

CHARITABLE FUNDS COMMITTEE

Minutes of the meeting held on Tuesday 10th December 2019 in the Boardroom, Carlton Court

Present:

Ms Jackie Hughes	Independent Member (Chair)
Ms Lyn Meadows	Independent Member
Ms Helen Wilkinson	Independent Member
Mr Mark Wilkinson	Executive Director of Planning and Performance
Mrs Sue Hill	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
Ms Suzie Southey	Consultant Nurse for Dementia (Part meeting on Skype)
Ms Beryl Roberts	Head of Nursing – Cancer Services (Part meeting)
Ms Emma Groves	Systemic Anti-Cancer Therapy Lead – Cancer Services (Part meeting)
Ms Jane Trowman	Head of Strategy & Health Planning (Part meeting)

Agenda Item	Action
<p>CF19/45 Apologies for absence & Declarations of interest</p> <p>Apologies for absence were noted for Mr David Fearnley (Executive Medical Director).</p> <p>No Declarations of interest were received.</p>	
<p>CF19/46 Minutes of the previous meeting held on 4th October 2019:</p> <p>CF19/46.1 Accuracy</p> <p>The minutes from the meeting held on 4th October 2019 were approved as an accurate record.</p> <p>CF19/46.2 Matters arising and review of summary action plan</p> <p>The committee reviewed the summary action plan in detail and updated accordingly.</p>	
CF19/47 Charitable Funds Finance Report Q2 2019/20	

Ms R Hughes

The Charity Accountant presented the report, noting the key highlights to the committee which were as follows:

Donation and fundraising income is up by £63,000 (11%) on the same period last year. The number of donations received has increased by 24% (from 2,339 to 2,893), but the average donation value has fallen from £241 to £216. Legacy income has also increased; by £44,000 / 23% compared to quarter 2 of 2018/19.

Overall, total income has increased by £120,000 or 15%, a positive improvement. Income for 2019/20 is currently forecast to be slightly higher than in 2018/19, however it is still lower than the three years preceding. Total income forecast for 2019/20 is £2,100,000, which is 35% less than that received in 2015/16.

In memory donations continue to be our largest donation area to date in 2019/20, totalling £221,000. In aid of events, runs and challenges and Awyr Las events have brought in a higher percentage of income during the first half of 2019/20 compared to last year as a whole. These are the types of income that the Fundraising Support Team are focusing on increasing and so are benefitting from this work. Income from Trusts and Foundations, which generally relates to specific applications, and also corporates is reduced compared to last year.

Grant funded charitable expenditure of £1,018,000 is £38,000 (4%) lower than expenditure for the first half of last year and can be broken down as follows:

- Actual expenditure in year: £455,000
- Commitments awarded in 2019/20 not yet spent: £563,000

The gain on investments totals £341,000, which equates to 4% of the brought forward portfolio value.

Long term investments have increased by £369,000 over the 2018/19 year end valuation, continuing the upward trend. The change in the value of the investments reflects the revaluation gain on the portfolio plus investment income, offset by investment management costs.

Total cash held has decreased by £378,000 during the first half of the year. A high cash balance was held at the end of 2018/19 and this was not invested as it was expected that additional expenditure would arise at the start of 2019/20 due to the high year end creditor balance. This has been the case and the cash balance is now much reduced.

Available unrestricted reserves total £4,907,000 compared to a target level of £3,060,000. Therefore the Charity is holding sufficient reserves.

Total fundraising expenditure is £20,000 lower than for the same period last year and includes the costs of fundraising by individual wards and departments, as well as the pay and non-pay costs of the Fundraising Team to date.

<p>The Fundraising Team costs are £36,000 under spent for the year to date. The team currently has one vacancy, a 30 hour Band 6 Fundraising Support Manager, which is the primary reason for the under spend.</p> <p>The Charity Accountant alerted the committee to the new requested 'Analysis of funds by service' (Appendix 4), which splits the funds into different services. Secondary Care holds the largest share of funds 36%, with Cancer Services following. Page 21 shows Wrexham Maelor Hospital holding two large funds which is mainly due to the Medical Institute fund not being utilised, but a plan has been put into place moving forward with the fund advisor retiring shortly.</p> <p>Independent Member Ms H Wilkinson questioned the significant amount of available unrestricted reserves held by the charity, as almost double is held (£5m, target of £3m), and the need to have greater transparency and logic on held reserves and challenge.</p> <p>The Charity Accountant assured independent member that all the team can do is encourage fund advisors to spend their funds, and the Head of Fundraising stated that once fund advisors have clear business cases, they decide spends of funds.</p> <p>*ACTION* The Reserve's Policy to be brought back to the committee meeting in March 2020.</p> <p>*ACTION* Head of Fundraising to produce a paper for March 2020 committee meeting regarding Unrestricted Reserves Budget Plan, to set out intentions.</p> <p>*ACTION* For all Trustees/ Board members - Briefing requested to describe and clarify the charity committees definitions on legal, restricted and unrestricted. Dormant funds to also be listed.</p> <p>*ACTION* Investment Policy to be brought back to the committee meeting in March 2020.</p> <p>The Executive Director of Finance informed the committee of page 19 of the report, which shows a better understanding and clarity of where the funds are held and who's using them.</p> <p>A very important conversation was held on the potential of a piece of work being carried out on making cross links of funds to Improvement Groups to keep transformation on track linking across services with service plans. Funds could be RAG rated and sought to group with funds sitting under Improvement Groups, which also helps to link with Primary Care who may access charitable funds, but applications must be led by a BCUHB employee.</p>	<p></p> <p></p> <p></p> <p></p> <p>RH</p> <p>KT</p> <p>RH</p> <p>RH</p> <p></p>
<p>CF19/48 Charitable Funds Fundraising Report Q2 2019/20 <i>Ms K Thomson</i></p>	<p></p>

<p>The Head of Fundraising presented the report to the committee, noting the key highlights, starting with good news stories. The Head of Fundraising informed the committee that 'Red Row' have chosen Awyr Las as their charity of the year, with a possible extension to three years having viewed the Awyr Las 'wish list'. She informed the committee that the organisation of a Communications Plan is underway for 'Year of the nurse 2020', to ensure promotion where possible, and the Chair agreed an interesting initiative and that it links into 'Year of the nurse 2020' very well. Update being brought to committee meeting in March 2020.</p> <p>The Head of Fundraising explained that the Chief Executive of the Imperial Charity in London has been invited to run a workshop for representatives of the BCUHB Communications Team and Awyr Las Support Team, and to meet with Heath Board Executive members. Independent member, Ms L Meadows suggested extending the invite to Independent Members also.</p> <p>Welsh standards and translations requirements were discussed and the committee were concerned that the Annual Report isn't in Welsh yet. The Head of Fundraising explained that this was due to capacity in the translation team, and that it would be completed by January 2020.</p> <p>The Head of Fundraising confirmed to Independent Member Ms H Wilkinson that grants are monitored internally.</p> <p>*ACTION* KT to devise a short paper to measure impact and benchmark the charity against others (Impact Report) by June 2020.</p> <p>*ACTION* The Executive Director of Finance Sue agreed to contact Procurement to see how much it would be to have an external agency produce an impact report for the charity.</p> <p>The Lottery business case poses a lot of risk. The Head of Fundraising confirmed that risks are being managed with a working group to oversee so risks become shared. Governance, promotion and ownership across BCUHB, as without that it'll fail.</p> <p>The Head of Fundraising reiterated that, with support across divisions the Lottery should work if there's a dedicated member of staff in place to oversee the data and promotion for the Lottery.</p> <p>The Executive Director of Finance confirmed that it's the right thing to do as it will sell itself and the cost should outweigh the band 5 post and prizes.</p> <p>Independent Member, Ms H Wilkinson asked the Head of Fundraising to double check governance of project management and thought that the official launch of 2020 was quite tight.</p> <p>*ACTION* The Executive Director of Finance suggested to take the business case to Financial Recovery Group meeting.</p>	<p></p> <p></p> <p></p> <p></p> <p>KT</p> <p>SH</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>SH</p>
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<p>(Perhaps talk to Cardiff & Value University Health Board).</p> <p>*ACTION*The job will have to go to Job Evaluation panel to agree banding.</p> <p>The Executive Director of Finance will ensure it goes through the right process in terms of proposal and will recirculate to committee members if timetable gets amended.</p> <p>The committee approved the in house option and fully supported, subject to the recruitment process being followed and governance processes being in place.</p>	<p>KT</p>
<p>CF19/49 Third Sector Groups Report <i>Ms K Thomson</i></p> <p>The Head of Fundraising presented the Third Sector Groups report to the committee, which is an overall update on activity and working relationships with the 19 third sector groups.</p> <p>The report stirred a lot of issues and queries were raised, such as links between RVS and hospital management team and some lessons to be learnt.</p> <p>The committee discussed the 'Use of space' document and the Chair had some concerns. Concerns over the regular users and people who might want to use space, as users have agreements in place that can be refreshed and rolled forward. There is a legal right for trade unions to be able to use space. Independent Member, Ms L Meadows had some issues with booking space.</p> <p>The reason for the policy was because patients felt as though they were being harassed. Health Board spaces and environments should all be stress free and health nurturing. Independent Member, Ms H Wilkinson stated that the policy had been written in a heavy handed way, and therefore needs streamlining and simplifying.</p> <p>*ACTION* Head of Fundraising to re write and share with committee members by the end of February. Head of Fundraising to also engage with all people who use spaces, trade unions etc. to address the Chair's concerns.</p>	<p>KT</p>

<p>CF19/50 Legacy Strategy <i>Ms K Thomson</i></p> <p>The committee noted the report on the basis that targets and dates be added at the request of Independent Member, Ms L Meadows.</p>	
<p>CF19/51 Charity Risk Register <i>Ms R Hughes</i></p> <p>The committee noted the Charity Risk Register. There are no red risks.</p>	
<p>CF19/52 Rothschild Portfolio Report: Report to 30th September 2019 <i>Ms R Hughes</i></p> <p>The committee reviewed and noted the updated Rothschild Portfolio Report. The Charity Accountant noted that the tender for investment managers is up for renewal end of March 2020 and procurement and finance colleagues are currently working on this.</p>	
<p>CF19/53 Awyr Las Strategic Priorities: <i>Ms K Thomson</i> <i>This agenda item was taken at 11:00. Executive Director of Planning and Performance joined meeting.</i></p> <p>CF19/53.1 Older People - Suzie Southey, Consultant Nurse for Dementia in attendance for this item on Skype for this item.</p> <p>Ms S Southey stated to the committee that they're quite behind with virtual learning and technology. The aim is to engage older people in palliative care via the Dementia clinical strategy. Independent Member, Ms H Wilkinson asked Ms S Southey how she engages with the third sector.</p> <p>There's a natural win and link to working together with the third sector experts. The Executive Director of Planning and Performance checked that we're linking in with IT to ensure correct IT and communications.</p> <p>Ms S Southey informed the committee that she's engaging with staff with a roadshow commencing after Christmas, using the staff connect app and has linked in with the Communications team. Ms S Southey has held two workshops so far with staff, both community and acute and in remote areas of working.</p>	

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CF19/53.2 Cancer Care - Beryl Roberts, Head Of Nursing for Cancer Services and Emma Groves, Systemic Anti-Cancer Therapy Lead – Cancer Services in attendance for this item.

Ms B Roberts explained to the committee that they need to double the amount of consulting rooms in line with the other two sites by expanding.

The Cancer team has already started a project group and the business case will be prepared by March 2020.
Revenue, capital and charitable funding sources were discussed but no costs are certain until the business case is produced.

The Executive Director of Planning and Performance commented that appropriate connections have been made and linked to the redevelopment plans of Wrexham Maelor Hospital that Mr G Alexander is involved in.

The Cancer Care team presented a bubble diagram to the committee and the Executive Director of Finance queried if it's part of the estates strategy or not and how it's fitting in with the rest of the Health Board.

The committee discussed the role of the independent Shooting Star charity (SSCS) going forward. Head of Fundraising to draw up a draft Memorandum of Understanding with the SSCS and present it to the Charitable Funds Committee in March. *ACTION*

Ms L Meadows, Independent Member requested papers for future for governance and accountability purposes, to prevent risks of fragmentation.

CF19/53.3 Mental Health Support - Lesley Singleton, Director of Partnerships for MH&LD in attendance for this item

No attendance.

CF19/53.4 Younger People - Jane Trowman, Head Of Strategy & Health Planning in attendance for this item

Ms Jane Trowman presented a short PowerPoint presentation to the committee.

Ms J Trowman informed the committee that this is a national and international priority; very inclusive to work together to approve outcomes for children, giving them the best start in life (In strategic priorities), which also crosses over with women's and MHL. D.

The evidence is really clear – 1000 days from conception to 2 years and 80% of an adult's brain is developed by 2.5 years old.

<p>30% of children aged 4 are obese or overweight with Denbighshire having the highest rate and this isn't being reduced. Feedback is positive to 'Raise £100 for 1000 days', with the potential to launch on National Children's Day. A group has been established but with so many opportunities the focus must be on priorities pan North Wales.</p> <p>Detail and work is still to be done. Ms H Wilkinson suggested linking in with Improvement Groups and Ms J Trowman noted that initiatives are out currently with Public Health, running a 3 year time frame from January 2020 on Childhood Obesity.</p>	
<p>ITEMS FOR DECISION</p>	
<p>CF19/54 Request for Expenditure Approvals: <i>Ms R Hughes</i></p> <p>1. Monitors for Enhanced Care – Children's Ward, YGC</p> <p>The committee approved the bid.</p> <p>2. Golvo 9000 Patient Hoist – Enfys Ward, YGC</p> <p>The committee approved the bid.</p> <p>3. Bladder Scanner - Stroke Unit, YGC</p> <p>The committee approved the bid.</p> <p>4. Capsule Endoscopy – Gastroenterology, YG</p> <p>The committee approved the bid.</p> <p>5. Equipment Storage - Glaslyn Ward, YG</p> <p>The committee approved the bid.</p> <p>6. Wet Rooms - Enfys Ward, YGC</p> <p>The committee approved the bid on the basis that Estates department are approached on the calculated costings.</p> <p>7. Evaluating Musical Interaction Therapy (MIT) for Autism with Cross-BCU Impact – Children's, West Area</p> <p>The committee approved the bid.</p>	

<p>8. Faecal Incontinence – Surgery, YG</p> <p>The committee approved the bid.</p> <p>9. Operating Lights - Ophthalmology, Abergele</p> <p>The committee approved the bid.</p> <p>10. Flooring Replacement and Upgrading of Nurses’ Station - Alaw Ward, YG</p> <p>The committee approved the bid.</p> <p>11. Study - Correlation between novel biomarker expression and interventional treatment in chronic back pain – Pain Management, Wrexham</p> <p>The committee approved the bid.</p> <p>The committee discussed a few queries and observations to consider in relation to the forms:</p> <ul style="list-style-type: none"> - A section for the budget holder to say approved. - Maintenance costs are not listed - A Chief Finance Officer signature being worthy enough as a sign off - Process is fine but is working outside of current financial recovery programme - With regards to Capsule Endoscopy the Chair asked the Charity Accountant to clarify if its wide use or just West, and the Executive Director of Finance asked if not then to explore if there’s an opportunity for the other two areas to do the same. - To pull out embedded documents for next time *ACTION* - *ACTION* KT to provide a proposal for future Hearts and Minds grant funding 	KT
ITEMS OF GOVERNANCE	
<p>CF19/55 Charitable Funds Committee Terms of Reference <i>Ms R Hughes</i></p> <p>The committee approved the revised Charitable Funds Committee Terms of Reference.</p>	
<p>CF19/56 Charitable Funds Advisory Group Terms of Reference <i>Ms R Hughes</i></p> <p>The committee approved the revised Terms of Reference for the Charitable Funds Advisory Group pending some additions agreed by the committee:</p> <ul style="list-style-type: none"> - If an application is novel or contentious then it should be referred to the Charitable Funds Committee for decision. 	

- The Advisory Group has authority to review, approve and recommend funding applications under the Charitable Funds Committee Scheme of Delegation as follows:

Application Value	Advisory Group Authority
£5,000 to £25,000	Review and approve or reject
£5,000 to £25,000 – novel or contentious	Review and refer to Charitable Funds Committee with a recommendation
Over £25,000	Review and provide a recommendation to Charitable Funds Committee

- The Advisory Group cannot approve an application in part or at a reduced level.

The committee discussed the need for the trustees to have some education.
 ACTION 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.

The committee agreed for the Charity Account to check if the Wales Audit Officer report recommended for Third Party Reps to be included or not.

The committee agreed that the Charity Accountant would make the above changes and circulate to the Chair via e-mail to approve for submission to Audit Committee for approval.

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ITEMS FOR INFORMATION

CF19/57 Issues of significance to report to the Health Board

N/A.

CF19/58 Date of next meeting:

10th March 2020 at 9.00am, Carlton Court

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