

## CHARITABLE FUNDS COMMITTEE MEETING

**Approved Minutes of the meeting held Tuesday July 4<sup>th</sup> 9.30am 11.30 am 2023  
Board Room Carlton Court**

### Present:

Mr Dyfed Jones Independent Member (Chair)  
Mrs Karen Balmer Independent Member

### In Attendance:

Ms Cath Broderick External Advisor on Engagement  
Mr Russell Caldicott Interim Executive Director of Finance  
Ms Paula Clayton Assistant Financial Accountant  
Mr Richard Coxon Interim Head of Corporate Affairs (via teams)  
Mr Dylan Evans Grants and Data Manager (via teams)  
Miss Amy Harding Communications Officer  
Ms Andrea Hughes Interim Director of Finance  
Dr Jim Mcguigan Deputy Executive Medical Director  
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  
Miss Elena Thomas Charity Administrator (via teams)  
Ms Kirsty Thomson Head of Fundraising  
Mrs Angela Wood Executive Director of Nursing and Midwifery

<b>CF23/32</b>	<b>Welcome &amp; Introductions</b>	
<b>CF23/33</b>	<p><b>Apologies &amp; Declarations of Interest</b></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, 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.</p> <p>Independent Member Karen Balmer declared an interest as CEO of the Groundwork North Wales Group of Charities which includes: Groundwork North Wales</p>	

	<p>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 for P4eH Limited</p>	
<p><b>CF23/34</b></p> <p><b>CF23/34.1</b></p> <p><b>CF23/34.2</b></p>	<p><b>Minutes of the previous meeting:</b></p> <p><b>Accuracy</b> The minutes of the previous meeting were approved as a true record.</p> <p><b>Matters arising and table of actions</b></p> <p>The table of actions were updated and completed actions closed.</p>	
<p><b>CF23/35</b></p>	<p><b><u>Item for Discussion</u></b></p> <p>Awr Las Introductory video</p> <p><i>Kirsty Thomason, BCUHB Head of Charitable Partnerships and Charitable Funds</i></p> <p>It was agreed that the video would be shared via email to members of the meeting.</p>	<p>NME</p>
<p><b>CF23/36</b></p>	<p><b>Charitable Funds Finance report Q4 2022/23</b> Andrea Hughes, Director of Finance</p> <p><b>CF23/36.1</b> The Interim Director of Operational Finance gave an overview of the charity finance report 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><b>CF23/36.2</b> The Director of Finance confirmed that the figures presented in this report are draft figures for 2022/23, that 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><b>CF23/36.3</b> A committee member asked if the charity had a reserves policy. The Head of Fundraising confirmed that this was currently being reviewed and would be discussed at the next CFC meeting in October 2023.</p> <p><b>CF23.36.4</b> An Independent Member asked which bank the Charity held their accounts with and what interest it paid. The Principal Financial Accountant confirmed that the charity banked with NatWest, receiving 1% on funds held within the account and that monies could be withdrawn at any time without notice. Discussion ensued around the different types of accounts available at present on the market for charities and it was confirmed that these options would be looked.</p> <p><b>CF23.36.5</b> A committee member enquired if the Fund raising costs were in line with comparable charities. The Head of Fundraising explained that it was highlighted within the latest independent bench marking study that the charity had lower costs than that of comparable charities. The Head of Fundraising confirmed in future when benchmarking against other NHS Trusts for the Volunteering Scoping Exercise, ensure that the Trust / NHS charity is quoted.</p> <p>It was resolved that the Committee: <b>Noted the report.</b></p>	
<p><b>CF23/37</b></p>	<p><b>Brewin Dolphin, Quarterly Investments Report</b> <i>Andrea Hughes, Director of Finance</i></p> <p><b>CF23/37.1</b> The Director of Finance gave an overview of the Investment Report prepared by Brewin Dolphin. The committee were made aware that a Brewin Dolphin representative would be at the next committee meeting in October to discuss the portfolio and answer any queries.</p> <p><b>CF23/37.2</b> Discussion ensued, the Chair asked what the contract length time remaining was for Brewin Dolphin. The Head of Fundraising confirmed that she would share the Brewin Dolphin contractual agreement and length of contract with EDoF, DoF and Chair.</p> <p>It was resolved that the Committee: <b>Noted the report.</b></p>	<p>KT</p>
<p><b>CF23/38</b></p>	<p><b>Charity Support Team Update Report Q1 2022/23</b> <i>Kirsty Thomason, BCUHB Head of Charitable Partnerships and Charitable Funds</i></p> <p><b>CF23/38.1</b> The Head of Fundraising discussed the paper and informed the committee of the positive work that had been</p>	

	<p>happening within the team. Including updating on staffing numbers, development opportunities and notable events.</p> <p><b>CF23/38.2</b> The Communications officer gave details of the fund raising activities happening for the anniversary with over 40 'Big Tea Parties' happening across the sites. Along with the event for staff being held at 'Zip World' that had so far raised over £25,000 for the charity.</p> <p><b>CF23/38.3</b> The Head of Fundraising thanked The Communications officer and PA to Director Of Partnerships, Communications and Engagement for all their efforts and input into the sold out event being held at 'Zip World' where over 250 staff would be attending and raising funds for the charity. Proving a huge success in staff engagement and fund raising.</p> <p><b>CF23/38.4</b> The Head of Fundraising updated the committee on two papers being submitted to the Health Board Leadership Team.</p> <ol style="list-style-type: none"> <li>1. A Situation-Background-Assessment-Recommendation Report (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.</li> <li>2. 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 BCUHB-Awyr Las manage retail facilities previously operated by the RVS.</li> </ol> <p>The Head of Fundraising advised that updates would be provided at the next CFC in October.</p> <p>It was resolved that the Committee: <b>Noted the report.</b></p>	
<p><b>CF23/39</b></p>	<p><b>Strategy Progress Discussion Paper</b> <i>Kirsty Thomason, BCUHB Head of Charitable Partnerships and Charitable Funds</i></p> <p><b>CF23/39.</b>The Head of Fundraising talked through the presentation and confirmed that a workshop would be organised with CFC members and team so strategic planning can be shared in advance of the next CFC meeting in October.</p> <p>It was resolved that the Committee: <b>Noted the report.</b></p>	<p>KT</p>

<p><b>CF23/40</b></p>	<p><b>Expenditure Approvals</b>  <i>Kirsty Thomason, BCUHB Head of Charitable Partnerships and Charitable Funds</i></p> <p><b>CF23/40.1</b> The Committee agreed that funding proposals over £5,000 could be approved outside of committee at monthly meetings attended by the Chair and Executive Director of Finance (EDoF), or representatives of both, from July – October 2023. The Head of Fundraising agreed to circulate the terms of this agreement and liaise with the PA to the EDoF to arrange the meetings.</p> <p><b>CF23/40.2</b> The expenditure approvals were discussed individually and the outcomes were:</p> <ol style="list-style-type: none"> <li>1. Complementary Therapy funding – the committee approved the expenditure. The Head of Fundraising will ask whether patients receiving care in primary care settings can access / be referred into the cancer services complementary therapies programme (for interest, not a caveat of approval)</li> <li>2. Replacement Bath funding – the committee approved the paper</li> <li>3. Conversion of Decontamination Room funding – the committee approved the funding on the provision that: the team can evidence the quality assessment that has taken place and confirm whether an agreement for a change of use is in place.</li> <li>4. Patient wig funding – the committee approved the funding</li> </ol> <p><b>CF23/40.3</b> Discussion ensued around applications and the process behind them, it was agreed that all applications are to include Quality Assessment (evidence one has taken place), Equality Assessment (EqIAs - Equality Impact Assessment (sharepoint.com)) and a socio-economic impact assessment (Socio-Economic Duty (SED) (sharepoint.com)) on application forms for all requests over £5k (or include why not required)</p> <p><b>CF23/40.4</b> The Head of Fundraising highlighted an ongoing charity project she had been made aware of regarding a third party charity donating to fund an additional helipad in YG. The Head of Fundraising agreed to liaise with the Helipad YG Project Board and provide assurance to the CFC that all necessary governance is in place by the October CFC meeting.</p>	<p>KT</p> <p>KT</p> <p>DE</p> <p>DE</p> <p>KT</p>
<p><b>CF23/41</b></p>	<p><b>Charity Risk Register</b>  <i>Kirsty Thomason, BCUHB Head of Charitable Partnerships and Charitable Funds</i></p>	

	<i>It was resolved that the Committee: <b>Noted the report.</b></i>	
<b>CF23/42</b>	<b>Committee Work Plan for 2023/24</b> <i>Helen Stevens-Jones, BCUHB Director of Partnerships, Engagement and Communications</i>  <i>It was resolved that the Committee: <b>Noted the report.</b></i>	
<b>CF23/43</b>	<b>Review of actions</b>  <b>CF23/43</b> Committee actions agreed at the meeting would be updated in the summary action table following the meeting.	KT/NME
<b>CF23/44</b>	<b>Review of risks highlighted within the meeting</b>  No risks were highlighted within the meeting.	
<b>CF23/45</b>	<b>Issues of significance to report to the Health Board</b>  <b>CF23/45.1</b> There were no issues of significance to raise to the Health Board. It was agreed a Chairs Assurance Report would be taken to the next Health Board Meeting. It was agreed this must include the challenges of current financial position.  <b>CF23/45.1</b> The Head of Fundraising proposed she draw up a draft Chair's report for the Chair to review.	KT
<b>CF23/46</b>	<b>Review of meeting effectiveness</b>  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.	
<b>CF23/47</b>	<b>Dates CFC meetings:</b> Tuesday 3rd October, 2023, 9:30 – 12:30 Thursday 4th January 2024 9.30 - 12.30	