

CHARITABLE FUNDS COMMITTEE

Draft Minutes of the meeting held on Thursday 16th September 2021 Via Teams

Present:

Ms Jackie Hughes	Independent Member (Chair)
Ms Cheryl Carlisle	Independent Member
Mrs Sue Hill	Executive Director of Finance
Ms Linda Tomos	Independent Member
Dr Nick Lyons	Executive Medical Director
Mr Mark Polin	Chairman
John Baker	Interim Senior Accountant - Charitable Funds & Financial Reporting

In Attendance:

Ms Julie Starling	Bhf Arrhythmia Advanced Clinical Nurse Specialist
Ms Emma Louise Jones	Fundraising Support Manager
Miss Hayley Powell	PA to Executive Director of Finance
Ms Kirsty Thomson	Head of Fundraising
Ms Michelle Phoenix	Audit Wales
Mr Paul Matthias	Investment Manager Brewin Dolphin
Mr David Myrddin Evans	Investment Manager Brewin Dolphin

Agenda Item	Action
<p>CF21/39 Apologies for Absence and Declarations of Interest</p> <p><i>CF2139.1</i> Apologies were received from Mr Clive Caseley - Director of Partnerships/Communications and Engagement</p> <p><i>CF2139.2</i> The following Declarations of Interest were received:</p> <ul style="list-style-type: none"> 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. The Head of Fundraising is Deputy Chair of NHS Charities Together. 	
<p>CF21/40 Welcome & Introductions</p> <p><i>CF2140.1</i> All those present were welcomed to the meeting.</p>	
<p>CF21/41 Investment Managers Portfolio Report & Presentation – Brewin Dolphin</p> <p><i>CFC2141.1</i> Brewin Dolphin noted the committee had a paper in terms of the portfolio on the 30th June 2021 which included the transfer of assets from Rosthschild which was concluded on the 19th August 2021.</p>	

<p><i>CFC2141.2</i> Market value on completion was £10.8 Million. The committee were asked if the ethical policy proposal has been approved in terms of wording as per previous discussions. The Chair confirmed that the policy was taken to the board and approved.</p> <p><i>CFC2141.3</i> A review of the future mandates was discussed. By accepting the proposal as it stands the committee confirm they are happy the measures to be taken.</p> <p><i>CFC2141.4</i> Risk and return measures showed over the last 15 years a return of 7.7% per annum which is a long term return that has been delivered.</p> <p><i>CFC2141.5</i> The recovery in November 2020 was the best month in stock market history. The portfolio was £8 million this time last year and today stands at £10.5 million which is a positive positioning in terms of recovery.</p> <p><i>CFC2141.6</i> The future of the portfolio was discussed. The government Covid-19 policy was also discussed and the position across the world on how the vaccine has been administered. The UK have vaccinated all of their at risk groups and providing boosters compared to the USA who have administered a lot of vaccines to non at risk groups which could provide variable returns.</p> <p><i>CFC2141.7</i> Changes in inflation costs were raised. It was noted from the portfolio that purposefully, the bonds are sitting in a favourable underweight positioning and the Equity exposure is sitting in an overweight positioning. Brewin Dolphin will continue to monitor this positioning.</p> <p><i>CFC2141.8</i> The breakdown of the portfolio benchmark was shared. The trading from transfers from Rothschild has been matched by Brewin Dolphin which confirms the Health board are fully invested throughout.</p> <p><i>CFC2141.9</i> The majority of stock transfers of funds took place in the 2nd Quarter of the year and completed by the 5th July 2021. Valuation has been provided as of the 31st August 2021.</p> <p><i>CFC2141.10</i> Independent Member LT noted a high exposure of 39% to stocks in the USA. Brewin Dolphin confirmed that the target weighting is 29.5% and the portfolio level is around 35%. Rebalancing away from the USA to Europe and Japan and emerging markets will take place. Currency hedging does not take place.</p> <p><i>CFC2141.11</i> Head of Fundraising noted that we use the working name of Awyr Las and these needed to be reflected in the wording of the portfolio going forward. Committee agreed the frequency of Brewin Dolphin attending the CFC meetings: Brewin Dolphin will attend twice this financial year, and once a year from 2022/23. ACTION: Head of Fundraising to liaise with Brewin Dolphin on: inclusion of the Awyr Las branding on reports and CFC meeting attendance.</p>	<p>KT</p>
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<p>CFC2141.12 The Chair asked about the future risk of losses due to the state of the economy at present due to Brexit. Brewin Dolphin confirmed that the Health Board's portfolio is a strong international one and is balanced.</p>	
<p>CF21/42 Minutes of the Previous Meeting Held on 11 June 2021</p> <p>CF21/42.1 Accuracy CF21/42.2 The following queries were made from the previous minutes:</p> <p>CFC21/21.8 <i>"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"</i> ACTION: Head of Fundraising to find out progression of this position</p> <p>CFC21/27.4 <i>"From there, Heads of Terms would be agreed between the organisations and a full contractual agreement put in place"</i> The chair queried the wording "Heads of Terms" meaning. Head of Fundraising confirmed that this is documentation that is shared between two organisations on pre contractual terms to be agreed. ACTION: Sue Hill to simplify wording in minutes taken on the 11 June 2021</p> <p>CF21/20.2 Matters arising and Summary Action Plan CF21/21.7 <i>Musical Intervention Therapy Evaluation and outcomes</i> action items previously assigned to R Hughes will now be assigned to J Baker and K Thomson.</p> <p>CF21/23.1 <i>Monitoring and evaluation of grants scheme</i> – Looking at taking the grant application service digital / online and access for everyone to apply who may not be able to apply online. QR codes will be included.</p> <p>CF21/25.2 <i>Keep the Beats Proposal</i> – Agenda Item action closed.</p> <p>CF21/27.6 – <i>Governance of the Maggie Centres</i> - Action closed on log but narrative to be added to say that the committee did agree the process and course of action going forwards. Neil Rogers, Acute Care Director, YGC is leading on this and meeting with Maggie's today. A working group will be established with governance in place. Executive Director of Finance confirmed that the governance for this will report to the capital meeting. ACTION: Head of Fundraising to ensure Maggie's working group reports in to the capital meeting. Standing CFC Agenda item to update on the progress of this.</p> <p>CF20/38 (closed) RCN Steward Billy Nichols Trade Union Partner needs to be noted as the secretary of the Trade Union rather than a RCN contact. ACTION: Head of Fundraising to change contact description on Action Log.</p>	<p>KT</p> <p>SH</p> <p>KT</p> <p>KT</p>
<p>CF21/43 Charitable Funds Finance Report Q1 2021/212 <i>Mr John Baker</i> CF2143.1 The Charity Accountant took the committee through the finance report, highlighting some key points from the paper and explaining that the donations received were down by £360,000 in comparison to the previous year. Grants funded are down</p>	

<p>by £430,000 due to there being less commitments than last year. This year was £98,000 in the first quarter and last year was over £365,000.</p> <p>CF2143.2 Gains on investments is less than last year.</p> <p>CF2143.3 Cash held is down by £172,000 comparing the end of June position to April 2021 position.</p> <p>CF2143.4 Executive Director of Finance queried if all NHS charities are seeing the same downturn and how we will manage this for the benefits of patients and staff. ACTION Draw up plan to crystallise some of these gains and release some of these funds back into the charity for end year spend.</p> <p>CF2143.5 Independent Member LT noted that inflation is rising any large amounts of cash are leading to a loss so how we use this money does need to be explored.</p> <p>CF2143.6 Head of Fundraising commented other charities are feeling the same in terms of decreased donations being made. Suggestions for looking into diversifying income streams are being explored. The work carried out on thanking supporters, especially by Elena Thomas, the Charity Administrator, needs to be noted.</p> <p>CF2143.7 Independent Member LT commented that the RNLI have been successful with donations this summer due to the public on “staycation” and being supported by them. To widen the scope of donations this could be explored in terms of the NHS.</p> <p>CF2143.8 Head of Fundraising added that we could build on this from a charity perspective looking at how our services were affected by the staycations.</p> <p>CF2143.9 The Chair noted that the reserves policy needed to be looked into and revise after looking at other NHS charity reserve policies. ACTION Head of Fundraising to work with the Charity account and look at the investment strategy and tie the reserves policy into this.</p> <p>CF2143.10 The committee approved the report and the actions being taken</p>	<p>KT / JB</p> <p>KT / JB</p>
<p>CF21/44 Charitable Funds Fundraising Update Report Q2 2021/22 <i>Ms K Thomson</i></p> <p>CF2144.1 The Head of Fundraising referred to the donation trends which was discussed at the Wales NHS charities group which was attended by the Fundraising Support Manager.</p> <p>CF2144.2 Head of Fundraising noted the significance of the charity’s visibility in hospitals. Last year’s Christmas celebrations saw lights on Bangor Pier which was well supported. Aware lots of the partner charities have similar things across Wales. This year’s proposals will still include the lights on Bangor pier but to make this a North Wales showcase. The Head of Fundraising explained that the public and staff will be</p>	

able to dedicate a light and receive a card with a personal message. Some messages would then be projected on the different hospitals across North Wales.

CF2144.3 Identification of key members involved in 'Light Up Christmas' will begin to take place next week. Funding for this is being looked into to support the digital element of the showcase.

CF2144.4 Independent Member LT made an observation that she supported the campaign and the use of iconic locations. Consideration needed to be given if we moved into a difficult period of pressure maybe due to Covid19, the appropriateness of the showcase of messages and entertainment would need to be thought through especially due to the nature of poorly patients in hospital at this time.

CF2144.5 Head of Fundraising agreed that plans would need be thought through and the entertainment and explained that the activity associated with this Christmas event can be scaled up or down. The reason for choosing the hospitals was to engage the staff and public. Support would be led by the hospitals, Infection Prevention, Estates and the hospital management teams if this was to progress.

CF2144.6 The Executive Medical Director expressed his support for this campaign.

CF2144.7 Independent Member CC commented that comms would also need to be considered as there could be issues related to loved ones and we need to present this in the best possible way.

CF2144.8 Head of Fundraising added that lessons were learnt from last year's events and liaison with fund advisors in mental health services and palliative care took place and will do so this year as well as patient experiences. Agreement that all aspects in relation to comms would be considered.

CF2144.9 The Chair added that despite there being a cost of £10 for the light and message staff should still have the opportunity to express their feelings over the past 24 months.

CF2144.10 Grant stage 2 and stage 3 feedback on staff wellbeing raised on how we would raise equity. Meeting taking place with the staff wellbeing group.

CF2144.11 Appeal prioritisation – Mobile MRI meetings taking place. External Agencies been brought in to help. Members of the Charitable funds committee and Executive may be asked to speak to the external agencies.

CF2144.12 CRM Update was given by the Fundraising Support Manager. Assurance documentation is in progress with informatics, which will then form part of the tender. Timescale for the Implementation of the CRM will be Q2 in 2022 was noted.

CF2144.13 Independent Member CC queried page 4 item 4 on the report "New Wales NHS Charities Group and mutual group established" if this was bringing all the charities under one umbrella and not a fundraising body. Head of fundraising

confirmed that this was a sharing of information for finance, Fundraising and partnerships. No plans to fundraise together.

CF2144.14 Executive Director of Finance queried bottom of page 2 of the report notes an average downturn in donations being made to charities. Clarity was required on if this was specific to NHS charities or to charities across all sectors. Head of Fundraising confirmed that this was across all charity sectors.

CF2144.15 Independent Member LT queried if the decrease in donations being received will affect the CRM strategy outcome in term of target donations. The Fundraising Support Manager added that they were confident that this would not affect the outcome of the CRM.

CF21/45 Third Sector Groups Update Report

Ms K Thomson

CF2145.1 The Head of Fundraising informed the committee that this report provides information on Third Sector Services that provide catering and retail on BCU premises.

CF2145.2 Since Covid all catering and retail facilities have closed on BCU sites. Executive approval has been granted for a trial from May for MVS in Wrexham to reopen and was successful. Risk assessments are pending to support the full reopening via the hospital management teams.

CF2145.3 League of Friends in YGC and MVS in Wrexham have gone through a redundancy process following services being reduce to the pandemic.

CF2145.4 RVS in YG services are funded from YG including a café and shop. There was not a tenancy agreement between BCULHB and the organisation. Therefore, discussions have taken place between estates and the RVS prior to Covid. Space that was occupied by the RVS is being used as changing room facilities for staff and will be in future.

CF2145.5 RVS and BCULHB have worked together to establish an external outdoor catering facility at the front of the hospital. The next stage would be to open a modular catering facility following on with a catering facility within the hospital using a different location.

CF2145.6 A working group has been established to look at the utilisation of space asking for views and expectations from the public, patients, third sectors and staff.

CF2145.7 Head of fundraising noted that separate to the report that was submitted Colwyn Bay League of Friends have disbanded and will have a fund established with Awyr Las.

CF2145.8 Independent Member CC asked if we are losing any third sector parties due to the pandemic. Head of Fundraising confirmed no third sector parties have been lost. Head of Fundraising also confirmed that third sector parties will be supported with risk

<p>assessments. As part of the services agreements all staff are DBS checked and assurance was given. The BCU volunteering strategy due to be published in March 2022 has not been published as of yet and Head of Fundraising is working with workforce on this.</p> <p>CF2145.9 The Executive Director of Finance queried that all of the agreements are going to be finalised by the end of December 2021. Head of Fundraising confirmed this was achievable.</p> <p>CF2145.10 The Chair noted that due to the reconfiguration the committee asked the RVS to thank their volunteers for the contributions over the years to patients and hospital staff. Moreover staff from RVS should be told of future recruitment in the hospital sites.</p> <p>ACTION: Head of fundraising to ask the RVS CEO to send a letter on behalf of BCUHB thanking volunteers and staff for their service.</p>	KT
<p>CF21/46 Keep The Beats Fund Report <i>Ms K Thomson</i></p> <p>CF2146.1 Two papers were submitted to the committee. The first paper was to provide assurance on the governance of the activity that the fund supports. The second paper is the funding request for allocation of funding for 40 defibrillators in seaside locations. The guardians for these will include the RNLI, Pad's Officer and council members.</p> <p>CF2146.2 Head of Fundraising noted that from the questions submitted it was made clear that the Pad's officer is not a BCULHB employee. This is being funded by Awyr Las .Save a Life Cymru (SALC) now have provisions in place to pay for this role going forward. Head of Fundraising has asked for clarification on this from SALC on the exit strategy.</p> <p>CF2146.3 The Committee agreed that they were assured by the report received.</p>	
<p>CF21/47 Staff Lottery Update Report <i>Ms K Thomson</i></p> <p>CF21/47.1 Head of Fundraising confirmed that previous questions asked in relation to tax following another health board deciding to step down the idea of a staff lottery. This has been passed on to BCUHB's Tax Advisors, EY, to provide guidance.</p> <p>CF21/47.2 Independent Member CC queried if the reason the other Health Board not go with the idea of staff lottery was due to gambling issues. Head of Fundraising added that this was not the reason. Mitigation has been put into place so that staff are restricted to 2 plays per week.</p> <p>CF21/47.3 Executive Director for Finance asked if the aspect of affordability for staff has been sent to the Local Partnership Forum for sign off. Head of Fundraising commented that this has not gone to the LPF.</p> <p>ACTION: Send query of affordability for staff to the LPF for sign off.</p>	KT / SH

<p>CF21/474 Committee agreed that this would be approved if the report is signed off by the LPF.</p>	
<p>CF21/48 Summary of Expenditure Approvals John Baker CF21/48.1 The committee agreed that the report was read in advance and noted.</p>	
<p>CF21/50 ITEMS FOR DISCUSSION Fund Advisor Verbal Presentation and Q&A: Keep the Beats Ms Julie Starling CF2150.1 Julie Starling attended this month’s meeting to discuss the Keep the Beats programme that was established 12 months to support patients who have an out of hospital cardiac arrest.</p> <p>CF2150.2 Since 2018 Julie has Coordinated “Shoctober” on behalf of the Welsh Ambulance service in North Wales offering free CPR training to all primary schools within our catchment area.</p> <p>CF2150.3 WG have supported CPR to be added to the Welsh curriculum from 2022. Thanks to the North Wales project, every secondary school within BCUHB catchment area has access to a defibrillator.</p> <p>CF2150.4 Assessment of community Defibrillators found that there was no local contact for communities requiring information or CPR training in North Wales. CPAD sites were not being registered with the ambulance service. CPADs are being put in place without future planning for the payment of the aforementioned consumables (batteries and pads) to keep them operational. Communities were left stranded should their AED detect a malfunction. No data collection from AED following a cardiac arrest. Incompatible pads are being left with CAPD. CAPD are being left dirty post use. CAPD are being left with low battery. Failed PAD sites resulting in the defibrillator not being operational when it is needed in a cardiac arrest emergency</p> <p>CF2150.5 North Wales PADS officer has made sure that all the problems that were being faced were rectified. Tomos Hughes, Community Public Access Defibrillator Support Officer (initially funded by SADS UK, current funding by Cardiology Awyr Las funds and future funding by Welsh Government).</p> <p>CF2150.6 In order to raise the profile of the keeps the beats campaign rebranding took place through the support of Awyr Las Charity where a website was created including twitter and Facebook with helpful video, documentation and advice is given.</p> <p>CF2150.7 High risk areas have been identified and lifesaving equipment installed with Awyr Las support. Keep the Beats has placed a defibrillator on the top of Snowdon that was used within the first 9 days of it being installed. Grant recently received to support placement of 5 CPADs around Llyn Brenig and Llyn Alwyn.</p>	

<p>Funding, pending approval from Charitable Funds Committee, to place 40 CPADs along the North Wales coast.</p> <p>CF2150.8 Future for the North Wales Project and Keep The Beats looks bright with the creation of a mobile app to allow anyone with CPR training to be alerted of a cardiac arrest near them to attend and help. Charity song been developed and released next month.</p> <p>CF2150.8 The Health Minister has approved for £500,000 for Save a Life Cymru defibrillators throughout Wales.</p> <p>CF2150.9 The Chair and committee praised Julie for her efforts and commitment to this project, which is benefiting so many people.</p> <p>ACTION: Head of Fundraising to invite Julie Starling to attend the Charitable Funds Committee again in 2022.</p>	KT
CF21/51 ITEMS FOR DECISION	
<p>CF21/52 Fundraising Appeals Focus 2021/22</p> <p>CF2152.1 Independent Member CC noted she was assured by the report submitted.</p> <p>CF2152.2 The Chair noted that she also felt assured after reading the submitted document following concerns over entering a “trading relationship” as opposed to not supporting the project.</p> <p>CF2152.3 The Committee approved the Fundraising Appeals Focus 2021/22 Report</p>	
CF21/33 ITEMS OF GOVERNANCE	
<p>CF21/34 Charity Risk Register and Risk Focus <i>Ms K Thomson</i></p> <p>CF21/34.1 Head of Fundraising confirmed that timelines have been added to the report to adhere to the risk ratings.</p> <p>CF21/34.2 Head of Fundraising added that the crucial work around their strategy in relation to the red risk rating is addressed and can be reduced to a lower risk rating.</p> <p>CF21/34.3 Independent Member LT noted that we had a risk around Non-compliance with fundraising regulations which is red and what level of confidence we had around this. Head of Fundraising confirmed that we are not in danger of non-compliance and she would look into how this comes across.</p> <p>CF21/34.4 The Chair noted that in terms of presentation we needed to be consistent with other committees of the Health Board.</p>	

<p>CF21/34.5 The Head of Fundraising and the Interim Charity Accountant agreed to review the Risk Register content and format and present it to the Charitable Funds Committee.</p> <p>ACTION: Head of Fundraising and Interim Charity Accountant to review the Risk Register content and format and present it to the Charitable Funds Committee.</p>	<p>KT</p>
<p>CF21/55 Verbal Update on the Audit Wales Plan, draft Annual Accounts & Reports Michelle Phoenix CF21/55.Audit will be undertaken December / January 2022.</p> <p>CF21/56 Head of Fundraising noted that they have been comparing costs with other Heath Board NHS charities in relation to Audits. Executive Director of Finance, Head of Fundraising and the Chair have had discussions out of the meeting previously.</p> <p>CF21/57 Independent Member LT noted that Audit Wales have the increased costs over the years. The Executive Director of Finance confirmed that she has had discussion with Michelle Phoenix over the timing of the Audit and addressing issues of Audit Wales having additional clientele. The length of audits was extended due to the amount of audit trainees that Audit wales employ.</p> <p>CF21/58 The interim Senior Accountant queried when the Health Board was due to go to tender which might benefit having a discussion with Audit Wales.</p>	
<p>CF21/57 ITEMS FOR INFORMATION</p>	
<p>CF21/58 Issues of Significance to Report to the Health Board</p> <p>CF21/58.1 The Chair requested that the Agenda be re-ordered to improve the flow of the meetings.</p> <p>ACTION: Head of Fundraising to adapt the Agenda Template.</p>	
<p>CF21/59 Any Other Business CF21/59.1 No other business discussed</p>	
<p>CF21/38 Date and time of next meeting: 16 December 2021, 9.30am-12.00pm</p>	