

## CHARITABLE FUNDS COMMITTEE

### Minutes of the meeting held on Friday 11 June 2021 Via Teams

#### Present:

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| Ms Jackie Hughes     | Independent Member (Chair)    |
| Ms Cheryl Carlisle   | Independent Member            |
| Mrs Sue Hill         | Executive Director of Finance |
| Ms Linda Tomos       | Independent Member            |
| Professor Arpan Guha | Executive Medical Director    |

#### In Attendance:

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| Ms Rebecca Hughes    | Charity Accountant                  |
| Ms Emma Louise Jones | Fundraising Support Manager         |
| Ms Philippa Pearce   | PA to Executive Director of Finance |
| Ms Kirsty Thomson    | Head of Fundraising                 |

| Agenda Item   | Action |
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| <p><b>CF21/18 Apologies for Absence and Declarations of Interest</b></p> <p>CF2118.1 Apologies were received from Mr Mark Wilkinson, Executive Director of Planning &amp; Performance.</p> <p>CF2118.2 The following Declarations of Interest were received:</p> <ul style="list-style-type: none"> <li>A family member of the Chair is employed by the Royal Voluntary Service (RVS) and they are referenced in terms of the third sector group report.</li> <li>The Head of Fundraising is Deputy Chair of NHS Charities Together.</li> </ul>   |        |
| <p><b>CF21/19 Welcome &amp; Introductions</b></p> <p>CF2119.1 All those present were welcomed to the meeting.</p>   |        |
| <p><b>CF21/20 Minutes of the Previous Meeting Held on 9 March 2021</b></p> <p><b>CF21/20.1 Accuracy</b></p> <p>CF21201 The minutes from the previous meeting were approved as an accurate record.</p> <p><b>CF21/20.2 Matters arising and Summary Action Plan</b></p> <p>CF21202.1 Reference CF21/03.2: The Sponsorship Task and Finish Group scheduled to commence in April 2021 will now commence in July 2021 due to capacity issues.</p> <p>CF21202.2 Reference CF21/09.4: Wording around volunteers to be re-phrased to say, "to ensure that volunteers are not being asked to undertake tasks that would normally be undertaken by nurses as part of their role and defined in their job descriptions".</p> |        |

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| <p>CF21202.3 Action Log to be re-organised to display current actions at the top of the report.</p> <p>CF20/36.2: Agenda item therefore action closed.<br/> CF20/38: Agenda item therefore action closed.<br/> CF2106.7: Agenda item therefore action closed.<br/> CF2106.10: Agenda item therefore action closed.<br/> CF2106.12: Agenda item therefore action closed.<br/> CF2107.4: Agenda item therefore action closed.<br/> CF2107.5: Impact on financial income for employees of volunteer organisations. A paper had been presented to the Executive Team regarding the re-opening of Royal Voluntary Services (RVS) as a trial prior to opening further cafes and shops. Action closed.<br/> CF21112.2: Audit Wales' costs had been circulated to committee members. Action closed.<br/> CF21113.3: Charity risks had been moved onto an Excel spreadsheet. Action closed.</p>   | <p>KT</p> |
| <p><b>CF21/21 Charitable Funds Finance Report Q4 2020/21</b><br/> <i>Ms R Hughes</i></p> <p>CF2121.1 The Charity Accountant took the committee through the finance report, highlighting some key points from the paper and explaining that the figures presented were draft. Due to low materiality levels and the audit taking place late in the year, the accounts were due to close at the end of June 2021. The Charity Accountant advised that the final position would not be known until the end of summer and proposed that the accounts be produced over the summer, with the audit taking place after that. Accounts would be presented to the committee in December 2021 along with the Annual Report.</p> <p>CF2121.2 There had been a significant gain on investments during the year, compared to a relatively small loss towards the end of the last financial year.</p> <p>CF2121.3 Income from donations were flat despite the focus on the NHS over the year. Covid-19 income from NHS Charities Together of c£500k had been received. Donated income to other (non-Covid-19) funds was down 49% as a consequence of the focus of the public and media being on Covid-19.</p> <p>CF2121.4 With regard to expenditure, there had been a pause on the implementation of some schemes and a reduction in grants on the previous year, although more applications and enquiries regarding new developments were now being received.</p> <p>CF2121.5 Charity costs were in line with last year.</p> <p>CF2121.6 Investment manager costs had reduced.</p> <p>CF2121.7 In response to a query regarding evaluating musical intervention therapy, the Charity Accountant explained that this is a piece of research to evaluate how musical therapy impacts on people with autism.<br/> <b>ACTION: Musical intervention therapy evaluation and outcomes to be presented at a future Charitable Funds Committee.</b></p> | <p>RH</p> |

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| <p>CF2121.8 The Charity Accountant advised that the Supporting Carers Officer is progressing and confirmed that it is for the time-period as stated and at a fixed cost.</p> <p>CF2121.9 In response to a comment by the Executive Director of Finance regarding the increase in investment under Rothschild, the Charity Accountant advised the committee that Rothschild had not actively been managing the portfolio since August 2020 but had maintained the position. The positive outcome was a result of market performance.</p> <p><b>ACTION: Charity Accountant to write to Rothschild to extend the thanks of the committee for its stewardship of the charity's monies.</b></p> <p>CF2121.10 The committee noted the report and extended its thanks for the work in presenting it.</p>   | <p>RH</p> |
| <p><b>CF21/22 Investment Manager's Portfolio Report &amp; Presentation</b><br/> <i>Ms R Hughes</i></p> <p>CF2122.1 The Charity Accountant talked through the report which related to the last quarter of the year. At the end of March 2021, all investments with Rothschild were ready to be transferred to Brewin Dolphin but it had been agreed to hold the transfer until the end of April 2021 due to the financial year end.</p> <p>CF2122.2 The Charity Accountant explained that Brewin Dolphin held circa £8.7m of the portfolio by the end of May 2021 and advised that some assets can only be sold on very specific dealing dates, with 1 July 2021 being the last of these dates. From that date forwards, the portfolio will be with Brewin Dolphin in its entirety.</p> <p><b>ACTION: Brewin Dolphin to attend September Charitable Funds Committee to talk through the restructuring of the portfolio and present an initial report.</b></p> <p>CF2122.3 The committee noted the report.</p>  | <p>RH</p> |
| <p><b>CF21/23 Charitable Funds Fundraising Update Report Q4 2020/21</b><br/> <i>Ms K Thomson</i></p> <p>CF2123.1 The Head of Fundraising talked through the Fundraising Update Report advising the committee that, although no formal complaints had been reported in quarter one, a complaint had been received within the last week. The complaint related to funding of equipment and had been actioned and closed.</p> <p><b>ACTION: Head of Fundraising to present an update to the next Charitable Funds Committee regarding information, monitoring and evaluation of grants.</b></p> <p>CF2123.2 The Head of Fundraising talked through media coverage over the past quarter and notable events coming up, including 5 July 2021 which invites supporters of Awyr Las and BCUHB to attend virtual events. This will offer an opportunity to hear from both the Chief and the Chair of BCUHB and share experiences of the last year.</p> <p>CF2123.3 It was noted that the Light up our Hospitals event might need to go to tender for additional support.</p> | <p>KT</p> |

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| <p>CF2123.4 NHS Charities Together grant application for Stage 2 had been put on hold and was not expected to be received until July 2021.</p> <p>CF2123.5 In response to a query, the Head of Fundraising informed the committee that a Mental Health Charitable Funds Group had been established with representatives from staff and third sector partners. It meets bi-monthly and is shaping its priorities moving forward.</p> <p>CF2123.6 In response to a query regarding parental accommodation at Ysbyty Glan Clwyd, the Head of Fundraising informed the committee that funding will finish at the end of June 2021. She advised that work was ongoing with an independent charity and a Memorandum of Understanding was being drawn up. She explained that the charity does fund staff in the unit but that they are BCUHB employees. Work is ongoing with the involvement of Workforce to consider how the staff costs could be overseen in the future by the service to enable the charity to fund the whole of the capital costs.</p> <p>CF2123.7 The Chair noted that the wording of Item 4, Arts in Health and Wellbeing Funding Application, Notable Events could imply that a decision had been made and asked for it to be reviewed in order to provide clarity for staff and to ensure that expectations of staff are managed.</p> <p><b>ACTION: Arts in Health and Wellbeing Funding Application wording to be reviewed and to be presented to a future Charitable Funds Committee meeting.</b></p> | KT |
| <p><b>CF21/24 Third Sector Groups Update Report</b><br/> <i>Ms K Thomson</i></p> <p>CF2124.1 The Head of Fundraising informed the committee that a task and finish group was being established to oversee the work being carried out with third sector groups in the short and long term in order to identify BCUHB's strategy for this. This was being carried out in conjunction with Shared Services and the Estates department. It was agreed that the Head of Fundraising and the Executive Director of Finance would discuss this further outside of the meeting.</p>  |    |
| <p><b>CF21/25 Keep The Beats Fund Report</b><br/> <i>Ms K Thomson</i></p> <p>CF2125.1 The Head of Fundraising took the committee through the Keep the Beats Fund report. She informed the committee that the Arrhythmia Clinic Nurse Specialist had established the Keep the Beats Fund and she advised that the report detailed the need for CPR awareness and community public access defibrillators (CPADs).</p> <p>CF2125.2 In depth discussions took place regarding the report. The Chair asked for clarity regarding advice which was to be obtained from the NWSSP legal experts with regard to ownership, responsibility, reputational assessment and public liability. Additionally, she requested information regarding the way in which the risks listed had been assessed, reiterating the requirement for complete assurance to be provided. The Head of Fundraising confirmed that she had liaised with other NHS charities, contacted the funding regulator with regard to trading and had sought advice from the NWSSP legal experts. She advised that a Memorandum of Understanding (MOU) and associated documents had been produced</p>   |    |

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| <p><b>ACTION: It was agreed for the Keep the Beats proposal to be returned to the September Charitable Funds Committee for review and further discussion with regard to ownership, responsibility for maintenance and specific legal advice with regard to the potential risks around reputation and public liability.</b></p>   | <p>KT</p> |
| <p><b>CF21/26 ITEMS FOR DISCUSSION</b></p>   |           |
| <p><b>CF21/27 Fund Advisor Verbal Presentation and Q&amp;A: Cancer Services</b><br/> <i>Ms K Thomson</i></p> <p>CF2127.1 Apologies had been received from Geraint Roberts. The Head of Fundraising provided an update on his behalf on the Shooting Star cancer appeal.</p> <p>CF2127.2 The Head of Fundraising advised that the independent charity had withdrawn its support for the update of the Shooting Star unit and an update report had been drafted. The Unit was developing a wish list to ensure that the £400k funding kindly provided by the independent charity would be fully utilised to enhance the current facilities.</p> <p>CF2127.3 The Head of Fundraising advised that discussions regarding the plans for the Maggie’s Centres had taken place at the last Capital Committee and a further paper was due to be presented at the July committee to provide more detail and respond to queries raised.</p> <p>CF2127.4 The Head of Fundraising informed the committee that this is a building project and that the Steven Morgan Foundation had offered to fund it in its entirety, circa £4m-£7m. Ongoing revenue costs would be £350k-£360k per annum depending on the size and scale of the service and would be raised through the Maggie’s Centre fund raising team. The Head of Fundraising advised that the Cancer Services Team was in the process of drawing up an agreement in principle which would go to the Capital Committee for review. From there, Heads of Terms (<i>Heads of terms sets out the terms of a commercial transaction agreed in principle between parties in the course of negotiations. Heads of terms demonstrate serious intent and have moral force, but do not legally compel parties to conclude a deal on those terms or even at all. Provisions relating to confidentiality and costs may be binding on both parties</i>) would be agreed between the organisations and a full contractual agreement put in place.</p> <p>CF2127.5 In response to a query regarding the withdrawal of support for the Shooting Star upgrade, the Head of Fundraising assured the committee that the £400k funding would be utilised for cancer projects in the Wrexham area.</p> <p>CF2127.6 In response to a query from the Executive Director of Finance regarding capital, the Head of Fundraising confirmed that the Steven Morgan foundation would cover the building in its entirety but that they would be looking for land to rent at a peppercorn rate.</p> <p><b>ACTION: Discussions regarding the governance of the Maggie’s Centres to take place off line for clarity.</b></p> | <p>KT</p> |

| <b>CF21/28 ITEMS FOR DECISION</b>  |  |
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| <p><b>CF21/29 Awyr Las CRM Business Case</b><br/> <i>Ms Emma Jones</i></p> <p>CF2129.1 The Awyr Las Digital and Data Manager presented the Awyr Las Customer Relationship Management (CRM) business case which had been prepared following an internal scoping exercise and presented in order to demonstrate modern CRM functionality. As well as demonstrating the benefits of a new system, she illustrated the transformation it could make to the charity, with significant potential to improve reporting due to increased access to data and the option for personalised dashboards. If adopted, it would incur additional costs which could be met through the existing budget.</p> <p>CF2129.2 The Digital and Data Manager advised that feedback had been received out of committee agreeing in principal to start the tender process. It was agreed to consider the comments received prior to going to open tender.</p> <p>CF2129.3 In response to a query regarding additional costs, the Digital and Data Manager informed the committee that an annual licence fee of circa £5k would be incurred along with implementation costs of between £10k and £40k.</p> <p>CF2129.4 The committee agreed the report in principle, taking note of the comments received and the need to make slight revisions to it.</p> |  |
| <p><b>CF21/30 Awyr Las Strategic Plan 2021-22 to Inform the 3 Year 2022-25 Awyr Las Strategy</b><br/> <i>Ms K Thomson</i></p> <p>CF2130.1 The Head of Fundraising took the committee through the Awyr Las Strategic Plan noting that a decision had been reached to pause the introduction of a new strategy to the end of the year, recognising that it would need to incorporate a number of changes coming up, both internally and externally.</p> <p>CF2130.2 In response to a query regarding having an Awyr Las notice board and the role of the Awyr Las champions, the Head of Fundraising advised that the champion's role would be to oversee the notice board and act as a point of contact.</p> <p>CF2130.3 The committee agreed the recommendations.</p>  |  |
| <p><b>CF21/31 Summary of Expenditure Approvals</b><br/> <i>Ms R Hughes</i></p> <p>CF2131.1 The Charity Accountant advised that the Summary of Expenditure Approvals had been provided for information and detailed the grants approved from January to March 2021. It was noted that the process for approving grants virtually worked well and it was agreed to continue in this way.</p> <p>CF2131.2 The committee noted the applications and the information provided.</p>  |  |

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| <p><b>CF21/32 Updated Ethical Investment Policy</b><br/> <i>Ms R Hughes</i><br/> CF2132.1 The Charity Accountant advised that Brewin Dolphin had presented an Ethical Policy paper to the committee in March 2021 and, following discussions, had provided an updated policy. The Charity Accountant asked for the committee’s approval prior to the updated policy being submitted to the board. She confirmed that it would remain a policy of the charity and would be included within the annual report which would be made public and that the next step would be to develop a full investment policy which would expand on the ethical element.</p> <p>CF2132.2 The committee reviewed and approved the policy.</p>   |                     |
| <p><b>CF21/33 ITEMS OF GOVERNANCE</b></p>   |                     |
| <p><b>CF21/34 Charity Risk Register and Risk Focus</b><br/> <i>Ms R Hughes/Ms K Thomson</i><br/> CF2134.1 The Charity Accountant advised that in previous years, it had been agreed to present the charity risks to the committee every March and any red rated risks to each meeting. At the March committee meeting, it had been agreed to transfer the risks to an Excel spreadsheet and to present the updated report at the June committee.</p> <p>CF2134.2 The Charity Accountant queried whether the committee would wish to review one risk at every meeting. Discussions took place regarding the risks and it was suggested that the risk with the highest rating would be reviewed. It was noted that the risk register does not include a target date on any of the risks.</p> <p>CF2134.3 In response to a query regarding e-Learning, the Charity Accountant informed the committee that e-Learning for Counter Fraud had been established and this could be used as a model to develop e-Learning for Fund Advisor training.<br/> <b>ACTION: The Charity Accountant and the Head of Fundraising will liaise with the Counter Fraud team to see how e-Learning for Fund Advisor training can be taken forward.</b></p> <p>CF2134.4 The committee noted the report</p> | <p>RH /<br/> KT</p> |
| <p><b>CF21/35 Updated Charity Work Plan for 2021-22</b><br/> <i>Ms R Hughes/Ms K Thomson</i><br/> CF2135.1 The Head of Fundraising advised that the Charity Work Plan had been presented to the committee to request changes. It was requested that the budget, which is usually presented annually in March, be presented in December of the previous year in order to be approved in advance of the new financial year, and to include a work plan.</p> <p>CF2135.2 The committee was in agreement with the requested changes.</p>  |                     |
| <p><b>CF21/36 ITEMS FOR INFORMATION</b></p>   |                     |

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| <p><b>CF21/37 Issues of Significance to Report to the Health Board 11.55-12.00 Chair</b><br/> CF21/37.1 It was agreed for the Chair and the Executive Director of Finance to discuss issues of significance outside of the meeting.</p>  |  |
| <p><b>CF21/38 Any Other Business</b><br/> CF21/38.1 The Head of Fundraising informed the committee that the Charity Accountant would be leaving the charity team and had commenced a hand over to the Interim Charity Accountant. It was noted that this would be a gradual handover and that the Charity Accountant might be present for the next committee meeting.</p> <p>CF21/38.2 The Chair expressed her thanks to the Charity Accountant, noting that she was exceptionally grateful for the hard work carried out, that she had been a fantastic asset over the years and would be missed.</p> |  |
| <p><b>CF21/38 Date and time of next meeting:</b><br/> 16 September 2021, 9.30am-12.00pm</p>  |  |