

CHARITABLE FUNDS COMMITTEE

Minutes of the meeting held on Thursday 7th March 2019 in the Boardroom, Ysbyty Gwynedd

Present:

Ms Jackie Hughes	Independent Member (Chair)
Ms Lyn Meadows	Independent Member
Mrs Grace Lewis Parry	Board Secretary

In Attendance:

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

Agenda Item	Action
<p>CF19/01 Apologies for absence & Declarations of interest</p> <p>CF19/01.1 Apologies of absence were noted from Mrs G Harris, Mr M Wilkinson, Ms J Rycroft-Malone and Mr R Favager.</p> <p>CF19/01.2 It was noted that there have been some recent changes to committee membership. Ms Jackie Hughes is now designated chair of the committee and Office of the Board Secretary are awaiting confirmation for Ms Helen Wilkinson (Independent Member) to join membership.</p> <p>CF19/01.3 Unfortunately, due to unforeseen circumstances, the Executive Director of Finance was unavailable; therefore, Ms Grace Lewis Parry attended the committee meeting on his behalf. Mr R Favager provided advice to the committee Chair on each of the papers prior to the meeting.</p> <p>CF19/01.4 Ms K Thomson reiterated her Declaration of Interest volunteering link with 'Love Hope Strength' as did Ms J Hughes regarding her employment with Radiology. No contents within the papers today contained reference to either.</p>	

<p>CF19/02 Minutes of the previous meeting held on 13th December 2018:</p> <p>CF19/02.1 Accuracy The minutes were approved as an accurate record.</p> <p>CF19/02.2 Matters arising and review of summary action plan The committee reviewed the summary action plan and reviewed the following:</p> <ul style="list-style-type: none"> - CF18/45.2: Joint Working Agreements – Ms K Thomson informed the committee that the outstanding unsigned agreements for the League of Friends are being reviewed by ‘Attend’ (the charity that oversees the League of Friends nationally). Attend have asked for some amendments to the agreement and a suggested new template has been sent through to them to return. Committee to review again in June 2019 committee meeting. Ms K Thomson notified the committee of RVS outstanding agreement, which is due to be signed by the end of April 2019. - CF18/46 Ms J Hughes raised a query on what has happened to the Hearts and Minds grants. Ms J Hughes and Ms K Thomson to liaise outside of the meeting. - CF18/47 Due to Mr R Favager’s absence at the meeting, the committee will be provided with an update in June 2019 committee meeting. - CF18/48.1 Ms K Thomson to resend draft letter to Ms G Lewis-Parry, and the original timescale date is to be changed to reflect meeting date in June 2019. - CF18/52 Ms K Thomson to inform Ms J Hughes of Ms B Russell Williams’ meeting with Gafael Llaw. <p>CF19/02.3 Ms G Lewis-Parry raised an issue of concern over the charities that do not have SLA’s with BCUHB but operate on BCUHB premises. Ms G Lewis-Parry will liaise with the Hospital Management team at YGC to link in with Ms K Thomson and Ms R Hughes. *Action*</p>	GLP
<p>CF19/03 Charitable Funds Finance Report Q3 2018/19 <i>Ms R Hughes</i></p> <p>The Committee received the Charitable Funds Finance Report for Q3 2018/19 and Ms R Hughes stated some key trends from the report. It was noted that Income from Donations and Fundraising had decreased by £70,000 (7%) on the prior year.</p> <p>Legacy income of £195,000 for the year to date is £1,000 (1%) higher than for the same period in 2017/18. Legacies that were accrued for in 2017/18 but received in 2018/19 were not included in this figure.</p> <p>Investments show an unrealised loss of £97,000 for the year to date, compared to a gain of £255,000 for the same period last year.</p> <p>Total cash at bank has decreased by £410,000 (47%) over the first half of the year, as a result of actual cash expenditure exceeding income as expected expenditure commitments are realised.</p>	

<p>Outstanding commitments have increased by £178,000 (12%) from the end of the last financial year to £1,615,000. These include £499,000 for the Hybrid theatre and £123,000 for the 2018/19 charity's administration and fundraising budget.</p> <p>Available unrestricted reserves total £3,935,000, compared to a target level of £3,060,000.</p> <p>A key issue this quarter is the significant unrealised loss on investments on £400k, which has a detrimental impact on general funds balance. (Deficit £232k, £7m– Jan/ Feb. £283k current projected general funds balance). We as a charity are heavily reliant on investments for general funds.</p> <p>Section 3 of the report (Divisional Analysis) still shows North Wales Wide services (Cancer) as the biggest area that people want to fundraise to and donate for. Within the area teams, the largest is East with 21% of the charity's funds, which contradicts staff and public opinion of strong support of services in the West.</p> <p>Ms J Hughes noted that it would be useful to split the cancer funds up by location in future reports. *Action*</p> <p>The committee noted the good use of Section 4 'Source of donations and fundraising income' as it helps to identify the trends of where income's coming from.</p> <p>Ms G Lewis-Parry suggested informing Dr Evan Moore (Executive Medical Director) to reference the Livsey paper at the next Board meeting. *Action*</p> <p>With regards to Fund No. 8B66 Ms G Lewis-Parry requested that the wording be changed to 'To fund equipment for the Hybrid Theatre'. The committee noted that the core funding is provided by WG for the capital scheme, but has been further supported by the Livsey trust for equipment.</p> <p>The Committee noted and approved the report.</p>	<p>RH</p> <p>GLP</p>
<p>CF19/04 Charitable Funds Fundraising Report Q3 2018/19 <i>Ms K Thomson</i></p> <p>Ms L Meadows and Ms J Hughes firstly requested that Ms K Thomson recirculate the Charity strategy to all committee members. *Action*</p> <p>Ms K Thomson firstly began by highlighting some good news stories. The Ty Enfys fund for family accommodation for patients receiving care on the Children's Ward in Ysbyty Gwynedd has now been established, but a lot of work needs to be done in drawing up plans to develop the accommodation.</p> <p>Ms J Hughes queried the commencement date of 2020, but it was confirmed that this is correct.</p> <p>The committee discussed The Livsey Trust's closure and donation of £85,000 in funds to the charity to be used for additional equipment in the Hybrid Theatre. The committee agreed the decision in principal (subject to appropriate governance), for</p>	<p>KT</p>

<p>the Advisory Group to then comment on at their next meeting, giving an increase on the original commitment. The decision will be ratified at the June 2019 Charitable Funds committee meeting but to progress from now.</p>	
<p>Ms K Thomson to e-mail round to all committee members the template used for Joint Collaborative Working agreements. *Action*</p>	KT
<p>It was agreed by all committee members that after the June 2019's Charitable Funds Committee meeting, an in-Committee Strategy discussion would take place. *Action*</p>	KT
<p>On page 2 under 'Opportunities for Improvement' the committee asked for the wording to be changed to 'Aywr Las complaints', with a table to be added to show total number of complaints received, resolved and what sort of complaint it was e.g. Verbal, via the Charity Commission etc.</p>	KT
<p>The committee raised their concern of the outstanding unsigned 25 Collaborative Working agreements. All outstanding agreements must be signed by June 2019 committee meeting. *Action*</p>	KT
<p>The committee discussed that it would be useful to have information such as target dates and benefits realisation to illustrate all that's been achieved in the 'Third Sector Groups' section of the report, specifically relating to the Annual operating plan. It would be useful for risks and trends to also be included. *Action*</p>	KT
<p>The committee agreed that a separate report for third sector groups would be clearer for audit purposes, as an appendix to the main Fundraising report. *Action*</p>	KT
<p>The KPIs (Key Performance Indicators) were discussed in section 6. Ms L Meadows requested to add a row in totalling the figures of each column costs. With regards to the 'Internal Engagement KPI's' in section 6.3, the committee requested that the 'Measurement' column be filled out in more depth as to what the KPI is and include costs. *Action*</p>	KT
<p>With regards to one of the strategic priorities 'I CAN campaign' of MHLD, the committee requested to see clear stories of where funding's going. Planning services will be able to provide an update by September 2019. *Action*</p>	
<p>The committee discussed the importance of circulating dates to all Board members regularly of key Aywr Las events to ensure that diary time is set aside, such as The Big Tea Party and World Mental Health Day (ICAN walk).</p>	KT
<p>The Committee scrutinised the report in detail and approved.</p>	

<p>CF19/05 Legacy Strategy <i>Ms K Thomson</i></p> <p>Ms K Thomson presented an overview paper of the Awyr Las Legacy Strategy 2018/21. The report is on target and has previously been reviewed by Mrs B Russell-Williams.</p> <p>Ms L Meadows suggested that the document be used as an ongoing rolling programme, with dates of completion included. Ms L Meadows also requested the link to the Strategy document be added in to the document.</p> <p>The committee noted the report and approved the actions being taken.</p>	<p>KT</p>
<p>CF19/06 Charitable Funds Advisory Group: <i>Ms R Hughes</i></p> <p>CF19/06.1 Minutes from 31st January 2019</p> <p>The committee approved the minutes from 31st January 2019 meeting.</p>	
<p>CF19/07 Charity Risk Register <i>Ms R Hughes</i></p> <p>The committee discussed the minor amendments that need to be made to the register.</p> <p>Ms G Lewis-Parry suggested Ms R Hughes meet with Mr R Favager to discuss the option of reviewing only the score 16+ risks on the Charity Risk Register quarterly, and once a year all open risks in the Charity Risk Register *Action*</p> <p>The committee approved the Charity Risk Register, subject to amendments.</p>	<p>RH</p>
<p>CF19/08 Rothschild Portfolio Report: Report to 31st December 2018 <i>Ms R Hughes</i></p> <p>The Rothschild Portfolio Investments Report as at 31st December was received and noted. It was reported that following a significant downturn in the markets at the end of 2018, the calendar year reported a loss of 3.39%, which is the first yearly negative return since Rothschild were appointed.</p> <p>Despite these losses, the portfolio is still ahead of the return objective (inflation +3%) and reporting a better position than if a cautious investment approach had been maintained. Markets have picked up again in January and February, overturning the losses seen at the end of the year.</p> <p>The committee noted the report.</p>	

ITEMS FOR DECISION	
<p>CF19/09 Request for Expenditure Approvals: <i>Ms R Hughes</i></p> <p>1. Applications approved by the Charitable Funds Advisory Group For Ratification</p> <p>The committee approved the applications.</p> <p>2. Gwynt Y Mor Community Fund - Motiv8 Project</p> <p>The committee discussed the potential of a joint application with Conwy County Council and/ or Gwynedd County Council as they run Motiv8 events too. Ms R Hughes and Ms K Thomson to explore if engagement has been carried out. *Action*</p> <p>The committee approved the bid in principal, subject to additional work being carried out, along with a clear Exit strategy established. Ms J Hughes and Mr R Favager to review and sign off outside of the committee meeting. *Action*</p> <p>3. Project Support for ChemoCare Version 6 Upgrade and Rollout to Haematology</p> <p>The committee approved the bid.</p>	<p>RH/ KT</p> <p>RF/ JH</p>
<p>CF19/10 Charity Budget for 2019/20 <i>Ms R Hughes</i></p> <p>Ms R Hughes briefly outlined the Charity's proposed budget for 2019/20, which is the same as this current financial year but with a budget movement between categories, such as Fundraising Staff Costs, which are projected to increase due to the NHS pay award and incremental drift.</p> <p>The committee discussed and approved the Charity Budget for 2019/20.</p>	
<p>CF19/11 Staff Lottery <i>Ms K Thomson</i></p> <p>The committee scrutinised the Staff Lottery paper and Ms J Hughes suggested that Staff Side need to be informed of this and discuss first, in case unions aren't comfortable. Ms J Hughes has already discussed with Jan Tomlinson and there was a feeling that Unison may have some concerns in the current financial climate.</p> <p>Ms J Hughes stated that it's important to keep in mind current poverty for staff.</p>	

<p>The committee agreed that more information and assurance needs to be gathered on this, such as to explore what the rest of Wales doing etc. Ms G Lewis-Parry noted that as a committee we need to proceed with caution.</p> <p>Ms J Hughes suggested that this item to go on next Local Partnership Forum meeting agenda and the committee agreed. *Action*</p> <p>Ms K Thomson to explore and request further work and engagement with trade unions to test appetite on this.</p>	<p>KT</p>
<p>ITEMS OF GOVERNANCE</p>	
<p>CF19/12 Charity Reserves Policy <i>Ms R Hughes</i></p> <p>The committee approved the Charity Reserves Policy.</p>	
<p>CF19/13 Charity Work Plan for 2019/20 <i>Ms R Hughes</i></p> <p>The committee approved the Charity Work Plan for 2019/20.</p>	
<p>CF19/14 Staff Engagement Strategy Update</p> <p>The committee agreed to invite Ms Sue Green (Executive Director of Workforce and Organisational Development) and Ms Nia Thomas (Head Of Organisational & Employee Development) to June 2019 Charitable Funds committee.</p> <p>Trajectory of impact to be included into the report for future reference. *Action*</p> <p>The committee felt that The Ward Manager Development programme should be more inclusive of clinical management, or management at that level overall across the organisation, as it's focusing on people managing teams, so it shouldn't be exclusively related to ward.</p> <p>The committee discussed The Senior Leaders Development programme. Ms J Hughes commented on the sentence 'For leaders at Bands 8a and above', and felt that it would be best if the wording was amended slightly to read 'Targeted at Bands 8a and above', so that it gives the opportunity for lower bands to try also.</p> <p>Ms F Pritchard to share feedback from committee with Ms N Thomas and Ms S Green. *Action*</p> <p>The committee noted the report.</p>	<p>FP</p> <p>FP</p>
<p>ITEMS FOR INFORMATION</p>	

<p>CF19/15 Issues of significance to report to the Health Board</p> <ul style="list-style-type: none"> - Staff Lottery – Exploration stage (Add into Chairs Assurance report). - The Livsey Trust - Highlighting the value of the Livsey vascular contribution. - Charity Risk register 	
<p>CF19/16 Date of next meeting:</p> <p>Thursday 20th June 2019 at 09:30am, Carlton Court.</p>	

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