

CHARITABLE FUNDS COMMITTEE

Minutes of the meeting held on Thursday 20th June 2019 in the Boardroom, Carlton Court

Present:

Ms Jackie Hughes	Independent Member (Chair)
Ms Lyn Meadows	Independent Member
Ms Helen Wilkinson	Independent Member (Part meeting)
Mrs Sue Hill	Interim Executive Director of Finance

In Attendance:

Ms Kirsty Thomson	Head of Fundraising
Ms Faye Pritchard	PA to Executive Director of Finance
Ms Nia Thomas	Head Of Organisational & Employee Development (Part meeting)
Ms Annick Crisford	Rothschild (Part meeting)
Mr Tom Stott	Rothschild (Part meeting)

Agenda Item	Action
CF19/17 Apologies for absence & Declarations of interest	
CF19/01.1 Apologies of absence were noted from Ms Deborah Carter, Mr Mark Wilkinson, Ms Helen Wilkinson for part meeting, Mr Tony Uttley and Ms Rebecca Hughes.	
The committee agreed for the Interim Executive Director of Finance to speak to both The Executive Director of Planning & Performance (Mr Walk Wilkinson) and the Interim Executive Director of Nursing & Midwifery (Ms Deborah Carter) regarding their attendance, as their attendance is crucial to the committee meetings.	SH
The committee also agreed for the Terms of Reference to be reviewed at the next committee meeting, since having a number of new Executives in posts.	Chair
The Head of Fundraising (Ms K Thomson) informed the committee of a Declaration of Interest. Ms K Thomson is now a Trustee of the Association of NHS Charities. The Association is the membership organisation for NHS charities across the UK and is leading on organising the NHS Big Tea initiative.	

<p>CF19/18 Minutes of the previous meeting held on 7th March 2019:</p> <p>CF19/18.1 Accuracy The minutes were approved as an accurate record, subject to removing Ms Bethan Russell Williams' name off apologies as she'd already left the Health Board, and to amend Mr M Wilkinson's initials from a typographical error.</p> <p>CF19/18.2 Matters arising and review of summary action plan The committee reviewed the summary action plan in detail and updated accordingly.</p>	
<p>CF19/19 Charitable Funds Finance Report Q4 2018/19 <i>Mrs S Hill</i></p> <p>The Committee received the Charitable Funds Finance Report for Q4 2018/19 and Mrs S Hill stated some key trends from the report.</p> <p>The figures presented in this report are draft figures for 2018/19. Adjustments are made to the charity's position up until the draft Financial Statements are produced in July. These draft Financial Statements are then also subject to audit and a final view taken on the figures at that stage.</p> <p>Income from Donations and Fundraising is £312,000, 20% lower than in 2017/18 and Legacy income is £235,000, 28% lower than in 2017/18, which is concerning.</p> <p>With regards to the decrease in income from Fundraising, Ms Lyn Meadows expressed her concern over the need for a big project as soon as possible in order to engage. Ms K Thomson confirmed to the committee that there are currently four groups (Younger persons, Older persons, Cancer and I Can MHL) that will have business plans to submit.</p> <p>Mrs S Hill suggested that the four groups are invited to the next Charitable Funds Committee meeting to present a positive short presentation of their plans and discuss any support that they require from Charitable Funds Committee, with Charity department input in advance.</p> <p>Grant funded charitable expenditure of £1,731,000 is £928,000 (35%) lower than the same period last year.</p> <p>Investments show an overall gain of £374,000 (5%) on the 2017/18 portfolio closing value.</p>	<p>KT</p>

<p>Total cash at bank has increased by £34,000 over the period due to income received being higher than actual cash expenditure.</p>	
<p>Outstanding commitments have decreased by £517,000 (36%) compared to the end of the last financial year. 2017/18 ended with some significant commitments (Hybrid Theatre - £500,000, Staff Engagement project - £417,000 and Dewi Ward development - £105,000) which have not been replicated in 2018/19. The largest commitment at the 31st March 2019 remains the contribution towards the Hybrid Theatre at YGC, which now has £308,000 outstanding.</p>	
<p>Available unrestricted reserves total £4,343,000 compared to a target level of £3,060,000.</p>	
<p>Mrs S Hill drew the committee’s attention to page 6 ‘Available General Funds totalled £444,000 at the 31st March 2019. The first call on this for 2019/20 will be the approved charity costs budget of £437,000’.</p> <p>She stated that we need to be generating more funds to support work of the Fundraising team. ‘3.1 Fund balances by division/directorate’ table on page 7 also shows funds lower than last year.</p>	
<p>*ACTION* The Chair requested for three columns to be added to include percentages to be clear who’s spending on a regular basis, as the worry is if expenditure is bigger than the income.</p>	RH
<p>*ACTION* The Chair requested the wording of North Wales Clinical Services to be changed so we do not have two North Wales wide sections.</p>	RH
<p>‘3.2 Income and expenditure trends by division/directorate from 2016/17 onwards’ – As the ‘Other’ category covers The Hybrid Theatre and Staff Engagement Strategy, the Chair’s requested for more of a breakdown to differentiate.</p>	RH
<p>In 2018/19, legacies accounted for 31% of donated income, compared to 34% for 2017/18, 38% for 2016/17 and 50% for 2015/16. Our reliance on legacies has decreased over the years, highlighting the need to look to other sources to provide a sustainable income stream, whilst also maximising what we can receive from legacies.</p>	
<p>In memory donations continue to be our largest donation area, totalling £455,000 in 2018/19.</p>	
<p>Over half of donated income arises from donations in memory (36%) and unsolicited donations (21%). Both of these categories are where the donation has not been instigated by Awyr Las, highlighting the underlying support for the charity across North Wales.</p>	
<p>Appendix 2 ‘Outstanding Commitments’ – Staff Mental Health and Wellbeing Awareness - Ongoing project, twelve month extension awarded due to project lead sickness. Mrs S Hill stressed the importance of finding another Project Manager in the interim.</p>	RH

<p>*ACTION* The committee requested for the Estates lead to give the committee an update by middle to end of July 2019, regarding the number of projects delayed which appears to be due to capacity issues in Estates.</p> <p>The committee approved and noted the report and the actions being taken.</p>	<p>KT</p>
<p>CF19/20 Charitable Funds Fundraising Report Q4 2018/19 <i>Ms K Thomson</i></p> <p>Ms K Thomson presented the Charitable Funds Fundraising Report Q4 2018/19, starting with the good news and general update.</p> <p>80 members of staff, Robin volunteers and Awyr Las supporters took part in the Awyr Las Zip Line Challenge on 15th June 2019 as part of the ZipRoc event, which generated £17k.</p> <p>The event was really positive in terms of engagement, and the committee expressed their gratitude and thanks to Zip World and agreed that Zip World need to be thanked via a letter from the Board as it was a huge benefit to the charity and the Health Board. The Head of Fundraising also confirmed that the success is to be included in the CEO's 'My Week' bulletin.</p> <p>Ms K Thomson informed the committee that she's arranged a meeting with AM's regarding Third sector groups.</p> <p>It was agreed that there needs to be two different Collaborative Working Agreement Registers going forward.</p> <p>The committee discussed the NHS Big Tea party events, and Mrs S Hill requested to see what sites need to be targeted to register for a party. The potential of Tea party events being hosted during Board meetings or at other committee level meetings was discussed in order to adapt to the Executives diaries.</p> <p>Ms K Thomson stated that there are prizes at the Big Tea party events such as winner of cake competition wins an Ipad and £250 for fund of choice.</p> <p>Social media shows an uphill trajectory, with an increase in number of likes. Ms K Thomson informed the committee to be mindful of more being done online and that Digital Strategy is being amended to reflect this.</p> <p>*ACTION* Bring a new agenda item to next committee meeting 'Update on Strategic Priorities', as Ms K Thomson wants the paper to be presented to the Executive Team in October 2019.</p> <p>The committee agreed for a revised Staff Lottery Scheme paper to come back to the next committee meeting following some work prior to the paper going to Local Partnership Forum meeting on 25th April 2019.</p>	<p>KT</p> <p>KT</p> <p>KT</p> <p>KT</p> <p>KT</p>

<p>With regards to the Awyr Las Strategic Priorities the committee agreed for Ms K Thomson to draft an e-mail on behalf of the Chair to send out to Executives and Independent Members regarding needing an Executive and an Independent Member sponsor for each of the four schemes (I CAN Mental Health, Early Years, Older People and Cancer care).</p> <p>The committee discussed the importance of each area including a story of what was included, target dates, escalation etc. in order to encourage others.</p> <p>The Chair suggested actively including in the Leadership Walkarounds by visiting the services e.g. The I Can service on sites etc. Also during Walkarounds try and encourage holding and supporting them with a Tea Party.</p> <p>The committee approved and noted the report and the actions being taken.</p>	<p>KT</p>
<p>CF19/21 Third Sector Groups Report <i>Ms K Thomson</i></p> <p>Ms K Thomson presented the Third Sector Groups Report for the Charity as at the 31st March 2019 to provide Committee members an overview of activity carried out by the Partnership Support Manager along with proposed and scheduled activity.</p> <p>The committee agreed to agree outside of the meeting and feedback to Ms K Thomson if you want anything done differently.</p> <p>*ACTION* List actions at the end of the report for committee to approve.</p>	<p>KT</p>
<p>CF19/22 Legacy Strategy <i>Ms K Thomson</i></p> <p>Ms K Thomson presented the Legacy Strategy, which is an update of the Legacy Marketing Plan for 2018/21. This document provides a roadmap to promote legacy giving internally and externally. Ms K Thomson informed the committee that this is a <i>high</i> priority at the moment and the committee agreed to continue on with activity as planned.</p> <p>*ACTION* The Chair requested to include list of planned actions at the end of the document</p> <p>*ACTION* The Chair requested to include numbers with percentages in the mass mailings table.</p> <p>Ms K Thomson offered to present in PowerPoint presentation format for next committee meeting, to pick up activity being done in more depth across the Fundraising team.</p> <p>The committee approved and noted the report and the actions being taken.</p>	<p>KT</p> <p>KT</p>

<p>CF19/23 Charitable Funds Advisory Group: <i>Mrs S Hill</i></p> <p>CF19/23.1 Minutes from 21st March 2019</p> <p>The committee approved the minutes from 21st March 2019 meeting.</p> <p>CF19/23.2 Draft minutes from 23rd May 2019</p> <p>*ACTION* Ms K Thomson to ask Ms Wendy Marles if there's an action log that concerns people that don't attend the meetings to ensure actions are seen, as page one suggests the committee approving Key Performance Indicators from Ms K Thomson.</p> <p>*ACTION* The committee agreed for Ms R Hughes to look at the attendance lists of the Charitable Funds Advisory Group meetings as the attendees seem to mostly be from Therapies and Primary Care.</p> <p>Ms H Wilkinson requested for the current Terms of Reference for the Charitable Funds Advisory Group meeting to be circulated to all committee members.</p> <p>The committee approved the draft minutes from 23rd May 2019 meeting.</p>	<p>KT</p> <p>RH</p> <p>RH</p>
<p>CF19/24 Charity Risk Register <i>Ms R Hughes</i></p> <p>There were no red risks identified, therefore the Charity Risk Register was not presented at this meeting.</p> <p>The committee agreed to only review red risks at committee meetings as a standing item, but in March (annually) to review all risks so that the committee continues to be sighted on them.</p>	
<p>CF19/25 Rothschild Portfolio Report: Report to 31st March 2019 <i>Ms Annick Crisford & Mr Tom Stott, Rothschild in attendance for this item</i></p> <p>Ms Annick Crisford presented the report to the committee, noting the highlights:</p> <p>The first quarter of 2019 saw equity markets have their best quarter for a decade following declines of a similar magnitude over the final quarter of 2018. The BCUHB</p>	

portfolio has benefited from the strength in equity markets over Q1 of 2019 and appreciated by +6.2%.

Most assets classes performed strongly over the first quarter of 2019, bouncing back from their year-end lows. Global equity markets, which had their best quarter since 2009 rallied alongside government bonds, corporate credit, hedge funds and commodities. However, the economic backdrop was notably more mixed, with economic data appearing to slow.

Ms A Crisford stated that when we consider the companies that we invest in on behalf of BCUHB, and we estimate the plausible long term projected returns we should expect to receive as investors, these remain comfortably above prospective inflation rates, even if some headroom has been lost at the start of this year. We also consider that whilst the global economy may be slowing, it is not collapsing, which suggests we should not yet be poised for a more dramatic reversal in profits.

Overall, the portfolio maintains a solid allocation of 68.1% to return assets. Rothschild continue to expect these assets to drive long-term performance, but, they are also likely to be volatile over shorter periods. The portfolio remains focused on the selection of high quality businesses that are trading at valuations which we believe should enable attractive forward looking returns over the long term. The 'return' assets have performed strongly on Q1 2019.

The portfolio continues to maintain a notable allocation of 31.9% to diversifying assets -these assets are included to provide real diversification and protection in difficult market conditions. The diversifying assets in the portfolio are primarily held to protect against a pronounced and protracted market sell-off.

Ms A Crisford informed the committee that she'll liaise with Ms R Hughes in updating the authorised signatories list, with the recent changes in committee membership and Executive posts.

AC/ RH

Ms L Meadows expressed her valid concerns over non ethical companies investing into BCUHB's portfolio, and the Chair expressed concern over the textile industry and sweat shops, but both Ms A Crisford and Mr T Stott confirmed that they have robust processes in place to test a company's validity.

The Chair noted that it's reassuring to know that a robust process is in place when selecting companies.

Mrs S Hill offered Ms A Crisford and Mr T Stott the option of Skyping into the Charitable Funds Committee meetings in future to save on travel but she confirmed that they like to meet their clients at least annually. Ms A Crisford noted that they're happy to skype into any of the quarterly meetings if needs be.

The committee noted the report.

<p>Ms Annick Crisford & Mr Tom Stott left the meeting.</p>	
<p>CF19/26 Staff Engagement Strategy Update <i>Ms Nia Thomas (Head Of Organisational & Employee Development) and Ms Joy Lloyd (Senior Organisational Development Manager) in attendance for this item</i></p> <p>Ms Nia Thomas presented the report to the committee, noting key highlights. She reiterated that this is the end of funding reports as funds have now come to an end.</p> <p>This is the final report on implementing some of the key elements of the Staff Engagement Strategy. The committee supported three key elements (Four initially but decided against), which were crucial to support the organisation's effort to develop a listening methodology, deliver a high quality operational and clinical leadership training and development programme and develop cultural analysis tools which supports baseline measurements and identifies improvement trajectories over time.</p> <p>Page four of the report shows that there are currently 39 case studies on the Intranet, some completed and some still in-progress, and all staff can go in and look at all of these, which shares best practice across the organisation. Page five shows all key deliverables as achieved which is what we wanted to achieve.</p> <p>The programme has been re-evaluated and a new programme commenced in March 2019, which includes two cohorts in July 2019 and November 2019. Detail of this is included in appendix 1, and in total 85 leaders (Bands 8a and above) are booked on across 5 cohorts. Cohort 2 started this week, and cohort 3 starts in September.</p> <p><i>Ms Helen Wilkinson joined the meeting.</i></p> <p>The OD team will continue to deliver the programme. Cultural diagnostic tool – first survey live at the moment, which has been extended due to poor response.</p> <p>Ms N Thomas extended the invite to the committee of upcoming Pass it On events, which shows continuous journey of the team. *ACTION* Ms S Hill suggested an OD newsletter once a month to update on ongoing work and progress.</p> <p>Ms N Thomas informed the committee that press releases and social media coverage has shown great positivity of what they're doing in their teams.</p> <p>There are currently two strategies – Public Engagement strategy and Staff Engagement strategy, and Ms K Thomson suggested contacting Ben Dempsey (Communications Officer) to discuss the opportunity of bringing both together as</p>	<p>NT</p>

<p>one, and check if the Communications team are doing anything internal, which can be emphasised by using internal communications too.</p> <p>Ms L Meadows alerted the committee to the top of page 14 in the report – CFAG £150k approx. dedicated for Staff Engagement.</p> <p>Go through Charitable Funds Advisory Group meeting, then it'll come to Charitable Funds Committee meeting. The application just needs to be strengthened.</p> <p><i>*ACTION*</i> Ms H Wilkinson requested more information on the role of the Charitable Funds Advisory Group and the Charitable Funds Committee meetings.</p> <p><i>*ACTION*</i> Ms K Thomson to share Internal Audit report which includes the Charitable Funds Advisory Group meeting requests three years ago.</p> <p>Ms N Thomas asked the committee if future reports are required and the committee agreed that a Benefits Realisation report will be required on the £155k. Ms K Thomson and Ms N Thomas to meet outside of meeting what to include.</p> <p>The committee noted the report.</p> <p><i>Ms Nia Thomas & Ms Joy Lloyd left the meeting.</i></p>	<p>KT</p> <p>KT/ RH</p> <p>KT</p> <p>KT/ NT</p>
<p>ITEMS FOR DECISION</p>	
<p>CF19/27 Request for Expenditure Approvals: <i>Ms S Hill</i></p> <p>1. Applications approved by the Charitable Funds Advisory Group For Ratification</p> <p>The committee approved the applications, on the basis that further clarification is sought on the Staff Development fund for the Filing Storage Cabinet bid.</p> <p>2. Replacement Patient Chairs – Alaw Day Unit – for approving</p> <p>The committee approved the bid.</p> <p>3. Additional Equipment – Hybrid Theatre – for noting</p> <p>The committee approved the bid.</p> <p>Ms H Wilkinson requested for the language to be amended going forward concerning applications being <i>'approved'</i> by the Advisory Group and for <i>'ratification'</i> at the committee. The Charitable Funds Advisory Group are making the recommendation to the committee.</p>	<p>RH</p> <p>RH</p> <p>RH</p>

<p>*Action* Cancer centre gardens/ acronyms need to be clearer. 'North Wales wide services'.</p> <p>*Action* Change division to service and location be clearer and more transparent about what we're doing.</p>	RH
ITEMS FOR INFORMATION	
<p>CF19/28 Issues of significance to report to the Health Board</p> <ul style="list-style-type: none"> - Executive attendance at this committee. - Thank Zip World formally for their support. 	
<p>CF19/29 Date of next meeting:</p> <p>Thursday 17th September 2019 at 09:30am, Boardroom, Carlton Court.</p>	
IN COMMITTEE SESSION	
<p>CF19/30 In Committee Strategy Review</p> <p>CF19/30.1 Awyr Las Strategy Summary 2016-21</p> <p>CF19/30.2 Awyr Las Communications Strategy 2016-21</p> <p>It was agreed to postpone this session to after the In Committee Health Board meeting next Thursday 27th June 2019. Ms F Pritchard to arrange the meeting between Ms S Hill, Ms J Hughes, Ms L Meadows and Ms H Wilkinson.</p> <p>*Action* Ms S Hill requested a brief supplementary update paper from Ms K Thomson in advance of the meeting on Thursday 27th June for them to discuss during the meeting of where we're at with what we'd said we'd do, including RAG rating status.</p>	<p>FP</p> <p>KT</p>

Betsi Cadwaladr University Health Board is the operational name of Betsi Cadwaladr University Local Health Board