

## CHARITABLE FUNDS COMMITTEE

### Draft Minutes of the meeting held on Thursday 25<sup>th</sup> 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><b>CF20/17 Apologies for absence &amp; Declarations of interest</b></p> <p>Apologies were received from The Executive Director of Planning &amp; 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><b>CF20/18 Minutes of the previous meeting held on 10<sup>th</sup> March 2020</b></p> <p><b>CF20/18.1 Accuracy</b></p> <p>The minutes from the previous meeting held on 10<sup>th</sup> March 2020 were approved as an accurate record.</p> <p><b>CF20/18.2 Matters arising and review of summary action plan</b></p> <p>The committee reviewed the summary action plan in detail and updated accordingly.</p>	
<p><b>CF20/19 Covid-19 Appeal Update</b> <i>Ms R Hughes &amp; 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"> <li>- The Covid-19 Volunteer Programme that wasn’t fully implemented:</li> </ul> <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 &amp; 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 &amp; Organisational Development.</p> <p>Independent Member, Ms Cheryl Carlisle requested an update from the Head of Fundraising and Workforce &amp; Organisational Development when things are a little less hectic. <b>ACTION</b></p> <ul style="list-style-type: none"> <li>- What happens when the HECC closed down:</li> </ul> <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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<p>Head of Fundraising wants to ensure that we change and adapt for phase two, if and when necessary. <b>ACTION</b></p> <p>Independent Member Ms C Carlisle also asked if we were notified of any fraudulent cases during March – June 2020. The Head of Fundraising raised with the committee the amount of crowd funding pages that were in circulation, of items that weren't needed for the intended recipients.</p> <p>The Acting Executive Director of Finance said that it was important to assure to the committee and Independent Member Ms C Carlisle that Awyr Las may have not been aware of fraudulent activity, as it was being reported elsewhere in the Health Board.</p> <p>The Head of Fundraising highlighted one concern to Chief Inspector Jeff Moses, who chairs North Wales PPE cell. It's not a BCUHB matter so not something for BCUHB Counter Fraud to be involved with at this present time.</p> <p><i>The Webex meeting cut off, therefore Skype was set up. All members re-joined the meeting besides Independent Member, Ms Cheryl Carlisle.</i></p> <p>The Charity Accountant wanted to clarify with committee members the current process for reviewing and approving applications. Currently, for all applications over £5,000 the Acting Executive Director of Finance has delegated authority to her deputy 'Finance Director – Provider Services', to review and approve, due to current workload. All applications over £5,000 go to committee members via e-mail to review and approve but they're not being reviewed in a timely, systematic manner.</p> <p>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.</p> <p><b>ACTION</b> Chair requested all to have a think about what would work best for all and come back to her with suggestions.</p> <p><b>ACTION</b> PA to Executive Director of Finance to set up.</p> <p><i>Independent Member Ms Cheryl Carlisle re-joined the meeting again.</i></p> <p>The committee noted the report.</p>	<p>KT</p> <p>ALL FP</p>
<p><b>CF20/20 Future Plans</b> <i>Ms K Thomson</i></p> <p>The Head of Fundraising presented the report, which provided the members with an outline of the priorities for the Awyr Las Support Team during the Covid-19 Second Phase, which is expected to run from July 2020 to March 2021. The approvals required from members are highlighted on the report.</p>	

**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**

KT

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**

KT

**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 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

<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><b><u>3.0 Prioritisation Criteria for Awyr Las Covid-19 Grant Applications:</u></b></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. <b>ACTION</b></p>	<p>KT</p>
<p>The Acting Executive Director of Finance suggested that herself and the Chair look at criteria outside of the meeting. <b>ACTION</b></p>	<p>SH/ JH</p>
<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. <b>ACTION</b></p>	<p>SH</p>
<p><b><u>4.1 Awyr Las Digital Devices Grant Scheme:</u></b></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. <b>ACTION</b></p>	KT
<p><b><u>4.2: Virtual Hospital Scoping Project:</u></b></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><b><u>4.3: Awyr Las Charitable Funds Advisory Group:</u></b></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. <b>ACTION</b></p>	SH
<p><b><u>4.4: The BCUHB Use of Premises Paper:</u></b></p>	
<p>The committee approved for the Awyr Las Support Team to devote time to a revised BCUHB Use of Premises Paper.</p>	
<p><b><u>4.5 The Staff Development Fund &amp; Covid-19 Staff Wellbeing Fund:</u></b></p>	
<p>The committee approved the Awyr Las Support Team to work with colleagues in W&amp;OD and MHLD 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>	

<p><b><u>4.6 Accepting Public Health Funds:</u></b></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><b><u>4.7 Impact Reporting:</u></b></p> <p>The Charitable Funds Committee approved the change in timeframe for publishing the report.</p> <p><b><u>4.8 Wales NHS Charities National Working Group:</u></b></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><b>ITEMS FOR INFORMATION</b></p>	
<p><b>CF20/21 Any Other Business</b></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><b>CF20/22 Issues of significance to report to the Health Board</b></p> <p>N/A.</p>	
<p><b>CF20/23 Date of next meeting:</b></p> <p>Post meeting note: Meeting now changed from 24<sup>th</sup> September 2020 to 10<sup>th</sup> September 2020 at 9.00am, Carlton Court or Webex.</p>	