

CHARITABLE FUNDS COMMITTEE MEETING

**Approved minutes of the meeting held on Tuesday October 3rd 9.30am 11.30 am
2023
Board Room Carlton Court**

Present:

Mr Dyfed Jones	Independent Member (Chair)
Mrs Karen Balmer	Independent Member (Teams)
Mr Russell Caldicott	Interim Executive Director of Finance
Mr Gareth Evans	Acting Executive Director Therapies & Health Science
Mrs Angela Wood	Executive Director of Nursing and Midwifery

In Attendance:

Ms Paula Clayton	Assistant Financial Accountant
Miss Amy Harding	Communications Officer
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

CF23/48	Welcome & Introductions	
CF23/49	<p>Apologies & Declarations of Interest</p> <p>Apologies were received from: Dr Nick Lyons.</p> <p>The Chair declared an interest as trustee of the Anglesey Charitable trust in his role as a Councillor on Anglesey CC.</p> <p>The Head of Fundraising declared an interest as Deputy Chair, NHS Charities Together and involvement in the Love Hope Strength Charitable Foundation as a volunteer and advisor. She advised that her family business, Poblado Coffi, has donated gifts to the Awyr Las charity.</p> <p>Independent Member Karen Balmer declared an interest as CEO of the Groundwork North Wales Group of Charities which includes: Groundwork North Wales Wild Ground Refurbs Flintshire</p>	

	<p>The Interim Executive Director of Finance declared interests as follows: Fellow of the Association of Chartered Certified Accountants (ACCA) Member of the Healthcare Financial Management Association (HFMA) Liaison Strategic Advisor Director of P4eH Limited</p>	
CF23/50	Minutes of the previous meeting:	
CF23/50.1	<p>Accuracy The minutes of the previous meeting were approved as a true record with the addition of apologies adding from Mr Gareth Evans Acting Executive Director Therapies & Health Science.</p>	
CF23/50.2	<p>Matters arising and table of actions The table of actions were updated and completed actions closed.</p>	
CF23/51	<p>Brewin Dolphin, Quarterly Investments Presentation and Report <i>Paul Mathias, Investment Manager, Brewin Dolphin</i></p> <p>CF21/51.1 The Investment Manager presented this item. He gave an overview of the portfolio, explaining that Brewin Dolphin were there to implement the charities strategy against the agreed parameters. It was explained that the key objective of the portfolio is to preserve and grow its value in 'real' terms, in order to continue to support charitable grant making over the long term. He advised the committee that the portfolio can tolerate short-term volatility as it is a long-term fund, focussing on looking forward opposed to backwards.</p> <p>CF21/51.2 Discussion ensued and an Independent Member queried the total deficit to the fund since Brewin Dolphin took over the portfolio. The Investment manager did not have a starting balance to hand and committed to providing this after the meeting. He informed the committee that the fund was down 4.7% since July 2021.</p> <p>CF21/51.3 The Chair thanked The Investment manager for attending the meeting in person and for his time today discussing the portfolio report.</p> <p>It was resolved that the Committee: Noted the report.</p>	

<p>CF23/52</p>	<p>Charitable Funds Finance Report Q1 2023/24</p> <p><i>Russell Caldicott, Interim Executive Director of Finance</i></p> <p>CH23/52 The Interim Executive Director of Finance presented the report. An overview was given to the committee, with total income for the quarter ending 30th June 2023 of £417,000, an increase of £68,000 from quarter ending 30th June 2022, of which £63,000 is increase in Donations and Fundraising income. Investment income for the first quarter is £64,000, of which £4,000 is interest earned from the Special Bearing Interest Account and £60,000 earned from investments interest and dividends.</p> <p>It was resolved that the Committee: Noted the report.</p>	
<p>CF23/53</p>	<p>Charitable Funds and Charitable Partnerships Support Team Update Q2 2023/24</p> <p><i>Kirsty Thomson, BCUHB Head Fundraising</i></p> <p>CF23/53.1 The Head of Fundraising announced the passing of John Saunders MBE, Chairman of the Good Companions of Holywell Community Hospital this morning, following a brief illness and time in Ysbyty Glan Clwyd. John Saunders MBE had worked tirelessly as Chairman of the Companions charity for 59 years. Our best wishes and condolence go to his family and friends at this sad time.</p> <p>CF23/53.2 The Head of Fundraising gave an overview of the report giving special thanks to team member Amy Harding, Communications Officer, for her hard work and commitment in organising the 75th anniversary celebrations.</p> <p>CF23/53.3 The Head of Fundraising updated the committee on The HELP (Hospital helipads for air ambulance helicopters – HELP Appeal), Appeal charity. Discussion ensued, The Interim Executive Director of Finance informed the committee that further discussion was needed for this item at an Executive/CEO level to ensure all necessary governance is completed. A paper will need to be taken through the Executive Lead Adele Gittoes once complete to the appropriate Executive meeting. The Interim Executive Director of Finance highlighted the need to follow process when proposals and charitable bids were concerned and to ensure papers are taken to the correct Executive Meetings prior to this Committee.</p> <p>CF23/53.4 The Head of Fundraising discussed the need for a focus on a volunteering scoping exercise. Discussion ensued around the subject highlighting the need for a deep dive into the untapped area. To be overseen by the Committee to ensure that all governance and protocols are considered and adhered too. It was agreed that a paper on the Volunteering Scoping Exercise would be presented to the Executive Team for consideration.</p>	<p>KT/AG</p>

	<p>It was resolved that the Committee Noted the report.</p>	
CF23/54	<p>Committee Work Plan for 2023/24</p> <p><i>Helen Stevens-Jones, BCUHB Director of Partnerships, Engagement and Communications</i></p> <p>CF23/54 The updated work plan was presented to the committee.</p> <p>It was resolved that the Committee: Noted the report.</p>	
CF23/55	<p>Three Year BCUHB Charitable Funds & Charitable Partnerships Strategy 2023-2026 & Operational Plan</p> <p><i>Kirsty Thomson, BCUHB Head Fundraising</i></p> <p>CF23/55.1 The Head of Fundraising presented the plan. The Director of Partnerships, Engagement and Communications thanked the team for the excellent piece of work, setting out the ambition and scale of the plan.</p> <p>CF23/55.2 The Chair gave praise to the document and queried who within the team would take specific ownership/responsibility over the tasks within the document. The Head of Fundraising confirmed that she would be the owner, ensuring team members details were allocated to tasks and that defined KPI's would be implemented to reflect the work being carried out.</p> <p>It was agreed that the Charitable Funds Committee approved the Strategy document, on condition that noted typos were corrected and that it would be available bilingually. It was agreed that the operational plan should be resubmitted for Committee approval with 'SMART' objectives and clarity on ownership of the objectives.</p> <p>It was resolved that the Committee: Approved the Three Year BCUHB Charitable Funds & Charitable Partnerships Strategy 2023-2026</p> <p>Requested that the Operational Plan for 2023-2026 be resubmitted with more detail for approval by the Charitable Funds Committee.</p>	KT
CF23/56	<p>Three Year Budget Plan (Charitable Funds & Charitable Partnerships Team) and Charity Costs Allocation Policy</p> <p><i>Bethan Roberts, Principal Finance Manager Financial Reporting</i></p>	

	<p>CF23/56.1 The Principle Finance Manager presented the plan, informing the committee that a revised charity costs policy has been developed, setting out a new approach to the apportionment principles of the costs of running the charity. The changes also incorporate a clearer approach to the treatment of unrealised investment gains/losses.</p> <p>The Principal Finance Manager explained that the Committee is asked to approve:</p> <ul style="list-style-type: none"> • the full year Charity Budget for 2023/24 and note the three-year indicative budget • the revised Charity Costs Policy <p>CF23/56.2 Discussion ensued around the proposed changes to the apportionment principles of the costs of running the charity whereby all funds would be charged the same rate of 2% for the administration of the funds. The committee agreed to the proposed changes within the report on the provision that a clear articulate communication plan would be drawn up. It was agreed that both the Interim Executive Director of Finance and Karen Balmer would need to approve the communications plan and content of letters to Fund Advisors.</p> <p>It was resolved that the Committee: Approved the report.</p>	KT
CF23/57	<p>Minutes of the 14/08/23 CFC Grant Decision Meeting & Expenditure Approvals</p> <p><i>Kirsty Thomson, Head of Fundraising</i></p> <p>CF23/57.1 Update on applications submitted to the CFC Grants Decision Meeting which were approved in principle on 14/08/23</p> <p>CA23-28 Patient & Relative ICU TVs ICU Ysbyty Glan Clwyd 8P02 £19,066.72 Information received to date to be given to Director of Finance (DoF) for authorisation to proceed to be given.</p> <p>CA23-29 Staff & Visitor Information e-Boards Public Spaces in Ysbyty Gwynedd Ysbyty Gwynedd 8T48 £22,195.71 Information received to date (and confirmation from IT & IG) to be given to DoF for authorisation to proceed to be given</p> <p>CA23-27 Music Therapy for Neuro-Diverse Children and Parents Arts in Health, Public Health Pan – North Wales Service 8T27 £34,361.00 DoF to approve</p>	

	<p>CA23-30 Ultrasound Chirk Radiology Wrexham Maelor Hospital 7B10 £90,000.00 Ex DoF to approve</p> <p>CA23-32 Ty Enfys Children’s Services, West Ysbyty Gwynedd 9F20 & 9F01 (+ Gafael Llaw funding) £135,000.00 DoF to approve final costs once received</p> <p>CA23-33 Ty Croeso Children’s Services, Central Ysbyty Glan Clwyd8F10, 8F09 £150,000.00 DoF to approve final costs once received</p> <p>CA23-36 Welcome Service YG & YGC RVS TUPE Charitable Funds and Charitable Partnerships Support Team Pan – North Wales Service 8T52 / NHSCT funding £40,000.00 Closed. All necessary HR approvals in place and approved by DoF. Transfer to BCUHB from RVS on 01/10/23 CF23/57.2 Decision on applications submitted to the CFC Meeting for Grants Decision on 03/10/23:</p> <p>CA23/10 Vascular App YGC Surgical YGC 8B66 £35,000 Not approved. CFC request to resubmit in November with consideration of the following: Who are the target audience for the app? How will this app be marketed to the target populations? What will the consequences be for those who do not follow the app plan? NB what information is provided for patients so they understand their responsibility and possibility of it adversely affecting health? Can you confirm consultation with Bevan Foundation / M-SPark or others with app development experience? Confirm ownership of intellectual property rights and partnership agreements in place What are the procurement arrangements in place?</p> <p>CA23/12 Patient Wigs - Dermatology Dermatology East/West/Central 7Q02/8Q02/9Q18 £39,000 Approved on the condition that an income plan is put in place between dermatology and the Team.</p> <p>CA23/13 Patient Flat Lift Kit (HoverJack) Colwyn Bay 8B21 £6,990 Approved.</p>	
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	<p>NHSCT funding £97,325 Insufficient time to review – will be included in the November grants approval cycle. CA23-38 NHSCT Ablett Outreach Arts Therapy Programme MH&LD Pan-BCUHB NHSCT funding £40,160 Insufficient time to review – will be included in the November grants approval cycle. CA23-39 NHSCT iCAN Farming Programme MH&LD Pan-BCUHB NHSCT funding & 8T33 £78,661 (NHSCT) £21,339 (8T33) Insufficient time to review – will be included in the November grants approval cycle. CA23/49 BCUHB Staff Achievement Awards (Updated previously approved application) Communications Team (Partnerships, Engagement and Communications Directorate) Pan-BCUHB 8T48 £15,000 Approved</p> <p>It was resolved that the Committee: Approved and declined approvals as noted as above</p>	
CF23/58	<p>Review of Reserve’s Policy – Verbal Update</p> <p><i>Russell Caldicott, Interim Executive Director of Finance</i></p> <p>It was resolved that the Committee: Deferred the report</p>	
CF23/59	<p>Review of actions</p> <p>CF23/59 Committee actions agreed at the meeting would be updated in the summary action table following the meeting.</p>	KT/NME
CF23/60	<p>Review of risks highlighted within the meeting</p> <p>The risk of negatively affecting income and expenditure levels by introducing a new Charity Costs allocation policy without having an informed communications plan in place was discussed. The risk will be mitigated by having an approved communications plan in place before any communications are shared.</p>	
CF23/61	<p>Issues of significance to report to the Health Board</p> <p>CF23/61.1 There were no issues of significance to raise to the Health Board. It was agreed a Chairs Assurance Report would be</p>	

	<p>taken to the next Health Board Meeting. It was agreed this must include the challenges of current financial position.</p> <p>CF23/61.1 The Head of Fundraising proposed she draw up a draft Chair's report for the Chair to review.</p>	KT
CF23/62	<p>Review of meeting effectiveness</p> <p>The meeting was deemed as effective. The Chair thanked the committee members for their valuable input into the meeting and it was suggested that subsequent meetings be for three hours to ensure all items are given adequate time.</p>	
	<p>Dates CFC meetings:</p> <p>Trustee Board Workshop: Thursday 30th November, cancelled CFC Meeting: Thursday 11th January, 2024, 1400 – 1700 Trustees AGM: Thursday 25 January 2024, time & location TBC</p>	