in Legacies income, £11,000 increase in Donations and Fundraising income and £7,000 increase in Investment income.
- Donations and fundraising income for the year ending 31st March 2023 is £1,301,000, which is £555,000 higher than reported for the previous year ending March 2022.
- Legacy income for the year ending March 2023 totals £438,000 which is £1,293,000 less than reported in the same period of 2021/22. Further details on legacies are included in Appendix 1.
- Investment income for the year ending March 2023 is £194,000 which includes £5,000 interest earned from the Special Bearing Interest Account and £189,000 earned from investments interest and dividends.



Expenditure

- Grant funded expenditure is £237,000 for Quarter 4, an increase of £92,000 from the previous quarter. 2022/23 full year grant funded expenditure is £1,336,000. Grant expenditure is particularly variable depending on projects approved, which can have a significant impact on the grants awarded in any one year.
- Investment Management costs to end of quarter 4 is £34,000.
- Further detail on items of income and expenditure over £25,000 is included in Appendix 2.

Fundraising Costs

- Quarter 4 Fundraising expenditure is £61,000, an increase of £13,000 from the previous quarter. Year to Date spend to end of March is £237,000 which includes the costs of fundraising by individual wards and departments, as well as the pay and non-pay costs of the Fundraising Team to date.
- The Fundraising Team costs are £189,000 under spent up to end of March 2023, of which Pay is £90,000 underspent and non-pay is £70,000 underspent. Pay underspend is due to vacancies within the Team.
- Other Fundraising Costs up to end of March is £156,000 which includes Investment Management Fee, Audit Fee, Banking charges, Harlequin Fees and Finance Staff support costs.

	2022/23 Annual Budget £000	2022/23 April - March Year to Date Actual £000	2022/23 April – March Year to Date Variance £000
Fundraising Team Pay Costs	297	207	(90)
Fundraising Team Non-Pay Costs	98	28	(70)
Total Fundraising Team	395	235	(160)
Other Fundraising Costs	185	156	(29)
Total Charity Fundraising Budget	580	391	(189)

Investments

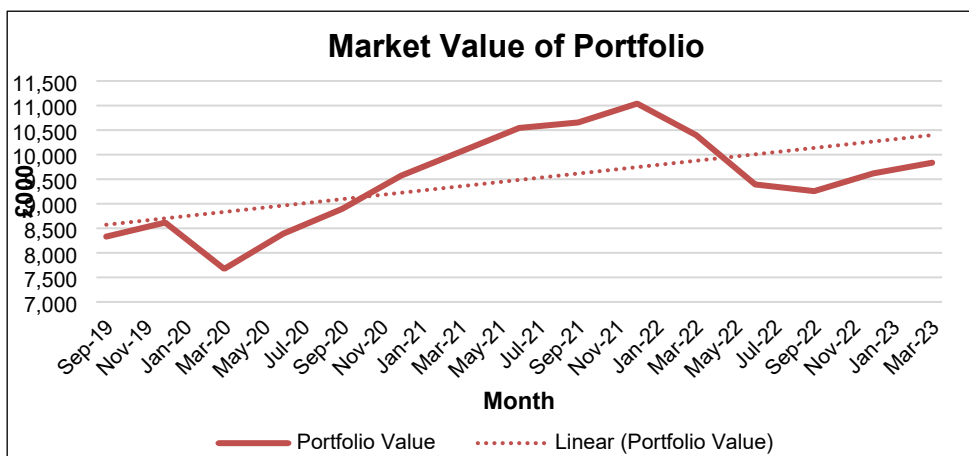
- 2022/23 full year is reporting a total loss on Investments of £702,000, however the investments performance has improved in the last 6 months of the financial year having a reported a gain of £515,000 in Quarter 3 and 4 which is offsetting a loss of £1,217,000 reported within the first 6 months of the year. The reported Gain / (Loss) on Investments is unrealised.
- The investment portfolio is a separate agenda item as per papers presented by Brewin Dolphin.

Balance Sheet

	As at 31/03/23 £000	As at 31/12/22 £000	As at 30/09/22 £000
Long term investments	9,826	9,618	9,257
Land	150	150	150
Total fixed assets	9,976	9,768	9,407
Debtors	1,645	1,404	1,504
Cash at bank and in hand	1,485	1,342	1,163
Total current assets	3,130	2,746	2,667
Creditors	(257)	(146)	(80)
Net current (liabilities)/assets	2,873	2,600	2,587
Creditors for commitments	(1,028)	(1,124)	(1,239)
Net assets	11,821	11,244	10,755
Unrestricted fund balances	5,277	5,065	4,634
Restricted fund balances	6,529	6,164	6,106
Revaluation Reserve	15	15	15
Net assets	11,821	11,244	10,755

Assets and liabilities

- Long Term Investments have increased by £208,000 from December, thus reflecting the upward trend in investments performance during the last 6 months of the year. The change in the value of the investments reflects the unrealised revaluation gain on the portfolio plus investment income, offset by investment management costs.



- Total cash held at end of March 2023 was £1,485,000, an increase of £143,000 since end of December 2022. It is forecast that the cash held is sufficient to meet current needs.
- The provision for commitments in March 2023 is £1,028,000, which is a reduction of £96,000 compared to the end of the previous quarter at December 2022. Further details of outstanding commitments are included in Appendix 3.

Funds Analysis

- Available unrestricted fund balances totals £5,277,000 compared to a target level of £3,754,000.
- Restricted Funds Balances totals £6,529,000 as at end of March 2023.
- The General Funds Balances as at March 2023 is £176,000, a reduction of £647,000 from the opening position of £823,000 at 1st April 2022. This is mainly due to the £702,000 unrealised loss on investments reported in 2022/23. Excluding the unrealised loss on investments, the movement in General Funds Balances for 2022/23 would have been an increase of £55,000.
- An analysis of funds by service is included in Appendix 4.
- A glossary of terms used in this report is included in Appendix 5.

Dadansoddiad Risk / Risk Analysis

The risks of the charity are reviewed by the Committee on the Charity Risk Register which is reported separately.

Asesiad Effaith / Impact Assessment

Not applicable.

Appendix 1 - Legacies

Reference	Date of Notification	Pecuniary / Residuary	Fund to benefit	Received in period £	Total received £	Current Status
V.E.A.	Mar-23	Pecuniary	Cancer Centre, YGC, Tryfan Ward, Ysbyty Gwynedd	0	0	Letter received from the executing solicitors. Grant of Probate granted. Last correspondence - March 2023
N.M.C.	May-20	Residuary	Cancer Centre, YGC/Ophthalmology, ABH, Audiology YGC - Each to receive 10% of half of the residual value of the Estate	0	108,000	Accountants have been liaising with HMRC to finalise the deceased's tax affairs. HMRC have received Tax Return back in July and it is a ten week turnaround period. This period has expired and the Return, as yet, has not been processed. They are going to send an urgent referral to the Bereavement Team. Last correspondence - April 2023
F.R.E.	Jan-23		Care of the Elderly, YGC	0	0	A copy of the Will has been requested, along with an update as to whether Grant of Probate has been granted. Last Correspondence - March 2023
B.H.	Oct-22	Residuary	Cancer Centre, YGC	0	0	A letter received from the executing solicitors. 50% of the residual estate to the Cancer Centre. DWP have requested a list of assets and liabilities and are staking a claim in the estate.
E.H.	Jun-22	Residuary	Urology Department & Cardiology Unit, YGC	0	0	The Urology and Cardiology Department in YGC have been left 25% of the residual legacy. Administration of the estate is in the early stages. A completed beneficiary detail form has been completed and returned to the solicitors. Grant of Probate was granted 19.12.22. Last correspondence - October 2022
A.J.	Oct-22	Residuary	Glan Clwyd Hospital	0	14,000	Grant of Probate was granted 11.06.2021. Last correspondence - January 2023
E.J.	Feb-22	Residuary	Glan Clwyd Hospital	0	35,000	Grant of Probate has been granted. An offer has been made on the property in Kinmel Bay. The solicitors have notified us to say that the sale of the property has fallen through. The property is back on the market. Last correspondence - February 2023
G.J.	Jan-21	Residuary	Alaw Unit, YG	0	0	Grant of Probate was granted. The solicitors are in a position to distribute the Estate but are waiting for suggestions as to how it should be used. A letter has been sent requesting and update. Last correspondence - April 2023
R.M.	Sep-21	Residuary	Renal Unit, Wrexham Maelor	0	0	Grant of probate granted in 2021. Property has been sold and sale proceeds in the solicitors clients account. A letter has been sent requesting an update. Last Correspondence - April 2023

Appendix 1 - Legacies

G.M.	Jan-23	Pecuniary	Childrens Ward – YG	0	0	Brother of deceased has been in contact regarding the estate. A solicitor has been appointed as acting Executor. Grant of Probate has not been granted. Last correspondence - April 2023
W.E.P.	Oct-22	Pecuniary	Palliative Care, Wrexham			A letter received from the solicitors. Payment details have been forwarded. Last correspondence - March 2023
S.M.R.	Sep-21	Residuary	Renal Unit, Glan Clwyd Hospital	0	0	Letter received from the executing solicitors. 50% of the residuary estate to the Renal Unit in Glan Clwyd. Grant of Probate was granted 26.03.22. The solicitors are still in the process of settling the income tax liabilities for the estate. A letter has been sent requesting an update. Last correspondence - April 2023
M.G.R.	Jan-21	Residuary	Llandudno General Hospital	0	0	The solicitors are in the process of making the final legacy payments and then they will be in a position to distribute the residue. This will be in early in the new year. Last correspondence - April 2023
B.A.W.	Mar-22	Residuary	Friends of Colwyn Bay Hospital/Awyr Las	0	0	Letter received from the solicitors. 5% of the residuary estate has been left to the Friends of Colwyn Bay Hospital. Probate has been granted. The property is yet to be placed on the market. A letter has been sent requesting an update. Last correspondence - October 2022
E.L.W.	Jan-20	Residuary	Parents and Friends of Rhuddlan Children's Centre	0	0	Letter received from the solicitors. Grant of Probate has been granted. A letter has been sent requesting an update. Last correspondence - April 2023
G.W.	May-21	Residuary	Cancer Centre, YGC	0	57,500	Administration of the account is nearing completion. There are shareholding that still need to be sold. Last correspondence - April 2023
J.T.W.J.		Residuary	Wrexham Maelor Hospital	0	0	The Trust is a Life interest Trust. The trust is to his daughter, and on her death the trust is to be divided equally between the Wrexham Maelor Hospital and St Dunstons in London. The Trust consists of stocks and shares and a property. Last correspondence - May 2018
Total Open Legacies				0	214,500	

Appendix 1 - Legacies

Closed Legacies - Quarter 4 2022/23				
Name	Pecuniary / Residuary	Fund to benefit	Received in period £	Total received £
J.E.C.	Pecuniary	Eye Unit - Wrexham Maelor Hospital	250	250
W.W.D.	Pecuniary	Cancer Centre, YGC	5,000	5,000
B.H.S.	Pecuniary	Friends of Colwyn Bay Hospital	2,000	2,000
B.H.S.	Pecuniary	Cancer Centre, YGC	2,000	2,000
B.J.	Pecuniary	ENT, Wrexham	250	250
A.E.O.M.	Pecuniary	Cancer Unit - Glan Clwyd Hospital	1,000	1,000
G.M.O.	Residuary	Learning Disability Inpatients	124,462	124,462
K.M.R.	Pecuniary	Bryn Beryl Hospital	5,000	5,000
C.N.S.	Residuary	Cancer Centre, YGC	35,511	35,511
M.E.W.	Pecuniary	Criccieth Health Centre	15,000	15,000
Total Closed Legacies			190,472	190,472

Appendix 2 – Income and Expenditure

Items Over £25,000 2022-23: Quarter 4

Income & Expenditure Items Over £25,000 - Quarter 4				
Division	Fund	Income £'000	Expenditure £'000	Description
Income				
Miscellaneous Other	8T53 - COVID-19 Staff Support Fund	68		Donation: BACS COIF Charity Fund
West Integrated Health Community	9F20 - Ty Enfys Fund	49		Donation: BACS COIF Charity Fund
Miscellaneous Other	8T30 - BCU YE Debtor Fund	175		Legacy: E.H.
Mental Health	9D17 - Learning Disability Inpatients - BYN	124		Legacy: G.M.O.
Miscellaneous Other	8T30 - BCU YE Debtor Fund	76		Legacy: E.J.
North Wales Managed Clinical Service	8Q02 - Cancer Charitable Fund - Glan Clwyd	36		Legacy: C.N.S.
Expenditure				
Centre - Ysbyty Glan Clwyd & Abergele	8B66 - Livsey Fund		30	Contribution to Capital Expenditure: Eschmann CMAX3-E Operating Table Kit
Total		528	30	

Appendix 3 – Outstanding Commitments

Approval Expiry	Description	Fund No	Fund Name	Amount Approved	Amount Paid	OPO Feed	Amount Outstanding	CFC Note
30/09/2023	Additional Equipment – Hybrid Theatre	8B66	Livsey Fund	75,300.00	55,259.70	1,712.88	18,327.42	This is linked to the main Hybrid Theatre application and the approval expiry date has been set to match. Orders are raised in line with the project plan.
30/06/2023	Minor Works Scheme - Ysbyty Alltwen	9B10	Madog Community and Hospital Fund	29,700.00	25,624.57		4,075.43	Estates have confirmed that due to other priority work by the contractor, the work had been delayed. Work is scheduled to start. One year extension awarded.
31/03/2024	Assessing the mental health of patients on the Alaw Cancer Care Unit - Yr 1	9Q18	#TeamIrfon	26,019.00			26,019.00	Project was put on hold due to COVID-19. Discussions have now started about when the project can commence.
31/03/2025	Assessing the mental health of patients on the Alaw Cancer Care Unit - Yr 2	9Q18	#TeamIrfon	26,019.00			26,019.00	Project was put on hold due to COVID-19. Discussions have now started about when the project can commence.
30/06/2023	Gwynt Y Mor Community Fund - Motiv8 Project - Year 1	8D12	Motiv8 North West Wales	23,595.00	19,023.71		4,571.29	Due to COVID-19 the project was put on hold. However, the project has now recommenced and the person appointed to lead it started in mid-February.
31/03/2024	Gwynt Y Mor Community Fund - Motiv8 Project - Year 2	8D12	Motiv8 North West Wales	23,595.00			23,595.00	Due to COVID-19 the project was put on hold. However, the project has now recommenced and the person appointed to lead it started in mid-February.
31/03/2024	Study - Correlation between novel biomarker expression and interventional treatment in chronic back pain – Pain Management, Wrexham	8T28	General Funds - Awyr Las	17,000.00			17,000.00	

Appendix 3 – Outstanding Commitments

30/06/2023	BAME NHSCT Grant	8T52	COVID-19 Response Fund	50,000.00	36,300.90		13,699.10	COVID-19 grant from NHS Charities Together to be used for BAME projects. Individual projects are being identified and when approved, they will be set up as separate projects and this ring-fenced amount reduced accordingly.
30/09/2023	Diagnosis of Meningitis in newborn babies - Equipment	8T28	General Funds - Awyr Las	13,473.00	1,284.74		12,188.26	Ongoing research project.
30/04/2023	KESS 2 Transplant Decliners Research - Emma Jones - Yr 3	7B43	Renal Dept Trainee Grants - YMW	1,000.00	665.75		334.25	
30/04/2023	KESS 2 Transplant Decliners Research - Emma Jones - Yr 3	8T11	Friends of Renal Care Glan Clwyd Hospital - Central	1,000.00	665.75		334.25	
30/04/2023	KESS 2 Transplant Decliners Research - Emma Jones - Yr 3	9B71	Renal Unit - YG	1,000.00	665.75		334.25	
30/04/2024	KESS 2 Transplant Decliners Research - Emma Jones - Yr 4	7B43	Renal Dept Trainee Grants - YMW	518.40			518.40	
30/04/2024	KESS 2 Transplant Decliners Research - Emma Jones - Yr 4	8T11	Friends of Renal Care Glan Clwyd Hospital - Central	518.40			518.40	
30/04/2024	KESS 2 Transplant Decliners Research - Emma Jones - Yr 4	9B71	Renal Unit - YG	518.40			518.40	
30/09/2023	Outdoor activity sessions with National Outdoor Centre	8T53	COVID-19 Staff Support Fund	10,000.00	2,600.00		7,400.00	

Appendix 3 – Outstanding Commitments

31/03/2024	Parkinsons Study - PhD Student - Yr 1	8T28	General Funds - Awyr Las	5,000.00			5,000.00	
31/03/2025	Parkinsons Study - PhD Student - Yr 2	8T28	General Funds - Awyr Las	5,500.00			5,500.00	
31/03/2026	Parkinsons Study - PhD Student - Yr 3	8T28	General Funds - Awyr Las	6,000.00			6,000.00	
31/03/2024	Parkinsons Study - Elisa Kits - Yr 1	8T28	General Funds - Awyr Las	4,000.00	1,487.40		2,512.60	
31/03/2025	Parkinsons Study - Elisa Kits - Yr 2	8T28	General Funds - Awyr Las	4,000.00			4,000.00	
31/03/2026	Parkinsons Study - Elisa Kits - Yr 3	8T28	General Funds - Awyr Las	2,000.00			2,000.00	
31/03/2024	Parkinsons Study - Chemicals & Disposables	8T28	General Funds - Awyr Las	2,000.00			2,000.00	
31/03/2025	Parkinsons Study - Chemicals & Disposables	8T28	General Funds - Awyr Las	2,000.00			2,000.00	
31/03/2026	Parkinsons Study - Chemicals & Disposables	8T28	General Funds - Awyr Las	1,500.00			1,500.00	
31/03/2024	Parkinsons Study - Dissemination costs - Yr 1	8T28	General Funds - Awyr Las	500.00			500.00	

Appendix 3 – Outstanding Commitments

31/03/2025	Parkinsons Study - Dissemination costs - Yr 2	8T28	General Funds - Awyr Las	1,000.00			1,000.00	
31/03/2026	Parkinsons Study - Dissemination costs - Yr 3	8T28	General Funds - Awyr Las	1,500.00			1,500.00	
31/07/2023	Patient Wigs - Oncology	7Q02	Cancer Support Group - YMW	25,000.00	11,610.00	1,440.00	11,950.00	
31/07/2023	Patient Wigs - Oncology	8Q02	Cancer Charitable Fund - Glan Clwyd	25,000.00	14,850.00	1,710.00	8,440.00	
31/07/2023	Patient Wigs - Oncology	9Q04	Janet Jones (Alaw) - YG	25,000.00	6,750.00	1,530.00	16,720.00	
31/07/2023	Patient Wigs - Dermatology - East	8T28	General Funds - Awyr Las	13,000.00	10,160.00	2,840.00	0.00	
31/07/2023	Patient Wigs - Dermatology - West	8T28	General Funds - Awyr Las	13,000.00	10,260.00	2,398.00	342.00	
31/07/2023	Patient Wigs - Dermatology - Central	8T28	General Funds - Awyr Las	13,000.00	11,880.00	720.00	400.00	
31/03/2024	Research Project - Infec & Mild Sepsis - Tuition Fee - Yr 1	8T28	General Funds - Awyr Las	3,350.00			3,350.00	
31/03/2025	Research Project - Infec & Mild Sepsis - Tuition Fee - Yr 2	8T28	General Funds - Awyr Las	3,350.00			3,350.00	

Appendix 3 – Outstanding Commitments

31/03/2026	Research Project - Infec & Mild Sepsis - Tuition Fee - Yr 3	8T28	General Funds - Awyr Las	3,350.00			3,350.00	
31/03/2027	Research Project - Infec & Mild Sepsis - Tuition Fee - Yr 4	8T28	General Funds - Awyr Las	3,500.00			3,500.00	
31/03/2028	Research Project - Infec & Mild Sepsis - Tuition Fee - Yr 5	8T28	General Funds - Awyr Las	3,500.00			3,500.00	
31/03/2027	Research Project - Infec & Mild Sepsis - Supervision Time	7N17	Urology Fund - YMW	7,620.00			7,620.00	
31/03/2027	Research Project - Infec & Mild Sepsis - Supervision Time	8T28	General Funds - Awyr Las	17,130.00			17,130.00	
31/03/2024	Research Project - Infec & Mild Sepsis - Chemicals & Disposables	8T28	General Funds - Awyr Las	26,400.00			26,400.00	
31/03/2024	Research Project - Infec & Mild Sepsis - Kits	8T28	General Funds - Awyr Las	3,500.00			3,500.00	
31/03/2028	Research Project - Infec & Mild Sepsis - Dissemination Costs	8T28	General Funds - Awyr Las	4,500.00			4,500.00	
30/06/2023	Colwyn Bay Hospital Nature Project	8B23	Friends of Colwyn Bay Hospital	4,860.00	4,288.00		572.00	
31/03/2023	Charity Budget 2022/23	8T28	General Funds - Awyr Las	386,966.82	386,966.82		0.00	
30/09/2023	Audiology Mobile Unit	8K01	Audiology CPG Fund	50,000.00			50,000.00	

Appendix 3 – Outstanding Commitments

30/09/2023	Audiology Mobile Unit	8T28	General Funds - Awyr Las	24,000.00			24,000.00	
30/09/2023	Mental Health Stakeholder Training - Grant WA Rd10_40	9T27	Betsi-Quthing Fund	66,063.00	38,460.45	1,162.66	26,439.89	
30/06/2023	Cold Caps	7Q02	Cancer Support Group - YMW	34,916.00			34,916.00	
30/06/2023	Cold Caps	8Q02	Cancer Charitable Fund - Glan Clwyd	34,916.00			34,916.00	
30/06/2023	Cold Caps	9Q04	Janet Jones (Alaw) - YG	17,458.00			17,458.00	
30/06/2023	Cold Caps	9Q18	#TeamIrfon	17,458.00			17,458.00	
30/06/2023	Pressure relieving Chairs for Colwyn Bay Wards	8B21	Conwy East Locality GP Fund	12,120.00			12,120.00	
31/08/2024	NHS Charities Together (NHSCT) Funded Project: 100 Stories	8T52	COVID-19 Response Fund	24,024.00			24,024.00	
31/08/2024	NHS Charities Together (NHSCT) Funded Project: 100 Stories	8T52	COVID-19 Response Fund	25,000.00			25,000.00	
31/03/2024	Parent Accommodation - IMO Reece Thomson	8T42	Gift of Life Fund	4,546.50			4,546.50	
30/09/2023	Upgrade of large ward storeroom to create an OT Assessment Kitchen / Seating Area	9B34	Tywyn General Purposes Fund	34,778.40	9,993.15		24,785.25	

Appendix 3 – Outstanding Commitments

31/05/2023	Conversion of the Renal and Diabetes Unit Seminar Room into a Home Therapies Training Suite	8B32	Kidney Diseases Charitable Fund - Central	14,340.00		11,950.00	2,390.00	
30/06/2023	22 Bedside Lockers and 10 Adjustable Tables	8B16	Denbigh South Locality - Ruthin General Purposes	11,626.48	7,814.56		3,811.92	
30/06/2023	Image Viewing Equipment - Breast MDT	7Q02	Cancer Support Group - YMW	14,568.69			14,568.69	
30/06/2023	Image Viewing Equipment - Breast MDT	8Q02	Cancer Charitable Fund - Glan Clwyd	14,568.69			14,568.69	
30/06/2023	Image Viewing Equipment - Breast MDT	9Q04	Janet Jones (Alaw) - YG	14,568.69			14,568.69	
31/10/2023	Arts and Minds: mental health and arts with prisoner populations	8T27	Creative Well Fund	28,440.00	4,200.00	4,616.00	19,624.00	
31/07/2023	Parabl Talking Therapy and mental health support	8T52	COVID-19 Response Fund	11,350.00			11,350.00	
31/07/2023	Parabl Talking Therapy and mental health support	8T52	COVID-19 Response Fund	12,268.00			12,268.00	
31/07/2024	Staff Wellbeing Grant Scheme	8T53	COVID-19 Staff Support Fund	67,797.00			67,797.00	
31/07/2024	Staff Wellbeing Grant Scheme	8T53	COVID-19 Staff Support Fund	35,000.00			35,000.00	

Appendix 3 – Outstanding Commitments

31/07/2024	Staff Wellbeing Grant Scheme	8T48	Staff Development Fund	50,000.00			50,000.00	
31/07/2024	Ty Enfys	9F20	Ty Enfys Fund	48,853.00			48,853.00	Approval was given for Phase 1 of the project to begin IF / WHEN there are sufficient funds to do so. Phase 2 of the project cannot begin until all necessary funds have been secured.
31/07/2024	Ty Enfys	9F20	Ty Enfys Fund	50,000.00			50,000.00	
31/07/2024	Ty Enfys	9F01	YG Paeds Inpatient & OPD Fund	5,000.00			5,000.00	
31/03/2024	Volunteering Scoping Exercise - NHS Development Grant	8T28	General Funds - Awyr Las	30,000.00			30,000.00	
30/04/2023	British Orthopaedic Casting Course	9B94	Emergency Department - YG	7,100.00			7,100.00	
30/06/2023	Laser For Bladder Scanner	7Q02	Cancer Support Group - YMW	14,275.00	12,075.00		2,200.00	
30/04/2024	Prehab2 Rehab for Gynae Cancer – Service Development	9Q15	Gynae Services - West	20,701.00			20,701.00	
30/06/2023	Magic Table x 1	9T12	LLandudno Patients	5,750.00			5,750.00	
30/06/2023	YGC SuRNICC install blue tooth access control	8F06	SCBU Support Group "Cuddles" - Glan Clwyd	9,062.40			9,062.40	
30/04/2023	Compassionate Mental Health	8T50	I CAN Fund	4,500.00			4,500.00	
			Total	2,674,725.97	1,616,280.35	30,079.54	1,028,366.08	

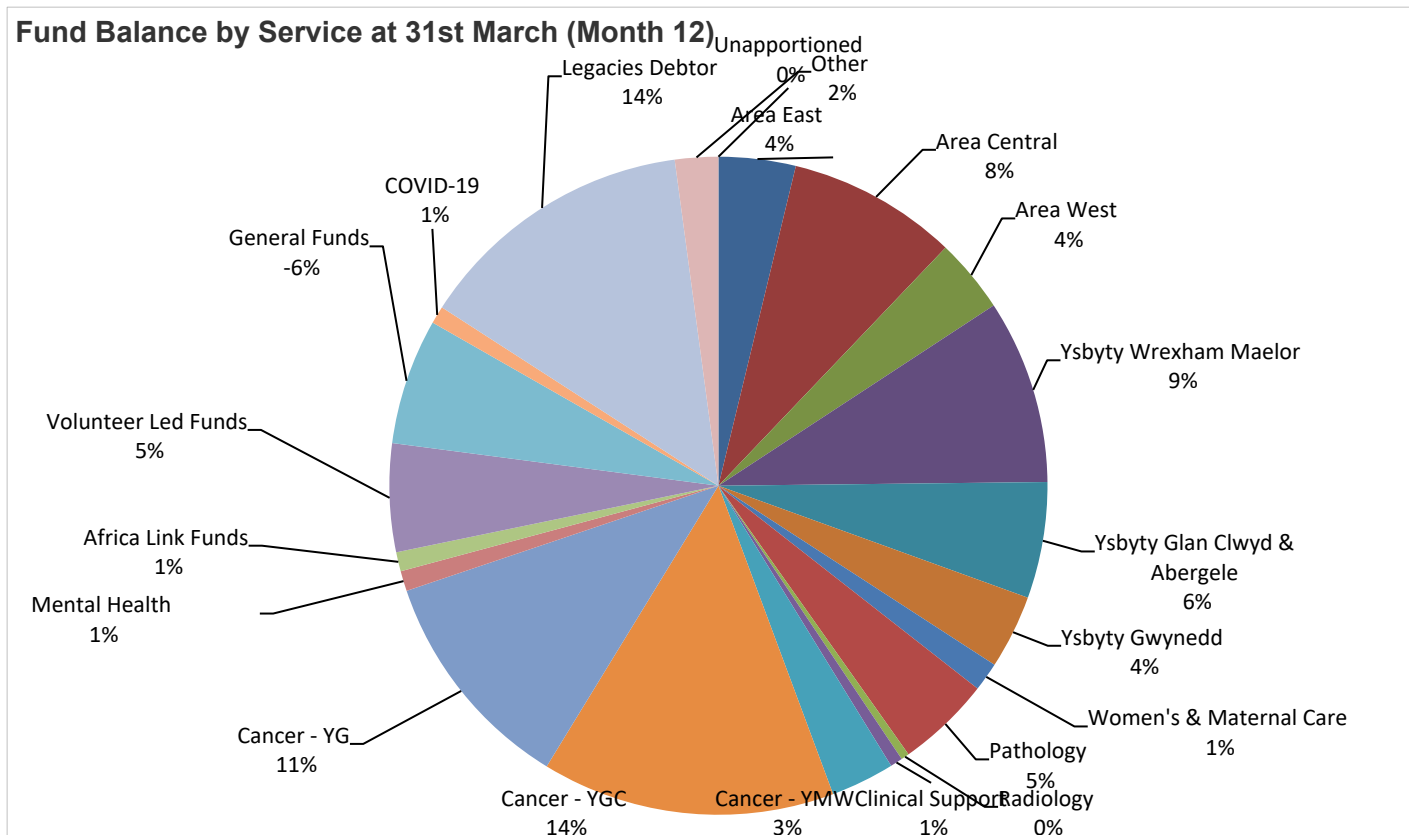
Appendix 4 – Analysis of Funds by Service

	Month 1 (April) Opening position £000	Income £000	Expenditure £000	New Unspent Commitments £000	Closing position M12 (March) £000
Area East	484	64	(64)	0	485
Area Central	1,053	248	(115)	(31)	1,155
Area West	451	115	(39)	(129)	398
Area Teams	1,988	427	(218)	(160)	2,038
Ysbyty Wrexham Maelor	1,129	85	(80)	0	1,134
Ysbyty Glan Clwyd & Abergelae	727	27	(76)	(2)	676
Ysbyty Gwynedd	457	51	(53)	(7)	448
Women's & Maternal Care	173	19	(10)	(21)	161
Pathology	580	5	(2)	0	583
Radiology	50	1	0	0	51
Clinical Support	76	1	0	(50)	27
Secondary Care	3,192	189	(221)	(80)	3,080
Cancer - YMW	397	35	(60)	(52)	320
Cancer - YGC	1,793	192	(44)	(50)	1,891
Cancer - YG	1,213	304	(58)	(50)	1,409
Cancer Services	3,403	531	(162)	(152)	3,620
Mental Health	126	137	(13)	0	250
Africa Link Funds	56	67	(52)	(26)	45
Volunteer Led Funds	633	136	(12)	0	757
General Funds	823	(430)	(164)	(53)	176
COVID-19 Funds	106	109	18	(176)	57
Legacies Debtor	1,766	(210)	0	0	1,557
Other	234	274	(188)	(78)	242
Other Funds	3,618	(54)	(398)	(333)	2,833
Total Charity Balance	12,327	1,230	(1,012)	(725)	11,821

Appendix 4 – Analysis of Funds by Service

Service Type	£000	%
Area Teams	2,038	17%
Secondary Care	3,080	26%
Cancer Services	3,620	31%
Mental Health	250	2%
Other	2,833	24%
Total	11,821	

Health Economy	£000	%
East	1,939	16%
Centre	3,722	31%
West	2,255	19%
BCU Wide	3,905	33%
Total	11,821	



Donations

Donations include all income received by the charity as gifts made to it on a voluntary basis.

Fundraising income

This includes income from all fundraising activities, events and sponsorship.

Governance and support costs

These include the recharge from the Health Board for Finance and administration support, external audit fees, software fees, bank costs and other admin charges.

Fundraising costs

This is the total costs of fundraising. It includes the costs of fundraising by individual wards and departments, as well as the pay and non-pay costs of the Fundraising Team.

Long term investment

Fixed asset investments are held to generate income and for their investment potential. For the charity, this consists of the investment portfolio managed by Rothschild.

Unrealised gains

An unrealised gain is a potential profit that exists on paper, resulting from an investment. It is an increase in the value of an asset that has yet to be sold for cash, such as a stock position that has increased in value but still remains open. The gains and losses reported in the charity's accounts are unrealised as the investments are still held. They would only become realised if the assets were sold and converted to cash.

Commitments

The value of all the grants that have been approved by the charity, but not yet spent.

Unrestricted funds

Unrestricted funds are spent or applied at the discretion of the trustees to further any of the charity's purposes. Trustees may choose to set up designated funds that remain part of the unrestricted funds of the charity. This is because the designation has an administrative purpose only and does not legally restrict the trustees' discretion in how to apply the unrestricted funds that they have earmarked.

Restricted funds

Funds held on specific trusts under charity law are classed as restricted funds. The resources of each restricted fund are held and maintained separately from other funds. This is in recognition of the circumstances in which the resources were originally received, and/or the restrictions on the fund that determine the way those resources are subsequently to be treated. Restricted funds in Awyr Las primarily come from legacies. However there are also some specific designated funds that are wholly restricted.

Reserves

Reserves are the funds that the charity has which can be freely spent on any of its charitable purposes. This therefore excludes restricted income funds, but includes unrestricted designated funds.

Designated Funds

Funds that are aligned to specific wards, departments and services. They can be restricted or unrestricted. These funds are managed by Fund Advisors.

General Funds

These are the funds held by the charity that are not designated. They can be restricted (where there is a broad restriction to the Health Board rather than a particular service) or unrestricted. General Funds receive the unrealised gains or losses on the investments. General Funds pay for the running costs of the charity – all governance and support costs, plus the costs of the Fundraising Team.

Legacies Debtor Fund

This fund holds the accruals for legacies where probate has been granted, but we have not yet received the cash. This fund is used to protect the designated funds from fluctuations in the final legacy received. When the legacy is received, it will be credited to the designated fund specified in the Will and the accrual will be reversed out from the Legacies Debtor fund.

Dormant Funds

These are designated funds, which have not had any income or expenditure in the preceding year.

Semi-dormant Funds

These are designated funds, which have not had any expenditure in the preceding year, but have received income.

Teitl adroddiad: <i>Report title:</i>	Investment Manager's Portfolio Report			
Adrodd i: <i>Report to:</i>	Charitable Funds Committee			
Dyddiad y Cyfarfod: <i>Date of Meeting:</i>	Tuesday, 04 July 2023			
Crynodeb Gweithredol: <i>Executive Summary:</i>	<p>This paper is a regular paper prepared by Brewin Dolphin, brought to the Charitable Funds Committee.</p> <p>The author of the report will not be in attendance at the Charitable Funds Committee. The Charitable Funds Committee are asked to scrutinise the report and note the key themes within the paper.</p>			
Argymhellion: <i>Recommendations:</i>	The Committee is asked to note the Investment Manager's Portfolio Report			
Arweinydd Gweithredol: <i>Executive Lead:</i>	Russell Caldicott, Interim Executive Director of Finance			
Awdur yr Adroddiad: <i>Report Author:</i>	Paul Mathias, Investment Manager, Brewin Dolphin			
Pwrpas yr adroddiad: <i>Purpose of report:</i>	<p>I'w Nodi <i>For Noting</i></p> <p><input checked="" type="checkbox"/></p>	<p>I Benderfynu arno <i>For Decision</i></p> <p><input type="checkbox"/></p>	<p>Am sicrwydd <i>For Assurance</i></p> <p><input type="checkbox"/></p>	
Lefel sicrwydd: <i>Assurance level:</i>	<p>Arwyddocaol <i>Significant</i></p> <p><input checked="" type="checkbox"/></p> <p>Lefel uchel o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol</p> <p><i>High level of confidence/evidence in delivery of existing mechanisms/objectives</i></p>	<p>Derbyniol <i>Acceptable</i></p> <p><input type="checkbox"/></p> <p>Lefel gyffredinol o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol</p> <p><i>General confidence / evidence in delivery of existing mechanisms / objectives</i></p>	<p>Rhannol <i>Partial</i></p> <p><input type="checkbox"/></p> <p>Rhywfaint o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol</p> <p><i>Some confidence / evidence in delivery of existing mechanisms / objectives</i></p>	<p>Dim Sicrwydd <i>No Assurance</i></p> <p><input type="checkbox"/></p> <p>Dim hyder/tystiolaeth o ran y ddarpariaeth</p> <p><i>No confidence / evidence in delivery</i></p>
<p>Cyfiawnhad dros y gyfradd sicrwydd uchod. Lle bo sicrwydd 'Rhannol' neu 'Dim Sicrwydd' wedi'i nodi uchod, nodwch gamau i gyflawni sicrwydd 'Derbyniol' uchod, a'r terfyn amser ar gyfer cyflawni hyn:</p> <p><i>Justification for the above assurance rating. Where 'Partial' or 'No' assurance has been indicated above, please indicate steps to achieve 'Acceptable' assurance or above, and the timeframe for achieving this:</i></p>				
Cyswllt ag Amcan/Amcanion Strategol:	Aligned to the Awyr Las Charity Strategy			
Link to Strategic Objective(s):				
Goblygiadau rheoleiddio a lleol:				
Regulatory and legal implications:				
Yn unol â WP7, a oedd EqIA yn angenrheidiol ac a gafodd ei gynnal?	Equality Impact (EqIA) and a socio-economic (SED) impact assessments not applicable.			

<i>In accordance with WP7 has an EqIA been identified as necessary and undertaken?</i>	
Yn unol â WP68, a oedd SEIA yn angenrheidiol ac a gafodd ei gynnal?	Equality Impact (EqIA) and a socio-economic (SED) impact assessments not applicable.
<i>In accordance with WP68, has an SEIA identified as necessary been undertaken?</i>	
Manylion am risgiau sy'n gysylltiedig â phwnc a chwmpas y papur hwn, gan gynnwys risgiau newydd (croesgyfeirio at y BAF a'r CRR)	The risks of the charity are reviewed by the Committee on a quarterly basis.
<i>Details of risks associated with the subject and scope of this paper, including new risks(cross reference to the BAF and CRR)</i>	Key Risks: ▪ Without an investment management plan and regular scrutiny of its investments, the corporate trustee cannot fulfil its duty (The essential trustee: what you need to know, what you need to do - GOV.UK)
Goblygiadau ariannol o ganlyniad i roi'r argymhellion ar waith	
<i>Financial implications as a result of implementing the recommendations</i>	
Goblygiadau gweithlu o ganlyniad i roi'r argymhellion ar waith	Not applicable.
<i>Workforce implications as a result of implementing the recommendations</i>	
Adborth, ymateb a chrynodeb dilynol ar ôl ymgynghori	Not applicable.
<i>Feedback, response, and follow up summary following consultation</i>	
Cysylltiadau â risgiau BAF: (neu gysylltiadau â'r Gofrestr Risg Gorfforaethol)	
<i>Links to BAF risks:</i> (or links to the Corporate Risk Register)	See Risk Register
Rheswm dros gyflwyno adroddiad i fwrdd cyfrinachol (lle bo'n berthnasol)	
<i>Reason for submission of report to confidential board (where relevant)</i>	Not applicable
Camau Nesaf: Gweithredu argymhellion	The Committee is asked to note the report.
<i>Next Steps:</i> <i>Implementation of recommendations</i>	
Rhestr Atodiadau List of Appendices:	None

Investment Manager's Presentation and Portfolio Report
Charitable Funds Committee, In public
Tuesday 4th July, 2023

1. Introduction/Background

Brewin Dolphin provides the Investment Management services for the charity. The key objective of the portfolio is to preserve and grow its value in 'real' terms, in order to continue to support charitable grantmaking over the long term.

Brewin Dolphin provide a quarterly investment portfolio report and attend the Charitable Funds Committee meeting twice a year to present this report.

2. Corff yr adroddiad / Body of report

See Appendices:

Appendix A: Presentation pack

Appendix B: Brewin Dolphin Market Commentary

3. Goblygiadau Cyllidebol / Ariannol / Budgetary / Financial Implications

There are budgetary implications associated with this paper, though these are not explicit.

4. Rheoli Risg / Risk Management

The risks associated with the Investments are included in the Charity Risk Register

5. Goblygiadau Cydraddoldeb ac Amrywiaeth / Equality and Diversity Implications

This report relates to a 'strategic decision', i.e. the outcome will affect how the Charity fulfils its purpose over a significant period of time. It is not considered to be a 'day to day' decision. A Socio-economic Duty (SED) Impact Assessment (SEIA) as well as a completed Equality Impact (EqIA) were completed when the Tender (BCU-OJEU-43739) was issued for the provision of investment manager services for the charity.



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Awyr Las
Blue Sky

Elusen GIG Gogledd Cymru
The North Wales NHS Charity

Prepared by:
Paul Mathias - Assistant Director, Investment Manager

Data as at 31 May 2023

Presentation Summary

1. Confirmation of Mandate and Investment Criteria
2. Market Review and Outlook
3. Portfolio Review



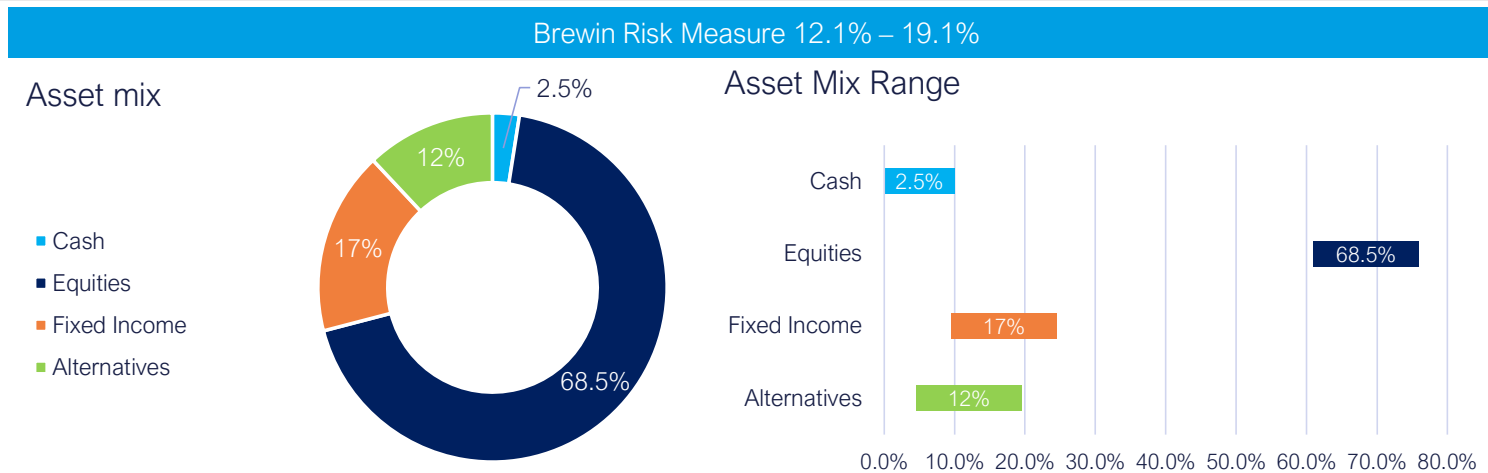
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Confirmation of Mandate & Investment Criteria

Confirmation of Mandate & Investment Criteria

- **Strategic aim:** To enhance Awyr Las' ability to improve the health and wellbeing of people across North Wales and deliver excellent care.
- **Funds available for investment:** c. £9.8m at 31 May 2023. [Note proposal to withdraw funds]
- **Investment objectives:** To preserve and grow the portfolio against inflation.
- **Attitude to risk:** Moderate, with the ability to tolerate short-term volatility.
- **Time horizon:** Long-term (greater than 10 years).
- **Income requirement:** There is no specific requirement, anticipating a balance of growth and income. [Note proposal to withdraw income generated – currently c. £192k per annum but will fall if funds are withdrawn]
- **Reserves policy:** The Charity has a target level of reserves of c.£3.8m (based on a three-year average of one year's operational costs, 25% of the value of the investments held and 25% of the anticipated grant funded activity expenditure).
- **Ethical policy:** Negative screening is to be applied to exclude companies manufacturing and distributing alcoholic products, tobacco products and any products which may be considered in conflict with the Health Board's activities [now interpreted to mean armaments, civilian firearms, adult entertainment and gambling]. Investment in companies which have a poor record in human rights and child exploitation or which derive their profits from countries with poor human rights records should not be permitted. Direct investment in Russian or Belarussian securities is excluded.

Characteristics of Risk Profile 6



Historic asset mix characteristics

	Last 5 years	Last 10 years	Last 15 years
Average total return per year*	5.2%	8.1%	6.8%
Average capital return per year	3.0%	5.7%	4.3%
Average yield	2.1%	2.1%	2.3%
Gain over the period*	29.1%	116.9%	167.9%
Largest fall in value during the period*	14.2%	14.2%	25.1%
Longest time to recover	13 months	15 months	24 months

* Based on total return

Source: RBC Brewin Dolphin, Refinitiv Datastream from 31 December 2007 to 31 December 2022

The above information is for illustrative purposes only and is not intended as investment advice. Past performance is not a guide to future performance.

Performance is shown before charges which will have the effect of reducing the performance illustrated.



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Market Review and Outlook

Investment philosophy & cycle

- Inflation and recession risks had been at the top of investors' concerns, until fears of another banking crisis also rose to the fore.
- Markets had fluctuated based on the latest data on inflation and whether it might have reached its peak, and central bank pronouncements on the likely direction of interest rates. The recent collapses of Silicon Valley Bank, First Republic Bank and the enforced takeover of Credit Suisse by UBS then understandably stoked fears of another banking crisis, which is not our base case expectation.
- We feel the lessons learned from 2008 will be enough to prevent anything so severe from being repeated in the banking sector. Banks are far better capitalised, regulatory oversight is much better, and intervention from central banks and regulators has been much swifter.
- Whilst economic growth has so far been more resilient than anticipated, the sustained period of inflation at multi-decade highs will act as a drag, particularly as higher prices, most notably for energy and food, and increased borrowing costs (such as mortgages) weigh on household net incomes. Companies will similarly see their profit margins squeezed as costs increase and demand is reduced.
- These factors mean a recession looks to be likely, which markets have, to some extent at least, 'priced in' accordingly.
- Data however show the labour market remains tight, with very low levels of unemployment and job openings in abundance. Governments around the world are shielding the most vulnerable from the surge in energy costs and households did build up savings over the course of the pandemic that should cushion the blow of the cost-of-living crisis.
- This suggests the length and depth of the recession is likely to be relatively mild, and very different from the financial crisis and Covid-19.
- We are currently carrying a 'neutral' portfolio position. Sentiment is fairly neutral as markets 'price in' the bad news detailed above and valuations are more reasonable. We have felt the market to be over-optimistic in its anticipation of the downward trajectory of interest rates.
- We continue to believe markets will remain volatile in the near term, but with inflation set to ease, interest rates set to peak and a recession expected to be relatively mild, absent an escalation of fears of the banking sector, 2023 could prove to be a brighter year for market sentiment.

Investment philosophy & cycle

Asset Class	Very Underweight	Underweight	Neutral	Overweight	Very Overweight
Bonds			■		
Government Bonds				●	
Corporate Bonds		●			
Equities			■		
UK			●		
Overseas:			●		
North America			●		
Europe ex UK			●		
Japan			●		
Asia ex Japan			●		
Emerging Markets*			●		
Alternatives			■		
Property		●			
Other Alternatives				●	
Cash			■		

*Emerging Markets are not held within the portfolio to mitigate exposure to Russian and Belarussian companies.



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Portfolio Review

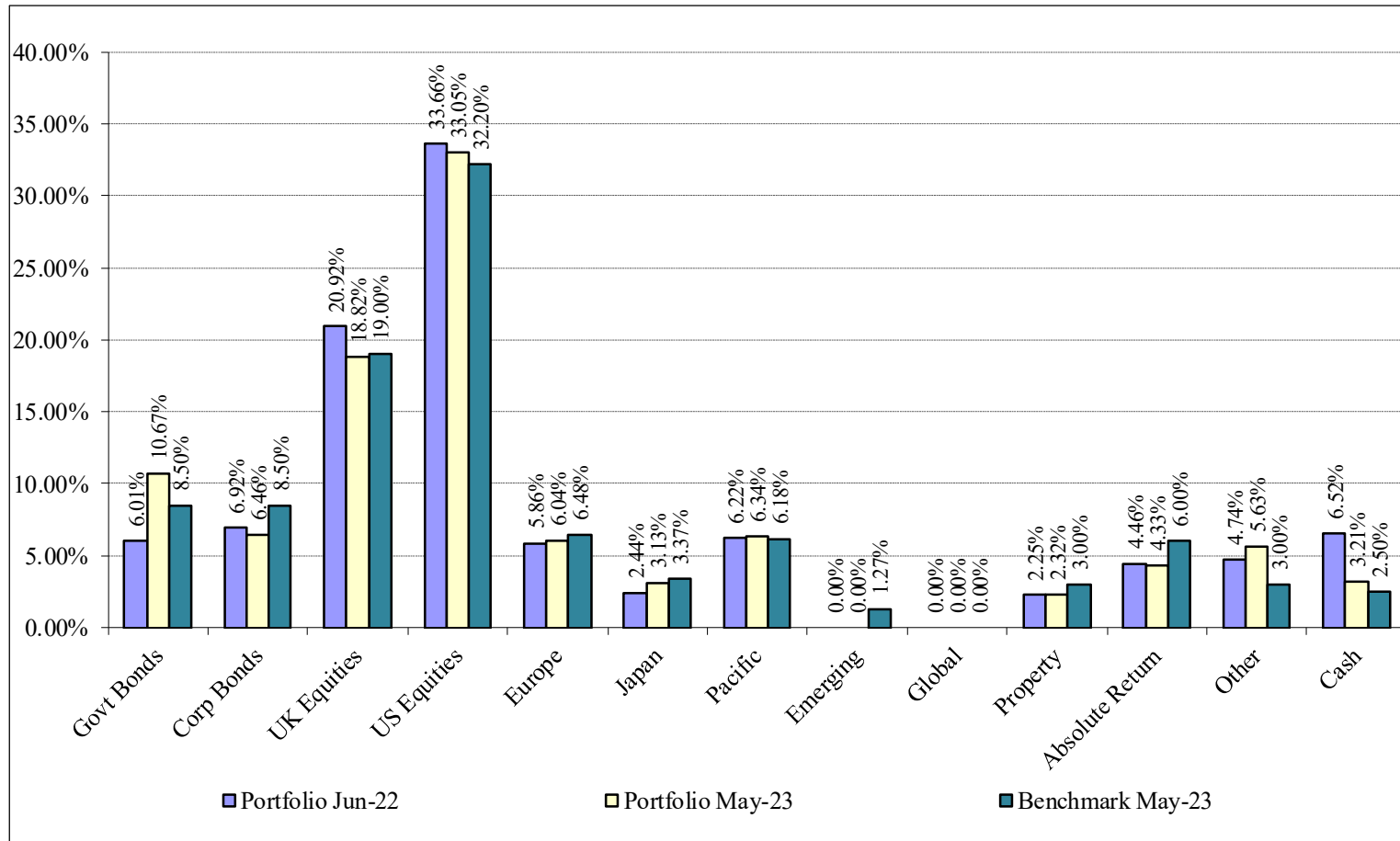
Portfolio overview

Brewin Dolphin Investment Portfolio Summary							
31 May 2023							
		Book Cost	Market Value	% Holding	Benchmark	Yield	Gross Income
Fixed Interest	Govt Bonds	£ 1,163,399.00	£ 1,043,634.93	10.61%	8.50%	2.87%	£ 29,916.66
	Corp Bonds	£ 757,107.57	£ 631,493.20	6.42%	8.50%	2.90%	£ 18,300.61
	Accrued Interest	£ -	£ 4,669.73	0.05%	0.00%	0.00%	£ -
	Total Fixed Interest	£ 1,920,506.57	£ 1,679,797.86	17.07%	17.00%	2.87%	£ 48,217.27
UK Equities	UK	£ 1,882,030.94	£ 1,813,189.91	18.43%	19.00%	3.05%	£ 55,250.29
Overseas Equities	US	£ 2,912,908.35	£ 3,280,801.75	33.34%	32.20%	0.97%	£ 31,691.65
	Europe	£ 554,877.84	£ 606,388.11	6.16%	6.48%	0.17%	£ 1,018.34
	Japan	£ 355,164.67	£ 300,179.20	3.05%	3.37%	1.77%	£ 5,311.17
	Pacific	£ 655,200.24	£ 632,030.05	6.42%	6.18%	1.41%	£ 8,890.39
	Emerging	£ -	£ -	0.00%	1.27%	0.00%	£ -
	Global	£ -	£ -	0.00%	0.00%	0.00%	£ -
	Total Overseas	£ 4,478,151.10	£ 4,819,399.11	48.98%	49.50%	0.97%	£ 46,911.55
	Alternatives	Property	£ 247,115.87	£ 222,641.23	2.26%	3.00%	3.12%
	Absolute Return	£ 469,229.85	£ 429,536.40	4.37%	6.00%	3.23%	£ 13,893.10
	Other	£ 595,765.58	£ 537,502.54	5.46%	3.00%	3.83%	£ 20,583.30
	Total Alternatives	£ 1,312,111.30	£ 1,189,680.17	12.09%	12.00%	3.48%	£ 41,421.41
	Total Investments	£ 9,592,799.91	£ 9,502,067.05	96.57%		2.02%	£ 191,800.52
Cash	Deposit Ledger	£ 288,785.48	£ 288,785.48	2.93%	2.50%	0.00%	£ -
	Income Ledger	£ 48,700.47	£ 48,704.94	0.49%		0.00%	£ -
	Total Fund	£ 9,930,285.86	£ 9,839,557.47	100.00%			
	Ex Accrued Interest	£ 9,881,585.39	£ 9,786,182.80	100.00%	100.00%	1.96%	£ 191,800.52
	Monthly	Quarterly	Six Monthly	Annual	Inception 05/07/2021		
Portfolio	-1.04%	-0.67%	0.09%	-0.81%	-6.46%		
Benchmark	-0.93%	-0.01%	0.02%	0.54%	1.07%		
FT All Share	-4.63%	-4.23%	0.16%	0.44%	6.46%		
FT All Stocks	-3.43%	-2.32%	-7.05%	-15.67%	-25.84%		
BofE Base Rate (less 0.75%)	0.31%	0.88%	1.61%	2.22%	2.24%		
Bank of England Base Rate	4.50%						
FTSE 100 Value	7446.14						

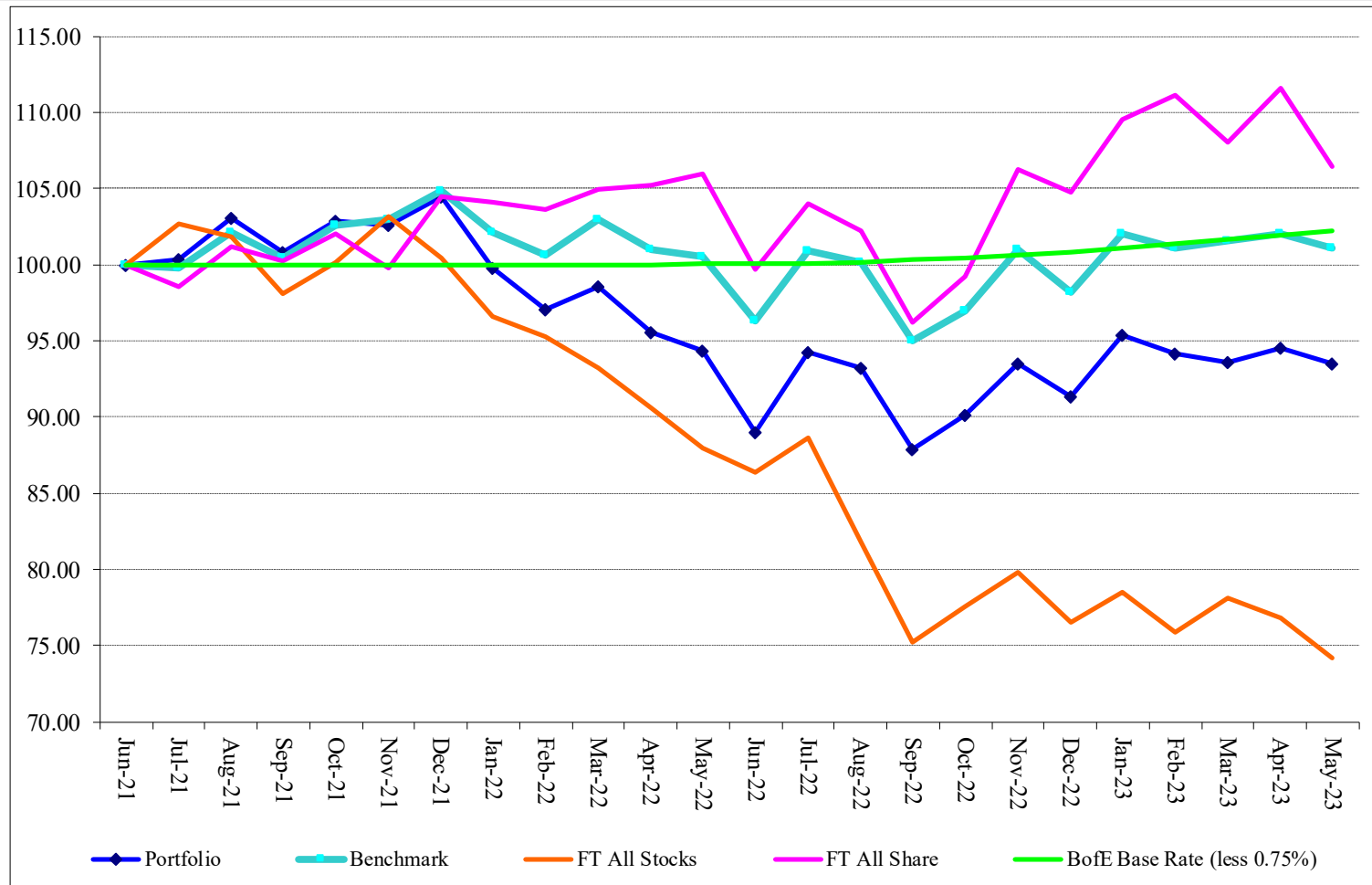
Performance commentary

- A major factor in relative performance across 2022 and 2023 is due to the nature of the sectors of the market that have performed best during such a period of geopolitical uncertainty. Whilst they are represented in the benchmark, we are precluded from investing in them under your ethical policy.
- Amongst the best performing sectors in 2022 were oil and gas (beneficiaries of a higher oil price), aerospace and defence (outbreak of war) and tobacco sectors (long track record of inflationary pricing) respectively.
- Further, funds with more of an ESG-focus tend to invest more in companies with higher valuation multiples. These have been worst hit in the face of rising interest rates as investors discount their future growth using a higher 'risk-free' rate of return (i.e. a government bond with a much higher yield than 12-18 months ago).
- We believe their underlying quality and focus on sustainability factors will win out as long-term investors, which the Charity are.

Fund structure through the year



Fund performance



Trading

Q1 2023

- In January, we continued the process of gradually reducing position sizes of the overseas equities by trimming positions in Ryanair, Deere & Co, Wells Fargo, American Express and Mastercard. We used the majority of the proceeds to introduce Dodge & Cox US Stock Fund, a 'value' style fund where the fund manager will focus on constructing a diversified portfolio of undervalued assets where the company's long-term opportunity is not fully appreciated by the market.
- We used some proceeds to add to Comgest Growth Europe Fund to retain an appropriate exposure to Europe, and used the remaining proceeds to add to the iShares Environment and Low Carbon Tilt Real Estate Index Fund (formerly the iShares Global Property REIT Index Fund held within the portfolio) to add slightly to alternative assets, further diversifying the portfolio's asset allocation.
- In February, we reduced equities slightly. Within the UK, we disposed of Lloyds and GSK and we increased the position in consumer healthcare business Haleon, which our analysts favour following its demerger from GSK, and introduced AstraZeneca as our preferred pharmaceutical business within the UK. Within the US, we further trimmed positions in Moodys Corporation, S&P Global, Comcast and Berkshire Hathaway.
- With part of the proceeds, we introduced prestige beauty company Estee Lauder and medical technology company Stryker, and topped up positions in Baillie Gifford Japanese Fund and Invesco Asian Fund to increase geographical diversification.
- Finally, with the remaining proceeds we added to government bonds through Vanguard US Government Bond Index Fund.

Trading (continued)

Q2 2023 (to date)

- In May, we took the decision to exit our position in Estee Lauder. Since the pandemic, there has been a deterioration in the company's competitive edge which became more apparent in their most recent results. Profit warnings issued by current CEO Fabrizio Freda suggest a slow reaction to changing consumer trends, and we did not wish to risk further capital on this basis.
- We used the proceeds to introduce a new position in Copart which provides a platform for running online salvage auctions. Copart is the larger company in a duopoly which covers 80% of the US market, maintains a seemingly irreplaceable network. Copart has a strong balance sheet, attractive returns on invested capital and provides exposure to a relatively unique market with long-term structural drivers.
- In June, we slightly restructured the portfolio's exposure to infrastructure by trimming positions in International Public Partnerships and HICL Infrastructure and used the proceeds to introduce a new position in The Renewables Infrastructure Group (TRIG). TRIG offers exposure to renewable energy infrastructure (primarily wind and solar), a key area of the world's current and future power supply that should benefit from significant growth given external pressure on traditional dirty fuels and the focus to become net zero. As with other infrastructure trusts, TRIG offers inflation linked, long-term stable and attractive income streams.
- Finally, we trimmed the position in Ferguson to take profits and slightly reduce exposure to the US to rebalance the portfolio following strong performance in US markets. At present, we are retaining the proceeds in cash with a view to reinvesting the proceeds shortly.

Valuation Report



**Brewin
Dolphin**

BETSI CADWALADR UNIVERSITY HEALTH BOARD CHARITY MAIN

For the period from 01/06/2022 to 31/05/2023
Generated on 21/06/2023

PORTFOLIO INFORMATION

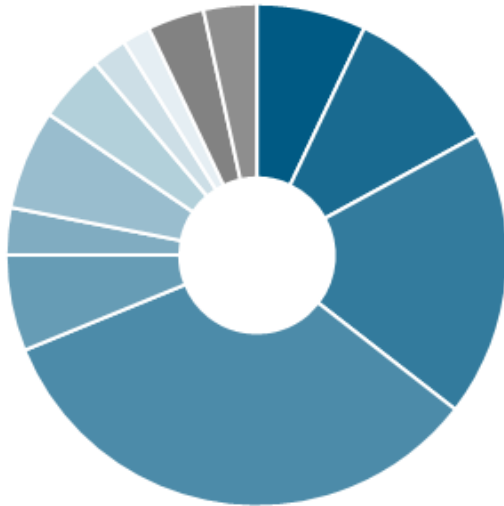
Portfolio Number	BETSI0001
Service Category	Discretionary
Risk Profile	Risk Level 6
Investment Strategy	Income and Capital Growth
PRC6 Code	651651

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Asset Allocation

Asset Allocation



Asset Allocation	Market Value at 31/05/2023	% of Holdings
UK Bonds	691,709.38	7.03
Overseas Bonds	988,088.48	10.04
UK Equities	1,813,189.91	18.43
North American Equities	3,280,801.75	33.34
European Equities	606,388.11	6.16
Japanese Equities	300,179.20	3.05
Asia Pacific Equities	632,030.05	6.42
Absolute Return	429,536.40	4.37
Property	222,641.23	2.26
Commodities	177,687.30	1.81
Other Investments	359,815.24	3.66
Cash	337,490.42	3.43
TOTAL	9,839,557.47	100.00



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Valuation report for BETSI CADWALADR UNIVERSITY HEALTH BOARD CHARITY MAIN
For the period from 01/06/2022 to 31/05/2023
All values and returns reported in British Pounds
Valuations as at today use the previous trading day's closing prices.
For backdated valuations prices are at the period end date.

Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %	
UK Bonds										
Government Bonds										
147,435	INSIGHT INV DISCRETIONARY FDS ICVC INSIGHT INV UK GOVT ALL MATRITS BD GRS P	BETSI0001	0.792 GBP		163,122.99	116,768.52	2,716.05	2.33	1.19	
184,550 GBP	UNITED KINGDOM(GOVERNMENT OF) 4.125% BDS 29/01/2027 GBP1000	BETSI0001	98.8 %	2,579.86	188,774.35	184,915.26	7,612.69	4.12	1.88	
179,975 GBP	UNITED KINGDOM(GOVERNMENT OF) 5% SNR BDS 07/03/2025 GBP1000	BETSI0001	100.71 %	2,089.87	183,790.47	183,342.69	8,998.75	4.91	1.86	
Open Ended Collectives										
218,135	ROYAL LONDON BOND FUNDS II ICVC ROYAL LONDON ETHICAL BOND Z GBP DIS	BETSI0001	0.9475 GBP		258,723.38	206,682.91	8,010.57	3.88	2.10	
Sub Total UK Bonds					4,669.73	794,411.19	691,709.38	27,338.06	3.95	7.03
Overseas Bonds										
Government Bonds										
3,620	VANGUARD INVESTMENT SERIES PLC VANGUARD U S GOVT BOND IDX GBP HGD DIS	BETSI0001	89.4246 GBP		354,689.25	323,717.05	7,082.68	2.19	3.29	
Index Linked Bonds										
48,905	ISHARES II PLC USD TIPS UCITS ETF GBP DIS HEDGED	BETSI0001	4.8985 GBP		273,021.94	239,561.14	3,506.49	1.46	2.43	
Corporate Bond Funds										
265,965	JANUS HENDERSON FUND MGMT UK LTD JANUS HEND FXD INT MTHLY INC GQ GBP DIS	BETSI0001	0.4647 GBP		146,774.65	123,593.94	6,466.41	5.23	1.26	
2,985	ROBECO CAPITAL GROWTH FUNDS ROBECOSAM GLOBAL SDG CREDITS IH GBP	BETSI0001	100.91 GBP		351,609.54	301,216.35	3,823.63	1.27	3.06	
Sub Total Overseas Bonds					1,126,095.38	988,088.48	20,879.21	2.11	10.04	



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Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
UK Equities									
Chemicals									
1,970	CRODA INTERNATIONAL ORD GBP0.10609756	BETSI0001	61 GBP		135,300.60	120,170.00	2,127.60	1.77	1.22
Industrial Support Services									
3,270	ASHTREAD GROUP ORD GBP0.10	BETSI0001	49 GBP		69,831.70	160,230.00	2,270.03	1.42	1.63
Personal Goods									
3,915	UNILEVER PLC ORD GBP0.031111	BETSI0001	40.29 GBP		155,190.43	157,735.35	5,852.92	3.71	1.60
Pharmaceuticals & Biotechnology									
852	ASTRAZENECA ORD USD0.25	BETSI0001	116.6 GBP		93,260.92	99,343.20	2,037.98	2.05	1.01
34,320	HALEON PLC ORD GBP0.01	BETSI0001	3.182 GBP		103,678.17	109,206.24	823.68	0.75	1.11
Media									
5,860	RELX PLC GBP0.1444	BETSI0001	25.1 GBP		111,057.82	147,086.00	3,199.56	2.18	1.49
Travel & Leisure									
6,835	COMPASS GROUP PLC ORD GBP0.1105	BETSI0001	22.02 GBP		108,771.95	150,506.70	2,535.79	1.68	1.53
Gas, Water & Multiutilities									
8,705	NATIONAL GRID ORD GBP0.12431289	BETSI0001	11.06 GBP		90,432.89	96,277.30	4,826.05	5.01	0.98
Banks									
47,045	BARCLAYS PLC ORD GBP0.25	BETSI0001	1.5134 GBP		82,831.79	71,197.90	3,410.76	4.79	0.72



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Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
UK Equities									
Non-Life Insurance									
4,215	ADMIRAL GROUP ORD GBP0.001	BETSI0001	23.25 GBP		68,200.76	97,998.75	6,617.55	6.75	1.00
Life Insurance									
50,810	LEGAL & GENERAL GROUP ORD GBP0.025	BETSI0001	2.281 GBP		139,351.42	115,897.61	9,841.90	8.49	1.18
7,280	ST JAMES'S PLACE ORD GBP0.15	BETSI0001	11.15 GBP		104,452.08	81,172.00	3,842.38	4.73	0.82
Open Ended Collectives									
48,210	ES RIVER AND MERCANTILE ICVC ES R&M UK LISTED SMALLER COMPANIES S DIS	BETSI0001	2.967966 GBP		176,880.81	143,085.64	3,841.14	2.68	1.45
242,055	JUPITER INVESTMENT MNGMT SERIES I JUPITER UK MID CAP U2 GBP DIS	BETSI0001	1.0877 GBP		442,789.60	263,283.22	4,022.95	1.53	2.68
Sub Total UK Equities					1,882,030.94	1,813,189.91	55,250.29	3.05	18.43



**Brewin
Dolphin**

Valuation report for BETSI CADWALADR UNIVERSITY HEALTH BOARD CHARITY MAIN
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Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
North American Equities									
Industrial Engineering									
415	DEERE & CO COM STK USD1	BETSI0001	345.98 USD		24,920.89	115,852.42	1,674.26	1.45	1.18
Industrial Support Services									
1,380	FERGUSON PLC ORD GBP0.10	BETSI0001	144.91 USD		133,172.00	161,355.39	3,340.46	2.07	1.64
Medical Equipment and Services									
456	STRYKER CORP COM STK USD0.10	BETSI0001	275.58 USD		98,794.81	101,395.47	1,103.80	1.09	1.03
350	THERMO FISHER SCIENTIFIC INC COM USD1	BETSI0001	508.46 USD		166,199.93	143,592.21	395.37	0.28	1.46
Telecommunications Service Providers									
347	CHARTER COMMUNICATIONS INC COM USD0.001 CLASS A	BETSI0001	326.15 USD		82,684.55	91,317.26	0.00	0.00	0.93
3,225	COMCAST CORP COM USD0.01 CL A	BETSI0001	39.35 USD		91,330.01	102,395.41	3,018.52	2.95	1.04
Banks									
1,550	SCHWAB(CHARLES)CORP COM USD0.01	BETSI0001	52.69 USD		106,229.11	65,897.04	1,250.66	1.90	0.67
4,150	WELLS FARGO & COMPANY COM USD1.666	BETSI0001	39.81 USD		123,195.02	133,304.96	4,018.24	3.01	1.35
Non-Life Insurance									
2,045	BROWN & BROWN INC COM STK USD0.10	BETSI0001	62.33 USD		106,439.09	102,848.15	759.03	0.74	1.05
Life Insurance									
745	BERKSHIRE HATHAWAY INC COM USD0.0033 CLASS'B'	BETSI0001	321.08 USD		45,461.54	193,008.11	0.00	0.00	1.96



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Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
North American Equities									
Investment Banking and Brokerage Services									
785	AMERICAN EXPRESS CO COM USD0.20	BETSI0001	158.56 USD		38,187.68	100,431.36	1,520.15	1.51	1.02
1,860	INTERCONTINENTAL EXCHANGE INC COM USD0.01	BETSI0001	105.95 USD		162,884.23	159,008.35	2,521.32	1.59	1.62
325	MASTERCARD INCORPORATED COM USD0.0001 CLASS A	BETSI0001	365.02 USD		53,121.26	95,720.74	597.89	0.62	0.97
Open End and Miscellaneous Investment Vehicles									
4,850	VANGUARD FUNDS PLC S&P 500 UCITS ETF USD DIS	BETSI0001	64.0286 GBP		301,154.68	310,538.71	4,167.52	1.34	3.16
Software & Computer Services									
1,560	ALPHABET INC CAPITAL STOCK USD0.001 CL A	BETSI0001	122.87 USD		160,588.14	154,659.46	0.00	0.00	1.57
65	BOOKING HOLDINGS INC COM USD0.008	BETSI0001	2,508.77 USD		86,387.85	131,577.08	0.00	0.00	1.34
745	MICROSOFT CORP COM USD0.00000625	BETSI0001	328.39 USD		160,899.87	197,402.31	1,635.05	0.83	2.01
347	S&P GLOBAL INC COM USD1	BETSI0001	367.43 USD		47,301.37	102,875.06	1,007.95	0.98	1.05
Open Ended Collectives									
16,310	BAILLIE GIFFORD OSEAS GTH FDS ICVC BAILLIE GIFFORD AMERICAN FUND W1 DIS	BETSI0001	10.4 GBP		320,165.30	169,624.00	0.00	0.00	1.72
16,855	DODGE & COX WORLDWIDE FUNDS PLC U S STOCK INC NAV	BETSI0001	27.73 GBP		482,221.55	467,389.15	3,657.54	0.78	4.75
Finance and Credit Services									
412	MOODYS CORP COM USD0.01	BETSI0001	316.88 USD		45,240.10	105,341.15	1,023.89	0.97	1.07



**Brewin
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Valuation report for BETSI CADWALADR UNIVERSITY HEALTH BOARD CHARITY MAIN
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Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
North American Equities									
Consumer Services									
1,065	COPART INC COM USD0.0001	BETSI0001	87.59 USD		76,329.37	75,267.96	0.00	0.00	0.76
Sub Total North American Equities					2,912,908.35	3,280,801.75	31,691.65	0.97	33.34
European Equities									
Travel & Leisure									
7,640	RYANAIR HOLDINGS PLC ORD EUR0.006	BETSI0001	16.45 EUR		57,950.44	108,110.11	0.00	0.00	1.10
Open Ended Collectives									
41,180	COMGEST GROWTH PLC COMGEST GROWTH EUROPE EX UK Y GBP DIS	BETSI0001	12.1 GBP		496,927.40	498,278.00	1,018.34	0.20	5.06
Sub Total European Equities					554,877.84	606,388.11	1,018.34	0.17	6.16
Japanese Equities									
Open Ended Collectives									
19,840	BAILLIE GIFFORD OSEAS GTH FDS ICVC BAILLIE GIFFORD JAPANESE FUND W1 DIS	BETSI0001	15.13 GBP		355,164.67	300,179.20	5,311.17	1.77	3.05
Sub Total Japanese Equities					355,164.67	300,179.20	5,311.17	1.77	3.05



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Valuation report for BETSI CADWALADR UNIVERSITY HEALTH BOARD CHARITY MAIN
For the period from 01/06/2022 to 31/05/2023
All values and returns reported in British Pounds
Valuations as at today use the previous trading day's closing prices.
For backdated valuations prices are at the period end date.

Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
Asia Pacific Equities									
Open Ended Collectives									
110,560	FIRST SENTIER INVESTORS ICVC STEWART INVRS ASIA PAC LDRS SUST B GBP D	BETSI0001	3.0109 GBP		341,672.85	332,885.10	1,171.41	0.35	3.38
121,180	INVESCO FAR EASTERN INVESTMENT SRS INVESCO ASIAN UK D DIS	BETSI0001	2.4686 GBP		313,527.39	299,144.95	7,718.98	2.58	3.04
Sub Total Asia Pacific Equities					655,200.24	632,030.05	8,890.39	1.41	6.42
Absolute Return									
Corporate Bond Funds									
469,490	BNY MELLON INVESTMENT FUNDS BNY MLN SUST GBL DYNM BD NWT INSTL 3 DIS	BETSI0001	0.9149 GBP		469,229.85	429,536.40	13,893.10	3.23	4.37
Sub Total Absolute Return					469,229.85	429,536.40	13,893.10	3.23	4.37
Property									
Closed Ended Collectives									
138,420	BLACKROCK FUND MANAGERS LTD BR CIF ISHS ENV & LOW CAR TILT R/EST IDX	BETSI0001	1.608447 GBP		247,115.87	222,641.23	6,945.01	3.12	2.26
Sub Total Property					247,115.87	222,641.23	6,945.01	3.12	2.26
Commodities									
Precious Metal Commodities									
5,730	ISHARES PHYSICAL METALS PLC ISHARES PHYSICAL GOLD ETC USD (GBP) ACC	BETSI0001	31.01 GBP		165,914.04	177,687.30	0.00	0.00	1.81
Sub Total Commodities					165,914.04	177,687.30	0.00	0.00	1.81



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Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
Other Investments									
Infrastructure Inv Trust									
120,695	HICL INFRASTRUCTURE PLC ORD GBP0.0001	BETSI0001	1.438 GBP		205,295.14	173,559.41	9,957.34	5.74	1.76
133,997	INTERNATIONAL PUBLIC PARTNERSHIP ORD GBP0.0001	BETSI0001	1.39 GBP		224,556.40	186,255.83	10,625.96	5.71	1.89
Sub Total Other Investments					429,851.54	359,815.24	20,583.30	5.72	3.66
Cash									
Cash									
288,785.48 GBP	Capital	BETSI0001		0.00	288,785.48	288,785.48			2.93
0 GBP	Dealing	BETSI0001		0.00	0.00	0.00			0.00
25,578.3 GBP	Dividends Pending	BETSI0001		0.00	25,578.30	25,578.30			0.26
21,270.85 GBP	Income	BETSI0001		0.00	21,270.85	21,270.85			0.22
2,299.97 USD	Dividends Pending	BETSI0001		0.00	1,851.32	1,855.79			0.02
Sub Total Cash				0.00	337,485.95	337,490.42			3.43
TOTAL IN GBP				4,669.73	9,930,285.86	9,839,557.47	191,800.52	1.95	100.00



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Transaction Details (from 01/06/2022 to 31/05/2023)

BETSI0001

Date	Transaction	Quantity	Security Name	Price	Net Amount
BETSI0001					
01/06/2022	EQUALISATION	0.00	JANUS HENDERSON FUND MGMT UK LTD JANUS HEND FXD INT MTHLY INC GQ GBP DIS	0.00 GBP	1,022.10
17/06/2022	SALE	5,945.00	HISCOX ORD GBP0.065 (DI)	9.32 GBP	55,377.68
17/06/2022	SALE	93,720.00	TAYLOR WIMPEY ORD GBP0.01	1.22 GBP	114,665.42
21/06/2022	SALE	98,145.00	JUPITER INVESTMENT MNGMT SERIES I JUPITER UK MID CAP U2 GBP DIS	1.18 GBP	116,292.01
24/06/2022	PURCHASE	8,705.00	NATIONAL GRID ORD GBP0.12431289	10.39 GBP	-90,432.89
24/06/2022	PURCHASE	5,730.00	ISHARES PHYSICAL METALS PLC ISHARES PHYSICAL GOLD ETC USD (GBP) ACC	28.96 GBP	-165,914.04
30/06/2022	EXCESS REPORTABLE INCOME	0.00	ROBECO CAPITAL GROWTH FUNDS ROBECOSAM GLOBAL SDG CREDITS IH GBP	0.00 GBP	-3,755.14
18/07/2022	DEMERGER 1 FOR 1	0.00	GSK PLC ORD GBP0.25	0.00 GBP	25,284.68
18/07/2022	DEMERGER 1 FOR 1	9,830.00	HALEON PLC ORD GBP0.01	0.00 GBP	-25,284.68
18/07/2022	STOCK SPLIT 20 FOR 1	1,482.00	ALPHABET INC CAPITAL STOCK USD0.001 CL A	0.00 USD	0.00
19/07/2022	CONSOLIDATION 4 FOR 5	9,830.00	GSK PLC ORD GBP0.25	0.00 GBP	107,932.48
19/07/2022	CONSOLIDATION 4 FOR 5	7,864.00	GSK PLC ORD GBP0.3125	0.00 GBP	-107,932.48
13/10/2022	PURCHASE	179,975.00	UNITED KINGDOM(GOVERNMENT OF) 5% SNR BDS 07/03/2025 GBP1000	102.12 %	-183,790.47
04/11/2022	PURCHASE	184,550.00	UNITED KINGDOM(GOVERNMENT OF) 4.125% BDS 29/01/2027 GBP1000	102.29 %	-188,774.35
19/01/2023	SALE	425.00	MASTERCARD INCORPORATED COM USD0.0001 CLASS A	364.60 USD	125,153.40
19/01/2023	SALE	2,045.00	WELLS FARGO & COMPANY COM USD1.666	42.87 USD	70,798.59



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BETSI0001

Date	Transaction	Quantity	Security Name	Price	Net Amount
19/01/2023	SALE	7,170.00	RYANAIR HOLDINGS PLC ORD EUR0.006	14.55 EUR	91,191.88
19/01/2023	SALE	420.00	DEERE & CO COM STK USD1	422.22 USD	143,228.84
19/01/2023	SALE	700.00	AMERICAN EXPRESS CO COM USD0.20	146.26 USD	82,687.35
19/01/2023	PURCHASE	23,700.00	BLACKROCK FUND MANAGERS LTD BR CIF ISHS ENV & LOW CAR TILT R/EST IDX	1.76 GBP	-41,692.28
19/01/2023	PURCHASE	16,855.00	DODGE & COX WORLDWIDE FUNDS PLC U S STOCK INC NAV	28.61 GBP	-482,221.55
19/01/2023	PURCHASE	3,860.00	COMGEST GROWTH PLC COMGEST GROWTH EUROPE EX UK Y GBP DIS	11.17 GBP	-43,116.20
28/02/2023	Sell	2,050.00	COMCAST CORP COM USD0.01 CL A	37.16 USD	62,608.93
28/02/2023	Sell	248.00	MOODYS CORP COM USD0.01	289.23 USD	58,980.21
28/02/2023	Sell	232,360.00	LLOYDS BANKING GROUP ORD GBP0.10	0.53 GBP	122,266.83
28/02/2023	Sell	550.00	BERKSHIRE HATHAWAY INC COM USD0.0033 CLASS'B'	305.00 USD	137,940.24
28/02/2023	Sell	218.00	S&P GLOBAL INC COM USD1	340.27 USD	60,995.03
28/02/2023	Sell	7,864.00	GSK PLC ORD GBP0.3125	14.23 GBP	111,874.15
28/02/2023	Buy	852.00	ASTRAZENECA ORD USD0.25	109.46 GBP	-93,260.92
28/02/2023	Buy	492.00	ESTEE LAUDER COMPANIES INC COM USD0.01 CLASS A	240.82 USD	-97,867.50
28/02/2023	Buy	456.00	STRYKER CORP COM STK USD0.10	262.43 USD	-98,794.81
28/02/2023	Buy	8,246.93	INVESCO FAR EASTERN INVESTMENT SRS INVESCO ASIAN UK D DIS	2.52 GBP	-20,807.83
28/02/2023	Buy	24,490.00	HALEON PLC ORD GBP0.01	3.20 GBP	-78,393.49



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Transaction Details (from 01/06/2022 to 31/05/2023)

BETSI0001

Date	Transaction	Quantity	Security Name	Price	Net Amount
01/03/2023	Buy	4,190.00	BAILLIE GIFFORD OSEAS GTH FDS ICVC BAILLIE GIFFORD JAPANESE FUND W1 DIS	15.65 GBP	-65,573.50
02/03/2023	Buy	1,553.00	VANGUARD INVESTMENT SERIES PLC VANGUARD U S GOVT BOND IDX GBP HGD DIS	87.57 GBP	-135,996.52
28/04/2023	Dividend Cash Book Cost Adjustment	0.00	BLACKROCK FUND MANAGERS LTD BR CIF ISHS ENV & LOW CAR TILT R/EST IDX		299.61
31/05/2023	Sell	492.00	ESTEE LAUDER COMPANIES INC COM USD0.01 CLASS A	190.19 USD	75,458.55
31/05/2023	Buy	1,065.00	COPART INC COM USD0.0001	88.61 USD	-76,329.37



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RBC Brewin Dolphin Market Commentary – 4 July 2023 *[written 21 June 2023]*

The market volatility witnessed in 2022 has so far continued, albeit at a lower level, into 2023. Inflation and recession risks remain at the top of investors' concerns, with fears of another banking crisis and then of a US debt default having also briefly risen to the fore in recent months. Whilst there have been positive developments on each of these fronts, and additional excitement over artificial intelligence's potential, macroeconomic uncertainty is unusually high.

The collapses of Silicon Valley Bank, First Republic Bank and the enforced takeover of Credit Suisse by UBS understandably stoked fears of another banking crisis, which was not, and is not our base case expectation. In the short term, these factors have been a key driver of performance, having an adverse impact on our relative US equity performance in the quarter, where the exposure to financials has hurt the portfolio.

We feel the lessons learned from 2008 will be enough to prevent anything so severe from being repeated in the banking sector. Banks are far better capitalised, regulatory oversight is much better, and intervention from central banks and regulators has been much swifter. Bank deposit flows have also now stabilised. We also felt comfortable that a US debt default, whilst a sizeable tail risk, would have been averted.

Economic growth has so far been more resilient than anticipated, and headline inflation is slowing (particularly outside of the UK). The sustained period of inflation at multi-decade highs will however act as a drag, particularly as higher prices, most notably for energy and food, and increased borrowing costs (primarily mortgages, where the effect is yet to be fully felt) weigh on household net incomes. Companies will similarly see their profit margins squeezed as costs increase and demand is reduced. These factors mean a recession looks to be likely, which markets have, to some extent at least, 'priced in' accordingly.

Data shows the labour market remains tight, with very low levels of unemployment and job openings in abundance. Whilst this has been a key driver of sticky core inflation, it has provided consumers with the means to cope with increased costs. Governments around the world shielded the most vulnerable from the surge in energy costs and households built up savings over the course of the pandemic that has cushioned the blow of the cost-of-living crisis.

These factors suggest the length and depth of any potential recession is likely to be relatively mild, and very different from the financial crisis and Covid-19. Sentiment is fairly neutral as markets 'price in' the bad news and valuations are more reasonable. So far, the beneficiaries of the current interest over AI are a narrow band, and the rally seen in the US markets has not been broad-based.

Markets have been too optimistic in anticipating the peak in interest rates. We remain cautious about the stickiness of inflation and therefore tighter credit conditions. Central banks appear to remain steadfast in their determination to ensure inflation returns to more normalised levels, trying to temper expectations of the peak in interest rates.

We retain a fairly 'neutral' positioning across the portfolio, as whilst sentiment has improved greatly in the year to date in the face of an increased probability of a 'soft landing', we do not want to be unduly optimistic over the near term at a time where the risk of a recession, and its impact on company earnings, looms.

We have felt the market to be over-optimistic in its anticipation of the downward trajectory of interest rates. Relating this to our long-held investment philosophy and strategy, our sense is that as we approach the peak in interest rates, this means we are approaching the 'reflation' stage, where fixed income becomes more attractive and an asset class to favour.

We continue to believe markets will remain volatile in the near term. But with inflation set to ease, interest rates set to peak, and any recession expected to be relatively mild in nature, absent an escalation of fears of the banking sector, the second half of 2023 should prove to be brighter for market sentiment. Over the long term, the returns received for investing at these valuation levels have historically been good.



Teitl adroddiad: <i>Report title:</i>	Charitable Partnerships and Charitable Funds Support Team Update Report Q1 2023/24			
Adrodd i: <i>Report to:</i>	Charitable Funds Committee			
Dyddiad y Cyfarfod: <i>Date of Meeting:</i>	Tuesday, 04 July 2023			
Crynodeb Gweithredol: <i>Executive Summary:</i>	<p><i>This paper is presented at all Charitable Fund Committee meetings for information.</i></p> <p><i>This paper includes updates on the following:</i></p> <ol style="list-style-type: none"> <i>1. Complaints report</i> <i>2. Staffing updates</i> <i>3. Notable events and activities</i> <i>4. Fundraising Appeals Update</i> <i>5. Charitable Partnerships governance and services</i> <i>6. Volunteering Scoping Exercise</i> <i>7. Team Development Plan</i> 			
Argymhellion: <i>Recommendations:</i>	<p><i>The Board is asked to:</i></p> <p><i>Note this report</i></p>			
Arweinydd Gweithredol: <i>Executive Lead:</i>	Helen Stevens-Jones, BCUHB Director of Partnerships, Engagement and Communications			
Awdur yr Adroddiad: <i>Report Author:</i>	Kirsty Thomson, Head of Fundraising			
Atodiadau: <i>Appendices:</i>	Appendix 1: Charitable Partnerships and Charitable Funds Development Work Plan 2023/24			
Pwrpas yr adroddiad: <i>Purpose of report:</i>	I'w Nodi <i>For Noting</i> <input checked="" type="checkbox"/>	I Benderfynu arno <i>For Decision</i> <input type="checkbox"/>	Am sicrwydd <i>For Assurance</i> <input type="checkbox"/>	
Lefel sicrwydd: <i>Assurance level:</i>	Arwyddocaol <i>Significant</i> <input type="checkbox"/> <small>Lefel uchel o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol</small> <small>High level of confidence/evidence in delivery of existing mechanisms/objectives</small>	Derbyniol <i>Acceptable</i> <input checked="" type="checkbox"/> <small>Lefel gyffredinol o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol</small> <small>General confidence / evidence in delivery of existing mechanisms / objectives</small>	Rhannol <i>Partial</i> <input type="checkbox"/> <small>Rhywfaint o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol</small> <small>Some confidence / evidence in delivery of existing mechanisms / objectives</small>	Dim Sicrwydd <i>No Assurance</i> <input type="checkbox"/> <small>Dim hyder/tystiolaeth o ran y ddarpariaeth</small> <small>No confidence / evidence in delivery</small>

<p>The 'acceptable' assurance level has been selected because most assurance provided is based on the completion and approval of the Charity Strategy and its supporting documentation in October 2023.</p>	
<p>Cyswllt ag Amcan/Amcanion Strategol: <i>Link to Strategic Objective(s):</i></p>	<p>All Strategic Objectives (About the Health Board - Betsi Cadwaladr University Health Board (nhs.wales))</p>
<p>Goblygiadau rheoleiddio a lleol: <i>Regulatory and legal implications:</i></p>	<p>Charity Commission Guidance, HMRC regulation</p>
<p>Yn unol â WP7, a oedd EqIA yn angenrheidiol ac a gafodd ei gynnal? <i>In accordance with WP7 has an EqIA been identified as necessary and undertaken?</i></p>	<p>No</p>
<p>Yn unol â WP68, a oedd SEIA yn angenrheidiol ac a gafodd ei gynnal? <i>In accordance with WP68, has an SEIA identified as necessary been undertaken?</i></p>	<p>No</p>
<p>Manylion am risgiau sy'n gysylltiedig â phwnc a chwmpas y papur hwn, gan gynnwys risgiau newydd (croesgyfeirio at y BAF a'r CRR) <i>Details of risks associated with the subject and scope of this paper, including new risks(cross reference to the BAF and CRR)</i></p>	<p>Included within the Charity Risk Register</p>
<p>Goblygiadau ariannol o ganlyniad i roi'r argymhellion ar waith <i>Financial implications as a result of implementing the recommendations</i></p>	<p>There are no implicit financial implications included in this report.</p>
<p>Goblygiadau gweithlu o ganlyniad i roi'r argymhellion ar waith <i>Workforce implications as a result of implementing the recommendations</i></p>	<p>N/A</p>
<p>Adborth, ymateb a chrynodeb dilynol ar ôl ymgynghori <i>Feedback, response, and follow up summary following consultation</i></p>	
<p>Cysylltiadau â risgiau BAF: (neu gysylltiadau â'r Gofrestr Risg Gorfforaethol) <i>Links to BAF risks:</i> (or links to the Corporate Risk Register)</p>	
<p>Rheswm dros gyflwyno adroddiad i fwrdd cyfrinachol (lle bo'n berthnasol)</p>	<p>N/A</p>

Charitable Funds Committee, In public

Tuesday 4th July, 2023

Charitable Funds Support Team Update Report Q1 2023/24

1. Complaints Report

The Charitable Partnerships and Charitable Funds have not received any complaints in quarter 1.

2. Staffing Updates

Dylan Evans, Grants and Data Manager, started in post in on 27th February 2023. Rebecca Hulme, Partnerships Engagement and Communications Senior Secretary has been supporting the team with 75th anniversary activity planning 2 days per week from May.

There are currently the following members within the team:

- Dylan Evans, Grants and Data Manager (1 FTE)
- Amy Harding, Communications Officer (1 FTE)
- Elena Thomas, Administrator (0.8 FTE)
- Kirsty Thomson, Head of Fundraising (1 FTE)
- Paula Clayton, Assistant Accountant (1 FTE)
- Bethan Roberts, Accountant (0.2 FTE)
- Kirsty McGregor, Finance Analyst (0.2 FTE)

All Job descriptions are currently being reviewed as part of the financial / operational review of the charity.

In Q1 team members took part in the following development opportunities:

- The Head of Fundraising completed 40% of the five week King's Fund Top Manager programme and will complete the course by December 2023 (in person)
- The Grants and Data Manager, Communications Officer and Head of Fundraising attended the annual NHS Charities Together Membership Conference (in person)
- The Grants and Data Manager, Communications Officer and Head of Fundraising attended a one-off Welsh NHS Charities strategic planning session, convened by NHS Charities Together (in person)
- The Grants and Data Manager and Communications Officer attended a quarterly Welsh NHS Charities information sharing session (online)

3. Notable events and activities, 2023/24

- NHS 75th Anniversary activities, June 30th - July 7th
- Team Irfon Pier to Pier Swim, Bangor, September 16th
- All in aid of events are currently promoted on Awyr Las social media and the Betsinet charity page

At 16/06/23 the 75th anniversary activity dashboard was as follows:

NHS 75th Birthday data

#NHSBigZip

Total = 251 sold

East = 55

West = 92

Central = 75

Pan BCUHB = 29

Small Grants

Total = 52

East = 16

West = 11

Central = 20

Pan = 5

JustGiving pages created = 127

Cake Competition

Total = 0

#NHSBigTea

Total = 21

East = 6

West = 9

Central = 4

Pan BCUHB = 2



Awyr Las
Blue Sky

Elusen GIG Gogledd Cymru
The North Wales NHS Charity

With 2 weeks until the deadline for registrations / applications this means:
 Zip Flights: 251/264, 95% of expected registrations achieved at this date
 Small grant applications: 52/100, 52% of expected applications achieved at this date
 Cake competition entries: 0/10, 0% of expected submissions achieved at this date
 Big Tea events: 21/50, 42% of expected registrations achieved at this date

4. Fundraising Appeals

Children's Services:

Planning has commenced for the launch of a Children's Services Appeal from December 2023 to raise money for parental accommodation in Ysbyty Gwynedd and Ysbyty Glan Clwyd.

Cancer Services:

Shooting Star Development Project: At the end of 2022 the business case for the improvements needed on the Shooting Star Cancer Unit was standing at £2.5m. Cancer Services were unable to secure a definitive commitment for core funding for the decant costs. The Fundraising Feasibility study concluded that the fundraising target could not be reached without a deeper level of community engagement and without a deeper sense of ambition included in the planning stages of the development. Cancer services are reassessing what capital improvements are required in the short, medium and long term. The Head of Fundraising is included in ongoing discussions on this.

Alaw Unit: The Unit team are reviewing the possibility of building an emergency assessment space on the unit. Plans are in the early stages, and a business case has not yet been completed.

North Wales Cancer Treatment Centre: The Centre's team are considering a number of capital improvements currently. Plans are in the early stages, and a business case has not yet been completed.

MRI Scanners Ysbyty Glan Clwyd and Wrexham Maelor:

Radiology Services has approached the Head of Fundraising about the possibility of carrying out a fundraising feasibility study into an appeal for MRI scanners. This feasibility assessment will be carried out from March – June 2023.

Additional small appeals:

The 75th anniversary grant scheme has provided staff with an opportunity to apply for funding under £5,000. The requests that are not granted existing funding will be shortlisted for small fundraising appeals, which will run throughout 2023/24.

5. Charitable Partnerships governance and services

Following a series of meeting with charitable partners and colleagues, two papers are due to be submitted for in principle approval to the BCUHB Leadership Team meeting on 05/07/23:

- An SBAR requesting that charitable partners have 15-year lease agreements (with 2 year break clauses) in place of the tenancy at will documents that have been introduced post-pandemic, to afford all of the partners and BCUHB the ability to plan long term.
- An SBAR requesting that the Royal Voluntary Service (RVS) volunteering welcome services in Ysbyty Gwynedd and Ysbyty Glan Clwyd be transferred to BCUHB-Awyr Las and the catering and retail facilities previously operated by the RVS be managed by BCUHB-Awyr Las.

All financial implications associated with this will be approved in line with BCUHB and Awyr Las procedure.

6. Volunteering Scoping Exercise

The NHS Charities Together funded BCUHB Volunteering Scoping Exercise is currently underway following an external tender exercise. Hugh Irwin Consultancy (HICO) successfully tendered for the contract to carry out the research and development project, which will be completed in September. A project report will be presented at the October 2023 Charitable Funds Committee before being submitted to the Board for consideration.

7. Charitable Partnerships and Charitable Funds Team Development Plan 2023/24

Appendix 1 provides an overview of activity currently being undertaken by the Charitable Partnerships and Charitable Funds Team.

Charitable Partnerships and Charitable Funds Development Work Plan 2023/24

Author: Kirsty Thomson

Update: June 2023

This document provides a summary of recommended actions for the Charitable Partnerships and Charitable Funds Support Team from an Internal Audit and external review, both carried out in 2022/23, and progress updates on these actions.

Status key:

Not started	Ongoing monitoring	Complete	In progress	Overdue
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Internal Audit Report, December 2022:

Recommended actions	Actions completed / plan for the next quarter	Revised Deadline	Status
All Trustees will be reminded of their role and responsibilities and the charity's performance and how to access this information in a Trustees meeting setting.	Information issued to Trustee in the Q3 2022 Trustee meeting. Information to be reissued in workshops through 2023, included on website and in monthly newsletter updates.	N/A	Ongoing monitoring
Liaise with the Office of the Board Secretary to review and update Charitable Funds information included in induction for Board Members.	Charity induction information prepared, and request for in person (or Teams) 15 minute session with Chair / Head of Fundraising be included in induction been approved	N/A	Complete
All Trustees will receive a monthly update from the Charity Support Team	To be included in the IM & Exec update and regular updates and on Betsinet page	N/A	Complete
A review of the content and frequency of information provided to Trustees will be tabled at the Charitable Funds Committee for discussion and reviewed at the Trustee meeting.	Included in Communications Plan, due to be presented for approval to the Charitable Funds Committee in July	N/A	Complete
New Terms of Reference to be approved by the BCUHB Chairman, the Chair of the Charitable Funds Committee and the Executive Team and submitted for approval by the Charitable Funds Committee and ratified by the Trustee Board	Revised ToRs to be revised, drafted and circulated for comment before being presented for approval to the Charitable Funds Committee in October and ratified by the Audit Committee	30/11/23	In progress

<p>New Terms of Reference to be circulated to all Charity Team members for input to include fundraising, impact reporting and engagement planning and reporting as appropriate.</p>	<p>Revised ToRs to be revised, drafted and circulated for comment before being presented for approval to the Charitable Funds Committee in October and ratified by the Audit Committee</p>	<p>30/11/23</p>	
<p>Undertake an effectiveness review of the Committee via survey / interview of all Committee members and non-member regular attendees, and commit to a plan for reporting this and scheduling it in on an annual basis. More time to be allocated for measuring effectiveness at the end of the meetings, with specific questions considered in the 'Meeting Effectiveness' agenda item.</p>	<p>Time scheduled into CFC meetings to review effectiveness. Effectiveness review of the Committee will follow the same plan as other Board Committees. Team feedback on CFC is now shared with the Chair following meetings.</p>	<p>N/A</p>	
<p>Financial Procedures to be reviewed and submitted to the Charitable Funds Committee in March 2023 for approval. Engagement and Communications Procedures to also be drawn up for approval by the Charitable Funds Committee in March 2023.</p>	<p>Delayed due to a decision to do a deeper dive into charity's finances. All procedures to be reviewed and submitted to the CFC for approval at the October 2023 CFC meeting and ratified as required by the Audit Committee.</p>	<p>30/11/23</p>	
<p>New Fund Advisor training package and communications plan to be in place and resourced by April 2023.</p>	<p>On track to be introduced by December 2023, but not as comprehensive as planned due to lack of capacity within the team.</p>	<p>30/11/23</p>	
<p>New dedicated data management resource to be in place by end of March 2023 with new reporting for CFC in place by November 2023 to ensure consistent regular review and analysis of fundraising should be undertaken by the team.</p>	<p>On track. Dylan Evans, Grants and Data Manager, started in post from 27/03/23 and this is included in this new role's work plan.</p>	<p>30/11/23</p>	
<p>A dedicated Grants Manager will be in post by March to ensure a more robust process can be put in place to track funding requests and monitor, evaluate and report funding outcomes and outputs for all charitable activity.</p>	<p>On track. Dylan Evans, Grants and Data Manager, started in post from 27/03/23 and this is included in this new role's work plan.</p>	<p>N/A</p>	
<p>The charity objectives will be updated to ensure clarity of purpose in the 2023-28 strategy, due to be presented for approval at the July 2023 Charitable Funds Committee meeting. The objectives have already been updated on the Charity Commission website, intranet, internet and the BCUHB Charitable Funds webpage.</p>	<p>Final strategy approval postponed to October 2023.</p> <p>Webpages updated:</p> <ul style="list-style-type: none"> ▪ Awyr Las Hafan ▪ Charity overview, BETSI CADWALADR UNIVERSITY HEALTH BOARD CHARITY AND OTHER RELATED 	<p>N/A</p>	

	CHARITIES - 1138976, Register of Charities - The Charity Commission <ul style="list-style-type: none"> ▪ Charitable Funds Committee - Betsi Cadwaladr University Health Board (nhs.wales) ▪ Awyr Las - Home (sharepoint.com) 		
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Fundraising Feasibility Review Strategic Priorities, November 2022:

Recommended actions	Actions completed / plan for the next quarter	Deadline	Status
Revise governance structures, allow for more oversight of fundraising through more Board meetings and/or revised remit for CFC.	Include in the October 2023 Charitable Funds Committee papers for consideration. To be ratified as required by the Audit Committee	30/11/23	
Recruit more fundraising expertise to Board.	Include in the October 2023 Charitable Funds Committee papers for consideration. To be ratified as required by the Audit Committee.	30/11/23	
Board to agree the new remit for Awyr Las. It should be wider than income generation and fund management. Building a positive reputation with BCUHB staff and population in North Wales should be central to its role.	Include in narrative of the Charity Strategy. Closer relationship with volunteering in primary and secondary settings.	30/11/23	
Set KPIs for Awyr Las that flow from the remit. Job descriptions need to also be adjusted.	Job descriptions under review, due to be finalised by November 2023	30/11/23	
Agree a transparent process for the agreement of fundraising appeals.	The review of prioritising existing funding and fundraising appeals is being undertaken by the Grants and Data Manager	30/11/23	
Agree on a proactive campaign to increase goodwill for Awyr Las amongst staff at BCUHB (in order to reach grateful patients and their families). Start with key decision makers and those with a respected interface with patients.	Focus on Ysbyty Gwynedd in the first instance, with the RVS transfer of voluntary support services, support for 75 th Anniversary activity and installation of donation kiosks	Review quarterly progress	
Ensure that there is good promotion of Awyr Las within the built infrastructure of BCUHB and within relevant patient communications (such a patient WiFi).	Initial focus on RVS transfer of voluntary support services in YG and YGC to use prominent entrance space to promote the charity. Set up meetings with well-established charities to consider best practice examples of what can be introduced over a 5 year period.	Review quarterly progress	

Additional marketing capacity will be needed to fulfil these last two objectives.	All vacancies are on hold until the financial strategy has been agreed for the charity. Postponed plan to include staffing structure with strategic plan and budget for approval at the October 2023 CFC meeting.	30/11/23	
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Fundraising Feasibility Review Tactical Priorities, November 2022:

Recommended actions	Actions completed / plan for the next quarter	Deadline	Status
Redesign the online supporter journey.	Small and incremental improvements being made to social media content, website and intranet. Plans for deeper review by Communications Officer in 2023/24	Ongoing	
Analyse trends in legacy income, so that a proactive legacy strategy can be developed and implemented.	Plans for legacy marketing campaign have started, but won't be implemented until there is more capacity in the team. In the meantime, the Communications Officer is sharing stories of legacy giving to increase awareness.	March 2024	
Analyse trends in individual fundraising income, so that a wider range of fundraising options can be offered and high potential fundraisers can be stewarded more effectively. For community fundraisers, consideration needs to be given to the yield and frequency of fundraising (such as the characteristics and proportion of 'high yield frequent flyers'). For direct individual giving, the mailing list needs essential analysis by frequency and value of giving; and, the lifetime donor values of different recruitment sources.	The Grants and Data Manager is allocating time to analysing trends. A plan and timetable for this will be developed over Q3 2023/24, but the fruits of this work will not be visible until there is an overhaul of data management, which is expected to take a year to implement.	March 2024	
Analyse trends in fundraising by third sector groups, in order to decide how these groups can be supported, in order to raise more funds. Pay particular attention to the sustainability of this groups as they transition from the original founders.	The Head of Fundraising is developing more detailed profiles with this information to assist with future planning. Throughout 2023/24 all Third Sector partners will be encouraged to assist with this.	March 2024	
Recruit a resource, initially on a freelance basis, to give Awyr Las to raise funds from Foundations (either directly or via third sector groups).	This cost will be included in the 3 year budget plan presented in October for approval by the Charitable Funds Committee.	30/11/23	



Teitl adroddiad: <i>Report title:</i>	Strategy Progress Discussion Paper			
Adrodd i: <i>Report to:</i>	Charitable Funds Committee			
Dyddiad y Cyfarfod: <i>Date of Meeting:</i>	Tuesday, 04 July 2023			
Crynodeb Gweithredol: <i>Executive Summary:</i>	<p><i>This is a one-off agenda item which aims to prompt discussion that will inform the final Charitable Funds and Charitable Partnerships strategy and budget, due to be presented for approval at the October Charitable Funds Committee meeting.</i></p> <p><i>The Charitable Funds Committee are asked to note the appendices of this paper, and consider the questions posed at the end of the presentation in the meeting.</i></p>			
Argymhellion: <i>Recommendations:</i>	<p><i>The Board is asked to note this paper, and discuss the contents of this paper and the presentation given at the meeting.</i></p>			
Arweinydd Gweithredol: <i>Executive Lead:</i>	Helen Stevens-Jones, BCUHB Director of Partnerships, Engagement and Communications			
Awdur yr Adroddiad: <i>Report Author:</i>	Kirsty Thomson, Head of Fundraising			
Pwrpas yr adroddiad: <i>Purpose of report:</i>	I'w Nodi <i>For Noting</i> <input checked="" type="checkbox"/>	I Benderfynu arno <i>For Decision</i> <input type="checkbox"/>	Am sicrwydd <i>For Assurance</i> <input type="checkbox"/>	
Lefel sicrwydd: <i>Assurance level:</i>	Arwyddocaol <i>Significant</i> <input type="checkbox"/> Lefel uchel o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol <i>High level of confidence/evidence in delivery of existing mechanisms/objectives</i>	Derbyniol <i>Acceptable</i> <input checked="" type="checkbox"/> Lefel gyffredinol o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol <i>General confidence / evidence in delivery of existing mechanisms / objectives</i>	Rhannol <i>Partial</i> <input type="checkbox"/> Rhywfaint o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol <i>Some confidence / evidence in delivery of existing mechanisms / objectives</i>	Dim Sicrwydd <i>No Assurance</i> <input type="checkbox"/> Dim hyder/tystiolaeth o ran y ddarpariaeth <i>No confidence / evidence in delivery</i>
The 'acceptable' assurance has been given to this report, because this paper aims to initiate discussion only. Significant assurance can only be given when the strategy has been approved.				
Cyswllt ag Amcan/Amcanion Strategol: <i>Link to Strategic Objective(s):</i>				

	All Strategic Objectives (About the Health Board - Betsi Cadwaladr University Health Board (nhs.wales))
Goblygiadau rheoleiddio a lleol: Regulatory and legal implications:	Charity Commission Guidance, HMRC regulation
Yn unol â WP7, a oedd EqIA yn angenrheidiol ac a gafodd ei gynnal? In accordance with WP7 has an EqIA been identified as necessary and undertaken?	No
Yn unol â WP68, a oedd SEIA yn angenrheidiol ac a gafodd ei gynnal? In accordance with WP68, has an SEIA identified as necessary been undertaken?	No
Manylion am risgiau sy'n gysylltiedig â phwnc a chwmpas y papur hwn, gan gynnwys risgiau newydd (croesgyfeirio at y BAF a'r CRR) Details of risks associated with the subject and scope of this paper, including new risks(cross reference to the BAF and CRR)	Key Risks: <ul style="list-style-type: none"> Without defined strategic aims for the charity, the Charitable Funds Committee cannot operate effectively
Goblygiadau ariannol o ganlyniad i roi'r argymhellion ar waith Financial implications as a result of implementing the recommendations	N/A
Goblygiadau gweithlu o ganlyniad i roi'r argymhellion ar waith Workforce implications as a result of implementing the recommendations	N/A
Rhestr o Atodiadau: List of Appendices: Appendix 1: Strategy Discussion Presentation Appendix 2: Draft Charity Costs Policy Appendix 3: Draft Investment Policy Appendix 4: Draft Reserves Policy	

The Charitable Funds Committee members are asked to take part in a short discussion regarding the future charity (and charitable partnerships) strategy. See Appendix 1 for discussion points.

In addition, the Charitable Funds Committee are asked to review the draft documents presented in appendices 2, 3 and 4. These draft documents have been compiled by Stuart Reynolds ([Meet The Team - NHS Charities Together](#)) after the Interim Executive Director of

Finance commissioned NHS Charities Together to carry out the following on behalf of the Charity:

1. Review current practice/policies around distributing investment gains and losses
2. Review current practice/policies around allocation of fundraising and charity management costs
3. Review current practice/policies around undesignated donations and bequests
4. Review any other policies/practices materially affecting the balance between general funds, unrestricted designated funds, and restricted funds
5. Consideration of the alternative options available to the charity in the light of other practice within the sector and Charity Commission Guidance
6. Recommendations for changes to current policies and practice including consideration of retrospective changes
7. Financial analysis to show the impact of any proposals on different categories of funds from April 2022 onwards

Stuart authored a report, Review of Cost Recovery Model and Options, in March 2023. Stuart set out the charity's current costs funding policy and the challenges associated with that, and raised the following key points for the Charitable Funds Committee to consider:

- The charity needs to agree and communicate a clear and equitable recharge policy
- Investment management costs should be charged against income
- A standing fee for operating a designated or restricted fund could be applied to funds
- It may be prudent not to distribute gains or losses to individual funds, but to retain them all in an investment gains/losses reserve

Through the work that Stuart carried out important questions were raised. These particular questions do not need to be considered in the Charitable Funds Committee, but they do need to be decided on before the draft policies (Appendices 2, 3 and 4) can be formally ratified in October.

- At least 25% of the Charitable Partnerships and Charitable Funds Support Team staffing costs are currently associated with support given to Charitable Partners that donate directly to BCUHB and not to the charity. Is the existing recharge appropriate for the charity?
- Is the Charitable Funds Committee in agreement that an investment gains/losses reserve should be established, meaning that gains or losses will not be distributed to individual funds?
- Would the Charitable Funds Committee be in favour of introducing a standing fee for operating a designated or restricted fund? If so, would fees also be applied to charitable partners, to ensure there is a full cost recovery model for activity relating to the support functions provided to charitable partners?

The Charitable Funds Committee are asked to consider the questions included on the presentation on appendix 1:

- Is this the Vision we should have now?
- Is this our mission, or do we want to be bolder?
- Are the three focal points the right focus?
- Do we need a theme to run throughout all activity, for example: early intervention?
- Do we need a 5-year strategy, rather than a 3-year strategy?
- What do we want to see change in those 5 years?
- Are our objectives ambitious enough, and what should we prioritise to achieve them?

- How will we know if our plan is successful? What do you especially want the team to be monitoring and reporting on?
- Are there any particular programmes or initiatives you would / would not like to see? For example, grants that help address health inequalities, or regular giving programmes such as a staff lottery.
- The three draft policies in appendices 2, 3 and 4 will underpin the new strategy and operational plans that sit beneath it. Do you have any questions regarding these?



Awyr Las
Blue Sky

Elusen GIG Gogledd Cymru
The North Wales NHS Charity

Strategaeth Awyr Las: 2023-2026

The Awyr Las strategy: 2023-2026

4 Gorffennaf 2023
9:30-11:30

4th July 2023
09:30-11:30

Diolch yn fawr! Thank you!

Rhif Elusen Gofrestredig / Registered Charity Number 1138976



[/awyrlascharity](#)



Pam fod angen strategaeth newydd arnom?

- Cyfeiriad yr elusen
- Pwrpas ein partneriaethau elusennol
- Y tîm sydd ei angen arnom i gyflawni ein nodau

Why do we need a new strategy?

- The direction of the charity
- The purpose of our charitable partnerships
- The team we need to achieve our goals

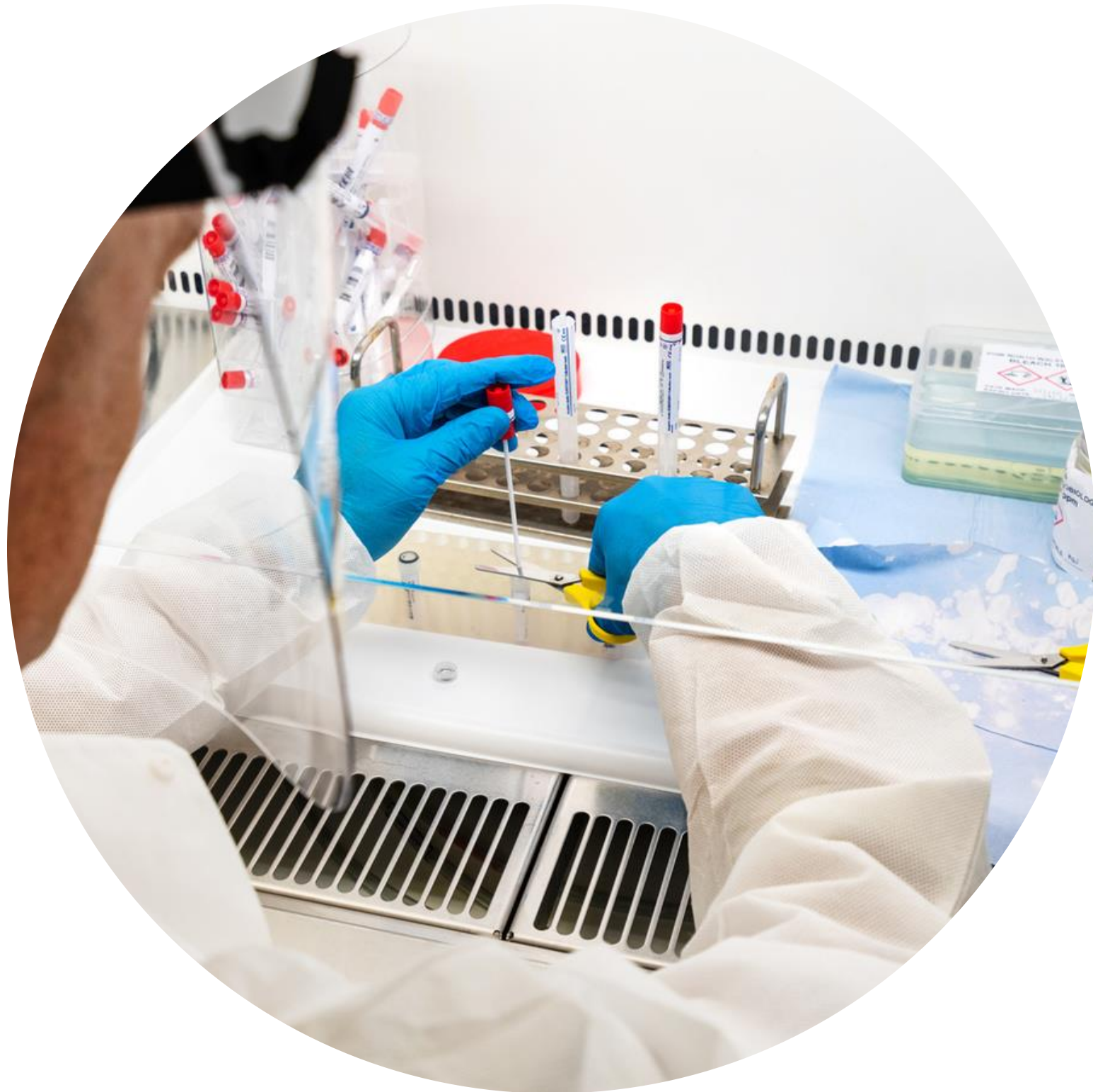




Gweledigaeth: Gofal eithriadol yn ein hysbytai. Iachach yn ein cymunedau. Diolch i'r rhai sy'n mynd y tu hwnt i'r hyn y gall y GIG yn unig ei ddarparu.

Vision: Exceptional care in our hospitals. Healthier in our communities. Thanks to those who go above and beyond what the NHS alone can provide.





Cenhadaeth: Byddwn yn mynd y tu hwnt i'r hyn y gall y GIG yn unig ei ddarparu trwy gydweithio â phartneriaid, fel y gallwn gyda'n gilydd helpu pobl yn ein hysbytai ac yn ein cymunedau i dderbyn gofal eithriadol a byw bywydau iachach.

Mission: We will go above and beyond what the NHS alone can provide by collaborating with partners, so together we can help people within our hospitals and in our communities receive exceptional care and lead healthier lives.



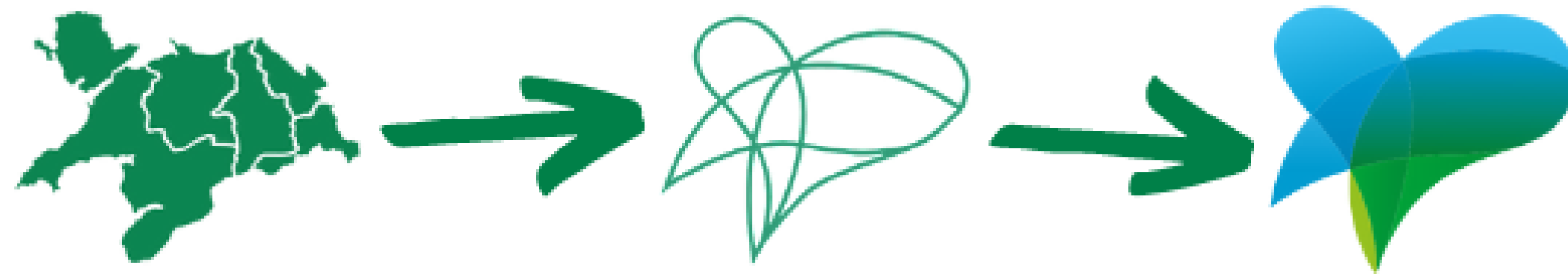


Ein tri chanolbwynt, sy'n rhoi pwrpas inni

- Grantiau effeithiol
- Cefnogaeth i gydweithwyr yn y GIG
- Help llaw i'r rhai sy'n dewis cefnogi gwasanaethau GIG yng Ngogledd Cymru

Our three focal points, which give us purpose

- Impactful grants
- Support for NHS colleagues
- A helping hand for those who choose to support NHS services in North Wales



Amcanion strategol: eglurder a hyblygrwydd



Strategic objectives: clarity and flexibility



Amcan strategol 1:

Bydd ein grantiau yn cael eu heffeithio gan

- Targedu adnoddau at y bobl sydd â'r anghenion mwyaf
- Helpu i leihau anghydraddoldebau iechyd a lles
- Gwella profiad cleifion a defnyddwyr gwasanaeth
- Gwella canlyniadau lechyd

Strategic objective 1:

Our grants will be impactful by

- Targeting resources to people who have the greatest needs
- Helping to reduce health and wellbeing inequalities
- Enhancing patient and service user experience
- Improving health outcomes



Amcan strategol 2:

Byddwn yn cefnogi cydweithwyr y GIG drwyddo

- Darparu cynllun grant lles staff i helpu i ariannu gwelliannau, hyfforddiant a rhaglenni lles
- Datblygu a buddsoddi mewn rhaglenni gwirfoddoli

Strategic objective 2:

We will support NHS colleagues through

- Providing a staff wellbeing grant scheme to help fund improvements, training and wellbeing programmes
- Developing and investing in volunteering programmes



Amcan strategol 3:

Rhoddir help llaw i'r rhai sy'n dewis cefnogi eu gwasanaethau GIG trwy gynnig

- Cyfleoedd i gefnogwyr chwarae mwy o ran wrth gefnogi ein GIG yng Ngogledd Cymru
- Cefnogaeth ymroddedig i bartneriaid elusennol

Strategic objective 3:

A helping hand will be given to those who choose to support their NHS services by offering

- Opportunities for supporters to become more involved in supporting our NHS in North Wales
- Dedicated support for charitable partners



Diolch Thank you



Cwestiynau i'w hystyried:

- Ai dyma'r Weledigaeth y dylem ei chael yn awr?
- Ai dyma ein cenhadaeth, neu a ydym am fod yn fwy mentrus?
- Ai'r tri phwynt ffocws yw'r ffocws cywir?
- A oes angen thema i redeg drwy'r holl weithgaredd, er enghraifft: ymyrraeth gynnar?

Questions to consider:

- Is this the Vision we should have now?
- Is this our mission, or do we want to be bolder?
- Are the three focal points the right focus?
- Do we need a theme to run throughout all activity, for example: early intervention?



Cwestiynau i'w hystyried:

- A oes angen strategaeth 5 mlynedd, yn hytrach na strategaeth 3 blynedd?
- Beth ydym ni eisiau ei weld yn newid yn y 5 mlynedd hynny?
- A yw ein hamcanion yn ddigon uchelgeisiol, a beth ddylem ni ei flaenoriaethu i'w cyflawni?

Questions to consider:

- Do we need a 5-year strategy, rather than a 3-year strategy?
- What do we want to see change in those 5 years?
- Are our objectives ambitious enough, and what should we prioritise to achieve them?



Cwestiynau i'w hystyried:

- Sut byddwn yn gwybod a yw ein cynllun yn llwyddiannus? Beth ydych chi am i'r tîm fod yn monitro ac adrodd arno yn arbennig?
- A oes unrhyw raglenni neu fentrau penodol yr hoffech / na fydddech yn hoffi eu gweld? Er enghraifft, grantiau sy'n helpu i fynd i'r afael ag anghydraddoldebau iechyd, neu raglenni rhoi rheolaidd fel loteri staff.

Questions to consider:

- How will we know if our plan is successful? What do you especially want the team to be monitoring and reporting on?
- Are there any particular programmes or initiatives you would / would not like to see? For example, grants that help address health inequalities, or regular giving programmes such as a staff lottery.





Strategaeth ariannol: Rydym wedi rhannu tri pholisi drafft i'w hystyried a'u trafod a fydd yn sail i'r strategaeth newydd a'r cynlluniau gweithredol sydd oddi tano. A oes gennych unrhyw gwestiynau am y rhain?

Financial strategy: We have shared three draft policies for consideration and discussion that will underpin the new strategy and operational plans that sit beneath it. Do you have any questions regarding these?



Betsi Cadwaladr University Health Board Charities (Awyr Las Charity)

CHARITY COSTS POLICY

Version	1.1	Date of Policy	June 2023
Approved By Trustee – Sign Off			
Date Approved	2023		
Next Review Date	2024		

CHARITY COSTS POLICY

1. INTRODUCTION

The Corporate Trustee of Betsi Cadwaladr University Health Board Charities (the Charity) has adopted this Charity Costs Policy to ensure the legitimate operating costs of the Charity are apportioned on an equitable basis between the individual restricted and designated funds administered as part of the Charity. The Policy comes into effect and will apply to all accounting periods from 1 April 2023.

2. STATEMENT OF PRINCIPLES

The following general principles, which are informed by and consistent with charity law and the Charities SORP, underpin the specific allocation decisions detailed in this Policy:

- Any charity is expected to make proper arrangements for its administration, including where appropriate to incur costs in order to do so.
- The Declaration of Trust specifically authorises the Trustee to charge the funds with the proportion of the cost of administrative overheads incurred in their administration.
- Restricted funds must have all of their income, expenditure, investment returns and administrative expenses applied to those funds. Pooled investments and shared overheads must be apportioned in an equitable way.
- Designated funds are created as a matter of Trustee discretion and therefore the application of income and expenditure is also a matter of Trustee discretion.
- As not all costs apply equally to all funds the allocation of costs will attempt to match costs as closely as possible to the activities they relate to.
- The purpose of investing the Charity's funds is to protect their long term value. Therefore annual investment returns and unrealised gains and losses are not usually cashed in and should not be used to increase the real value of individual funds.
- Any fund (restricted or designated) which has no charitable activity for three consecutive years is considered to be dormant and is liable to be closed at the absolute discretion of the Trustee.

3. INVESTMENT COSTS AND INCOME

Investment management costs, including any dealing and transaction costs, should be deducted each quarter from the investment income received by the Charity that quarter.

The net income (ie dividends and interest less costs) will be allocated each year across all funds (including any general and undesignated funds) pro-rata on the basis of average balance in the fund that year.

4. INVESTMENT GAINS AND LOSSES

Investment gains and losses each year are not available for spending by the Charity and should not be allocated to individual funds.

The Charity will maintain two pooling funds – a Restricted Funds Investment Gains and Losses Fund and an Unrestricted Funds Investment Gains and Losses Fund. Realised and unrealised investment gains and losses each year will be apportioned between the Restricted and unrestricted Funds (including any general and designated funds) and applied to the relevant pooling fund.

The main purpose of the pooling funds is to smooth short term investment gains and losses. The balances will therefore not normally be allocated to individual funds. Periodically the Trustee, taking appropriate

advice, may distribute the pooling funds across individual restricted or designated funds (as appropriate) where the amount distributed is more than would be required to manage short term investment fluctuations.

5. FUNDRAISING COSTS AND INCOME

Fundraising appeals

All planned fundraising appeals will include a budget for costs of fundraising, representing any specific fundraising expenditure planned for that appeal together with a fair proportion of central fundraising costs for the activity required to operate the appeal.

Costs for appeals will therefore be deducted from gross income received before net proceeds are applied to the charitable purposes for which they have been raised.

Fundraising support

Where the fund advisors for a specific restricted or designated fund request specific fundraising support then any costs incurred delivering that support are chargeable against the fund(s) concerned.

Other fundraising costs

All other costs attributed to fundraising activity by the Charity are deemed to be applicable to income raised generally and across all funds (restricted and unrestricted). Costs are therefore attributed to all funds receiving income (except income allocated to appeals and specific fundraising support) pro-rata to the amount of income received.

6. ALL OTHER COSTS

All other costs of the Charity are incurred in the administration of the Charity and its funds and should therefore be shared equitably across those funds.

Each fund shall be charged a minimum administration fee as determined by the Trustee to cover the basic costs of establishing and maintain a separate fund within the Charity. All costs not covered by this minimum fee will then be apportioned by reference to the number of accounting transactions in a fund compared with the total number of accounting transactions of the Charity.

7. REPORTING

At the end of each financial year, a report will be made to the Charitable Funds Committee detailing how costs and income have been apportioned across the funds of the Charity.

8. REVIEW

This policy will be reviewed by the Trustee periodically (approximately every three years) as part of the on-going cyclical review of all Charity policies.

Betsi Cadwaladr University Health Board Charities (Awyr Las Charity)

INVESTMENT POLICY

Version	2.1	Date of Policy	June 2023
Approved By Trustee – Sign Off			
Date Approved	2023		
Next Review Date	2024		

INVESTMENT POLICY

1. INTRODUCTION

The Corporate Trustee of Betsi Cadwaladr University Health Board Charities (the Charity) has adopted this Investment Policy to regulate the activities of their Investment Managers from time to time and to meet the requirements of the Trustee Act 2000.

2. THE BALANCE BETWEEN CAPITAL GROWTH & INCOME GENERATION

All of the capital and income of the Charity is available to be spent on the objects of the Charity and the Trustee makes no distinction between income and capital when spending funds.

The Investment Manager(s) of the Charity's funds is/are free to pursue returns via either capital or income at their discretion and they will be judged on a Total Return basis.

3. RISK

The Trustees have determined that their appetite for risk is balanced overall. A balanced portfolio uses a diversified approach, which aims to avoid the worst of market downsides and capture some, but not all of the upside of financial markets. Investment Managers will therefore be expected to adopt a diversified portfolio (or equivalent investment approach) with an overall volatility of no more than **[12%]**.

The Trustees have also determined that they have a preference for capital preservation over capital growth over the long term. Investment Managers will be tasked with delivering a **[total return in excess of RPI net of all fees over a rolling three year timescale]**.

4. TIMING OF RETURNS

Planned drawdowns from the portfolio (if any) will be communicated to the Investment Manager via a quarterly cash flow forecast. Although the Trustee does not foresee any unplanned spending from the Portfolio, the majority of investments must be capable of being realised within five days.

5. POLICY ON ETHICAL INVESTMENT

The Trustee has adopted an ethical framework for its investments, with underlying principles supporting an ethical component of the overall investment strategy. The investment manager(s) should therefore develop an investment strategy which is consistent with these ethical principles, whilst providing an appropriate balance of risk and reward for the Charity.

The current Ethical Investments Policy states:

'It is recommended that there is negative exclusion of investment in companies manufacturing and distributing:

- *Alcoholic products;*
- *Tobacco products; and*
- *Any products which may be considered in conflict with the Health Board's activities.*

Investment in companies:

- *Which have a poor record in human rights and child exploitation;*
- *Which derive their profits from countries with poor human rights records*

should not be permitted.

In addition, investment in companies that demonstrate compliance with the principles of the Equality Act 2010 should be supported.'

The Trustee reserves the right to exclude any investments in companies which they judge might prove damaging, directly or indirectly, to the purposes or reputation of the Charity.

6. SCOPE OF DELEGATION TO THE INVESTMENT MANAGER

The investments are to be managed on a full discretionary basis, subject to any specific restrictions contained in this policy and subject to any provisions contained in the Charity's Governing Document or the Trustee Act 2000 as it applies to Trustees of a Charity.

No investment at the time of its acquisition should exceed 10% of the overall value of the portfolio. (For the avoidance of doubt, investments in an investment fund which is itself invested in a number of different underlying assets can exceed 10% of the overall value of the portfolio.)

7. BENCHMARKING & REPORTING

At the end of each calendar quarter a valuation and accompanying report is to be provided by the Investment Manager(s) containing the following:-

- A summary of all investments held together with their respective book costs, current market value, and estimated income and yield.
- A performance analysis for the period covered by the report providing the statistics necessary to allow monitoring against the performance requirements detailed in this policy.
- A transaction schedule detailing both purchases and sales.
- Details of any non-market transactions and rights issues, capitalisations or other corporate actions.
- A detailed review of the market environment for the period including specific comment on any strategic considerations affecting asset allocation or individual holdings in the portfolio, and any other economic considerations that are relevant.

Each investment manager is required to present to the Trustee's Charitable Funds Committee at least annually.

8. REVIEW

This policy will be reviewed by the Trustee periodically (approximately every three years) as part of the on-going cyclical review of all Charity policies.

Betsi Cadwaladr University Health Board Charities (Awyr Las Charity)

RESERVES POLICY

Version	2.1	Date of Policy	June 2023
Approved On Behalf of Trustee – Sign Off			
Date Approved	2023		
Next Review Date	2024		

RESERVES POLICY

1. INTRODUCTION

Reserves are that part of a charity's unrestricted income funds that are freely available to spend. A good reserves policy takes into account the charity's financial circumstances and other relevant factors. Reserves levels are extremely important as setting them too high can tie up money which could and should be spent on charitable activity. If they are too low, the future of a charity may be put at risk.

A reserves policy explains to existing and potential funders, donors and other stakeholders why a charity is holding a particular amount of reserves. A good reserves policy gives confidence to stakeholders that the charity's finances are being managed and can also provide an indicator of future funding needs.

The Trustee of Betsi Cadwaladr University Health Board Charities ("the Charity") will ensure that it regularly evaluates the level of reserves the Charity needs, and how this will be achieved as part of its plans to provide sustainable, long-term support to enhance the care, treatment and support that patients and service users across North Wales can receive in the hospitals and health centres, community clinics and from home based services in the region.

2. OBJECTIVES

The 'Reserves Policy' of the Charity will be based on current Charity Commission guidance:

- Any income received by the Charity should be spent within a reasonable period of receipt.
- Trustees should be able to justify the holding of income as reserves.
- The level of reserves held will be monitored throughout the year.
- The reserves policy will be kept under review to ensure it continues to meet the Charity's changing needs and circumstances.
- Any reserves which are invested will be subject to the Charity's 'Investment Policy'

3. CALCULATION OF RESERVES

'Restricted' funds are held only for specific purposes and therefore never form part of the Charity's 'free' reserves.

'Designated' funds include over 400 separate funds earmarked to benefit specific patient groups and services in line with donor requests. Although these designated funds are legally unrestricted, they are not freely available to spend because of the Trustee's decision to honour donor requests and are not included in the 'free' reserves total.

The 'free' reserves of the Charity are calculated by deducting the 'Restricted' and 'Designated' fund amounts from the total balance sheet value of the Charity.

4. TARGET LEVELS

There is no single level, or even a range, of reserves that is right for all charities. Therefore, target levels for reserves at the Charity are set by considering the following factors:

- forecasts for levels of income for the current and future years, taking into account the reliability of each source of income and the prospects for developing new income sources.
- forecasts for expenditure for the current and future years on the basis of planned activity.

- an analysis of any future needs, opportunities, commitments or risks, where future income alone is unlikely to be able to meet anticipated costs.
- an assessment, on the best evidence reasonably available, of the likelihood of each of those needs that justify having reserves arising and the potential consequences for the Charity of not being able to meet them.

5. MONITORING

Having set the target level or range, for the 'free' reserves, the amounts actually held will be regularly monitored throughout the year. The reasons for any significant difference will be reported to the Trustee by the Charitable Funds Committee.

The Trustee's monitoring of reserves should not just be a year-end procedure. How the level of reserves changes during the year can be a good indicator of the underlying financial health of the charity and can be an indicator of potential problems. The level of reserves should be monitored throughout the year as part of the normal monitoring and budgetary reporting processes.

The Trustee will consider whether significant differences are due to a short-term situation or a longer-term issue. In particular they will:

- Be advised when reserves are drawn on so that they understand the reasons and can consider the corrective action, if any, that needs to be taken.
- Be advised when reserve levels rise significantly above target so that they understand the reasons and can consider the corrective action, if any, that needs to be taken.
- Be advised where the reserves level is below target so that they understand the reasons and can consider whether this is due to a short-term circumstance or longer term reasons which might trigger a broader review of finances and reserves.

For those Designated Funds where there has been no movement over the past three years, unless there are reasons for it, Trustees will close the funds down and transfer donations to another suitable designated fund or else to general undesignated funds.

6. ANNUAL REPORT

In relation to reserves, the annual report will include:

- A statement of the Charity's policy on reserves.
- The level of reserves held and an explanation of why they are held.
- Where material funds have been designated, the amount and the purpose of the designation should be explained.
- Where designated funds are set aside for future expenditure, the likely timing of that expenditure.

7. ANNUAL REVIEW

It is an important part of managing the Charity that this policy will be reviewed on an annual basis as part of the strategic planning, budgeting and risk management processes.

The review is designed to ensure that the reserves policy continues to be relevant as the Charity develops or changes its strategy and activities. It will also include consideration of the statement on reserves in the Charity's annual report.

STATEMENT ON RESERVES FOR THE ANNUAL REPORT 2022-23

Reserves

Reserves are that part of a charity's unrestricted income funds that are freely available to spend on any of the charity's purposes. A good reserves policy gives confidence to stakeholders that the charity's finances are being managed and also provides an indicator of future funding needs and its overall resilience.

The reserves policy takes into account the charity's financial circumstances and other relevant factors. Deciding on the level of reserves that a charity needs to hold is an important part of financial management and forward planning. Reserves levels which are higher than needed may tie up money unnecessarily. However if reserves are too low then the charity's solvency and its future activities can be put at risk.

The Charity, drawing on Charity Commission guidance and examples of best practice from other charities, has adopted a reserves policy that includes a target level of reserves. As is good practice, the reserves policy is kept under review to ensure it meets the changing needs and circumstances of the charity.

The Charitable Funds Committee reviews the Awyr Las reserves policy and target level of reserves annually, and in March 2022 it was agreed that the target level of reserves would be based on expenditure that has been approved in principle, as well as considering the latest audited accounts.

Total funds of the Charity at 31 March 2023 were £11.8million (2021-22: £12.3million) of which £6.5million is restricted and £5million is designated (2021-22: £6.9million and £4.4million) leaving free reserves of £0.3million (2021-22: £1.0million).

The target level for free reserves has been set 12 months operating costs of the Charity (excluding grants as these are funded from the restricted and designated funds). For 2023-24 this figure is £0.5million meaning that free reserves are below target by £200,000.

The decrease in free reserves below target levels is a result of unrealised investment losses during 2022-23, some of which have already corrected in the first quarter of 2023-24. However this lack of free reserves highlights the importance of generating unrestricted donations for the Charity so that the Trustee has the maximum flexibility to respond to future needs of patients as they arise.



Teitl adroddiad: <i>Report title:</i>	Expenditure Approvals (summary of applications which require approvals)			
Adrodd i: <i>Report to:</i>	Charitable Funds Committee			
Dyddiad y Cyfarfod: <i>Date of Meeting:</i>	Tuesday, 04 July 2023			
Crynodeb Gweithredol: <i>Executive Summary:</i>	<p><i>This paper is presented at all Charitable Fund Committee (CFC) meetings for approval.</i></p> <p><i>This paper contains a request to permit expenditure approvals being granted on a monthly basis from July – October by the Executive Director of Finance. This is a continuation of a new grants approvals process introduced in January 2023.</i></p> <p><i>This paper also lists the 4 funding applications which were submitted to the Charitable Funds Advisory Group Panel (CFAG) for scrutiny.</i></p>			
Argymhellion: <i>Recommendations:</i>	<p><i>The Board is asked to approve both:</i></p> <ol style="list-style-type: none"> <i>1. The request to permit expenditure approvals being granted on a monthly basis from July – October</i> <i>2. All 4 applications included within this paper.</i> 			
Arweinydd Gweithredol: <i>Executive Lead:</i>	Russell Caldicott, Interim Executive Director of Finance			
Awdur yr Adroddiad: <i>Report Author:</i>	Kirsty Thomson, Head of Fundraising			
Atodiadau: Appendices:	<p>Appendix 1: CA23/02 Complementary Therapy funding request</p> <p>Appendix 2: CA23/03 Replacement Bath funding request</p> <p>Appendix 3: CA23/03 Replacement Bath supporting information</p> <p>Appendix 4: CA23/07 Conversion of Decontamination Room funding request</p> <p>Appendix 5: CA23/07 Conversion of Decontamination Room supporting information</p> <p>Appendix 6: CA23/11 Patient Wigs funding request</p>			
Pwrpas yr adroddiad: <i>Purpose of report:</i>	I'w Nodi <i>For Noting</i> <input type="checkbox"/>	I Benderfynu arno <i>For Decision</i> <input checked="" type="checkbox"/>	Am sicrwydd <i>For Assurance</i> <input type="checkbox"/>	
Lefel sicrwydd: <i>Assurance level:</i>	Arwyddocaol <i>Significant</i> <input checked="" type="checkbox"/> <small>Lefel uchel o hyder/tystiolaeth o ran</small>	Derbyniol <i>Acceptable</i> <input type="checkbox"/> <small>Lefel gyffredinol o hyder/tystiolaeth o ran</small>	Rhannol <i>Partial</i> <input type="checkbox"/> <small>Rhywfaint o hyder/tystiolaeth o ran</small>	Dim Sicrwydd <i>No Assurance</i> <input type="checkbox"/> <small>Dim hyder/tystiolaeth o ran y ddarpariaeth</small>

	darparu'r mecanweithiau / amcanion presennol <i>High level of confidence/evidence in delivery of existing mechanisms/objectives</i>	darparu'r mecanweithiau / amcanion presennol <i>General confidence / evidence in delivery of existing mechanisms / objectives</i>	darparu'r mecanweithiau / amcanion presennol <i>Some confidence / evidence in delivery of existing mechanisms / objectives</i>	<i>No confidence / evidence in delivery</i>
<p>The 'significant' assurance level has been selected because this paper demonstrates that:</p> <ol style="list-style-type: none"> 1. Consideration has been given to piloting a new method of approving applications to speed up the approvals process following feedback from colleagues and funders. 2. All expenditure approvals above £5,000 are subject to rigorous scrutiny by the Grants and Data Manager and the Charitable Funds Advisory Panel prior to approval being granted. 				
<p>Cyswllt ag Amcan/Amcanion Strategol:</p> <p><i>Link to Strategic Objective(s):</i></p>	<p>All Strategic Objectives (About the Health Board - Betsi Cadwaladr University Health Board (nhs.wales))</p>			
<p>Goblygiadau rheoleiddio a lleol:</p> <p><i>Regulatory and legal implications:</i></p>	<p>Charity Commission Guidance, HMRC regulation</p>			
<p>Yn unol â WP7, a oedd EqIA yn angenrheidiol ac a gafodd ei gynnal?</p> <p><i>In accordance with WP7 has an EqIA been identified as necessary and undertaken?</i></p>	<p>No – individual applications carry out an EqIA as required</p>			
<p>Yn unol â WP68, a oedd SEIA yn angenrheidiol ac a gafodd ei gynnal?</p> <p><i>In accordance with WP68, has an SEIA identified as necessary been undertaken?</i></p>	<p>No – individual applications carry out an SEIA as required</p>			
<p>Manylion am risgiau sy'n gysylltiedig â phwnc a chwmpas y papur hwn, gan gynnwys risgiau newydd (croesgyfeirio at y BAF a'r CRR)</p> <p><i>Details of risks associated with the subject and scope of this paper, including new risks(cross reference to the BAF and CRR)</i></p>	<p>Key Risks:</p> <ul style="list-style-type: none"> ▪ All risks associated with the charity are included in the Risk Register and risks associated with the different applications are included in the applications 			
<p>Goblygiadau ariannol o ganlyniad i roi'r argymhellion ar waith</p> <p><i>Financial implications as a result of implementing the recommendations</i></p>	<p>The financial implications of these applications were included within the individual applications which were circulated to all Charitable Funds Committee members for comments and decision.</p>			
<p>Goblygiadau gweithlu o ganlyniad i roi'r argymhellion ar waith</p> <p><i>Workforce implications as a result of implementing the recommendations</i></p>	<p>Included in the individual applications</p>			
<p>Adborth, ymateb a chrynodeb dilynol ar ôl ymgynghori</p>	<p>N/A</p>			

Feedback, response, and follow up summary following consultation	
Cysylltiadau â risgiau BAF: (neu gysylltiadau â'r Gofrestr Risg Gorfforaethol) Links to BAF risks: (or links to the Corporate Risk Register)	N/A
Reason for submission of report to confidential board (where relevant)	N/A

1. Request for permission for funding applications over £5,000 to be considered outside of committee on a monthly basis from July 2023 – October 2023

Situation

Fund Advisors and members of the Charitable Partnerships and Charitable Funds Support Team are working on a range of funding applications and funded projects that are currently being developed and are expected to be ready for approval and delivery before October 2023. Examples include approximately £250,000 funding from NHS Charities Together, funding for Ty Croeso parental accommodation and funding for an ultrasound. An approvals process needs to be in place so these funding requests can be approved at pace.

Background

Prior to the pandemic, requests for charitable funding (grants) over £5,000 were assessed by the Charitable Funds Advisory Group (CFAG, see CFAG guidelines here: [Charitable Funds Advisory Group - Betsi Cadwaladr University Health Board \(nhs.wales\)](#)) which provided recommendations. The applications were then considered by the Charitable Funds Committee which made a decision on which grants would be funded on a quarterly basis in committee meetings (see the current Committee Terms of Reference: [Charitable Funds Committee - Betsi Cadwaladr University Health Board \(nhs.wales\)](#)).

During the initial phase (18 months) of the pandemic the CFAG stepped down and funding decisions were made promptly by the Executive Director of Finance and the Chair of the Charitable Funds Committee on behalf of the committee. This new approvals process was welcomed by all staff and it was agreed that neither the quality of the applications nor the rigour of the scrutiny applied to the applications were compromised as a result of the new process.

By January 2022 the CFAG had been reinstated, but the funding decisions continued to be made outside of the committee meetings approximately every six weeks to ensure decisions could be taken swiftly. The CFAG panel members now receive the applications via email to review independently, rather than meeting together to provide a mutually agreed recommendation. Usually only three members respond to the emails and provide their

recommendation, so it could be perceived that the challenge previously provided by the CFAG is no longer as thorough.

From February 2023 the Office of the Board Secretary agreed that the Executive Director could take the funding decisions on behalf of the Committee, as long as the decisions were formally recorded and included in the Committee papers.

At this time a decision was taken to restrict the use of non-designated (general) funds to funding the Charitable Partnerships and Charitable Funds operational costs only until a new strategy is agreed, as there are currently insufficient non-designated funds to support charitable activity (programmes and items that directly fulfil the charity's purpose). This has further delegitimised the need for the CFAG, which was expected to help prioritise the use of non-designated funds and ensure funding was used strategically.

In February 2023 the Grants and Data Manager role was filled, providing an additional layer of scrutiny for all funding applications (the role of collating applications was previously undertaken by the Assistant Accountant) and enabling the team to take a more strategic approach to grant making. The new role holder is currently reviewing the existing grant making framework and drawing up plans to improve the existing grant making processes, from promoting grants, the application stage, monitoring and evaluation and communicating the impact of the charity's — and charitable partnerships' — charitable activity.

A new grant system is expected to be introduced from October. In the meantime, an interim agreement on the approval process for July-October is required.

Assessment

There are four feasible options for the Charitable Funds Committee listed below. Note that in all these instances the Grants and Data Manager will ensure all necessary approvals (Capital / Medical Devices Committee where applicable, Finance Director and Service / IHC Director authorisation) are in place prior to summarising and sharing applications.

- a) The Grants and Data Manager shares the applications with the CFAG on an agreed date. The CFAG review the applications via email. Their recommendations are submitted to the Charitable Funds Committee meeting for 'in committee' approval. Risk / issue: grant requests would take 12 weeks to be processed in some cases, causing delays in procurement, leading to staff and donor frustration.
- b) The Grants and Data Manager shares the applications with the CFAG. The CFAG review the applications via email on a monthly basis. The Chair of the Charitable Funds Committee (CFC), Executive Director of Finance, Director of Finance, Head of Charitable Partnerships and Charitable Funds, and the Grants and Data Manager have a Teams meeting to take a decision on which applications will / won't be funded. The decisions are reported in the CFC meeting in October. Risk / issue: possible lack of engagement from CFAG members because they may feel they cannot influence decision making as the applications are for specific designated funds or programmes, not for the use of undesignated funds.
- c) The Grants and Data Manager shares the applications with the Chair of the Charitable Funds Committee (CFC), Executive Director of Finance, Director of

Finance, Head of Charitable Partnerships and Charitable Funds once a month, and all have one week to scrutinise the applications. All have a Teams meeting to take a decision on which applications will / won't be funded. The decisions are reported in the CFC meeting in October. Risk / issue: this process doesn't include the CFAG, which is an established Advisory Group.

- d) The Grants and Data Manager shares the applications with the Executive Director of Finance, Director of Finance, Head of Charitable Partnerships and Charitable Funds once a month, and all have one week to scrutinise the applications. All have a Teams meeting to take a decision on which applications will / won't be funded. The decisions are reported in the CFC meeting in October. Risk / issue: this process doesn't include the Chairperson / other IMs in the decision making process.

Recommendation

It is requested that the Charitable Funds Committee members agree for all funding applications to be considered, and where appropriate approved, using option c) or d) above on a monthly (approximately) basis from July 2023 – October 2023 outside of Committee. This will ensure funding decisions can be taken promptly on behalf of the Charitable Funds Committee in instances where all additional required approvals are in place.

2. Expenditure approvals: The below table provides a summary of all of the applications which require a decision on 04/07/23

All the following applications have been scrutinised by the charity's Assistant Accountant and Grants & Data Manager before being reviewed by the Charitable Funds Advisory Group Panel members. All applications have sufficient designated funds available for funding so do not require non-designated (general) funding. All necessary senior and committee approvals are in place, as required. These require a decision from the Charitable Funds Committee members.

Ref:	Description	Department	Site	Fund	Amount	CFAG Recommendation	Charitable Funds Committee: key information to consider
CA23/02	Complementary Therapy	Cancer Services	WM,YGC,YG	7Q02, 8Q02, 9Q18	£59,296	Recommendation to Approve from: Ian Donnelly, Lynne Joannou, Louise Howard-Baker	Cancer Services' Complementary Therapy programmes have been funded by the charity for over a decade. Patients can be booked on to a free-of-charge session at the request of their nurse or radiographer. Contracted professional, independent therapists provide a range of therapies including aromatherapy, reflexology, reiki, gentle massage and relaxation. All therapy services are procured by cancer services in line with BCUHB financial procedures.
CA23/03	Replacement Bath	East Area	Chirk Hospital	7B09	£8,258	Recommendation to Approve from:	This special bath is required for infirm inpatients: it helps promote good circulation and

						Ian Donnelly, Lynne Joannou, Louise Howard-Baker	patient comfort. It also avoids skin breakdown and infections. The current bath is outdated and is in need of repair. The requested amount includes the £6,881.44 cost for the bath and installation as well as additional anticipated parts costs and estates charges.
CA23/07	Conversion of Decontamination Room	Cancer Services	Glan Clwyd Hospital	8Q02	£7,025	Recommendation to Approve from: Ian Donnelly, Lynne Joannou, Louise Howard-Baker	The decontamination room located within North Wales Cancer Treatment Centre (NWCTC) outpatients department has not been used for its original purpose for some time and is used as a storage area. The clinic room capacity within NWCTC is at full capacity with all 10 rooms in use for over 90% of the time. The division has agreed that the decontamination room can be converted into a functional clinic room to support additional clinics. This funding will cover all anticipated estates fees for the change of use.
CA23/11	Patient Wigs - Oncology	Cancer Services	WM,YGC,YG	7Q02, 8Q02, 9Q04	£90,000	Recommendation to Approve from: Ian Donnelly, Lynne Joannou, Louise Howard-Baker	BCUHB's comprehensive wig fitting service for cancer patients across North Wales has been funded by cancer services' charitable funds for

						<p>the past decade. Previously the cost of the wigs ranged from £90 depending on length and it was agreed that a 'cap' of £90 per patient was put in place. An 'all Wales' contract for wig provision, led by procurement is coming into place. Due to increased costs, the cap has to be moved to £100 per patient. All wigs are ordered and invoiced through the NHS Wales Shared Services Partnership Accounts Payable Department.</p>
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AWYR LAS
FUNDING APPLICATION FORM

<u>Title of Funding Application</u>		Complementary Therapy (CT)
<u>Name & Job Title of Lead Applicant</u>		Manon Williams –Quality Matron Cancer Division
<u>Name & Job Title of Other Applicants</u>		
<u>Maximum Expenditure Requested</u>		Central- £26,000 West - £23,296 East -£10,000
<u>Fund to be Sourced</u>	Fund Number & Title	Cancer Support Group, Wrexham – Fund 7Q02 - £274,486.07 Cancer Charitable Fund, YGC – Fund 8Q02 - £1,722,604.55 Team Irfon Fund – West – Fund 9Q18 - £63,597.46
	Current Uncommitted Balance	£ As above
<u>Introduction and Background</u> (concise, in bullet points)		
<ul style="list-style-type: none"> • Alaw Unit had for many years provided a Complementary Therapy (CT) Service. The CT established on Alaw has been very well received and contributed to the Patient Experience within the Oncology and Haematology service. • North Wales Cancer Treatment Centre –A CT Service was implemented in January 2018 and feedback positive from patients and staff. • Shooting Start Unit, Wrexham – CT started in November 2018 one day per week. 		



- An application to fund complementary therapy at the 3 sites was submitted and approved in 2018
- During the early months of 2020 when COVID measures were brought in it was decided to suspend the offer of complementary therapy and it has only just been re-instated January this year (2023) and therefore the Cancer division are requesting that the relevant charitable funds can continue to fund the service.

Key Service Benefits and Measures (to be reported back to the Committee 6 months after approval granted, unless otherwise stated in approval letter)

Service Benefit (insert further rows if needed, must include patient care and financial benefits)	Measure
Improve patient experience	Patient satisfaction questionnaire, patient and staff feedback
Improve some symptoms experienced by patients such as pain, nausea, anxiety etc	Patient satisfaction questionnaire, patient and staff feedback

Financial Management and Costing

Pay				
Job Title	Annual Salary (inc. on-costs)	Period in Months	Project Role	£


Non-pay		
Quote or Estimate?	Description	
Central- £26,000		
West - £23,296		
East - £10,000		
Total Pay and Non-pay		

Ongoing Revenue Costs




Ongoing revenue costs which will be charged to NHS budgets	£
Less: Savings generated by this application	£
Net ongoing revenue costs charged to NHS budgets	£
Risk Assessment	
Risk (insert further rows if needed)	Mitigation
Exit Strategy (Charitable Funds cannot fund ongoing commitments)	
Annual application to Charity Funds, tender via Procurement Procedure	
Health Inequalities (State how the scheme addresses health inequalities)	
Focus on cancer patients.	
Equalities Impact	
Will any racial equality groups (racial, gender, disability, sexuality, age, language, religion/belief be differently affected by this scheme?	NO
If YES, then please submit a copy of the Equality Impact Questionnaire with this form.	
If NO, then state below what information/evidence the decision is based on.	
All patients attending for treatment will be eligible for CT	
Approvals	



	Name & Date Approved	Comments
Fund Advisor		
Capital Approval (Estates/IM&T/Medical Devices)	N/A	
Chief Financial Officer	Paula Jones 09.06.23	 <p>Thu 08/06/2023 20:11 Paula Jones (BCUHB - Finance) RE: Complimentary Therapy To Paula Clayton (BCUHB - Finance); Geraint Roberts (BCUHB - Cancer Services); Laura Vernon (BCUHB - Cancer Services) Cc Manon Williams (BCUHB - Cancer Services); Dylan Evans (BCUHB - Corporate Office) Retention Policy NHS Wales Default Exchange Retention Policy (7 years)</p> <hr/> <p>Approved</p> <p>Thanks</p> <p>Paula Jones Chief Finance Officer - Centre Site and North Wales Services Tel: 03000 855119</p>



<p>Area/Hospital/Secondary Care/Mental Health/Executive Director</p>	<p>Geraint Roberts 05.06.23</p>	<p> Mon 05/06/2023 12:06 Geraint Roberts (BCUHB - Cancer Services) Re: Complimentary Therapy To  Paula Clayton (BCUHB - Finance);  Paula Jones (BCUHB - Finance);  Laura Vernon (BCUHB - Cancer Services) Cc  Manon Williams (BCUHB - Cancer Services);  Dylan Evans (BCUHB - Corporate Office) Retention Policy NHS Wales Default Exchange Retention Policy (7 years)</p> <hr/> <p>approved</p> <p>Geraint</p> <p>Geraint Ellis Roberts Rheolwr Cyffredinol Is-adrannol -Canser Divisional General Manager - Cancer</p>
<p>Charitable Funds Advisory Group</p>		

[AWYR LAS](#)
FUNDING APPLICATION FORM

Please note: Applications for funding may not be successful. Expenditure should not be committed until the outcome of the application is known.

<u>Title of Funding Application</u>		Replacement Bath on Ceiriog ward, Chirk Hospital.
<u>Name & Job Title of Lead Applicant</u>		
		Victoria Sheffield Locality Matron
<u>Name & Job Title of Other Applicants</u>		
<u>Maximum Expenditure Requested</u>		£ 8,257.73
<u>Fund to be Sourced</u>		
Fund Number & Title	South Wrexham Locality - Chirk General Purposes – Fund 7B09	
Current Uncommitted Balance	£12,640.41	
<u>Background & Summary Description</u>		
<p>Following a planned maintenance visit, the engineer reported, this is quite an old bath, manufactured in 2001, so some 20 years old and this is the early version of System 2000. The cost of the tub parts are still available but due to age they could not say for how long this will be, as this vintage of bath has not been produced for the last 15 years. Their recommendation was to replace the bath. We received several quotes for different styles of baths. The bath we have seen has a basic function and is the cheapest. We did receive a quote for the parts but this was nearly as much as new bath at £5,948.38. The quote for the replacement bath is £6,881.44.</p>		

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Key Service Benefits and Measures (to be reported back to the Committee 6 months after approval granted, unless otherwise stated in approval letter)				
Service Benefit (insert further rows if needed, must include patient care and financial benefits)				Measure
The bath helps promote good circulation and patient comfort. It also avoids skin breakdown and infections.				
Financial Management and Costing				
Pay				
Job Title	Annual Salary (inc. on-costs)	Period in Months	Project Role	£
				N/A
Non-pay				
Quote or Estimate?	Description			
See Attached Quote				Q-87503.pdf
Total Pay and Non-pay				£
Ongoing Revenue Costs				
Ongoing revenue costs which will be charged to NHS budgets				£
Less: Savings generated by this application				£
Net ongoing revenue costs charged to NHS budgets				£



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Risk Assessment	
Risk (insert further rows if needed)	Mitigation
Patient dissatisfaction	Offered shower
Exit Strategy (Charitable Funds cannot fund ongoing commitments)	
One off payment	
Dementia Strategy (State how the scheme meets the Health Board’s dementia strategy)	
N/A	
Health Inequalities (State how the scheme addresses health inequalities)	
N/A	
Equalities Impact	
Will any racial equality groups (racial, gender, disability, sexuality, age, language, religion/belief be differently affected by this scheme?	N/a
If YES, then please submit a copy of the Equality Impact Questionnaire with this form.	
If NO, then state below what information/evidence the decision is based on.	
Approvals	

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	Name & Date Approved	Comments
Charitable Funds Finance Team	<p>Date submitted to Charitable Funds: 9th May 2023</p> <p>Date all required information & approvals received:</p>	
Fund Advisor	<p>Victoria Sheffield</p> <p>03.03.23</p>	<p>Discussed with Blake Turton via email (Engineering Estates Officer) He is happy for the company to disconnect if they are happy to, it's Local to the bath and not affecting any other areas.</p>
Capital Approval (Estates/IM&T/Medical Devices)	<p>Capital Estates</p> <p>09.05.23</p>	<p><i>If an Estates project, please confirm date when Estates expect the work to be completed.</i></p> <p> Tue 09/05/2023 16:23 Wendy Lawlor (BCUHB - Finance) RE: Action Required: ID:116 - Purchase Requisition 5510662 for Parry, Charlotte (8257.73 GBP) To: Victoria Sheffield (BCUHB - Community Hospitals) Cc: Kirsty Thomson (BCUHB - Corporate Services); Paula Clayton (BCUHB - Finance); Andrea Hughes (BCUHB - Corporate Office)</p> <p>Hi</p> <p>Apologies for the delay in responding. This required approval by estates colleagues and due to change in staffing the reply was delayed. I can confirm that this has been supported now.</p> <p>Thank you</p>
Chief Financial Officer	<p>Paul Carter</p>	<p></p> <p>20/03/2023</p>
Area/Hospital/Secondary Care/Mental Health/Executive Director	<p>Andrea Hughes</p> <p>20.03.23</p>	<p><i>Please provide confirmation that the request has been through local Admin divisional review, to ensure there are not similar or duplicated requests.</i></p>

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		<p>From: Andrea Hughes (BCUHB - Corporate Office) <Andrea.Hughes2@wales.nhs.uk> Sent: 20 March 2023 11:46 To: Paul Carter (BCUHB - Finance) <Paul.Carter2@wales.nhs.uk> Cc: Wendy Lawlor (BCUHB - Finance) <Wendy.Lawlor@wales.nhs.uk>; Victoria Sheffield (BCUHB - Community Hospitals) <Victoria.Sheffield@wales.nhs.uk> Subject: RE: Action Required: ID:116 - Purchase Requisition 5510662 for Parry, Charlotte (8257.73 GBP)</p> <p>Happy to approve - Let me know if you need more that this email as confirmation. BW Andrea</p>
Charitable Funds Advisory Group		

PLEASE E-MAIL COMPLETED FORMS TO: Paula.Clayton@wales.nhs.uk



Quotation prepared for Wrexham Maelor Hospital

Croesnewydd Road
Wrexham Wrexham LL13 7TD
United Kingdom

21st, July 2022

Arjo UK Ltd
ArjoHuntleigh House
Houghton Hall Business Park
Houghton Regis, Beds LU5 5XF
United Kingdom

Phone: 01582 745700
Email: customerservice@arjo.com
Company Reg. Number: 10842512
VAT: GB382474630
www.arjo.com

arjo

Quote Date: 21st, July 2022
Quote Number: Q-87503

Wrexham Maelor Hospital
Carl Harrison
Croesnewydd Road
Wrexham, Wrexham
LL13 7TD
United Kingdom

Quotation reference: Q-87503

Dear Carl Harrison,

Attached is the proposed Arjo solution based on your specific needs that we reviewed.

I would like to take this time to thank you for the opportunity to earn your business. Arjo has over 60 years of experience and is a global leader in the Acute and Long-Term Care markets with dedicated sales and service teams. Everything we do is with people in mind.

Please do not hesitate to call me if you have any questions.

Your local Account Manager Tony Connolly would be happy to hear from you on telephone or via email to tony.connolly@arjo.com to discuss this and any further queries.

Kind Regards,
Arjo UK Ltd
01582745700
customerservice@arjo.com

Arjo UK Ltd
ArjoHuntleigh House
Houghton Hall Business Park
Houghton Regis, Beds LU5 5XF
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Quote Date: 21st, July 2022
Quote Number: Q-87503

Customer Details

Wrexham Maelor Hospital
Croesnewydd Road
Wrexham, LL13 7TD
Attention: Carl Harrison
Email: carl.harrison@wales.nhs.uk
Phone: 01978 725869

Delivery Details

Chirk Community Hospital
Chirk,, LL14 5LN

Quote Details

Customer#:
Validity Time: 60 days from quote date

Sales Contact: Tony Connolly
Phone: 01582 745700
Email: customerservice@arjo.com

Group1

Product #	Product Description	Net Unit Price	QTY	Net Total
AP31200GB1010 	Primo Sys23 SB P220	£6,398.94	1	£6,398.94

Group2

Below cost are delivery installation and removal scrappage of old bathing system

Product #	Product Description	Net Unit Price	QTY	Net Total
DC	Standard Delivery Charge	£160.00	1	£160.00
IC	Installation Charge	£322.50	1	£322.50
Grand Total:				£ 6,881.44

All Products are subject to availability. Payment Terms to be confirmed on acceptance of quotation. All Prices are exclusive of Value Added Tax.

Please refer to Arjo terms & conditions on Arjo.com <https://www.arjo.com/en-gb/about-us/legal/>

Please return purchase order referencing quote number and send to customerservice@arjo.com with accompanying VAT exemption certificate if applicable.

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United Kingdom

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arjo

The Arjo Portfolio

Products



Patient handling



Hygiene and wellness



Pressure ulcer prevention



Medical beds



VTE prevention



Disinfection



Diagnostics

Services



Clinical consulting



Arjo Care



Rental & financing

Solutions



Early mobilisation



Elderly care & dementia



Bariatric care



Architects & planners

At Arjo, we are committed to improving the everyday lives of people affected by reduced mobility and age-related health challenges. With products and solutions that ensure ergonomic patient handling, personal hygiene, disinfection, diagnostics, and the effective prevention of pressure ulcers and venous thromboembolism, we help professionals across care environments to continually raise the standard of safe and dignified care. Everything we do, we do with people in mind.

Arjo UK Ltd - Head Office · Houghton Hall Business Park · Houghton Regis · LU5 5XF
Phone: +44 (0) 8457 342000 · Private customer: +44 (0) 3457 342000 · Fax: +44 (0) 1582 745745 · Email: sales.admin@arjo.com
www.arjo.co.uk

arjo

YouTube
youtube.com/ArjoVideos

Arjo Blog
blog.arjo.co.uk

LinkedIn
linkedin.com/company/arjo

Facebook
facebook.com/ArjoABGlobal

Acceptance of Quotation

Quotation Reference:

Date of Acceptance:

Sold-to (Registered Office Address)

Payer (Payee Address)

Bill-to (Invoice Address)

Ship-to (Delivery Address)

Date of Acceptance:

Trading Name:

Print Name:

Position:

Telephone Number:

Email address:

Company Registration Number:

Signature:

I hereby confirm that I/We accept the quotation presented by Arjo UK and that I am authorised to order this equipment on behalf of the accepting party.

Arjo UK – Head Office
ArjoHuntleigh House, Houghton Hall Business Park,
Houghton Regis, Bedfordshire, LU5 5XF,
United Kingdom Sales Phone: +44 (0) 1582 745700
Sales Fax: +44 (0) 1582 745745
Rental 24hr Helpline Lo-call Phone: +44 (0) 8457 342000
Rental Fax: +44 (0) 1582 745843
Email: sales.admin@arjo.com

ArjoHuntleigh UK – Service and Technical Centre
St Catherine Street,
Gloucester, GL1 2SL, United Kingdom
Phone: +44 (0) 8456 114114
Service Fax: +44 (0) 1452 525207
Email: ukservice@arjo.com

www.arjo.co.uk

Standard terms and conditions – Sales (UK)

1. BASIS OF TERMS

- 1.1 Arjo UK Limited (Company Reg. No. 10842512), ("Arjo") sells equipment, parts, materials and/or hardware/software (collectively, "Equipment"), subject to with these Terms & Conditions ("T&Cs"), all of which constitute, or are otherwise expressly incorporated into and made part of, the agreement between Arjo and the Customer (the "Agreement")
- 1.2 No order submitted by Customer shall be deemed to be accepted by Arjo unless and until confirmed by Arjo.
- 1.3 The Customer shall be responsible for ensuring the accuracy of the terms of any order (including any applicable specification) submitted and for providing Arjo with any necessary information relating to the Equipment within sufficient time to enable Arjo to perform the Agreement in accordance with the T&Cs.
- 1.4 All other terms, including any which the Customer seeks to incorporate, or implied by course of dealing or by custom or practice, will not apply.

2. DELIVERY & PERFORMANCE

- 2.1 Delivery or Performance dates are given in good faith but any time or date quoted by Arjo for delivery or performance is an estimate only and Arjo shall not be liable for any damages or loss whether direct, indirect or consequential caused by any delay in delivery or performance. Time for delivery or performance shall not be of the essence.
- 2.2 The Customer shall have no right to rescind the Agreement on the ground only that delay in delivery or performance has occurred.
- 2.3 Arjo shall at the Customer's expense make such arrangements for carriage and delivery as it thinks fit.
- 2.4 If the Customer fails to take delivery of the Equipment or fails to give Arjo adequate delivery instructions by the time stated for delivery (otherwise than by reason of any cause beyond the Customer's reasonable control or by reason of Arjo's fault) then Arjo may:
- 2.4.1 sell the Equipment at the best price readily obtainable and (after deducting all reasonable storage, transportation costs, freight charges and selling expenses) account to the Customer for the excess over the price under the Agreement or charge the Customer for any shortfall below the price under the Agreement;
- 2.4.2 store the Equipment until actual delivery and charge the Customer for the reasonable costs (including insurance) of storage; or
- 2.4.3 if the delivery of the Equipment is delayed at the Customer's request more than 30 days after the first day of the week in which delivery is due, Arjo is entitled to increase the price of the Equipment to that shown in Arjo's price list current at the actual date of delivery, together with a charge for storage per clause 2.4.2.
- 2.5 Risk of damage to or loss of the Equipment shall pass to the Customer at the time of delivery to the Customer or, if the Customer wrongly fails to take delivery of the Equipment, the time when Arjo has tendered delivery of the Equipment.
- 2.6 In respect of providing proof of delivery or installation the parties agree that:
- 2.6.1 Arjo shall provide a proof of delivery document (in the case of delivery of Equipment) ("POD"), or a proof of installation document (in the case of installation of Equipment) ("POI") to the Customer at the time of delivery or performance of installation as applicable;
- 2.6.2 The Customer's signature on the POD or POI shall constitute acceptance that delivery or installation of Equipment has occurred and the Customer may not be entitled to withhold payment pending receipt of POD and/or POI from Arjo.
- 2.6.3 The Customer shall have the responsibility to retain and store their copy of the POD and/or POI in respect of each delivery or installation though in the event that Arjo are requested by the Customer to provide a copy POD and/or POI, Arjo may levy an administration charge at a rate of £25 per POD/POI requested in addition to any late payment charges and interest (if applicable) as set out at clause 4.

3. PRICE

- 3.1 Subject to the provisions of this clause 3 the price of the Equipment or for the installation of the Equipment shall be:
- 3.1.1 As quoted; or

- 3.1.2 Where no price has been quoted, or the quoted price is no longer valid, the price listed in Arjo's price list current at the date of acceptance of the order
- 3.2 Arjo reserves the right, by giving the Customer written notice at any time before delivery, to increase the price of the Equipment or the price for the installation of the Equipment to reflect any increase in cost to Arjo which is due to any factor beyond its control (such as, without limitation, any foreign exchange fluctuation, currency regulation, alteration of duties, significant increase in the cost of labour, material or other costs of manufacture), any change in delivery dates, quantities or specifications for the Equipment which are requested by Customer or any delay in Customer's instructions or Customer's failure to give Arjo adequate information or instructions.
- 3.3 The costs of delivery and installation will be charged in addition to the price of the Equipment, and specific provisions relating to installation are stated at clause 14 below.
- 3.4 The price is exclusive of all applicable taxes and duties, including value added tax which the Customer shall (where applicable) be additionally liable to pay to Arjo.
- 3.5 Quotation prices are only valid for 30 days, unless otherwise agreed by Arjo.
- 3.6 Where the Customer considers that Arjo has made an error in respect of pricing only on any invoice, the Customer shall have 21 days from the date of the invoice to raise a query with Arjo. The Customer shall have no right to withhold or set off the payment of any invoice for any other reason. In the event that the Customer raises no query on pricing within 21 days of the invoice date, the Customer shall be deemed to accept any invoice submitted by Arjo. Failure to settle any invoice in full within 30 days of the date of invoice shall cause late interest fees to accrue per clause 4.

4. PAYMENT

- 4.1 All accounts must be paid net cash no later than 30 days following the date of the invoice
- 4.2 Interest will be charged on all sums overdue at the rate of 4% per annum above the published LIBOR base rate to be calculated from day to day to run from the invoice date to the date of payment both before and after any judgment, or such higher rate as may from time to time be prescribed by law.
- 4.3 The Customer accepts that Arjo will exercise its statutory right to claim interest and compensation for debt recovery costs under the late payment legislation if Arjo is not paid within 30 days of the invoice date.
- 4.4 The time for payment shall be of the essence.
- 4.5 Arjo reserves the right to issue and send all documents, including but not limited to notices, invoices, statements, terms and conditions, quotes and order acknowledgements to the Customer in an electronic format, and the Customer accepts to receive all such documents electronically (including receipt of invoices) by e-mail.

5. Background Checks & Liens

- 5.1 Arjo may conduct such credit checks, or other background checks as it shall deem appropriate and applicable by law, and the Customer agrees to cooperate and comply with such checks. If Arjo does not approve extension of credit to the Customer, or if, at any time, Arjo, in its sole determination, should deem itself to have reasonable grounds for insecurity regarding the creditworthiness of Customer (even if Arjo has previously extended credit to Customer), terms of payment shall become partial or full advance payments at Arjo's exclusive discretion. If Customer fails to comply with the terms of payment or any other terms of the Agreement, Arjo reserves the right to cancel the unfilled portion of any order and Customer shall remain liable for all unpaid amounts. Arjo shall have a lien over any Equipment provided under the Agreement, as permitted by applicable law.
- 5.2 Customer agrees that Arjo may use the Customer's data, including any personal data, for the purpose of making credit checks, and the Customer agrees to Arjo's collection, storage and use of such data for this purpose. Personal data will not be shared with third parties without the Customer's consent.

6. WARRANTY

- 6.1 Subject to clause 6.5, Arjo warrants that, for a period of 12 months (unless otherwise stated) from delivery (the Warranty Period), the Equipment will:
- 6.1.1 conform in all material respects to their description and to any applicable specification
- 6.1.2 be free from material defects in design, material and workmanship
- 6.1.3 be of satisfactory quality within the meaning of the Sale of Goods Act 1979, as amended
- 6.1.4 be fit for any purpose held out by Arjo within the meaning of the Sale of Goods Act 1979, as amended
- 6.2 Where any installation and if required, commissioning (including any commissioning done on a date after installation) of Equipment by Arjo or its agent takes place:
- 6.2.1 up to eight weeks following delivery, Arjo will deem the Warranty Period to commence from the date of completion of the installation, or from the date of commissioning if later.
- 6.2.2 more than eight weeks following delivery, Arjo will deem the Warranty Period to commence from eight weeks from delivery in any event.
- 6.3 If during the Warranty Period the Equipment does not comply with clause 6.1, then subject to clause 7 below, Arjo will at its option, replace any such Equipment or repair the said Equipment at its own expense. Defects arising from fair wear and tear, unauthorised damage, negligence, abnormal working conditions, failure to follow instructions, misuse, accident, incorrect specification supplied by the Customer, incorrect or inappropriate installation or maintenance (where installation or maintenance is carried out by persons other than Arjo or its Agents), where the Customer uses any Equipment after notifying Arjo that it does not comply with clause 6.1, or any other matters beyond the control of Arjo are not covered by this warranty.
- 6.4 In any event, should the Customer (or its agent) attempt to replace parts, repair or otherwise maintain any Equipment during the Warranty Period for any Equipment, such act will automatically invalidate this warranty.
- 6.5 In the event that Arjo agrees to extend the Warranty Period or if the Customer purchases an extended warranty (if offered by Arjo), the period of warranty for any Equipment purchased shall endure for any extended warranty period, otherwise the provisions of this clause shall remain applicable.
- 6.6 Subject as expressly provided in these terms, and except where the Equipment is sold to a person dealing as a consumer (within the meaning of the Unfair Contract Terms Act 1977), all warranties, conditions or other terms implied by statute or common law are excluded to the fullest extent permitted by law.
- 6.7 The Customer shall not assign the benefit of the warranty contained in this clause.
- 6.8 Arjo shall be under no liability under the warranty contained in this clause (or any other warranty, condition or guarantee) if the total price for the Equipment has not been paid by the due date for payment.
- ## 7. DEFECTIVE GOODS & SERVICES
- 7.1 The Customer shall inspect all Equipment upon delivery, and if the Customer claims that Equipment or parts do not conform to the warranty set out at clause 6.1, or in case there are shortages or errors, the Customer must notify Arjo in writing (along with a copy of the proof of delivery):
- 7.1.1 within 7 days of the delivery of the Equipment; or
- 7.1.2 subject to clause 6.2, within 7 days of installation of the Equipment by Arjo if the Equipment is not installed and commissioned on the date of delivery.
- 7.2 Failure to comply with the foregoing shall be deemed acceptance of the Equipment as delivered and installed, irrespective of any damage or impaired functionality of the Equipment, and the Customer shall remain bound to pay the full price of the Equipment.
- 7.3 Payment shall constitute acceptance of Equipment, and the Customer shall not be permitted to any set off against any amounts due to Arjo. All claims for errors, shortages, defective or non-conforming goods, warranty breaches, defective or non-conforming services, installations or allowances (collectively, "Non-Conformance") must be made to Arjo in writing. All claims for any Non-Conformance with respect to any Equipment will be subject to the terms of any Equipment warranty and must be made within the time period provided for under any such warranty.
- 7.4 Where any valid claim is made by the Customer in accordance with

- clauses 7.1 and 7.3 Arjo shall be entitled to verify the validity of the Customer's claim and if so satisfied, at its option either to:
- 7.4.1 refund to the Customer the price of the Equipment (or a proportionate part of the price) and any related transport costs paid by the Customer; or
- 7.4.2 replace the Equipment as soon as reasonably practicable and redeliver the goods at Arjo's expense; or
- 7.4.3 rectify the defect or failure as soon as reasonably practicable and redeliver the Equipment at Arjo's expense.
- 7.5 All claims for any Non-Conformance with respect to any installation must be made within thirty (30) days following performance of the installation at issue.
- 7.6 With respect to claims of Non-Conformance for installation, Arjo's only obligation shall be to correct such Non-Conformance or other breach by repair or re-performance of the applicable installation, as determined by Arjo.
- 7.7 The remedies under a warranty and the repair or replacement remedies under this clause 7, as applicable, shall be the Customer's sole remedy for any claim related to any Equipment. If warranty service or replacement is to be provided, Arjo shall have a reasonable period of time from the date it receives notification to perform such service or replacements (which reasonable period of time may, in some cases, be the standard lead time required to obtain parts or Equipment).
- 7.8 At reasonable business hours Arjo may enter upon the Customer's premises for the purpose of inspecting any Equipment subject to a claim of Non-Conformance or other breach and/or to provide the repair or replacement described in this clause 7.
- 7.9 Where Arjo elect to repair or replace any Equipment subject to a claim of Non-Conformance, the Customer shall ensure that:
- 7.9.1 the Equipment is decontaminated and shall make the Equipment available to Arjo to collect or repair, and where Arjo determines that the Equipment is still contaminated upon collection or repair, Arjo reserves the right to charge a reasonable decontamination fee to the Customer; and
- 7.9.2 it informs Arjo of the infection status of the Equipment and its location; and
- 7.9.3 where the Customer (or their agent) uninstalls the Equipment for collection or repair by Arjo, the Customer shall indemnify Arjo in full for any damage done to the Equipment or to any other property or for any injury caused to any person.
- 7.10 Where Arjo has received a notice of Non-Conformance from the Customer, and Arjo has informed the Customer on which date Arjo shall either collect or repair the Equipment in question, the Customer shall ensure that Arjo has access to such Equipment and in cases where Arjo is not able to gain access to the Equipment, Arjo reserves the right to charge the Customer a call out charge in accordance with clause 11.4.
- 7.11 Where Arjo inspects any Equipment subject to a claim of Non-Conformance and determines that the Equipment is either not faulty or the reason that the Equipment does not work is due to a factor outside of Arjo's control, the provisions of clause 14.5 shall apply.

8. LIABILITY

- 8.1 Arjo does not exclude its liability:
- 8.1.1 for death or personal injury caused by its negligence, or
- 8.1.2 for breach of the terms implied by s 12 of the Sale of Goods Act 1979 and by s 2 of the Supply of Goods and Services Act 1982, or
- 8.1.3 for defective products under the Consumer Protection Act 1987, or
- 8.1.4 for fraud or fraudulent misrepresentation
- 8.1.5 under any indemnity given by Arjo hereunder
- 8.2 Arjo excludes its liability and will not be responsible for any damages, liabilities, injuries or claims (including any indemnification or product liability exposure to the Customer), in the event of:
- 8.2.1 any unapproved modification or alteration to the Equipment by the Customer or its employees or agents, or
- 8.2.2 any improper use of the Equipment by the Customer or its employees or agents, or
- 8.2.3 any failure of the Customer or its employees or agents to maintain and operate the Equipment in accordance with the applicable manuals and training.
- 8.3 Any liability of Arjo for damages related to any Equipment or otherwise related to or arising under or in connection with any order, quote, purchase, installation, service or other agreement, whether arising from breach, negligence, indemnity, strict liability, tort or otherwise, and except in respect of any personal injury or death to any person

caused by Arjo's negligence (for which no limit applies) the liability of Arjo shall be limited to an amount not to exceed the amount to be paid by the Customer for the Equipment.

- 8.4 Except as stated at 8.1, Arjo shall not be liable to the Customer by reason of any representation, or any express or implied warranty, condition or other term or any duty at common law for any:
- 8.4.1 loss of data or use; or
- 8.4.2 indirect, special or consequential loss, damage, costs or expenses which arise out of or in connection with the supply or installation of the Equipment (including any delay in supplying or failure to supply or install the Equipment) or their use or resale by the Customer except as expressly provided by these conditions; or
- 8.4.3 loss of or failure to realise expected profit, revenue or savings or any other form of pure economic loss, whether any such loss is direct or indirect, and, in each case, however arising.
- 8.5 No possession, use, installation (by other than Arjo), operation, selection or return of any of the Equipment shall impose any liability or obligation for or on behalf of Arjo, other than arising from the negligence or misconduct of Arjo. Any action against Arjo under the Agreement or related to any Equipment or otherwise related to or arising under or in connection with any order, quote, purchase, installation, service or other agreement must be brought within one (1) year after the cause of action accrues.

9. ARJO INDEMNITIES

- 9.1 With the exception of Equipment which is modified or used by the Customer other than in accordance with this Agreement, Arjo will defend or, at its option, settle any action brought against the Customer arising from any claim that the use of the Equipment or receipt by the Customer of any services in accordance with this Agreement infringes any third party intellectual property right, and indemnify the Customer against all reasonable costs and expenses incurred by the Customer in connection with such claim.

10. CUSTOMER INDEMNITIES

- 10.1 The Customer agrees to indemnify, protect and keep harmless Arjo, and its employees, agents, successors, assigns and affiliates ("Related Parties") from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs and expenses, including reasonable legal costs and fees, of whatsoever kind or nature, arising out of:
- 10.1.1 any breach of the Agreement by the Customer;
- 10.1.2 the possession, use, installation (other than by Arjo), operation, selection or return of the Equipment, other than those claims arising from the negligence or the misconduct of Arjo;
- 10.1.3 infringement of patents, designs, copyrights, trademarks or trade names with respect to Equipment or other goods designed, manufactured or modified, wholly or partially, to Customer's designs or specifications.
- 10.2 The Customer shall indemnify Arjo in respect of liability to any person caused by the addition to any Equipment supplied by Arjo of any part which is not an Arjo designated part and Arjo shall have no liability to the Customer for loss or damage or injury directly or indirectly caused by such addition.

11. CANCELLATIONS & CHARGES

- 11.1 Subject to the right of Customers who act in the capacity of consumers to return goods for refund under The Consumer Protection (Distance Selling) Regulations 2000 (and only if those regulations apply), no order placed by the Customer or the Customer's agent may be cancelled or amended unless it is specifically agreed by Arjo in writing. Equipment returned must be authorised in advance by contacting our customer support department and obtaining a collection or cancellation number and shall be subject to clause 11.3 in any event.
- 11.2 Where Arjo agrees to accept cancellations and order amendments, the Customer hereby agrees to indemnify Arjo in full against any loss (including loss of profit), costs (including the costs of collection, transportation and all labour and materials used), damages, charges and expenses incurred by Arjo as a result of the cancellation or amendment.
- 11.3 Equipment returned will be subject to inspection, and Arjo reserves the right to refuse to accept a cancellation or order amendment if the Equipment is damaged, destroyed, contaminated or if Arjo in its sole discretion would be unable to sell, rent or otherwise dispose of the Equipment in that condition.
- 11.4 Call out charges and charges for abortive installations of Equipment,

are agreed by the Customer to be a legitimate pre-estimate of the loss suffered by Arjo as a result of abortive installations, and will be as follows:

- 11.4.1 Abortive installation with no notice - up to £500
- 11.4.2 Abortive installation with 0 — 5 days notice - up to £250
- 11.4.3 Call out charge - a sum calculated with reference to lost time, opportunity and resource costs to be determined by Arjo in each case.

12. TERMINATION

- 12.1 Arjo may, without prejudice to any claim or right it may otherwise make or exercise and without payment of any compensation for any direct, indirect or consequential loss the Customer may suffer, terminate any agreement with the Customer forthwith by giving the Customer written notice if:
- 12.1.1 a petition is presented to wind the Customer up or the Customer enters into any liquidation (other than for a reconstruction or amalgamation) or a receiver or administrator is appointed in respect of any of the Customer's assets or the Customer enters into any composition or arrangement with the Customer's creditors or the Customer ceases to carry on business; or
- 12.1.2 the Customer commits any breach of this Agreement and fails to remedy it (if remediable) within fourteen days of receipt by the Customer from Arjo of a notice complaining of such breach.
- 12.1.3 at any time, pursuant to the background checks conducted as provided for herein, Arjo shall determine that the Customer does not meet its criteria to purchase the Equipment on the terms of the Agreement or at any time, in the event of any default by the Customer or if the Customer fails to comply with any of its obligations under the Agreement. In the event of such termination by Arjo, there shall be no liability on the part of Arjo for any amount whatsoever.

13. RETENTION OF TITLE

- 13.1 Risk in the Equipment will pass to the Customer in accordance with clause 2.5;
- 13.2 The Equipment shall remain Arjo's property until it has been paid for in full and all other monies owing by the Customer to Arjo have been paid in full and unconditionally at which point title shall pass to the Customer.
- 13.3 Until title to the Equipment has passed to the Customer, the Customer will:
- 13.3.1 hold the Equipment as bailee for Arjo;
- 13.3.2 take all reasonable care of the Equipment and keep it in reasonable condition;
- 13.3.3 insure the Equipment with a reputable insurer from the date of delivery (or the date on which Arjo tendered delivery to the Customer, whichever is earlier) against all risks for an amount at least equal to the price of the Equipment, noting Arjo's interest on the policy;
- 13.3.4 not remove or alter any mark on or packaging of the Equipment without Arjo's consent;
- 13.3.5 inform Arjo as soon as possible if it becomes subject to any of the events set out in clause 12 (Termination);
- 13.3.6 provide Arjo with such information concerning the Equipment as Arjo may request from time to time;
- 13.4 Notwithstanding clause 13.3.5, the Customer may use the Equipment in the ordinary course of its business until such time as it becomes aware or ought reasonably to have become aware that an event specified in clause 12 (Termination) is or is likely to occur.
- 13.5 If, at any time before title to the Equipment has passed to the Customer, the Customer informs Arjo, or Arjo reasonably believes, that the Customer has or is likely to become subject to any of the event specified in clause 12 (Termination), or if the Customer shall fail to pay the price for the Equipment within the time permitted at clause 4.1, Arjo may:
- 13.5.1 Require the Customer (at the Customer's expense) to redeliver the Equipment to Arjo; or
- 13.5.2 if the Customer fails to do so promptly, enter any premises where the Equipment is stored to repossess it and shall have the power to resell (or otherwise deal with) the Equipment, such power being additional to (not in substitution for) any other power of sale arising by operation of law or otherwise.
- 13.6 In the event that the Customer resells the Equipment prior to title passing to the Customer, Arjo's entitlement shall attach to the proceeds of sale so that such proceeds or any claim therefor shall be assigned to Arjo and until such proceeds shall be held on trust in a separate identified account for Arjo by the Customer.

14. INSTALLATION

- 14.1 In relation to the installation of any Equipment (whether or not such Equipment has already been delivered), Arjo reserves the right to:
- 14.1.1 deliver an installation requirements document to the Customer setting out what actions Arjo shall carry out and what actions the Customer is required to carry out to effect an installation of Equipment
- 14.1.2 charge the Customer for the installation of any Equipment which is fitted, placed or otherwise installed;
- 14.1.3 undertake a survey of the site of installation of Equipment prior to the delivery of any Equipment to satisfy itself that the location for the Equipment is suitable;
- 14.1.4 cancel any agreement for the sale or installation of any Equipment or the provision of any service if, in Arjo's absolute discretion it shall consider the performance of the Agreement not to be feasible or that any item to be installed could not be safely used.
- 14.2 If Arjo is unable to undertake a survey assessment for any reason outside of Arjo's control Arjo reserves the right to undertake a survey assessment once the location is available, and clauses 14.1.3 and 14.1.4 shall apply in these circumstances.
- 14.3 If the Customer provides Arjo with incorrect information with regard to the installation of Equipment, whether or not Arjo has undertaken a survey assessment, or if the Customer does not undertake the actions required of it per clause 14.1.1 above then Arjo shall be entitled to charge the Customer an abortive installation fee in accordance with clause 11.4 in the event that any Equipment is not able to be delivered or installed to Arjo's reasonable satisfaction.
- 14.4 Arjo reserves the right to charge the Customer for any work or parts or additional work or any additional parts, or for storage (if necessary) required in accordance with its standard tariff from time to time in force, where:
- 14.4.1 any additional work or parts are required to install any Equipment which work or parts are outside the work and parts to be provided for within the original scope of an installation; or
- 14.4.2 the Customer (or their agent) installs or modifies any Equipment incorrectly, requiring Arjo to carry out work to rectify or repair Equipment; or
- 14.4.3 Arjo spends any time or costs as a result of any Customer act or omission which costs are not already provided for in any quote for work provided by Arjo.
- 14.5 Arjo shall not be responsible for circumstances outside its control which affect the performance of the Equipment once Equipment has been installed and commissioned to Arjo's reasonable satisfaction. Arjo reserves the right to inspect any Equipment which the Customer reports a fault with and in circumstances where the cause of the fault with any Equipment does not relate to the Equipment or the installation of the Equipment, Arjo reserves the right to charge a call out fee in accordance with clause 11.4 and in addition all invoices for delivery and installation remain payable per clause 3.6.
- 14.6 In relation to the invoicing of charges for installation of Equipment:
- 14.6.1 The Customer notes and agrees that the cost of installation of Equipment is separate and distinct from the cost of any Equipment ordered;
- 14.6.2 Whereas an invoice is issued by Arjo for any Equipment upon the dispatch of the Equipment, an invoice for the installation of Equipment is issued upon successful installation of Equipment by Arjo. Queries in relation to invoices raised for both Equipment and installation of Equipment are dealt with per clause 3.6;
- 14.6.3 Per clause 2.6 above, Arjo will provide the Customer with a POI document and a commissioning certificate which Arjo shall require the Customer to counter-sign. It shall be the responsibility of the Customer to retain the POI and the commissioning certificate and it shall be not acceptable for the Customer to withhold or delay payment for any Equipment or the installation of Equipment pending receipt of a copy POI or commissioning certificate. In circumstances where the Customer fails to pay invoices within the period stated at clause 3.6 or otherwise as agreed by Arjo, Arjo may charge the Customer in accordance with clauses 2.6, 3.6 and 4 above.
- 15. MODIFICATIONS**
- 15.1 Arjo reserves the right to modify any design or specification or to use materials different to those specified and to enter upon the Customer's premises upon giving the Customer reasonable notice to make modifications to Equipment.
- 15.2 Arjo reserves the right to make any changes in the specification of the

Equipment or the provision of any Services which are required to conform with any applicable statutory or EU requirements or, where the Equipment is to be supplied to the Customer's specification, which do not materially affect their quality or performance and to enter upon the Customer's premises upon giving the Customer reasonable notice to make modifications to Equipment.

16. FORCE MAJEURE

- 16.1 Should the manufacture, delivery or installation of any Equipment or any part thereof whether by Arjo or any contractor or carrier be prevented or hindered for a continuous period in excess of one month due to any cause beyond the reasonable control of Arjo then, Arjo shall have the right to suspend or cancel any obligation then unperformed without prejudice to any of Arjo's rights including the right to payment in respect of any Equipment supplied prior to such suspension or cancellation. Arjo shall not be liable for any direct, economic or consequential loss (including loss of profits, revenue or goodwill) that Customer may suffer.

17. WAIVER

- 17.1 No waiver by Arjo of any breach of the Agreement by the Customer shall be considered as a waiver of any subsequent breach of the same or any other provisions.

18. NOTICES

- 18.1 Notices under this Agreement will be in writing and sent to registered address of the receiving party. They may be given, and will be deemed received:
- 18.1.1 by first-class post: two Business Days after posting;
- 18.1.2 by airmail: seven Business Days after posting;
- 18.1.3 by hand: on delivery;
- 18.1.4 by facsimile: on receipt of a successful transmission report from the correct number, and
- 18.1.5 By e-mail: on receipt of a delivery or read return mail from the correct address.

19. INVALIDITY

- 19.1 If any provision of this Agreement is held by the court or other competent authority to be invalid or unenforceable in whole or in part the validity of the other provisions of the Agreement and the remainder of the provision in question shall not be affected.

20. ASSIGNMENT

- 20.1 Neither the Agreement nor any obligations under the same may be assigned by either party without the express written consent of the other party, and any attempt to do so will be void; except that Arjo may assign any benefit to any subsidiary, affiliate or holding company of Arjo's Group from time to time and the Customer hereby expressly grants its consent to the novation of any obligation arising hereunder to any subsidiary, affiliate or holding company of Arjo's Group from time to time.

21. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999

- 21.1 Arjo may use third party subcontractors or affiliated entities to provide certain Equipment or perform certain of services. The terms and conditions of the Agreement shall inure to the benefit of and be binding upon the respective successors and permitted assigns of the parties. Except as expressly provided herein, nothing is intended to confer upon any party, other than the parties hereto, any third party beneficiary rights or any other rights, remedies, obligations or liabilities under or by reason of the Agreement.

22. MONEY LAUNDERING & ANTI-BRIBERY PROCEDURES

- 22.1 The Customer shall provide all necessary co-operation to as to ensure that Arjo is able to meet its obligations under The Proceeds of Crime Act 2002, The Money Laundering Regulations 2007 and The Bribery Act 2010 and shall itself comply with such obligations.

23. ENTIRE AGREEMENT

- 23.1 The T&Cs constitute the entire agreement and understanding of the parties as to the subject matter of the Agreement. They supersede any prior agreement or understanding between the parties and no variation of the T&Cs or any other document shall be binding unless agreed in writing.

24. LAW & JURISDICTION

- 24.1 The Agreement and its performance is governed in all respects by English law and the English Courts shall have non-exclusive jurisdiction over any dispute or difference arising out of or in connection with the Agreement.



AWYR LAS
FUNDING APPLICATION FORM

<u>Title of Funding Application</u>		Conversion of decontamination room into a functional clinic space in NWCTC
<u>Name & Job Title of Lead Applicant</u>		Laura Vernon, Deputy Divisional General Manager
<u>Name & Job Title of Other Applicants</u>		Julie Roberts, Sister NWCTC
<u>Maximum Expenditure Requested</u>		£7,024.80
<u>Fund to be Sourced</u>	Fund Number & Title	Cancer Charitable Fund – Fund 8Q02
	Current Uncommitted Balance	£1,722,604.55
<u>Introduction and Background</u> (concise, in bullet points)		
<ul style="list-style-type: none"> • The decontamination room located within North Wales Cancer Treatment Centre (NWCTC) outpatients department has not been used for its original purpose for some time and is used as a storage area • The clinic room capacity within NWCTC is at full capacity with all 10 rooms in use for over 90% of the time • Additional doctors and nurses have commenced but have limited ability to undertake clinics due to lack of space • Additional registrars are planned to commence and it is vital for their training that they participate in clinics • The division has agreed that the decontamination room can be converted into a functional clinic room to support additional clinics 		



Key Service Benefits and Measures (to be reported back to the Committee 6 months after approval granted, unless otherwise stated in approval letter)				
Service Benefit (insert further rows if needed, must include patient care and financial benefits)				Measure
Increased capacity to support additional clinics – increased number of clinic rooms				Clinic room timetable
Increased number of appointments				Clinic activity
Financial Management and Costing				
Pay				
Job Title	Annual Salary (inc. on-costs)	Period in Months	Project Role	£
Non-pay				
Quote or Estimate?	Description			
Quote	Estates work required to replace floor, remove shelving and worktops, replacement and provision of clinical sink, installation of clinical worktop and call bell			7,024.80
Total Pay and Non-pay				7,024.80
Ongoing Revenue Costs				
Ongoing revenue costs which will be charged to NHS budgets				£0
Less: Savings generated by this application				£0
Net ongoing revenue costs charged to NHS budgets				£ 0




<u>Risk Assessment</u>	
Risk (insert further rows if needed)	Mitigation
If not approved, there is limited ability to provide additional clinics which are needed to support the number of referrals received and the various staff that are involved in the patient pathway	
Patients will not be able to access timely treatment	
Staff morale will decrease due to inability to see patients in a face to face setting	
<u>Exit Strategy</u> (Charitable Funds cannot fund ongoing commitments)	
One off payment to undertake estates work	
<u>Health Inequalities</u> (State how the scheme addresses health inequalities)	
Supports patients being seen by oncology and haematology. NWCTC is the only site that provides radiotherapy for patients in north Wales and other specialised oncology services	
<u>Equalities Impact</u>	
Will any racial equality groups (racial, gender, disability, sexuality, age, language, religion/belief be differently affected by this scheme?	NO
If YES, then please submit a copy of the Equality Impact Questionnaire with this form.	
If NO, then state below what information/evidence the decision is based on.	
This scheme will improve access to health care	
<u>Approvals</u>	



	Name & Date Approved	Comments
Fund Advisor		
Capital Approval (Estates/IM&T/Medical Devices)	Howard Parry, Estates Officer 03.05.23	Hi Paula I support their request as it is a room that is not being utilised and is needed for a change of use Many thanks Howard Parry Estates Officer/Swyddog Ystadau Betsi Cadwaladr University Health Board/Bwrdd Iechyd Prifysgol Central Estates Department/Adran Ystadau Canoleg Ysbyty Glan Clwyd Hospital Sarn Lane/Lon Sarn Bodelwyddan Denbighshire LL18 5UJ Email Howard.Parry@wales.nhs.uk Mobile 07890 524303



<p>Chief Financial Officer</p>	<p>Paula Jones</p> <p>28.03.23</p>	<p> Tue 28/03/2023 15:49</p> <p>Paula Jones (BCUHB - Finance)</p> <p>RE: Application for funding</p> <p>To  Paula Clayton (BCUHB - Finance)</p> <p>Cc  Laura Vernon (BCUHB - Cancer Services);  Jacqui Lockett (BCUHB - Finance)</p> <p>Retention Policy NHS Wales Default Exchange Retention Policy (7 years)</p> <hr/> <p>Thanks Approved</p> <p>Paula Jones Chief Finance Officer - Centre Site and North Wales Services Tel: 03000 855119</p>
<p>Area/Hospital/Secondary Care/Mental Health/Executive Director</p>	<p>PFIG Meeting</p> <p>22.02.23</p>	<p>From: Laura Vernon (BCUHB - Cancer Services)</p> <p>Sent: 05 June 2023 13:37</p> <p>To: Paula Clayton (BCUHB - Finance); Geraint Roberts (BCUHB - Cancer Services)</p> <p>Cc: Manon Williams (BCUHB - Cancer Services); Dylan Evans (BCUHB - Corporate Office)</p> <p>Subject: RE: Conversion of decontamination room into a functional clinic space in NWCTC</p> <p>Hi Paula</p> <p>I have put the exert below which was discussed in the meeting on 22nd February –</p> <p>a) Minor Works Request – Old Decontamination Room, NWCTC, for £5,854.</p> <p>LV referred to the attached Minor Works Request which, if approved, will release space for OPD clinics.</p> <p>Following a discussion, this was approved.</p> <p>Laura Vernon Deputy Divisional General Manager/Rheolwr Cyffredinol Dirprwyol Cancer Services/Gwasanaeth Canser</p>



		<p>From: Laura Vernon (BCUHB - Cancer Services) <LAURA.VERNON@wales.nhs.uk> Sent: 05 June 2023 11:34 To: Paula Clayton (BCUHB - Finance) <Paula.Clayton@wales.nhs.uk>; Geraint Roberts (BCUHB - Cancer Services) <Geraint.E.Roberts@wales.nhs.uk> Cc: Manon Williams (BCUHB - Cancer Services) <Manon.Williams@wales.nhs.uk>; Dylan Evans (BCUHB - Corporate Office) <Dylan.Evans55786@wales.nhs.uk> Subject: RE: Conversion of decontamination room into a functional clinic space in NWCTC</p> <p>Hi Paula</p> <p>We have discussed this at our PFIG meeting and agreed that this must be funded due to clinical need and the lack of space within the outpatient's area. We have this documented within the minutes and both Geraint and I approve this funding application.</p> <p>Thanks</p> <p style="text-align: center;">2</p> <hr/> <p>Laura Vernon Deputy Divisional General Manager/Rheolwr Cyffredinol Dirprwyol Cancer Services/Gwasanaeth Canser</p>
Charitable Funds Advisory Group		



Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

Ystadau Gweithredol – Canoleg, Operational Estates – Central

Ysbyty Glan Clwyd Hospital, Lon Sarn, Bodelwyddan, LL18 5UJ Ffon.Tel.- 07890524303

QUOTATION FORM FOR SMALL WORKS/SERVICES OR GOODS

Contractor/Supplier: Pen-y-Bryn Joinery Ltd **Date of issue:** 24.10.2022

Address:

UNIT 27
COLOMENDY INDUSTRIAL ESTATE
DENBIGH
DENBIGHSHIRE
LL16 5TA
01745 815481 (Tel)
01745 814332 (Fax)

Email: lynda.jones@penybrynjoinery.co.uk

Project Title: Oncology Old Decontamination Room

Contract/Job No:

Operational estates Quotation Ref No: C0007/C368

	£	p
You are invited to submit a bonafide Quotation for the carrying out/supplying of the following works/services/goods.		
1. Replacement of flooring with polymer vinyl. Polyflor XL PU	1426	00
2. Removal of shelving and worktops and units	478	00
3. Removal of water pipes back to the source leaving no dead legs	340	00
4. Replacement of wash hand basin with a clinical sink and TMV 3 mixer tap	1704	00
5. Installation of clinical worktop	716	00

6. Installation of 3 extra double sockets and 3 IT point boxes along with test results	620	00	
7. Making good walls and painting	570	00	
8. Installation of Wandsworth call bell into room (BY others)	0		
For any site visits the tendering party deems necessary during the tender period, please contact one of the following:-			
All works to be carried out at the following address out of normal working hours			
Glan Clwyd Hospital Bodelwyddan Denbighshire LL18 5UJ			
During the tender period please contact Howard Parry Estates officer on Mobile no 07890524303			
	5854	00	1/2.
Contractors assessment of VAT	1170	00	0.2.
Total	£7024	80	1/2.

Have additional sheets been included in support of your bid No



AWYR LAS
FUNDING APPLICATION FORM

<u>Title of Funding Application</u>	Wigs for Cancer Patients who are receiving treatments that may cause alopecia (12 month period)	
<u>Name & Job Title of Lead Applicant</u>	Manon Williams, Lead Cancer Nurse, Cancer Division	
<u>Name & Job Title of Other Applicants</u>	Geraint Roberts, General Manager, Cancer Division	
<u>Maximum Expenditure Requested</u>	£90,000	
<u>Fund to be Sourced</u>	Fund Number & Title	Cancer Support Group, Wrexham – Fund 7Q02 Cancer Charitable Fund, YGC – Fund 8Q02 Alaw Ward Fund – Fund 9Q04
	Current Uncommitted Balance	7Q02 - £274,486.07 8Q02- £1,722,604.55 9Q04 - £ 978,698.63
<u>Introduction and Background</u> (concise, in bullet points)		
<ul style="list-style-type: none"> • BCU HB currently provides a comprehensive wig fitting service to cancer patients across North Wales 		



- Previously the cost of the wigs range from £90 depending on length and it was agreed that a ‘cap’ of £90 per patient was put in place.
- A project is currently ongoing setting up an ‘all Wales’ contract for wig provision. This is led by procurement and will take a number of months to complete. Due to increased cost and given that the cap of £90 has been in place for a number of years it is requested that the cap is increased to £100 per patient.
- Most chemotherapy treatment is completed in 6 months and generally one wig is provided. If patients return for more treatment they are offered another wig.
- All wigs are ordered and invoiced through the NHS Wales Shared Services Partnership Accounts Payable Department. No wigs are invoiced without an appropriate purchase order number.
- BCUHB are not unique in funding this service from charitable funds – the majority of Health Boards across England and Wales source the service via similar avenues e.g. Velindre NHS Trust

Key Service Benefits and Measures (to be reported back to the Committee 6 months after approval granted, unless otherwise stated in approval letter)

Service Benefit (insert further rows if needed, must include patient care and financial benefits)

Measure

Hair loss can have a huge emotional impact on patients and having this service provided within all three sites means that patients have access to a qualified wig advisor/fitter alongside their appointments for treatment or ‘follow-up’

Feedback from patient forums / patient satisfaction questionnaires

Financial Management and Costing





Pay				
Job Title	Annual Salary (inc. on-costs)	Period in Months	Project Role	£
Non-pay				
Quote or Estimate?	Description			
Estimate	Provision of wigs for a period of 12 months (maximum cost)			£75,000
Total Pay and Non-pay				£75,000
Ongoing Revenue Costs				
Ongoing revenue costs which will be charged to NHS budgets				£
Less: Savings generated by this application				£
Net ongoing revenue costs charged to NHS budgets				£
Risk Assessment				
Risk (insert further rows if needed)			Mitigation	
Lack of budget funding means that these wigs would not be funded for patients.				
Exit Strategy (Charitable Funds cannot fund ongoing commitments)				
N/A				



Health Inequalities (State how the scheme addresses health inequalities)		
All relevant patients will be offered this service.		
Equalities Impact		
Will any racial equality groups (racial, gender, disability, sexuality, age, language, religion/belief be differently affected by this scheme?		YES/NO
If YES, then please submit a copy of the Equality Impact Questionnaire with this form.		
If NO, then state below what information/evidence the decision is based on.		
The wig service provided caters for all genders and ethnic groups.		
Approvals		
	Name & Date Approved	Comments
Fund Advisor	Manon Williams	
Capital Approval (Estates/IM&T/Medical Devices)	N/A	



<p>Chief Financial Officer</p>	<p>Paula Jones</p> <p>09.06.23</p>	<p>     </p> <p> Fri 09/06/2023 09:49 Paula Jones (BCUHB - Finance) RE: Wigs for Cancer Patients who are receiving treatments that may cause alopecia (12 month period)</p> <p>To  Paula Clayton (BCUHB - Finance);  Geraint Roberts (BCUHB - Cancer Services);  Laura Vernon (BCUHB - Cancer Services)</p> <p>Cc  Manon Williams (BCUHB - Cancer Services);  Dylan Evans (BCUHB - Corporate Office)</p> <p>Retention Policy NHS Wales Default Exchange Retention Policy (7 years) Expire</p> <hr/> <p>Approved</p> <p>Thanks</p> <p>Paula</p> <p>Paula Jones Chief Finance Officer - Centre Site and North Wales Services Tel: 03000 855119</p>
<p>Area/Hospital/Secondary Care/Mental Health/Executive Director</p>	<p>Geraint Roberts</p> <p>05.06.23</p>	<p> Mon 05/06/2023 12:06 Geraint Roberts (BCUHB - Cancer Services) Re: Wigs for Cancer Patients who are receiving treatments that may cause alopecia (12 month period)</p> <p>To  Paula Clayton (BCUHB - Finance);  Paula Jones (BCUHB - Finance);  Laura Vernon (BCUHB - Cancer Services)</p> <p>Cc  Manon Williams (BCUHB - Cancer Services);  Dylan Evans (BCUHB - Corporate Office)</p> <p>Retention Policy NHS Wales Default Exchange Retention Policy (7 years)</p> <hr/> <p>approved</p> <p>Geraint</p> <p>Geraint Ellis Roberts Rheolwr Cyffredinol Is-adrannol -Canser Divisional General Manager - Cancer</p>
<p>Charitable Funds Advisory Group</p>		



Teitl adroddiad:	Charity Risk Register
Report title:	
Adrodd i:	Charitable Funds Committee
Report to:	
Dyddiad y Cyfarfod:	Thursday, 02 March 2023
Date of Meeting:	
Crynodeb Gweithredol: Executive Summary:	<p><i>This paper is presented at every Charitable Fund Committee meeting to provide assurance.</i></p> <p><i>The Charitable Funds Committee is asked to note the change to Risk A. This risk rating was increased to 15 from 10 in December 2022, meaning it now falls in the high risk category. It is noted in the action plan that a financial review is underway. Assurance has been given, with a review of the operational costs funding model and financial procedures and protocols being undertaken, which will be completed by October 2023. Changes will be made to Financial reporting by October 2023 to better present the financial position of undesignated 'general' funds. The following gap in controls/mitigations has also been included: Dedicated capacity in the Charitable Funds and Charitable Partnerships Support Team in the short term.</i></p> <p><i>The Charitable Funds Committee is also asked to note the changes in dates for the publication of the Charity Strategy and Operation Plan, which is now set to be presented to the Charitable Funds Committee in October 2023.</i></p> <p><i>Lastly, the Charitable Funds Committee is asked to note the missed target deadline for Risk F. A new target date of December 2023 is recommended.</i></p> <p><i>The format of the Risk Register will be updated by October 2023 to ensure the same template is used for all BCUHB Committee meetings.</i></p> <p><i>The Board is asked to review the paper.</i></p>
Argymhellion:	

Recommendations:	<i>The Board is asked to:</i> <i>Review the paper and confirm whether any further updates should be made to the Risk Register this quarter.</i>			
Arweinydd Gweithredol: Executive Lead:	Helen Stevens-Jones, BCUHB Director of Partnerships, Engagement and Communications			
Awdur yr Adroddiad: Report Author:	Kirsty Thomson, Head of Fundraising			
Pwrpas yr adroddiad: Purpose of report:	I'w Nodi <i>For Noting</i> <input type="checkbox"/>	I Benderfynu arno <i>For Decision</i> <input type="checkbox"/>	Am sicrwydd <i>For Assurance</i> <input checked="" type="checkbox"/>	
Lefel sicrwydd: Assurance level:	Arwyddocaol <i>Significant</i> <input type="checkbox"/> <small>Lefel uchel o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol <i>High level of confidence/evidence in delivery of existing mechanisms/objectives</i></small>	Derbyniol <i>Acceptable</i> <input checked="" type="checkbox"/> <small>Lefel gyffredinol o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol <i>General confidence / evidence in delivery of existing mechanisms / objectives</i></small>	Rhannol <i>Partial</i> <input type="checkbox"/> <small>Rhywfaint o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol <i>Some confidence / evidence in delivery of existing mechanisms / objectives</i></small>	Dim Sicrwydd <i>No Assurance</i> <input type="checkbox"/> <small>Dim hyder/tystiolaeth o ran y ddarpariaeth <i>No confidence / evidence in delivery</i></small>
The 'acceptable' assurance level has been selected because most assurance provided is based on the completion and approval of the Charity Strategy in October 2023. The actions noted on the register are limited to the approval of the strategy and operational plan, as these documents will provide the action plans to reduce the risks included on this register.				
Cyswllt ag Amcan/Amcanion Strategol: Link to Strategic Objective(s):	All Strategic Objectives (About the Health Board - Betsi Cadwaladr University Health Board (nhs.wales))			
Goblygiadau rheoleiddio a lleol: Regulatory and legal implications:	Charity Commission Guidance, HMRC regulation			
Yn unol â WP7, a oedd EqlA yn angenrheidiol ac a gafodd ei gynnal? <i>In accordance with WP7 has an EqlA been identified as necessary and undertaken?</i>	No			
Yn unol â WP68, a oedd SEIA yn angenrheidiol ac a gafodd ei gynnal? <i>In accordance with WP68, has an SEIA identified as necessary been undertaken?</i>	No			
Manylion am risgiau sy'n gysylltiedig â phwnc a chwmpas y papur hwn, gan gynnwys risgiau newydd (croesgyfeirio at y BAF a'r CRR)	Risk Register attached			

<i>Details of risks associated with the subject and scope of this paper, including new risks(cross reference to the BAF and CRR)</i>	
<i>Goblygiadau ariannol o ganlyniad i roi'r argymhellion ar waith</i> <i>Financial implications as a result of implementing the recommendations</i>	N/A
<i>Goblygiadau gweithlu o ganlyniad i roi'r argymhellion ar waith</i> <i>Workforce implications as a result of implementing the recommendations</i>	N/A
<i>Adborth, ymateb a chrynodeb dilynol ar ôl ymgynghori</i> <i>Feedback, response, and follow up summary following consultation</i>	
<i>Cysylltiadau â risgiau BAF:</i> (neu gysylltiadau â'r Gofrestr Risg Gorfforaethol) <i>Links to BAF risks:</i> (or links to the Corporate Risk Register)	
<i>Rheswm dros gyflwyno adroddiad i fwrdd cyfrinachol (lle bo'n berthnasol)</i> <i>Reason for submission of report to confidential board (where relevant)</i>	N/A
<p><u>Charitable Funds Committee, In public</u> Tuesday 4th July, 2023 Charity Risk Register</p> <p>Awyr Las has a moderate appetite for finance related risks, which means that the Health Board, as the charity's corporate Trustee, is prepared to accept a target risk score of 9-12 and will tolerate such risks once this target score has been attained and sustained.</p> <p>In accordance with the Charitable Funds Committee's Terms of Reference, the Members are expected to:</p> <ul style="list-style-type: none"> ▪ Oversee and provide evidence based and timely advice to the Board on relevant risks and concerns ▪ 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. <p>The Charity's Risk Register Matrix and criteria mirrors the version used by BCUHB, but is applicable to the Charity's risks. The Awyr Las Support Team members have received Risk Management and Datix training.</p> <p>The risk grading and scoring scheme for the charity follows that used by BCUHB. The charity's Risk Register Matrix follows the same principles as BCUHB. The only difference between the two is:</p>	

- Finance measurements, with the amounts being significantly smaller for the charity
- Different terms used for safety (focus on all people, not just patients for the charity) and quality outcomes focussing on beneficiaries (grant recipients and their service users) and benefactors (donors) rather than service-users.

		IMPACT				
Catastrophic	5	Low Medium	Medium	High	High/ Very High	Very High
Major	4	Low	Low Medium	Medium/ High	High	High/ Very High
Moderate	3	Low	Low Medium	Medium	Medium/High	High
Minor	2	Very Low	Low	Low Medium	Low Medium	Medium
Insignificant	1	Very Low	Very Low	Low	Low	Low Medium
		1	2	3	4	5

Likelihood (PROBABILITY)

Rare 0%-4%	Unlikely 5%-20%	Possible 21%-50%	Likely 51%-80%	Very Likely 80%-100%
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Scoring scheme

25	Very High
20	High/Very high
16	High
15	High
12	Medium/high
10	Medium
9	Medium
8	Low medium
6	Low medium
5	Low medium
4	Low
3	Low
2	Very low
1	Very low

Awyr Las Risk Register Matrix:

	FINANCE	COMPLIANCE	PERSON SAFETY	QUALITY / OUTCOMES	REPUTATION
1 INSIGNIFICANT	Negligible loss <=£100	No non-compliance	Insignificant injury/harm	Negligible impact/ unnoticed by beneficiaries, benefactors and other key stakeholders	Insignificant damage
2 MINOR	Small loss £101-£500	Small, single, short-term non-compliance	Minor injury/harm	Small/ transient impact	Minor or transient damage

3 MODERATE	Moderate loss £501-£1,000	Sustained single or a few short-term non-compliances	Moderate injury/harm	Moderate/ short-to medium-term impact	Moderate or short - to medium- term damage
4 MAJOR	Significant loss £1,001 - £5,000	Multiple sustained non-compliances	Major injury/harm	Significant/ medium to long- term impact	Major or med - to long-term damage
5 CATASTROPHIC	Substantial loss > £5,000	Multiple, long-term, significant non- compliances	Fatal injury/harm	Substantial/ sustained, long- term impact	Substantial c sustained damage
Rhestr o Atodiadau:					
List of Appendices:					
<i>Charity Risk Register: Appendix 1</i>					

A	Director Lead: Director of Partnerships, Engagement and Communications	Date Opened: 17 th March 2022
	Assuring Committee: Charitable Funds Committee	Date Last Reviewed: 14 th June 2023
	Risk Title:	Date of Committee Review: 29 th December 2022
	Potential lack of funding for charitable activities (grants) and operational costs.	Target Risk Date: 31/12/2024

Risk Description:

There is a risk that:

- Traditional supporters will not want to support the North Wales NHS Charity. This will be caused by a change in funders' priorities.
- Market volatility will affect the charity's ability to crystallise investments, or insufficient longterm financial planning could put pressure on undesignated funded
- There is a risk that other charities have stronger community links and communicate urgent need well.

All of the above will cause a reduction in the funds available, which could lead to a reduction in charitable activities (grants) and operational costs.

	Impact	Likelihood	Score
Inherent Risk Rating	5	2	10
Current Risk Rating	5	3	15
Target Risk Score	4	2	8
Risk Appetite	moderate level		1-8
Movement in Current Risk Rating Since last presented to the CFC	Unchanged		

Controls in place	Assurances
<ol style="list-style-type: none"> 1. Affluentials analysis. 2. Trust and Foundation Fundraising Expert for a short term scoping project. 3. Financial planning for the strategy. 4. Detailed competition analysis within the catchment. 5. Leadership analysis. 	Regular formal 1:1s with Team Members (min 1 per month); Weekly staff meeting; Monthly Team meeting to monitor:

<ul style="list-style-type: none"> 6. Benchmarking: local context, considering demographics, context, socio-economic factors to give assurance through more robust and joined up analysis to underpin the strategy 7. Investment Strategy in process of being drawn up for approval in October 2023 8. Changes to be made to the Financial reporting by October 2023 to better present the financial position of undesignated 'general' funds 	<ul style="list-style-type: none"> 1. Major Donors Fundraising Plan 2. Trusts and Foundations Fundraising Plan 3. Investment strategy 4. Grant Management Strategy 5. Leadership engagement plan 6. Review of local fundraising appetite 7. Review of operational costs funding model
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Gaps in Controls/mitigations (what are the weaknesses in the controls?)

Completion of financial review, charity strategy and operational plan. Due for completion and approval October 2023.
Dedicated capacity in the team in the short term, including within Finance

Gaps in Assurance (what are the weaknesses in the assurance?)

Lack of financial plan to underpin the charity strategy and operational plan reviewed in 2022.

Progress since last submission

External financial review began in February 2023 and is in progress.

Risk Treatment Plan (Action Plan)

Risk Response Plan	Action ID	Action	Action Lead/ Owner	Due date	State how action will support risk mitigation and reduce score	RAG Status
Actions being implemented	1	Financial strategy review	Andrea Hughes	03/10/23	Plan for investments and improved monitoring and reporting of expenditure	

to achieve target risk score	2	Strategy and operational plan refresh	Kirsty Thomson	03/10/23	Framework for monitoring and evaluating the Team's activity and budget to help diversify income.	
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B	Director Lead: Director of Partnerships, Engagement and Communications	Date Opened: 17 th March 2022
	Assuring Committee: Charitable Funds Committee	Date Last Reviewed: 14 th June 2023
	Risk Title:	Date of Committee Review: 17 th March 2022
	Unable to identify fundraising priorities & present a compelling case statement	Target Risk Date: 31/12/2023

Risk Description:

There is a risk that charitable partners and potential donors will become disinterested caused by the charity's inability to present compelling, urgent fundraising appeals. This will cause a reduction in the funds available, which could lead to a reduction in charitable activities (grants) and operational costs.

	Impact	Likelihood	Score
Inherent Risk Rating	3	4	12
Current Risk Rating	3	4	12
Target Risk Score	2	3	6
Risk Appetite	low level		1-8
Movement in Current Risk Rating Since last presented to the CFC	Unchanged		

Controls in place	Assurances
<ol style="list-style-type: none"> 1. Needs analysis. 2. New processes to improve access to information on upcoming projects to know what funding needs there are. 	<p>Regular formal 1:1s with Team Members (min 1 per month); Weekly staff meeting; Monthly Team meeting to monitor:</p> <ol style="list-style-type: none"> 1. Appeals Plan 2. Grants Management Framework and revised Grants Management procedures

Gaps in Controls/mitigations (what are the weaknesses in the controls?)

Insufficient resourcing and appetite to carry out effective needs analysis and develop robust appeals plan.
Dedicated resource to carry out review of existing systems and develop processes.

Gaps in Assurance (what are the weaknesses in the assurance?)

Dedicated resource to establish, deliver and monitor a new grants management framework.

Progress since last submission

New Grants and Data Manager role filled March 2023.

Risk Treatment Plan (Action Plan)

Risk Response Plan	Action ID	Action	Action Lead/ Owner	Due date	State how action will support risk mitigation and reduce score	RAG Status
Actions being implemented to achieve target risk score	3	Grants Management Brief	Kirsty Thomson	18/10/22	Provide basis for a new Grants Management Framework to introduce new information gathering and processing systems to aid small and large appeals planning.	
	4	Recruitment of Grants and Data Manager	Kirsty Thomson	31/03/23	Dedicated resourcing to develop and implement a new Grants Management Framework	

C	Director Lead: Director of Partnerships, Engagement and Communications	Date Opened: 17 th March 2022
	Assuring Committee: Charitable Funds Committee	Date Last Reviewed: 14 th June 2023
	Risk Title:	Date of Committee Review: 17 th March 2022
	Lack of planning / infrastructure to make grants, engage and fundraise effectively.	Target Risk Date: 31/12/2023

Risk Description:

There is a risk that insufficient training / support / capacity / leadership will mean the charity cannot move from being an enabling to a dynamic charity. This will cause the charity to miss out on potential engagement and fundraising opportunities.

	Impact	Likelihood	Score
Inherent Risk Rating	3	4	12
Current Risk Rating	3	4	12
Target Risk Score	2	3	6
Risk Appetite	low level		1-8
Movement in Current Risk Rating Since last presented to the CFC	Unchanged		

Controls in place	Assurances
<ol style="list-style-type: none"> 1. Impact analysis. 2. Grants and Data Manager recruitment. 3. Staff Structure review. 4. Review and implement CRM business case. 5. CFC involvement in shaping the strategy. 6. Donor pathway plan. 7. Volunteering plan. 8. Staff training and development plans. 9. Board sessions & communications 	<p>Regular formal 1:1s with Team Members (min 1 per month); Weekly staff meeting; Monthly Team meeting to monitor:</p> <p>Approved operational plan and associated dashboard to aid monitoring and reporting.</p>

Gaps in Controls/mitigations (what are the weaknesses in the controls?)

Insufficient resource to effectively carryout the controls effectively.
Delays with recruitment.

Gaps in Assurance (what are the weaknesses in the assurance?)

Regular meetings in place to monitor and report progress, revised operational plan not approved. Due for approval, Oct 2023

Progress since last submission

- External support with developing staff structure review.
- Volunteering Scoping underway.
- New staff training and development plans in place.
- New Communications capacity within the team.

Risk Treatment Plan (Action Plan)

Risk Response Plan	Action ID	Action	Action Lead/ Owner	Due date	State how action will support risk mitigation and reduce score	RAG Status
Actions being implemented to achieve target risk score	2	Strategy and operational plan refresh	Kirsty Thomson	03/10/23	Provide routemap for developing the charity, KPIs for the team and approved budget.	

D	Director Lead: Director of Partnerships, Engagement and Communications	Date Opened: 17 th March 2022
	Assuring Committee: Charitable Funds Committee	Date Last Reviewed: 14 th June 2023
	Risk Title:	Date of Committee Review: 17 th March 2022
	Lack of clearly defined goals	Target Risk Date: 31/12/2023

Risk Description:

There is a risk of mission drift / lack of long-term commitment if there aren't clearly agreed goals that are signed up to by the Charitable Funds Committee and Awyr Las Support Team. This will cause key stakeholders to become disinterested.

	Impact	Likelihood	Score
Inherent Risk Rating	3	4	12
Current Risk Rating	3	4	12
Target Risk Score	2	3	6
Risk Appetite	low level		1-8
Movement in Current Risk Rating Since last presented to the CFC	Unchanged		

Controls in place	Assurances
<ol style="list-style-type: none"> 1. Strategy document narrative to better reflect drivers and the need to move to become a dynamic fundraising charity to provide clear short and long term aims and objectives to monitor and evaluate. 2. Ratios & broad strategic KPIs to include Life Time Value and Community Engagement Measures to provide individual goals for all team members to aim for. 3. Brand refresh, including vision and mission and review of working name of the charity to provide clear rules and standards on how the charity's brand should be represented to demonstrate what the charity is, what it does and what it stands for. 	<p>Regular formal 1:1s with Team Members (min 1 per month); Weekly staff meeting; Monthly Team meeting to monitor:</p> <p>Approved strategy and associated dashboard to aid monitoring and reporting.</p>

Gaps in Controls/mitigations (what are the weaknesses in the controls?)

4 Delay with strategy development, revised due date from December 2022 to October 2023

Gaps in Assurance (what are the weaknesses in the assurance?)

Regular meetings in place to monitor and report progress but strategy not approved. Due for approval, October 2023

Progress since last submission

Brand review underway, due for completion December 2023

Risk Treatment Plan (Action Plan)

Risk Response Plan	Action ID	Action	Action Lead/ Owner	Due date	State how action will support risk mitigation and reduce score	RAG Status
Actions being implemented to achieve target risk score	2	Strategy and operational plan refresh	Kirsty Thomson	03/10/23	Provide 10 year vision, 5 year goals and 3 year aims.	

E	Director Lead: Director of Partnerships, Engagement and Communications	Date Opened: 18/08/22
	Assuring Committee: Charitable Funds Committee	Date Last Reviewed: 14 th June 2023
	Risk Title:	Date of Committee Review: Dec 2022
	Potential supporters aren't aware of: what the health needs are; how the charity will help; the distinction between BCUHB and the charity.	Target Risk Date: 31/12/2023

Risk Description:

There is a risk that people don't know about the charity caused by a lack of effective internal and external messaging. This will cause people to donate elsewhere.

Also, there is a risk that negative press about BCUHB services or financial position may make people think negatively about the charity. This reputational damage to the Health Board may affect people's giving decisions and cause them to donate elsewhere.

	Impact	Likelihood	Score
Inherent Risk Rating	4	4	16
Current Risk Rating	4	4	16
Target Risk Score	2	3	6
Risk Appetite	low level		1-8
Movement in Current Risk Rating Since last presented to the CFC	New (revised) risk		

Controls in place	Assurances
<ol style="list-style-type: none"> 1. Communications strategy to provide clear short term and long term milestones, to align with and underpin the charity strategy. 2. Case statement testing to provide evidence of what messages and projects should be well supported and pledges of support for future appeals. 3. Directorate wide planning to proactively manage news and information more collaboratively across all charity and charitable partnerships, public and staff communications, key stakeholder and partner support services. 	<p>Regular formal 1:1s with Team Members (min 1 per month); Weekly staff meeting; Monthly Team meeting to monitor:</p> <p>Approved strategy and associated dashboard to aid monitoring and reporting.</p>

Gaps in Controls/mitigations (what are the weaknesses in the controls?)

- Charity communication plan not due to be completed until October 2023 – short term, reactive activity taking place currently hindering the development of the communications plan
- Case statements in development

Gaps in Assurance (what are the weaknesses in the assurance?)

Regular meetings in place to monitor and report progress but wider team KPIs not in place. Due for approval, October 2023

Progress since last submission

Recruit of dedicated communications staff
 New staff attendance at NHSCT Conference, regular webinars and meetings with other charity communications experts to inform communications plan
 Brand review underway, due for completion December 2023
 Implemented new communications activity reporting process
 New Directorate systems: forward plan process; monthly meetings; ad hoc meetings to provide key updates assisting in information gathering and sharing

Risk Treatment Plan (Action Plan)

Risk Response Plan	Action ID	Action	Action Lead/ Owner	Due date	State how action will support risk mitigation and reduce score	RAG Status
Actions being implemented to achieve target risk score	5	Communications strategy and brand refresh	Kirsty Thomson	03/10/23	KPIs to assist with forward planning. Help increase awareness of the charity and better communicate the aims of the charity.	

F	Director Lead: Executive Director of Finance	Date Opened: 18/08/22
	Assuring Committee: Charitable Funds Committee	Date Last Reviewed: 14 th June 2023
	Risk Title: Third sector catering, retail and entertainment (radio) partners without service agreements and formal licences to occupy BCUHB premises.	Date of Committee Review: Dec 2022 Target Risk Date: 31/12/2023

Risk Description:

There is a risk that third sector catering, retail and entertainment (radio) partners do not have necessary protection in place because service agreements and formal licences to occupy BCUHB premises have not been signed by both parties. This will cause the partners and BCUHB to enter into unnecessary dispute and develop inconsistent, unstable relationships because without having authorised formal agreements, both parties are unsure of the other's expectations on standards and quality.

	Impact	Likelihood	Score
Inherent Risk Rating	3	5	15
Current Risk Rating	3	5	15
Target Risk Score	3	2	6
Risk Appetite	low level		1-8
Movement in Current Risk Rating Since last presented to the CFC	Unchanged		

Controls in place	Assurances
1. Service Level Agreements 2. Tenancy at Will / Licence / Lease Agreements	Third Sector Partner Register

Gaps in Controls/mitigations (what are the weaknesses in the controls?)
Delays in completing Service Level Agreements and longer term leases due to incomplete risk assessments, and / or lack of necessary

permissions in place, and internal capacity issues.

Limited resource to manage the process of completing the agreements.

Gaps in Assurance (what are the weaknesses in the assurance?)

Decision on responsible officer for leading this programme from July – Contracting / Estates / Charity Support Team.
Incomplete Third Sector Partner Register

Progress since last submission

4 more risk assessments in place to reopen catering and retail provision in hospitals.

Risk Treatment Plan (Action Plan)

Risk Response Plan	Action ID	Action	Action Lead/ Owner	Due date	State how action will support risk mitigation and reduce score	RAG Status
Actions being implemented to achieve target risk score	6	Agreement on the responsible officer / team to oversee the completion of the necessary documentation	Kirsty Thomson	31/07/23	Provide clarity and accountability for the completion of the necessary documentation.	

G	Director Lead: Director of Partnerships, Engagement and Communications	Date Opened: 18/08/22
	Assuring Committee: Charitable Funds Committee	Date Last Reviewed: 14 th June 2023
	Risk Title: Limited technological and digital resource and expertise within the Charity Support Team	Date of Committee Review: Dec 2022
		Target Risk Date: 31/12/2023

Risk Description:

There is a risk that the Charity Support Team is not investing in or utilising technological and digital resources sufficiently, and that the team does not have the knowledge or expertise within the team to use these resources effectively. This will cause the Charity to miss out on potential stewardship, fundraising and impact reporting opportunities.

	Impact	Likelihood	Score
Inherent Risk Rating	3	4	12
Current Risk Rating	3	4	12
Target Risk Score	3	2	6
Risk Appetite	low level		1-8
Movement in Current Risk Rating Since last presented to the CFC	Unchanged		

Controls in place	Assurances
<ol style="list-style-type: none"> 1. Dedicated staff member with digital and data management experience and / or knowledge 2. Revised CRM Business case 3. Digital communications plan as part of the communications strategy 4. Staff training 	Quality reports with KPI dashboards

Gaps in Controls/mitigations (what are the weaknesses in the controls?)

Grants and Data Manager new in post and only now becoming familiar with existing systems and operations.

Gaps in Assurance (what are the weaknesses in the assurance?)

KPI dashboard reporting requires effective CRM oversight, which is not currently in place.

Progress since last submission

New Risk

Risk Treatment Plan (Action Plan)

Risk Response Plan	Action ID	Action	Action Lead/ Owner	Due date	State how action will support risk mitigation and reduce score	RAG Status
Actions being implemented to achieve target risk score	4	Carry out a mapping and gapping exercise on existing systems and develop business cases and implementation plans to improve them.	Dylan Evans	03/10/23	Dedicated resourcing to develop and implement a new Grants Management Framework, CRM & other operational systems	

H	Director Lead: Director of Partnerships, Engagement and Communications	Date Opened: 18/08/22
	Assuring Committee: Charitable Funds Committee	Date Last Reviewed: 14 th June 2023
	Risk Title: Outdated Charity and Charitable Partnerships staffing structure that doesn't meet the needs of the Charity	Date of Committee Review: Dec 2022
		Target Risk Date: 31/12/2023

Risk Description:

There is a risk that the Charity Support Team, which is carrying three vacancies, will recruit to existing posts and not use this opportunity to review the team structure. This will cause the charity to miss out on the chance to attract strong candidates for specialised roles which will help strengthen the position of the charity and generate more income.

	Impact	Likelihood	Score
Inherent Risk Rating	3	3	9
Current Risk Rating	3	3	9
Target Risk Score	3	2	6
Risk Appetite	low level		1-8
Movement in Current Risk Rating Since last presented to the CFC	New risk		

Controls in place	Assurances
Charity Staff Structure Consultation document	Charity & Charitable Partnerships Team Structure and recruitment plan

Gaps in Controls/mitigations (what are the weaknesses in the controls?)
Budget options plan to accompany the staff structure plan, due October 2023

Gaps in Assurance (what are the weaknesses in the assurance?)

Structure not approved; recruitment plan can't be in place and active until all necessary approvals are in place

Progress since last submission

Unchanged

Risk Treatment Plan (Action Plan)

Risk Response Plan	Action ID	Action	Action Lead/ Owner	Due date	State how action will support risk mitigation and reduce score	RAG Status
Actions being implemented to achieve target risk score	2	Strategy and operational plan refresh	Kirsty Thomson	03/10/23	3 year budget approval, providing clarity on staffing structure structure and 3 year plan for recruitment	



Teitl adroddiad: <i>Report title:</i>	Committee Work Plan for 2023/24			
Adrodd i: <i>Report to:</i>	Charitable Funds Committee			
Dyddiad y Cyfarfod: <i>Date of Meeting:</i>	Tuesday, 04 July 2023			
Crynodeb Gweithredol: <i>Executive Summary:</i>	<p><i>This paper is presented at all Charitable Fund Committee meetings for information unless amendments have been made, in which case it is brought for Charitable Funds Committee approval. This plan is approved annually in March. This document, last approved in March 2023, has been updated to reflect changes in the presentation of a new strategy and budget plan from July to October 2023.</i></p> <p><i>The Charitable Funds Committee are asked to approve the cycle of business for 2023/24.</i></p>			
Argymhellion: <i>Recommendations:</i>	<i>The Board is asked to approve the paper.</i>			
Arweinydd Gweithredol: <i>Executive Lead:</i>	Helen Stevens-Jones, BCUHB Director of Partnerships, Engagement and Communications			
Awdur yr Adroddiad: <i>Report Author:</i>	Kirsty Thomson, Head of Fundraising			
Pwrpas yr adroddiad: <i>Purpose of report:</i>	<p>I'w Nodi <i>For Noting</i></p> <input type="checkbox"/>	<p>I Benderfynu arno <i>For Decision</i></p> <input checked="" type="checkbox"/>	<p>Am sicrwydd <i>For Assurance</i></p> <input type="checkbox"/>	
Lefel sicrwydd: <i>Assurance level:</i>	<p>Arwyddocaol <i>Significant</i></p> <input checked="" type="checkbox"/> <p>Lefel uchel o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol</p> <p><i>High level of confidence/evidence in delivery of existing mechanisms/objectives</i></p>	<p>Derbyniol <i>Acceptable</i></p> <input type="checkbox"/> <p>Lefel gyffredinol o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol</p> <p><i>General confidence / evidence in delivery of existing mechanisms / objectives</i></p>	<p>Rhannol <i>Partial</i></p> <input type="checkbox"/> <p>Rhywfaint o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol</p> <p><i>Some confidence / evidence in delivery of existing mechanisms / objectives</i></p>	<p>Dim Sicrwydd <i>No Assurance</i></p> <input type="checkbox"/> <p>Dim hyder/tystiolaeth o ran y ddarpariaeth</p> <p><i>No confidence / evidence in delivery</i></p>
<p>The 'significant' assurance level has been selected because this paper demonstrates that the workplan set out at the start of the financial year is regularly monitored and that members are made aware of changes to the proposed plan when necessary.</p>				

<p>Cyswllt ag Amcan/Amcanion Strategol:</p> <p>Link to Strategic Objective(s):</p>	<p>All Strategic Objectives (About the Health Board - Betsi Cadwaladr University Health Board (nhs.wales))</p>
<p>Goblygiadau rheoleiddio a lleol:</p> <p>Regulatory and legal implications:</p>	<p>Charity Commission Guidance, HMRC regulation</p>
<p>Yn unol â WP7, a oedd EqIA yn angenrheidiol ac a gafodd ei gynnal?</p> <p>In accordance with WP7 has an EqIA been identified as necessary and undertaken?</p>	<p>No</p>
<p>Yn unol â WP68, a oedd SEIA yn angenrheidiol ac a gafodd ei gynnal?</p> <p>In accordance with WP68, has an SEIA identified as necessary been undertaken?</p>	<p>No</p>
<p>Manylion am risgiau sy'n gysylltiedig â phwnc a chwmpas y papur hwn, gan gynnwys risgiau newydd (croesgyfeirio at y BAF a'r CRR)</p> <p>Details of risks associated with the subject and scope of this paper, including new risks(cross reference to the BAF and CRR)</p>	<p>Key Risks:</p> <ul style="list-style-type: none"> ▪ Without a defined work plan the Charitable Funds Committee cannot operate effectively
<p>Goblygiadau ariannol o ganlyniad i roi'r argymhellion ar waith</p> <p>Financial implications as a result of implementing the recommendations</p>	<p>N/A</p>
<p>Goblygiadau gweithlu o ganlyniad i roi'r argymhellion ar waith</p> <p>Workforce implications as a result of implementing the recommendations</p>	<p>N/A</p>
<p>Rhestr o Atodiadau:</p> <p>List of Appendices:</p> <p>Committee Work Plan 2022/23: Appendix 1</p>	

Appendix 1 – Work Plan 2023/24

Agenda Item	March 2023	July 2023	October 2023	January 2024	March 2024
Opening Business					
Apologies & declarations of interest	X	X	X	X	X
Minutes of the previous meeting	X	X	X	X	X
Matters arising and action plan	X	X	X	X	X
Standing Items					
Invited speaker	X		X		X
Finance report	X	X	X	X	X
Strategy Progress Report		X	X	X	X
Charity and Charitable Partnerships Support Team Report (to include Charity Development Update and Third Sector Partnerships Report)	X	X	X	X	X
Charitable Funds Advisory Group minutes ((CFAG)					
Charity Risk Register	X	X	X	X	X
Investment manager's portfolio report	X	X	X	X	X
Overview of expenditure approvals (pre-approved applications for information)			X	X	X
Items for Decision					
Request for expenditure approvals (applications considered by CFAG requiring decision)	X	X			
Budget for forthcoming year	X		X	X	
Draft Accounts and Annual report			X		
Audited Accounts and Annual report				X	
Charity Strategy – Annual Review			X		
Wales Audit Office ISA 260 report				X	

Appendix 1 – Work Plan 2023/24

Review of Charity Financial Procedures			X		
Items of Governance					
Investment manager presentation	X		X		X
Review of reserves policy			X		
Committee work plan for forthcoming year	X	X	X	X	X
Closing Business					
Issues of significance	X	X	X	X	X
Date of next meeting	X	X	X	X	X
Planning / agenda setting for next meeting	X	X	X	X	X
In Year / Ad hoc items					
Charity Development Action Plan (for approval)	X				