

Bundle Charitable Funds Committee 10 September 2020

9.00am via Webex Conferencing

Agenda attachments

Agenda 10.09.20.docx

- 1 CF20/24 Apologies & Declarations of Interest
- 2 CF20/25 Minutes of the previous meeting held on 25th June 2020:
- 3 CF20/25.1 Accuracy
CF20-25.1.pdf
- 4 CF20/25.2 Matters arising and summary action plan
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- 5 CF20/26 Charitable Funds Finance Report Q1 2020/21
Ms R Hughes
CF20-26.docx
- 6 CF20/27 Fundraising Report
Ms K Thomson
CF20-27.docx
- 7 CF20/28 Any Other Business
- 8 Items for Information
- 9 CF20/29 Issues of significance to report to the Health Board
- 10 CF20/30 Date of next meeting:
8th December 2020 at 9.00am, Webex

Charitable Funds Committee Agenda

Meeting to be held on Thursday 10th September 2020 at 09:00am

Webex

CF20/24	Apologies & Declarations of Interest	
CF20/25	Minutes of the previous meeting held on 25th June 2020: CF20/25.1 Accuracy CF20/25.2 Matters arising and summary action plan	
CF20/26	Charitable Funds Finance Report Q1 2020/21 <i>Ms R Hughes</i>	
CF20/27	Fundraising Report <i>Ms K Thomson</i>	
CF20/28	Any Other Business	
<u>Items for Information</u>		
CF20/29	Issues of significance to report to the Health Board	
CF20/30	Date of next meeting: 8 th December 2020 at 9.00am, Webex	

CHARITABLE FUNDS COMMITTEE

Draft Minutes of the meeting held on Thursday 25th June 2020 Via Webex

Present:

Ms Jackie Hughes	Independent Member (Chair)
Ms Cheryl Carlisle	Independent Member
Dr David Fearnley	Executive Medical Director
Mrs Sue Hill	Acting Executive Director of Finance

In Attendance:

Ms Kirsty Thomson	Head of Fundraising
Ms Faye Pritchard	PA to Executive Director of Finance
Ms Rebecca Hughes	Charity Accountant

Agenda Item	Action
<p>CF20/17 Apologies for absence & Declarations of interest</p> <p>Apologies were received from The Executive Director of Planning & Performance due to annual leave commitments, and Independent Member Ms H Wilkinson.</p> <p>The Head of Fundraising declared an interest that she's the Deputy Chair of NHS Charities Together.</p>	
<p>CF20/18 Minutes of the previous meeting held on 10th March 2020</p> <p>CF20/18.1 Accuracy</p> <p>The minutes from the previous meeting held on 10th March 2020 were approved as an accurate record.</p> <p>CF20/18.2 Matters arising and review of summary action plan</p> <p>The committee reviewed the summary action plan in detail and updated accordingly.</p>	
<p>CF20/19 Covid-19 Appeal Update <i>Ms R Hughes & Ms K Thomson</i></p> <p>The Head of Fundraising presented the report, which provided an update on activities of the Awyr Las Support Team during the initial Covid-19 response period (March – June 2020), including six appendices (Finance Overview, Voluntary Support Covid-19</p>	

<p>Overview, Voluntary Support Covid-19 Plan, Offers of Support Flowchart, Covid-19 Leaflet and lastly Awyr Las Covid-19 Grants Summary).</p> <p>The Chair raised a query with the Head of Fundraising with regard the strategy, and thoughts on the next part of the strategy when the current one expires in April 2021, to align with BCUHB's Financial Plan.</p> <p>The Chair raised a query with the Head of Fundraising from Appendix 2 '6.0 PR' regarding where we advertise and where we put things out, particular around media sources and how they fit in with the organisation's values.</p> <p>The Head of Fundraising reminded the committee that the National Press have been heavily involved in promoting the NHS, and reassured the committee that all media queries, such as press releases and social media posts, are always governed and led by BCUHB Communications Team, to ensure consistency on approach.</p> <p>Independent Member, Ms Cheryl Carlisle raised some queries for the Head of Fundraising on Appendices 2 and 3:</p> <ul style="list-style-type: none"> - The Covid-19 Volunteer Programme that wasn't fully implemented: <p>The Head of Fundraising prior to full lockdown liaised with NHS Volunteers representatives, WCVA and agencies. Over 10,000 people from Wales had registered as an NHS Volunteer, and the lessons learnt from that were included in the development of the BCUHB Covid-19 Volunteer scheme. For BCUHB, 1,868 volunteers registered using the system that the Awyr Las Support Team set up.</p> <p>The Head of Fundraising informed the committee that herself and a member of her team worked closely with Workforce & Organisational Development to analyse lessons learnt with England and what others were doing in the sector. A lot of people signed up to the online system – easily accessible for all staff, with offers of support etc.</p> <p>The proposed model developed by the Awyr Las Support Team was partially adopted by Workforce & Organisational Development.</p> <p>Independent Member, Ms Cheryl Carlisle requested an update from the Head of Fundraising and Workforce & Organisational Development when things are a little less hectic. ACTION</p> <ul style="list-style-type: none"> - What happens when the HECC closed down: <p>The Head of Fundraising has been liaising with Hospital and Area management teams to understand how they would best like the charity to communicate with them. The</p>	<p>KT</p>
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1.0 Staff Lottery Business Case:

The Head of Fundraising reminded the committee that the Staff Lottery Business Case was agreed at the March 2020 committee meeting but it has since been updated to allow for disruption to normal service caused by the Covid-19 pandemic.

The Chair felt that it was completely reasonable to her, but Independent Member, Ms C Carlisle expressed her nervous feelings towards the proposal.

The Head of Fundraising and Chair reassured Independent Member that they've liaised with Trade Union representatives, Public Health and other NHS Charities throughout this process, and looked at regulations for this. On balance, risk is mitigated where possible with caveats such only two plays per week maximum.

The Chair reassured Independent Member that this has been raised at the Local Partnership Forum committee meeting and Trade Unions didn't object as BCUHB have enough policies and procedures in place to support.

The committee approved the updated Staff Lottery Business Case.

The Head of Fundraising thanked the committee for raising the concerns again.

The Chair requested that the Head of Fundraising revise the wording in the Introduction and Executive Summary sections of the report to reflect that the Staff Lottery was approved by the Local Partnership Forum rather than Trade Union and Staff representatives. **ACTION**

The Head of Fundraising confirmed to submit to the Assistant Director of Strategic & Business Analysis for approval, to ensure due process routes are followed. **ACTION**

2.0 Covid-19 Second Phase Fundraising & Grant Giving:

The Head of Fundraising noted that fantastic support has been received from the Covid-19 appeal, and it's really positive to see that that there is a desire to improve our NHS services and show support.

The primary aim of the charity is to take the new supporters with the existing into the second phase, therefore conversations are changing to ensure that we are moving forward, with dialogue being shared to new supporters. The refreshed Covid-19 Appeal sets out how we communicate best with local communities and other potential supporters, medium – longer term.

The Chair suggested other issues that Awyr Las might want to consider, such as the impact of Covid-19 on patients, and re-gear thinking to what we need to do to support patients and staff; long term and future plans for resilience of staff.

Independent Member, Ms C Carlisle queried how do the collaborations e.g. with the zoo, fit in if they're a profit making business. The Head of Fundraising confirmed that it would be gestures, such as discounted entrances for certain patients who would

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<p>benefit from that (so from a wellbeing angle), and reassured that the charity wouldn't progress without collaborative working agreements in place; nothing would be done in isolation of colleagues, and that everything will be carried out under the processes that BCUHB ordinarily follow.</p>	
<p>The committee approved the Awyr Las Resilience Campaign Outline.</p>	
<p><u>3.0 Prioritisation Criteria for Awyr Las Covid-19 Grant Applications:</u></p>	
<p>The Head of Fundraising began by expressing her thanks to Fundraising Support Manager Ms Emma Louise Jones for all of her hard work.</p>	
<p>The Chair raised some queries such as, how relevant is the project to the Covid-19 response and does it include how we perform 'business as usual' in light on Covid-19.</p>	
<p>The committee agreed for some of the wording to be changed to include a slightly different way of thinking and a refocus on the recovery phase. ACTION</p>	KT
<p>The Acting Executive Director of Finance suggested that herself and the Chair look at criteria outside of the meeting. ACTION</p>	SH/ JH
<p>The Acting Executive Director of Finance expressed the importance of spending the Covid-19 monies whilst in Covid-19 response so suggested to spend what we've got and then think about how the criterion fits for the future.</p>	
<p>The committee didn't approve the Prioritisation Criteria for Awyr Las Covid-19 Grants, as it was agreed that the Head of Fundraising and the Acting Executive Director of Finance schedule a meeting to discuss and then agree. ACTION</p>	SH
<p><u>4.1 Awyr Las Digital Devices Grant Scheme:</u></p>	
<p>The Acting Executive Director of Finance wanted assurance that the security of the devices is high and that they remain in the Health Board to be used to the benefit of staff and patients. The Head of Fundraising confirmed that the whole exercise is led by the Informatics Department in collaboration with Patient Experience and Concerns teams.</p>	
<p>The Head of Fundraising confirmed that a disclaimer would be provided with all devices for ownership to remain under the specific ward/ team approved use for.</p>	
<p>The Head of Fundraising requested to increase approval of Digital Devices Grant Scheme to £50,000, which the Acting Executive Director of Finance agreed in principle. An understanding of which staff requires digital devices and who will receive them needs to be explored along with line manager sign off. The Head of Fundraising informed the committee that the team would remain to ask for photos/ feedback etc.</p>	

<p>The Chair queried the affordability in line with what else the charity holds currently.</p> <p>The Acting Executive Director of Finance stated that the Health Board and Charity's profile is very high at the moment and that the public are behind us and appreciative of our efforts, so now is the perfect timing for the communications.</p> <p>The Charity Accountant confirmed that there is enough money for the iPads and that the next appeal will bring more money in, which can be used to promote and bring further donations in.</p> <p>The Charity Accountant noted that the charity lost a significant amount of money in investments, but that the charity has nearly recouped the whole amount back, which is pleasing to note.</p> <p>The committee agreed to the raised approval of £50,000 for the Digital Devices grant scheme.</p> <p>The committee agreed to take the paper as read as the Acting Executive Director of Finance requested that the paper be amended to reflect the increased amount to £50,000 and suggested representing the paper or adding a footnote. ACTION</p>	KT
<p><u>4.2: Virtual Hospital Scoping Project:</u></p> <p>The committee approved to allocate up to £5,000 for a Virtual Hospital for North Wales Research and Innovation Scoping Project.</p> <p><u>4.3: Awyr Las Charitable Funds Advisory Group:</u></p> <p>The Acting Executive Director of Finance agreed to take this as an action, as the committee don't want the Charitable Funds Advisory Group meetings to be delayed until January 2021, and the Acting Executive Director of Finance suggested holding them virtually. ACTION</p> <p><u>4.4: The BCUHB Use of Premises Paper:</u></p> <p>The committee approved for the Awyr Las Support Team to devote time to a revised BCUHB Use of Premises Paper.</p> <p><u>4.5 The Staff Development Fund & Covid-19 Staff Wellbeing Fund:</u></p> <p>The committee approved the Awyr Las Support Team to work with colleagues in W&OD and MHL D to draw up and deliver a Staff Development and Wellbeing Grant with the £66,200 from the Staff Development Fund (8T48).</p> <p>Grants of up to £5,000 would be available, however if an application is for more than £5,000 and it is considered to be of high importance, then it could be taken to the weekly/ fortnightly Skype meeting between the Chair and Acting Executive Director of Finance for approval.</p>	SH

<p><u>4.6 Accepting Public Health Funds:</u></p> <p>The committee approved for the £14,000 to be transferred from NHS Charities Together to Awyr Las, specifically for the Public Health Fund.</p> <p><u>4.7 Impact Reporting:</u></p> <p>The Charitable Funds Committee approved the change in timeframe for publishing the report.</p> <p><u>4.8 Wales NHS Charities National Working Group:</u></p> <p>The committee agreed this was not something that the CFC needed to agree. The Head of Fundraising explained it would lead to potential pan-Wales strategic partnerships and was raising it more for information.</p> <p>The committee approved the Awyr Las Support Team to devote time to establishing this group.</p>	
<p>ITEMS FOR INFORMATION</p>	
<p>CF20/21 Any Other Business</p> <p>The Chair wanted to offer her thanks to the committee members and the organisation for the amount of work that's gone on, and all of the efforts and input. The Chair asked the committee members to pass onto relevant parts of the team.</p>	
<p>CF20/22 Issues of significance to report to the Health Board</p> <p>N/A.</p>	
<p>CF20/23 Date of next meeting:</p> <p>Post meeting note: Meeting now changed from 24th September 2020 to 10th September 2020 at 9.00am, Carlton Court or Webex.</p>	

Actions from 20.06.19 meeting				
K Thomson	CF19/19 Charitable Funds Finance Report Q4 2018/19.6 The Estates lead to provide an update by end of July 2019, regarding the number of projects delayed.	01.09.19	<p>10.03.20: Request from committee for E&F to provide paper of where they are up to with any additional costs being incurred listed. E&F need to clarify when all will be completed by (EQIA/ QIA's).</p> <p><u>25.06.20</u>: Include anticipated date for staff and expected time needed for completion onto the Estates & Facilities section on to application process.</p> <p>AUGUST 2020</p> <ul style="list-style-type: none"> Assistant Accountant assessing all outstanding funded E&F projects to ensure all are up to date. Behind schedule & additional costs will be reported in December 2020 CFC. Date and time for completion added to application form so a report can be produced for all new applications 	Closed
K Thomson	CF19/20 Charitable Funds Fundraising Report Q4 2018/19.6 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.	01.09.19	<p>Executive Member Leads have been allocated to all Strategic Appeals, IM have not. All Strategic Appeals have been put on hold whilst the Covid-19 Appeal is active.</p> <p><u>25.06.20</u>: KT to sort out as soon as possible.</p> <p>AUGUST 2020</p> <ul style="list-style-type: none"> KT is organising 1:1s with all IMs to ascertain interests, experience and knowledge so all IMs can be allocated a strategic lead role. The 4 x Strategic Appeals are on hold for 20/21 as the 	Closed

			Resilience Campaign is now the focus for the charity.	
		Timescale		Timescale

Actions from 04.10.19 meeting

K Thomson	CF19/34.1 The committee discussed the idea of a newsletter being sent out across the organisation on behalf of the Executive Team to remind divisions about the charitable funds that are available to them.	02.12.19 10.12.19	25.06.20: KT to provide an interim Strategy & Comms Plan for 20/21 only at the Sept 2020 meeting. A 2021-2026 Strategy and Communications Plan will be presented to the CFC at the March 21 meeting, following stakeholder engagement activity, including with all members of the Health Board. AUGUST 2020 Strategy & Comms Plan for 20/21 included in the Sept 2020 meeting papers.	Closed
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Actions from 10.12.19 meeting

R Hughes	CF19/56 The Executive Director of Finance to draft an e-mail, which will be sent out jointly in Executive Director of Finance and Chair's names requesting nominees for the Advisory Group.	March 2020	Note all CFAG meetings are on hold due to the Covid-19 Initial Response Period. <u>25.06.20:</u> This was completed in March 2020. Action to be closed.	Closed
K Thomson	CF19/49 Head of Fundraising to re write and share with committee members prior to the end of February. Committee members to send feedback to Head of Fundraising, and Head of Fundraising to also engage with all people who use	March 2020	The 'use of space' document was rewritten and circulated, and included in the March CFC papers. Due to Covid-19 this piece of work needs to be re-thought and all stakeholders need to engage with the consultation process again. This request for	Closed

	spaces, trade unions etc. to address the Chair's concerns.		<p>extension for development is included in the Covid-19 Communications Plan in these papers.</p> <p><u>25.06.20</u>: The document will be brought back to September's committee meeting.</p> <p>AUGUST 2020 The BCUHB position currently is that cafes, shops and charity tables will remain closed. As part of the 2021/25 strategic plan, HMTs and Community Hospital Lead Clinicians are contributing to the development of a long term plan for BCUHB space. This document will be further amended, and broadened to include Marketing, Advertising and Sponsorship as part of the Awyr Las Strategy. The previous document is therefore no longer relevant in Post Covid times.</p>	
K Thomson	CF19/53 The committee discussed the role of the independent Shooting Star charity (SSCS) going forward. KT to draw up a draft MoU with the SSCS Trustees.	March 2020	<p>A draft MOU was drawn up but not agreed. The Shooting Star Appeal is on hold due to the Covid-19 Initial Response Period.</p> <p>AUGUST 2020 Both KT and SH have met with representatives of SSCS. A Business Plan for the project is being drawn up and an update on SSCS will be included in the Fundraising Update for all CFC meetings.</p>	Closed
K Thomson	CF19/48.4 The job will have to go to Job Evaluation panel to agree banding.	March 2020	The recruitment process has been put on hold due to the Covid-19 Initial Response Period. The process will begin again, once approvals have been given to move forward with the Staff Lottery.	Closed

			AUGUST 2020 The role is going through the necessary Job Evaluation process	
K Thomson	CF19/48.1 KT to devise a short paper to measure the charity's grants and support services impact and benchmark charity team performance and financial position against others (Impact report) by June 2020.	June 2020	The Impact Report has not been completed due to Covid-19 Initial Response Period. The Impact Report will be completed by December 2020.	08.12.20
Actions from 10.03.20 meeting				
K Thomson	CF20/04.1 Head of Fundraising to ensure Trade Union representative on Working Group.	June 2020	This Working Group has not been set up due to Covid-19 Initial Response Period. <u>25.06.20</u> : KT to sort out as soon as possible. AUGUST 2020 TU and other representatives have been invited to join the Staff Lottery Working Group, which will be officially set up when the Manager role is in place	24.09.20
K Thomson	CF20/04.3 Head of Fundraising to email Chair and committee members a copy of the lottery EQIA.	June 2020	This has not been done due to Covid-19 Initial Response Period. A revised EQIA will be drawn up for the Staff Lottery as part of the process of approval. AUGUST 2020 The Lottery EQIA is included in the CFC Papers	Closed
K Thomson	CF20/04.4 The Chair asked for the Head of Fundraising to check that I.T/ Payroll will support and have the capacity to support this.	June 2020	This has not been done as yet due to Covid-19 Initial Response Period (though initial conversations indicated there is capacity). AUGUST 2020 Payroll representatives have been contacted and will be part of the Working Group. A scoping	Closed

			exercise for the most appropriate IT packages is currently underway.	
K Thomson/ F Pritchard	CF20/16 Strategy session after committee meeting in June (Invite IM & Exec leads for the strategic priorities, Head of Communications and all Charity Support Team members).	June 2020	<p>This has not been done due to Covid-19 Initial Response Period. The focus for the next 6 months will be on the Covid-19 Response Appeal and Post-Covid19 Appeals, maintaining support for all funds and completing incomplete actions. Postpone until December.</p> <p>AUGUST 2020 Three virtual strategy sessions have been set up for Sept, Oct and Nov for CFC members, key stakeholders and Awyr Las Staff members</p>	Closed

K Thomson	CF20/03.3 The Head of Fundraising volunteered to produce a paper to help engage discussion for S Hill & J Hughes to have regarding the Staff Development Fund which currently contains £128,830 and how to move forward with this.	June 2020	<p>This paper has not been completed due to Covid-19 Initial Response Period.</p> <p>This will be completed by December 2020.</p> <p>AUGUST 2020 The CFC agreed that outstanding funds would be used for a Staff Development and Wellbeing Grants scheme, which is being developed in partnership with W&OD representatives</p>	Closed
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Actions from 25.06.20 meeting

K Thomson	CF20/19 Independent Member, Ms Cheryl Carlisle requested an update from the Head of Fundraising and Workforce & Organisational Development on Volunteering Scheme when things are a little less hectic.	September 2020	<p>AUGUST 2020 KT has requested that the W&OD report findings back to Awyr Las Support Team. The findings are also being shared in a WCVA NHS and Volunteering session in mid-September that W&OD and Awyr Las Support Team members will be involved in. The outcomes of this public session</p>	Closed
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			will be shared with all CFC members once completed.	
K Thomson	CF20/19 The Head of Fundraising has been liaising with Hospital and Area management teams to understand how they would best like the charity to communicate with them. The Head of Fundraising wants to ensure that we change and adapt for phase two, if and when necessary.	September 2020	AUGUST 2020 Outcomes of this are included in the September Fundraising Paper and are helping to shape the Awyr Las 2021/25 strategy	Closed
All/ F Pritchard	CF20/19 The Acting Executive Director of Finance suggested a weekly/ fortnightly set Skype call to go through the applications, which ensures the priority applications are being reviewed regularly. Chair requested all to have a think about what would work best for all and come back to her with suggestions. PA to Executive Director of Finance to set up.	July 2020	FP set up weekly skype calls for the Acting Executive Director of Finance and Chair.	Closed
K Thomson	CF20/20 The Chair requested that the Head of Fundraising revise the wording in the Introduction and Executive Summary sections of the report to reflect that the Staff Lottery was approved by the Local Partnership Forum rather than Trade Union and Staff representatives.	July 2020	Revised for final version of the Staff Lottery Business Case, which Planning are now circulating to the necessary committees	Closed
K Thomson	CF20/20 The Head of Fundraising confirmed to submit to the Assistant Director of Strategic & Business Analysis	July 2020	The Assistant Director of Strategic & Business Analysis is circulating the final Staff Lottery Business Case to the necessary committees AUGUST 2020	Closed

	for approval, to ensure due process routes are followed.		An Update on progress is included in the September Fundraising Report	
K Thomson	CF20/20 The committee agreed for some of the wording to be changed to include a slightly different way of thinking and a refocus on the recovery phase.	July 2020	AUGUST 2020 The Resilience Campaign document included in the Fundraising Papers focussed on the recovery phase	Closed
S Hill/ J Hughes	CF20/20 The Acting Executive Director of Finance suggested that herself and the Chair look at criteria outside of the meeting.	July 2020	AUGUST 2020 Completed and shared with CFC members for feedback	Closed
K Thomson	CF20/20 The committee agreed to take the paper as read as the Acting Executive Director of Finance requested that the paper be amended to reflect the increased amount to £50,000 and suggested representing the paper or adding a footnote	July 2020	AUGUST 2020 Original paper amended and sent to FP	Closed
S Hill	CF20/20 The Acting Executive Director of Finance agreed to take this as an action, as the committee don't want the Charitable Funds Advisory Group meetings to be delayed until January 2021, and the Acting Executive Director of Finance suggested holding them virtually	July 2020	AUGUST 2020 This has been actioned by SH/FP	Closed

BCUHB CHARITABLE FUNDS COMMITTEE**Summary Action Plan – arising from meetings held in public**

Officer	Minute Reference and Action Agreed	Original Timescale	Latest Update Position	Revised Timescale
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Cyfarfod a dyddiad: Meeting and date:	Charitable Funds Committee 10 September 2020					
Cyhoeddus neu Breifat: Public or Private:	Public					
Teitl yr Adroddiad Report Title:	Charitable Funds Finance Report Q1 2020/21					
Cyfarwyddwr Cyfrifol: Responsible Director:	Sue Hill, Acting Executive Director of Finance					
Awdur yr Adroddiad Report Author:	Rebecca Hughes, Charity Accountant					
Craffu blaenorol: Prior Scrutiny:	Acting Executive Director of Finance					
Atodiadau Appendices:	<u>Appendix 1:</u> Legacies <u>Appendix 2:</u> Income and expenditure <u>Appendix 3:</u> Outstanding commitments <u>Appendix 4:</u> Analysis of funds by service <u>Appendix 5:</u> Glossary of terms					
Argymhelliad / Recommendation:						
The Committee is asked to approve the report and the actions being taken.						
Please tick one as appropriate (note the Chair of the meeting will review and may determine the document should be viewed under a different category)						
Ar gyfer penderfyniad /cymeradwyaeth For Decision/ Approval	<input checked="" type="checkbox"/>	Ar gyfer Trafodaeth For Discussion	<input type="checkbox"/>	Ar gyfer sicrwydd For Assurance	<input type="checkbox"/>	Er gwybodaeth For Information
Sefyllfa / Situation:						
<p>The Charitable Funds Committee has responsibility for overseeing the financial management and stewardship of the charitable funds. This is the Finance Report for the charity as at the 30th June 2020, reporting the financial position over the first quarter of 2020/21.</p> <p>The figures presented in this report for 2019/20 are draft figures. Adjustments are made to the charity's position up until the draft Financial Statements are produced in September. These draft Financial Statements are then also subject to external audit.</p>						
Cefndir / Background:						
<p>NHS charitable funds are defined as all monies donated to the Health Board for purposes related to the NHS and include voluntary donations, legacies and fundraising. Awyr Las's objects, as recorded with the Charity Commission, are <i>'for any charitable purpose or purposes relating to the National Health Service'</i>.</p> <p>The vision of the Charity expands on this further: <i>'To use Charitable Funds to make a real difference to our patients, their families and staff across North Wales in the delivery of safe and effective healthcare'</i>. The Charity's focus is always on the ultimate patient benefit and funding items that go over and above the core NHS service.</p>						
Asesiad / Assessment:						
<u>Strategy Implications</u>						

Aligned to the Awyr Las Charity Strategy.

Options considered

Not applicable – paper is for information on the financial position of the charity.

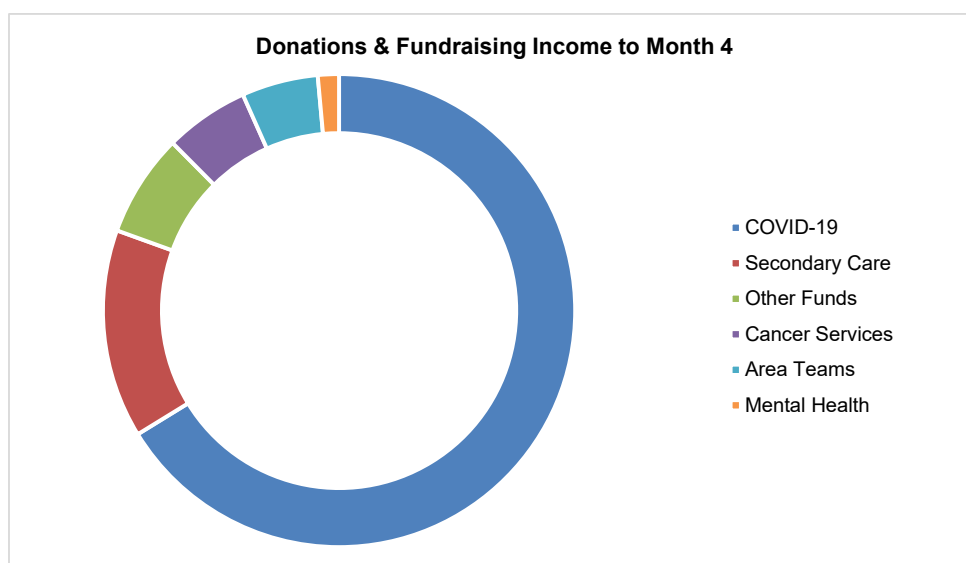
Financial Implications

Statement of Financial Activities

	Quarter ended 30 th June 2020 £000	Quarter ended 30 th June 2019 £000
Donations & fundraising	555	239
Legacies	(1)	56
Investment income	38	39
Total income	592	334
Grants funded	(565)	(331)
Governance & support costs	(29)	(29)
Fundraising costs to date	(53)	(54)
Charity budget commitment	(370)	(358)
Investment management	(14)	(15)
Total expenditure	(1,031)	(787)
Gain/(loss) on investments	693	237
Net movement in funds	<u>254</u>	<u>(216)</u>

Income

- Donation and fundraising income is significantly higher than for the same period last year (up £316,000 / 132%). This is because of the donations made to the COVID-19 fund. To the end of Month 3, these totalled £367,000, comprising 67% of all donated income. Included in this figure is £164,500 from NHS Charities Together. Donated income to other funds within the charity was down by £51,000 (21%) compared to last year.



- There has been no legacy income this month, except for the receipt of a previously accrued legacy that was slightly lower than expected. Further details on legacies are included in Appendix 1.

Expenditure

- Grant funded expenditure of £565,000 is £234,000 (71%) higher than expenditure in quarter 1 last year and can be broken down as follows:
 - Actual expenditure in year: £200,000
 - Commitments awarded in 2020/21 not yet spent: £365,000
- Grants of £307,000 have been awarded from COVID-19 funds, which comprises 54% of total grants in quarter 1. COVID-19 grants have been available to all divisions, regardless of the specific funds they may hold. The divisional split of the grants awarded is as follows:

Division	£000
BCU Wide	106
West Area	50
Centre Area	14
East Area	13
YG	5
YGC	51
Wrexham	11
Mental Health	47
Corporate	10
Total	307

- Other significant grants awarded this quarter were £74,000 for a 'Keep the Beats' Community Public Access Defibrillator Support Officer and £26,000 to support projects at three North Wales hospices.
- The charity budget commitment relates to the costs for the whole of the year that are chargeable to General Funds, as per the approved budget. These are committed at the start of the year, so that the General Funds balance accurately reflects what is available to use in grant awards. The commitment is reduced throughout the year as costs are realised.
- Further detail on income and expenditure is included in Appendix 2.

Fundraising Costs

- The Fundraising Team costs are £18,000 under spent for the year to date. The team currently has one vacancy, a 30 hour Band 6 Fundraising Support Manager, which is resulting in the under spend on staff costs. Non-pay costs are also under spent, with many fundraising events unable to take place during the pandemic.

	Total Budget £000	Month 3 Budget £000	Month 3 Actual £000	Month 9 Variance £000
Fundraising Team Pay Costs	225	56	45	(11)
Fundraising Team Non-Pay Costs	50	12	5	(7)
Total Fundraising Team	275	68	50	(18)

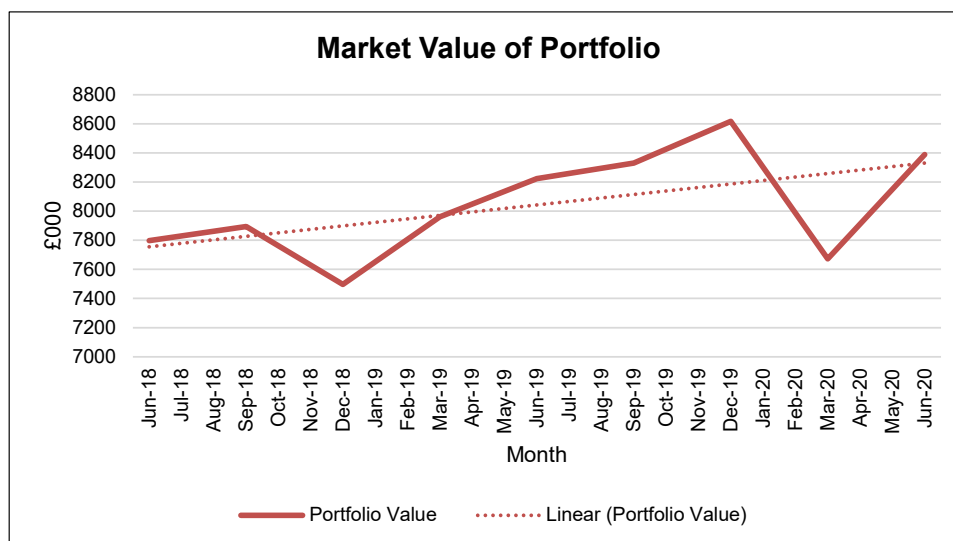
Other Fundraising Costs	28	7	3	(4)
Total Fundraising Costs	303	75	53	(22)

Balance Sheet

	As at 30/06/20 £000	As at 31/03/20 £000
Long term investments	8,390	7,673
Land	135	135
Total fixed assets	8,525	7,808
Debtors	396	539
Cash at bank and in hand	1,206	884
Total current assets	1,602	1,423
Creditors falling due within one year	(349)	(218)
Net current (liabilities)/assets	1,253	1,205
Creditor for commitments	(1,808)	(1,297)
Net assets	<u>7,970</u>	<u>7,716</u>
Unrestricted fund balances	4,357	4,410
Restricted fund balances	3,613	3,306
Net assets	<u>7,970</u>	<u>7,716</u>

Investments

- The investment portfolio fell significantly in March, due to the impact of COVID-19 on financial markets. However, most of the loss has been regained during the first quarter of 2020/21. The portfolio value at the end of June was £227,000 below the peak seen in December 2019. This has given a first quarter gain on investments of £693,000, which equates to 9% of the brought forward portfolio value. Although this gain is unrealised, it is included in General Funds as income.



- The Investment Manager contract was put out to tender at the end of 2019/20. COVID-19 led to delays in awarding the tender; however, Brewin Dolphin have now been appointed as the successful applicants. Discussions are scheduled for September to arrange the transfer of the portfolio from Rothschild to Brewin Dolphin.

Assets and liabilities

- Total cash held has increased by £322,000 during the first quarter of the year due to the large number of COVID-19 donations received. It is anticipated that this will be utilised over the next few months, as the large number of commitments that are currently held are spent.
- The provision for commitments has increased by £511,000 (39%) compared to the end of the last financial year. Many projects that received approval prior to March were put on hold during the initial COVID-19 response. Extensions were given to all commitments, to ensure that applicants were not disadvantaged by the pandemic, with business as usual being severely disrupted. Applicants with outstanding approvals that have not progressed will be contacted during the Autumn. Grants that have not progressed, without reasonable reasons, will be cancelled. Further details of outstanding commitments are included in Appendix 3.

Funds Analysis

- Available unrestricted fund balances total £4,357,000 compared to a target level of £2,811,000.
- Available General Funds total -£149,000. The negative balance is as a result of the anticipated costs of the charity for 2020/21 being included as a commitment and so removed from the available balance. This means that the General Funds available for the Committee to use towards grant requests are severely limited.
- An analysis of funds by service is included in Appendix 4.
- A glossary of terms used in this report is included in Appendix 6.

Risk Analysis

The risks of the charity are reviewed by the Committee on an annual basis, every March. There are currently no red rated risks.

Legal And Compliance

Not applicable.

Impact Assessment

Not applicable.

Appendix 1 – Legacies

Open Legacies						
Name	Date of Notification	Pecuniary / Residuary	Fund to Benefit	Received in Period £	Total Received £	Current Status
Cunliffe, NM	May-20	Residuary	Cancer Centre, YGC/Ophthalmology, ABH, Audiology YGC	0	0	Executing solicitors are in the process of collating assets and liabilities to apply for Grant of Probate.
Ellison, F	Jul-19	Residuary	Ruthin Hospital General Purpose Fund	0	0	Grant of Probate has now been issued.
Lewis, JE	Mar-20	Residuary	Cancer Centre, YGC/Ophthalmology, ABH	0	0	All cash assets have been collected. The property is on the market and an offer has been made.
Staniforth, JE	Jul-19	Residuary	Cancer Centre, YGC	0	100,000	Interim distributions have been received and there is a small amount still due.
Williams, CJL	Dec-19	Residuary	Renal Unit, YG	0	0	Grant of Probate has now been issued.
Williams, EL	Jan-20	Residuary	Parents and Friends of Rhuddlan Children's Centre	0	0	The legatee has bequeathed the proceeds of the sale of her house. The solicitors are in the process of obtaining Grant of Probate.
Young, GA	Nov-19	Residuary	Aberconwy Ward, Llandudno General Hospital/Gwynedd Breast Cancer Research Fund	0	0	A sale has been agreed on the property in Llandudno

Appendix 1 – Legacies

Closed Legacies				
Name	Pecuniary / Residuary	Fund to Benefit	Received in Period £	Total Received £
Rowlands, M	Residuary	Alaw Ward, YG	3,104	74,022
Legacies Accrued in prior years			(3,899)	
		TOTAL LEGACIES IN PERIOD	(795)	

Appendix 2 – Income and Expenditure

Items over £25,000

Income & Expenditure Items Over £25,000				
Division	Fund	Income £'000	Expenditure £'000	Description
Income				
COVID-19	8T52 – COVID-19 Response	130		NHS Charities Together Grant
COVID-19	8T52 – COVID-19 Response	35		NHS Charities Together Grant
COVID-19	8T52 – COVID-19 Response	25		Coed Helen Caravan Park
Expenditure				
Cancer - YGC	8Q02 - Cancer Charitable Fund, YGC		(128)	Electro Navigational Bronchoscope
Total		190	(128)	

Appendix 3 – Outstanding Commitments

Approval Expiry	Description	Fund No.	Fund Name	Amount Approved £	Amount Paid/ Accrued £	Amount Outstanding £	Notes	Status
31/10/2020	PhD Prudent Healthcare (KESS Scholarships)	8T28	General Funds - Awyr Las	4,000	3,500	500	The student undertaking the PhD withdrew in September 2018 after 2 years on the project. It is hoped that the funding for the final year, some of which is held by Bangor University and some by the charity, can be converted into a 1 year Masters. This is currently awaiting approval. Eighteen month extension awarded.	
30/11/2020	Supporting Primary Care Placements for Nurses and Student Nurses	8T28	General Funds - Awyr Las	4,800	3,450	1,350	Ongoing project. Some delay in commencement whilst project was established. First cohort of students commenced at the end of 2017 with project expected to last longer than originally anticipated. There has been a delay due to the university having to undertake full work based audits on all the practices that have said they will take a student. All have now been audited and there are 14 practices that are currently taking student nurses. Three & half year extension awarded.	
30/09/2020	North Wales Adolescent Service (NWAS): Experience Based Co-design (EBCD) Project	8F17	Denbighshire Child Development Centre	4,720	2,589	2,131	Ongoing project. Some initial delays, but project is now underway. Two & half year extension awarded.	
31/10/2020	Staff Mental Health and Wellbeing Awareness	8T28	General Funds - Awyr Las	3,000	2,667	333	Ongoing project. Project lead sickness did delay the spending. The remaining funds will be used for Mental Health first aid training for staff champions. Two year & 3 month extension awarded.	

Appendix 3 – Outstanding Commitments

Approval Expiry	Description	Fund No.	Fund Name	Amount Approved £	Amount Paid/ Accrued £	Amount Outstanding £	Notes	Status
31/07/2021	Nasal Mucous Collection Study	8T28	General Funds - Awyr Las	5,700	2,414	3,286	Ongoing project. Project now planned to cover three hay fever seasons and so take longer than originally anticipated. Two year extension awarded.	
31/10/2020	KESS Studentship	8Q03	Cancer Research Fund - Glan Clwyd	7,500	3,125	4,375	Ongoing project.	
31/12/2020	Equipment and Flooring - Alaw Ward (part 1)	9Q04	Janet Jones (Alaw) - YG	56,000	29,033	26,967	Estates project. The equipment has been received and paid for. The cost of the flooring project is now forecast to be higher than originally anticipated and so an application for additional funding was submitted and approved at the December Charitable Funds Committee. This element of funding has therefore been extended in line with the additional approval. Two year extension awarded.	
31/03/2021	Hybrid Theatre	8B66	Livsey Fund	500,000	375,330	124,670	Large scale Estates project. Orders raised from November 2018 onwards, in line with the project plan. Two year extension awarded.	
30/09/2020	North Wales Urological Research Centre	8T28	General Funds - Awyr Las	6,250	4,375	1,875	The total original approval was for £11,250, split between two funds, with £625 charged a month for 18 months. There was a slight delay in the commencement of the project, so a nine month extension has been awarded to allow it to complete.	
30/09/2020	Clinical Psychology Input - Critical Care Follow Up Services	9N01	ITU/HDU Staff - YG	7,000	6,178	822	Start of project was delayed until May 2019. Project is planned to last 10 months. One year extension awarded to allow completion.	

Appendix 3 – Outstanding Commitments

Approval Expiry	Description	Fund No.	Fund Name	Amount Approved £	Amount Paid/ Accrued £	Amount Outstanding £	Notes	Status
30/06/2020	Operating table/couch for the Pacing Theatre	8B42	Cardiology Department Central - Patients Fund	31,504	27,557	3,947	There were delays with the ordering of equipment due to a query over whether the pacing theatre is lead lined. Order was placed in November 2019, but the equipment has not yet been delivered. Eighteen month extension awarded.	
30/06/2020	Wigs for Cancer Patients	7Q02	Cancer Support Group - YMW	25,000	16,938	8,062	Commitment closed in August 2020 and remaining balance returned to fund.	
30/06/2020	Wigs for Cancer Patients	8Q02	Cancer Charitable Fund - Glan Clwyd	25,000	20,322	4,678	Commitment closed in August 2020 and remaining balance returned to fund.	
30/06/2020	Wigs for Cancer Patients	9Q04	Janet Jones (Alaw) - YG	25,000	14,652	10,348	Commitment closed in August 2020 and remaining balance returned to fund.	
31/01/2021	Purchase of 8 televisions for the new Coronary Care Unit and installation	8B42	Cardiology Department Central - Patients Fund	24,000	0	24,000	The installation of the TVs is a larger project than originally anticipated. Due to service pressures, it has been decided to postpone it until after the winter pressure period is over. Two year extension awarded.	
30/06/2020	Complimentary Therapist	9Q18	#TeamIrfon	23,296	14,605	8,691	Commitment closed in August 2020 and remaining balance returned to fund.	
31/01/2021	Advancing the Primary Care Nursing Workforce across North Wales	8T48	Staff Development Fund	50,000	16,268	33,732	Difficulty with booking courses due to Procurement regulations around block booking. This has delayed the project. The first cohort of courses took place in September and October 2019. The programme has restarted in August 2020. 1 year extension awarded.	

Appendix 3 – Outstanding Commitments

Approval Expiry	Description	Fund No.	Fund Name	Amount Approved £	Amount Paid/ Accrued £	Amount Outstanding £	Notes	Status
31/03/2021	Project Support for ChemoCare Version 6 Upgrade and Roll-out to Haematology	8Q02	Cancer Charitable Fund - Glan Clwyd	92,000	28,931	63,069	Ongoing project	
31/10/2020	Exploring Healthcare Professionals perspectives on Advance Care Planning: another piece of the puzzle	7Q03	Palliative Care Fund - YMW	23,993	0	23,993	The project is being led by Bangor University and started in July 2019. Costs are invoiced in arrears. Six month extension awarded.	
31/08/2020	Patient Information Display Screens	8Q02	Cancer Charitable Fund - Glan Clwyd	9,800	0	9,800	The project lead has been off work, so there has been a delay to procuring the screens. One year extension awarded.	
31/07/2020	Wet Rooms - Enfys Ward (part 1)	8Q02	Cancer Charitable Fund - Glan Clwyd	20,000	19,521	479	The cost of the project is now forecast to be higher than originally anticipated and so an application for additional funding was submitted and approved at the December Charitable Funds Committee. This element of funding has therefore been extended in line with the additional approval. Eight month extension awarded.	
30/06/2020	Complimentary Therapist	7Q02	Cancer Support Group - YMW	10,000	3,973	6,028	Commitment closed in August 2020 and remaining balance returned to fund.	
31/03/2021	Additional Equipment – Hybrid Theatre	8B66	Livsey Fund	75,300	0	75,300	This is linked to the main Hybrid Theatre application and the approval expiry date has been set to match. Orders are raised in line with the project plan.	
31/07/2021	MSc Biomedical Science 2 year part-time course	9J06	Microbiology Research - YG	7,500	0	7,500	Ongoing project.	

Appendix 3 – Outstanding Commitments

Approval Expiry	Description	Fund No.	Fund Name	Amount Approved £	Amount Paid/ Accrued £	Amount Outstanding £	Notes	Status
30/06/2020	Staff Experience Application	8T48	Staff Development Fund	24,000	0	24,000	Small grants scheme.	
30/09/2020	Replacement Flooring, Tywyn Hospital	9B34	Tywyn General Purposes Fund	6,209	0	6,209	Ongoing project. There have been delays in commencing due to some asbestos work that needs to be carried out first. Nine month extension awarded.	
31/03/2022	Cancer Care Self Help Group	8Q02	Cancer Charitable Fund - Glan Clwyd	1,000	0	1,000	Ongoing project.	
31/10/2020	Minor Works Scheme - Ysbyty Alltwen	9B10	Madog Community and Hospital Fund	29,700	0	29,700	Estates project. Six month extension awarded.	
30/09/2021	Assessing the mental health of patients on the Alaw Cancer Care Unit	9Q18	#TeamIrfon	52,038	0	52,038	Ongoing project.	
30/11/2020	Patient Journey App	9N17	Trauma & Orthopaedic (West) CPG GP Fund	13,400	7,450	5,950	Initial order placed and paid for in November 2019. Six month extension awarded.	
31/05/2021	Gwynt Y Mor Community Fund - Motiv8 Project	8D12	Motiv8 North West Wales	47,190	0	47,190	Ongoing project.	
31/03/2023	Evaluating Musical Interaction Therapy (MIT) for Autism with Cross-BCU Impact	8T28	General Funds - Awyr Las	16,500	2,750	13,750	Ongoing project.	
30/06/2020	Hearts and Mind Grants 2019/20	8T38	Awyr Las Hearts & Minds Fund	5,695	2,770	2,925	Small grants scheme. Three month extension awarded.	

Appendix 3 – Outstanding Commitments

Approval Expiry	Description	Fund No.	Fund Name	Amount Approved £	Amount Paid/ Accrued £	Amount Outstanding £	Notes	Status
30/06/2020	Hearts and Mind Grants 2019/20	9Q01	Cancer Research - YG	1,000	0	1,000	Small grants scheme. Three month extension awarded.	
30/06/2020	Monitors for Enhanced Care – Children's Ward, YGC	8F09	Paediatric Department - Glan Clwyd	6,155	0	6,155	Equipment paid for in July 2020 and commitment closed.	
31/07/2020	Wet Rooms - Enfys Ward (part 2)	8Q02	Cancer Charitable Fund - Glan Clwyd	11,231	0	11,231	Extension to a previous approval for an Estates project.	
31/03/2023	Study - Correlation between novel biomarker expression and interventional treatment in chronic back pain	8T28	General Funds - Awyr Las	51,500	0	51,500	Ongoing project.	
31/08/2020	Operating Lighting for Theatres	8N04	Ophthalmic Unit - H M Stanley	22,386	19,386	3,000	Ongoing project.	
31/12/2020	Equipment and Flooring - Alaw Ward (part 2)	9Q04	Janet Jones (Alaw) - YG	36,000	0	36,000	Estates project. Additional approval for the increased cost of the flooring project. Six month extension awarded.	
31/07/2020	Hill-Rom Golvo 9000 Hoist	8Q02	Cancer Charitable Fund - Glan Clwyd	6,394	5,948	446	Remaining balance returned to the fund in August 2020 and commitment closed.	
30/06/2020	Faecal Incontinence	9N20	GS/Colorectal (West) General Purpose Fund	2,000	0	2,000	Equipment paid for in July 2020 and commitment closed.	
30/06/2020	Faecal Incontinence	8T28	General Funds - Awyr Las	22,000	0	22,000	Equipment paid for in July 2020 and commitment closed.	

Appendix 3 – Outstanding Commitments

Approval Expiry	Description	Fund No.	Fund Name	Amount Approved £	Amount Paid/ Accrued £	Amount Outstanding £	Notes	Status
30/06/2020	Super Dimension Electro Navigational Equipment	8Q02	Cancer Charitable Fund - Glan Clwyd	129,000	128,000	1,000	Remaining balance returned to the fund in August 2020 and commitment closed.	
30/04/2021	Complimentary Therapy 2020	7Q02	Cancer Support Group - YMW	16,000	0	16,000	Commitment for 2020/21.	
30/04/2021	Complimentary Therapy 2020	8Q02	Cancer Charitable Fund - Glan Clwyd	26,000	4,405	21,595	Commitment for 2020/21.	
30/04/2021	Complimentary Therapy 2020	9Q18	#TeamIrfon	33,000	0	33,000	Commitment for 2020/21.	
30/04/2021	Oncology Wigs 2020	7Q02	Cancer Support Group - YMW	25,000	0	25,000	Commitment for 2020/21.	
30/04/2021	Oncology Wigs 2020	8Q02	Cancer Charitable Fund - Glan Clwyd	27,600	0	27,600	Commitment for 2020/21.	
30/04/2021	Oncology Wigs 2020	9Q04	Janet Jones (Alaw) - YG	25,000	0	25,000	Commitment for 2020/21.	
30/06/2020	Ambulatory ECG Monitoring System	7B67	Cardiology Fund - East	45,000	0	45,000	Order placed in June 2020.	
30/04/2021	Dermatology Wigs 2020 - East	8T28	General Funds - Awyr Las	10,000	1,620	8,380	Commitment for 2020/21.	

Appendix 3 – Outstanding Commitments

Approval Expiry	Description	Fund No.	Fund Name	Amount Approved £	Amount Paid/ Accrued £	Amount Outstanding £	Notes	Status
30/04/2021	Dermatology Wigs 2020 - West	8T28	General Funds - Awyr Las	10,000	1,800	8,200	Commitment for 2020/21.	
30/04/2021	Dermatology Wigs 2020 - Central	8T28	General Funds - Awyr Las	10,000	2,790	7,210	Commitment for 2020/21.	
30/09/2020	Delivering vital eye care out-of-hours through telecommunications	8T28	General Funds - Awyr Las	25,556	0	25,556	Awaiting procurement of equipment.	
30/04/2021	BCU Staff App 2020/21	8T28	General Funds - Awyr Las	20,000	0	20,000	Order placed in April 2020.	
30/04/2021	Hearts & Minds Regular Grants Scheme	8T28	General Funds - Awyr Las	20,000	0	20,000	Small grants scheme for 2020/21.	
30/06/2020	Techotherm Unit	8F05	Special Care Baby Unit - Glan Clwyd	15,244	0	15,244	Awaiting procurement of equipment.	
30/04/2021	International Year of the Nurse and Midwife	8T28	General Funds - Awyr Las	10,000	0	10,000	Ongoing project.	
30/06/2020	Replacement Chairs - Acton Ward	7B18	Wrexham Rehab General Purposes Fund - East	5,518	0	5,518	Awaiting procurement of furniture.	
30/06/2020	CV-19 Grant - YGC	8T52	COVID-19 Response Fund	2,000	425	1,575	COVID-19 initial response small grants scheme.	

Appendix 3 – Outstanding Commitments

Approval Expiry	Description	Fund No.	Fund Name	Amount Approved £	Amount Paid/ Accrued £	Amount Outstanding £	Notes	Status
30/06/2020	CV-19 Grant - WMH	8T52	COVID-19 Response Fund	2,000	780	1,220	COVID-19 initial response small grants scheme.	
31/07/2020	CPAP Trilogy Ventilator	9F01	YG Paeds Inpatient & OPD Fund	6,503	0	6,503	Awaiting procurement of equipment.	
31/05/2021	Keep the Beats Officer	7B67	Cardiology Fund - East	30,000	12,493	17,507	Ongoing project.	
31/05/2021	Keep the Beats Officer	8B42	Cardiology Department Central - Patients Fund	26,000	10,827	15,173	Ongoing project.	
31/05/2021	Keep the Beats Officer	9K08	Cardiology Department - West	18,000	7,495	10,505	Ongoing project.	
31/08/2020	Bereavement Support Provision	8T52	COVID-19 Response Fund	20,000	2,353	17,647	Ongoing project.	
31/08/2020	Bladder Scanner	8B12	Community Fund - Central	7,686	0	7,686	Awaiting procurement of equipment.	
31/08/2020	Bladder Scanner	9B34	Tywyn General Purposes Fund	6,825	0	6,825	Equipment paid for in July 2020 and commitment closed.	
31/08/2020	Bedside Chart Workstations	9P03	ITU/HDU Equipment - YG	10,447	0	10,447	Awaiting procurement of equipment.	
31/03/2021	Charity Budget 2020/21	8T28	General Funds - Awyr Las	449,497	79,056	370,441	Budget for 2020/21.	

Appendix 3 – Outstanding Commitments

Approval Expiry	Description	Fund No.	Fund Name	Amount Approved £	Amount Paid/ Accrued £	Amount Outstanding £	Notes	Status
31/05/2021	BYS Hospice Grant - Nightingale House	8T36	By Your Side End of Life Fund	8,975	0	8,975	Paid for in July 2020 and commitment closed.	
30/11/2021	BYS Hospice Grant - Ty Gobaith	8T36	By Your Side End of Life Fund	8,500	0	8,500	Paid for in July 2020 and commitment closed.	
31/12/2020	BYS Hospice Grant - St Kentigerns	8T36	By Your Side End of Life Fund	9,000	0	9,000	Paid for in July 2020 and commitment closed.	
30/09/2020	Diathermy Unit - Dermatology	8T52	COVID-19 Response Fund	18,662	0	18,662	Awaiting procurement of equipment.	
31/12/2020	Provision of Parabl Talking Therapy	8T52	COVID-19 Response Fund	21,274	0	21,274	Ongoing project.	
31/05/2021	COVID-19 Medical Education Fellowship	8T52	COVID-19 Response Fund	39,200	0	39,200	Ongoing project.	
31/12/2020	Nathan Wyburn - Thank you BCUHB/NHS/Artwork	8T52	COVID-19 Response Fund	4,500	500	4,000	Ongoing project.	
31/12/2020	Nathan Wyburn - Thank you BCUHB/NHS/Artwork	8T52	COVID-19 Response Fund	2,500	0	2,500	Ongoing project.	
30/09/2020	Trolley mounted HD VC With Eagle Eye Acoustic Camera	8T52	COVID-19 Response Fund	5,722	0	5,722	Paid for in July 2020 and commitment closed.	
31/12/2020	BQL - Lesotho Family Medicine Specialty Training Program	8T52	COVID-19 Response Fund	9,857	0	9,857	Ongoing project.	

Appendix 3 – Outstanding Commitments

Approval Expiry	Description	Fund No.	Fund Name	Amount Approved £	Amount Paid/ Accrued £	Amount Outstanding £	Notes	Status
31/12/2020	i-Pad Grant Scheme	8T52	COVID-19 Response Fund	50,000	0	50,000	COVID-19 project. First group of iPads purchased in July 2020.	
31/12/2020	Virtual Hospital Scoping Project	8T52	COVID-19 Response Fund	5,000	0	5,000	Ongoing project.	

Key to Status coding:

TOTAL

£1,724,550

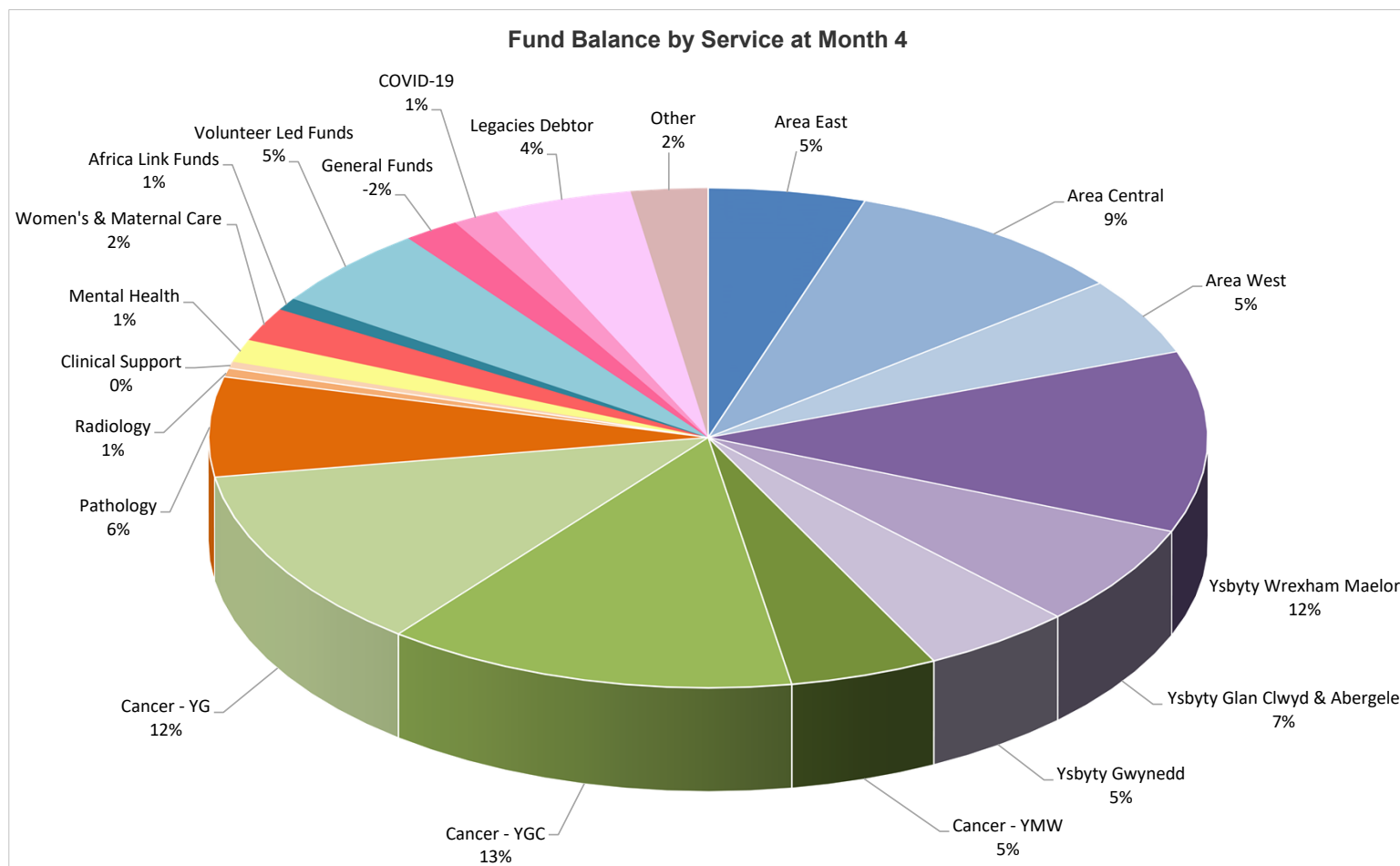
Approval closed
Ongoing
Extension awarded
Overdue

Appendix 4 – Analysis of Funds by Service

	Opening position M01 £000	Income £000	Expenditure £000	New Unspent Commitments £000	Closing position M03 £000
Area East	436	11	-26	0	421
Area Central	773	6	-3	-8	768
Area West	436	12	-19	-13	416
Area Teams	1,645	29	-48	-21	1,605
Ysbyty Wrexham Maelor	978	33	-24	-18	969
Ysbyty Glan Clwyd & Abergelle	562	12	-17	-15	542
Ysbyty Gwynedd	430	33	-34	-27	402
Women's & Maternal Care	180	1	0	0	181
Pathology	533	0	0	0	533
Radiology	47	0	0	0	47
Clinical Support	37	0	0	0	37
Secondary Care	2,767	79	-75	-60	2,711
Cancer - YMW	388	7	0	0	395
Cancer - YGC	1,103	8	-11	0	1,100
Cancer - YG	964	17	-3	0	978
Cancer Services	2,455	32	-14	0	2,473
Mental Health	114	8	0	0	122
Africa Link Funds	66	1	-1	0	66
Volunteer Led Funds	441	3	-2	0	442
General Funds	-452	724	-51	-370	-149
COVID-19 Funds	63	367	-52	-255	123
Legacies Debtor	371	0	0	0	371
Other	246	42	-53	-29	206
Other Funds	735	1,137	-159	-654	1,059
Total Charity Balance	7,716	1,285	-296	-735	7,970

Note: The Legacies Debtor fund holds the accruals for legacies where probate has been granted, but we have not yet received the cash. This fund is used to protect the designated funds from fluctuations in the final legacy received. When the legacy is received, it will be credited to the designated fund specified in the Will and the accrual will be reversed out from the Legacies Debtor fund. This is shown as negative income.

Appendix 4 – Analysis of Funds by Service



Service Type	£000	%
Area Teams	1,605	20%
Secondary Care	2,711	34%
Cancer Services	2,473	31%
Mental Health	122	2%
Other	1,059	13%
	7,970	

Health Economy	£000	%
East	1,785	22%
Centre	2,410	30%
West	1,796	23%
BCU Wide	1,979	25%
	7,970	

Appendix 5 – Glossary of Terms

Donations

Donations include all income received by the charity as gifts made to it on a voluntary basis.

Fundraising income

This includes income from all fundraising activities, events and sponsorship.

Governance and support costs

These include the recharge from the Health Board for Finance and administration support, external audit fees, software fees, bank costs and other admin charges.

Fundraising costs

This is the total costs of fundraising. It includes the costs of fundraising by individual wards and departments, as well as the pay and non-pay costs of the Fundraising Team.

Long term investment

Fixed asset investments are held to generate income and for their investment potential. For the charity, this consists of the investment portfolio managed by Rothschild.

Unrealised gains

An unrealised gain is a potential profit that exists on paper, resulting from an investment. It is an increase in the value of an asset that has yet to be sold for cash, such as a stock position that has increased in value but still remains open. The gains and losses reported in the charity's accounts are unrealised as the investments are still held. They would only become realised if the assets were sold and converted to cash.

Commitments

The value of all the grants that have been approved by the charity, but not yet spent.

Unrestricted funds

Unrestricted funds are spent or applied at the discretion of the trustees to further any of the charity's purposes. Trustees may choose to set up designated funds that remain part of the unrestricted funds of the charity. This is because the designation has an administrative purpose only and does not legally restrict the trustees' discretion in how to apply the unrestricted funds that they have earmarked.

Restricted funds

Funds held on specific trusts under charity law are classed as restricted funds. The resources of each restricted fund are held and maintained separately from other funds. This is in recognition of the circumstances in which the resources were originally received, and/or the restrictions on the fund that determine the way those resources are subsequently to be treated. Restricted funds in Awyr Las primarily come from legacies. However there are also some specific designated funds that are wholly restricted.

Appendix 5 – Glossary of Terms

Reserves

Reserves are the funds that the charity has which can be freely spent on any of its charitable purposes. This therefore excludes restricted income funds, but includes unrestricted designated funds.

Designated Funds

Funds that are aligned to specific wards, departments and services. They can be restricted or unrestricted. These funds are managed by Fund Advisors.

General Funds

These are the funds held by the charity that are not designated. They can be restricted (where there is a broad restriction to the Health Board rather than a particular service) or unrestricted. General Funds receive the unrealised gains or losses on the investments. General Funds pay for the running costs of the charity – all governance and support costs, plus the costs of the Fundraising Team.

Dormant Funds

These are designated funds, which have not had any income or expenditure in the preceding year.

Semi-dormant Funds

These are designated funds, which have not had any expenditure in the preceding year, but have received income.

Cyfarfod a dyddiad: Meeting and date:	Charitable Funds Committee 10 September 2020					
Cyhoeddus neu Breifat: Public or Private:	Public					
Teitl yr Adroddiad Report Title:	BCUHB Fundraising Update Report					
Cyfarwyddwr Cyfrifol: Responsible Director:	Sue Hill, Acting Executive Director of Finance					
Awdur yr Adroddiad Report Author:	Kirsty Thomson, BCUHB Head of Fundraising					
Craffu blaenorol: Prior Scrutiny:	No prior scrutiny					
Argymhelliad / Recommendation:						
The Committee is asked to note the information included within the BCUHB Fundraising Update Report and approve the section 4.3 recommendation to fund a social prescribing programme, subject to the receipt of detailed applications from lead clinical and support staff.						
Please tick as appropriate						
Ar gyfer penderfyniad /cymeradwyaeth For Decision/ Approval	<input checked="" type="checkbox"/>	Ar gyfer Trafodaeth For Discussion	<input checked="" type="checkbox"/>	Ar gyfer sicrwydd For Assurance	<input type="checkbox"/>	Er gwybodaeth For Information
Sefyllfa / Situation:						
This paper provides an update on the following key areas of the Fundraising Section of the Awyr Las Support Team's activity:						
<ol style="list-style-type: none"> 1. Press coverage, events and social media update 2. Complaints Report 3. Update on Awyr Las Strategic Appeals and Staff Lottery 4. Covid-19 Appeal Fund Income and Expenditure Overview 5. Resilience Campaign - 6 month Strategy and Communications Plan 20/21 6. Awyr Las 2021-26 Strategy Plan 						
This paper seeks to provide assurance on the main activities, direction and focus of the Fundraising Section of the Awyr Las Support Team for BCUHB's Board representatives who form the Charitable Funds Committee membership. This should be read in conjunction with the Awyr Las Finance Report.						
Cefndir / Background:						
1. Press coverage, events and social media update						
Ten Awyr Las press releases have been issued between June and September. Notable coverage includes: https://www.bbc.co.uk/news/uk-wales-53767411 and https://www.itv.com/news/wales/2020-						

[07-14/brother-and-sister-create-lockdown-version-of-monopoly-which-includes-ppe-factory-and-vaccine-lab-stops](#). A BCUHB staff member was one of four NHS workers selected to feature in Marks and Spencer's UK wide campaign to support NHSCT.

The Awyr Las Cake Competition to mark the NHS' birthday was a success, with 77 entries into the adult cake decorating competition and children's cake drawing competition (14 people participated in 2019, 18 in 2018). The increase in social media activity relating to the cake competition was notable. During the cake competition period in 2019, the Awyr Las charity page gained 210 new page likes compared with 527 this year. The average post reach during the 6 week promotional period was 2,203 in 2019 compared with an impressive 12,279 during the same period this year.

The winners were: 'A Varied Role' by Lowri Marrs & 'Rainbow Superheroes' by Samuel Valentine-Jones, age 13.



2. Complaints Report

No complaints were formally recorded in the period June – September 2020.

3. Update on Awyr Las Strategic Appeals and Staff Lottery

A business case, which Awyr Las is supporting, is now being developed for the Shooting Star Cancer Care Unit. A Fundraising Campaign plan is being developed in partnership with the independent Shooting Star Cancer Support charity. The draft document will not be completed until March 2020 at the earliest, because the business case needs to be completed before the campaign plan can be finalised. All other Strategic Appeals (Older People, Younger People and I CAN mental health campaigns) are on hold until 2021/22.

The Staff Lottery business case is with Planning for final authorisation. The EQIA will be circulated to all Charitable Funds Committee members outside of the Committee. The Staff Lottery Manager is expected to be in post by December 2020.

4. COVID-19 Appeal Fund Income and Expenditure Overview

The COVID-19 Appeal Fund has three broad key strands, which mirror the priority focuses of NHS Charities Together (NHSCT) grant funding and which provide an opportunity to enhance the care that the NHS is already providing:

- Priority 1: Immediate support for the health and wellbeing of patient and staff

- Priority 2: Collaborative community resilience focussed programmes that provide medium and long term support for the most vulnerable
- Priority 3: Rebuilding healthcare support, providing improved infrastructure and systems to enhance hospitals and healthcare in the medium and long term

The following information provides context for the Resilience Campaign plan, the next phase of COVID-19 Appeal Fund Grant Making and Fundraising for the 6 months from September 2020 - March 2021.

4.1 COVID-19 Appeal Fund Summary: Income received to date:

	Number of donations	Amount	Average donation
Facebook	3028	£39,721	£13
Virgin Money Giving	347	£5,723	£16
JustGiving	3907	£71,215	£18
Awyr Las website	680	£36,374	£53
Text number	975	£6,190	£6
Cash / Cheque / BACS	71	£53,128	£748
NHSCT	3	£214,500	£71,500
Total	9011	£426,851	£47

According to The Status of UK Fundraising 2020 Benchmark Report, 60% of charities engaged in some form of virtual fundraising. Virtual Fundraising has been of paramount importance to the success of the Awyr Las COVID-19 Appeal fundraising to date, with 75% of income received locally (non NHSCT funding) coming via digital sources. This shows a significant increase in use of virtual platforms for giving; less than 20% of charitable income received has come from online sources over the previous 2 years.

4.2 COVID-19 Appeal Fund Summary: Expenditure to date:

The expenditure data is helping to inform the prioritisation of all future grants given to the COVID-19 Appeal Fund (also known as the Resilience Campaign).

	≤ £100	£101 - £4,999	≥ £5,000	Total
Number of grants	85	85	11	181
Average given	£65	£1,734	£16,819	£1,673
Total given	£5,502	£147,414	£185,011	£337,927

	Number of grants	Amount given (£)	Average grant (£)
East	45	£30,322	£674
West	81	£92,797	£1,146
Central	40	£78,455	£1,961
BCU Wide	15	£136,354	£9,090

Primary	46	£61,604	£1,339
Secondary	135	£276,323	£2,047

	Number of grants	Amount (£)	Average amount (£)
Equipment & Facilities	87	£157,921	£1,815
Refreshments	7	£627	£90
Arts in Health	8	£10,993	£1,374
Additional PPE & Clothing	6	£11,650	£1,942
Digital & Innovation	18	£129,380	£7,188
Training & Education	5	£12,654	£2,531
Volunteers	43	£2,784	£65
Miscellaneous	7	£11,918	£1,703
Staff Wellbeing	89	£163,610	£1,838
Patient Experience	92	£174,317	£1,895

4.3 COVID-19 Appeal Fund Summary: Funds available:

At the time of writing there were 14 outstanding (unfunded) applications for the COVID-19 Appeal Fund and non-designated (general) funds, collectively amounting to £655,269. These applications range from requests for medical equipment and new furniture to additional project posts to help provide advice and support for carers, and coordinate community-focussed wellbeing projects.

Requests for Priority 1 funding, Immediate support for the health and wellbeing of patient and staff, are no longer being accepted, as the focus is now turning to Priority 2 and 3 (though staff and patient wellbeing continue to feature prominently in both these grant strands). Awyr Las is expected to receive £310,194 from NHSCT for Priority 2 within the next 6 months, and a further £407,000 for Priority 3 will be received in the same period. The 14 outstanding applications fall within the Priority 2 and Priority 3 categories: £124,012 of these applications fit within Priority 2 and £531,257 fits within Priority 3.

Should all these outstanding applications meet the Awyr Las Covid-19 Appeal grants criteria and be supported by the Charitable Funds Committee, this will result in £124,012 remaining to fund Priority 2 projects and programmes and the funding for Priority 3 projects will be oversubscribed by £124,257.

The Awyr Las Support Team has considered the criteria for the NHSCT funding, the 'Building a Healthier Wales' plan, the Health Board's strategic plan to build on preventative measures that support

the most at risk and most deprived communities, and the current focus on enhancing the 'Protect' stream within the Test, Trace, Protect system. The Awyr Las Support Team recommends that the remaining £124,012 from NHSCT for Priority 2 should support social prescribing and collaborative programmes that underpin the five key priority areas of 'Building a Healthier Wales'. This is subject to the receipt of robust Awyr Las grant applications from the relevant clinical and support teams.

5. Resilience Campaign - 6 month Strategy and Communications Plan 20/21

As outlined at the June 2020 Charity Committee, there has been a need to develop the messaging around the COVID-19 Appeal as the immediate need lessens, and the need to longer term strategic funding increases.

The Awyr Las Support Team (ALST) expects to receive a further £275,000 of requests for funding from non-designated funds over the next 6 months. Given that there are already demands on the Awyr Las COVID-19 Appeal, the Team needs to aim to raise £400,000 by March 2020. Initial research into giving trends and feedback from BCUHB staff and Awyr Las supporters indicates that:

- Priority 2 needs to have an evidence based focus which can be developed further long term, and which BCUHB and the broader healthcare community are committed to, for example a detailed Social Prescribing programme
- Priority 3 needs to have clear capital projects that include improved facilities that help enhance staff wellbeing
- The ALST will focus on the following topics;
 - digital giving
 - supporting groups and associations
 - Trust and Foundation (grant giving non-profit organisations) fundraising
- More information needs to be shared internally and externally about the impact of donations received in the past 6 months

In order to ensure the above can happen, the Awyr Las Support Team is:

- a) Working with Glynne Roberts, BCUHB's Programme Director for Well North Wales and others involved in the Social Prescribing Community of Practice for North Wales, as well as BCUHB's Research and Innovation Team to ascertain what the COVID-19 Appeal Fund Priority 2 focus should support and help develop robust grant applications that meet the NHSCT grant criteria
- b) Liaising with Estates and Facilities, Hospital Management Team and Area representatives to identify other key projects to fund through the COVID-19 Appeal Fund Priority 3 strand
- c) Identify Trusts and Foundation experts that could support the Team with specific applications in the short term, and a strategy for developing this income stream long term. The team has been given thirteen recommendations from other NHS Charities and fundraising contacts
- d) Using the new grants - Digital Devices and Staff Wellbeing & Development grants – as a vehicle to increase engagement with BCUHB colleagues
- e) Developing a social media, PR and promotion strategy to increase awareness of giving to target audiences, using matched funding opportunities when possible
- f) Communicating with other Welsh NHS Charities to ensure sharing of good practice, strategic planning and, where appropriate, joint working initiatives

6. Awyr Las 2021-25 Strategy Plan

Planning for an ambitious and inspiring but achievable Awyr Las 2021-25 four year Strategic Plan has begun. The Awyr Las Support Team (ALST) are working to make sure there is active communication

and involvement in the planning phase over the next three months before the final draft of the 2021-25 is presented to the Charitable Funds Committee in December 2020. The main aim of the Strategic Plan is to streamline and advance all aspects of the charity, namely Grants, Systems and Team Resource.

Three virtual strategy sessions have been organised for key stakeholders. A context setting review of the 2016-2021 Awyr Las Strategy will be shared with all key stakeholders and on the Awyr Las website in September, to encourage feedback. The three strategy sessions will then focus on three core areas: re-defining purpose & building confidence; measuring meaningfully and communicating effectively; collaborating actively and improving existing resource & knowledge.

In addition, 'deep dive' research is underway: staff and supporter surveys have been developed, 1:1 meetings scheduled with senior BCUHB staff members and benchmarking is being carried out. As part of this benchmarking exercise, the ALST has recently become involved in an NHS Charities Digital Solutions working group. Particular attention is being given to the Charity's Objects vs BCUHB strategic plan, donors' expectations vs BCUHB needs, outcomes and the long term sustainability, relevance and prominence of the charity.

An initial draft of the Awyr Las 2021-25 four year Strategic Plan will be shared with all Charitable Fund Committee members by 1st November 2020 for comments.

Asesiad / Assessment & Analysis

Strategy Implications

This report is underpinned by the Awyr Las Strategy 2016-21, see <https://awyrilas.org.uk/content/downloads/The-Awyr-Las-Strategy-2016-to-2021.pdf>.

Options considered

All fundraising, marketing and resourcing options are considered by the Awyr Las Support Team (ALST) during planning phases. All relevant information is included in the Background Section of this paper, where appropriate.

Financial Implications

The items outlined in this report, including the Staff Lottery, are all costed within the agreed Awyr Las Support Team and Fundraising Activity budget.

Risk Analysis

An individual Risk Analysis is completed for all Awyr Las events and activities, and for new processes and ways of working introduced by members of the Awyr Las Support Team (ALST). The ALST's perceived main risks are included in the Charity's Risk Register.

Legal and Compliance

All items within this report will be monitored and will be updated on at the December 2020 Charitable Funds Committee meeting.

Impact Assessment

Impact Assessments are carried out for all Awyr Las events and activities, and for new processes and ways of working introduced by members of the ALST.