
Good Governance for Donations

**Powys Teaching Health
Board Charity**
September 2020





Introduction

2020 has seen large growth in the number of donations to the Powys Teaching Health Board and the PTHB Charity (charity no. 1057902). The COVID-19 pandemic has galvanised support for the NHS and led to a number of community and nationwide fundraising initiatives which will benefit PTHB.

There has been a remarkable amount of support shown for the NHS in Powys, which is appreciated enormously. At the same time, we must ensure that all of these donations and gifts are managed and recorded properly. This document provides general guidelines for staff to support this process.

The Donation Process

The single element most fundamental to good practice with donations is that all donations must be **accurately documented**.

When documenting donations, the following should always be included:

- ✓ What has been donated and, if possible, its value.
- ✓ Details of the donor, including contact information
- ✓ Date of receipt
- ✓ Any conditions that have been attached to the gift (where possible, this should come in writing from the donor)

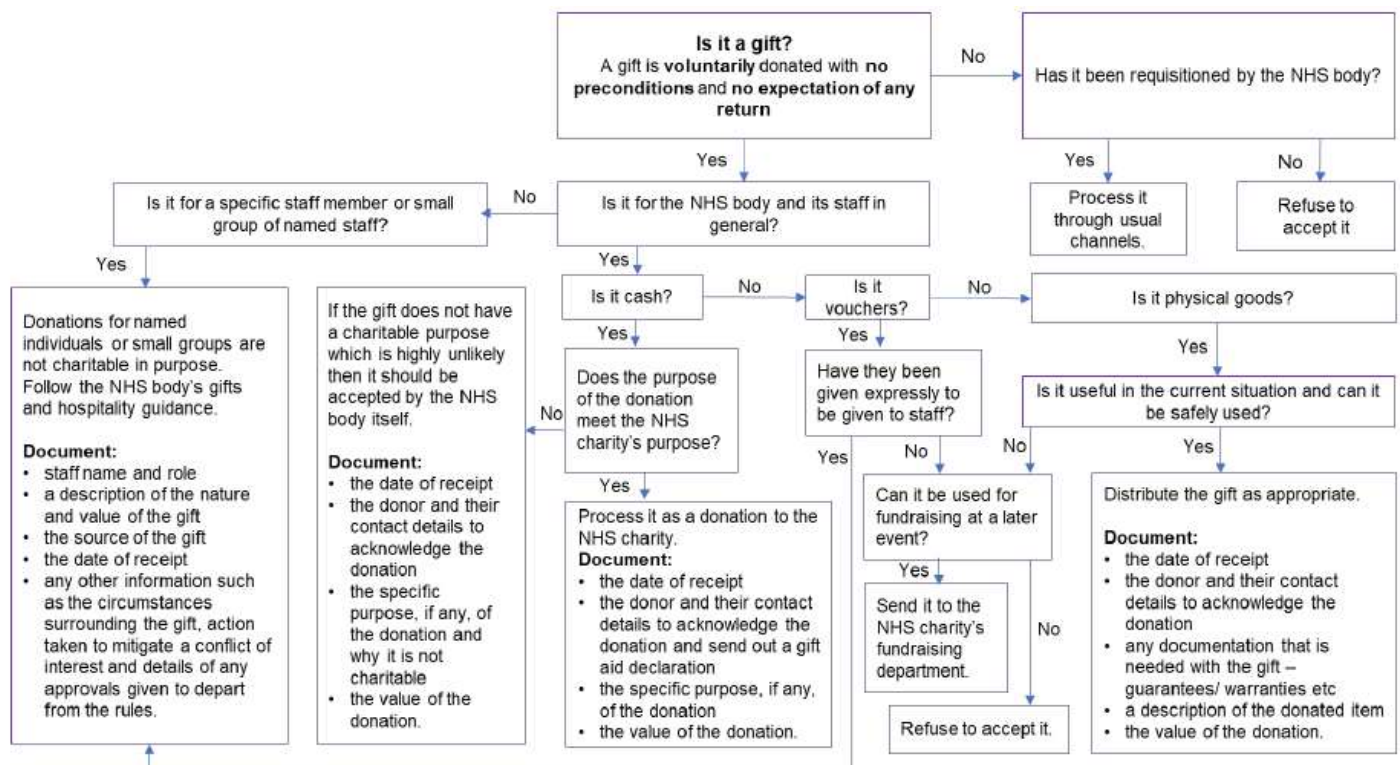
Once recorded, the above information should then be passed on to the Powys Teaching Health Board Charity, who will be able to process and advise on all donations and gifts.

The Charity Manager can be reached through the following channels:

✉ abe.sampson@wales.nhs.uk

☎ 07929 783 293

For greater clarity on how to process different types of gifts and the considerations that should be made please refer to the accompanying flowchart, created by the **Healthcare Financial Management Association (HFMA)**.



A helpful flowchart created by the HFMA.

Donations to the Powys Teaching Health Board

Donations are generally either made to the health board itself or to its staff members in the form of gifts. All donations to the Powys Teaching Health Board are managed through the PTHB Charity and therefore, must meet the criteria for acceptance in order to comply with charity law and regulation.

Donations to the Powys Teaching Health Board and PTHB Charity must:

- not place the Health Board or the Charity under an inappropriate obligation.
- be accurately recorded.
- be for public benefit, reaching as many people as possible. Donations cannot be accepted for named individuals or families but they can be accepted for the benefit of a particular ward or area of the organisation.

Donations to the Charity must also be in line with the following charitable purposes:

Patients Expenditure facilities not normally purchased or paid for by or in addition to the normal NHS provision to improve patient and community wellbeing.

Staff Expenditure a) motivation of staff by improving staff facilities and by providing services that improve staff wellbeing.
b) education of staff by providing education over and above what would normally be provided by the NHS.

Where possible, donors should be encouraged to make a general-purpose donation as gifts with restrictions or conditions attached can be more difficult to use. The flexibility of a general donation can allow the Charity to prioritise the greatest need and respond to any emerging issues as they arise, such as the impact of COVID-19 on staff and patients.

Gifts for Individuals

Donors may also want to leave gifts directly to individual PTHB staff members. There are greater restrictions on the kinds of gifts that can be accepted by health board staff members. **Before** accepting any gifts, hospitality, honoraria or sponsorship, employees should always familiarise themselves with the **PTHB Standards of Behaviour policy** (accessible via staff intranet) and obtain permission from their Executive/Assistant Director.

Gifts for individuals are treated separately to general donations for the benefit of the health board, particular services or service areas. A gift is an item of personal value, given by a third party e.g. a patient or a supplier. This

definition of gifts includes prizes in draws and raffles at sponsored events/conferences.

Employees and Independent Members have a personal responsibility to volunteer information regarding offers of gifts, hospitality, honoraria and sponsorship, including those offers that have been declined. These details must be recorded on a Gifts, Hospitality, Honoraria and Sponsorship Form (<http://nww.powysthb.wales.nhs.uk/corporate-and-resource>) and submitted for inclusion on the PTHB register.

Gifts up to the value of £25 may be accepted from service users and relatives as a mark of their appreciation e.g. for the care that has been provided. This, however, does not include gift vouchers/ cards. There is no requirement to declare such gifts up to this value, other than where several small gifts are received to the value of £25 from the same or closely related source in a 12-month period. Where gifts are provided to a group of staff, it is the responsibility of the Line Manager to declare the gift if over the value of £25.

A common-sense approach should be applied to the valuing of gifts using an actual amount if known, or an estimate that any reasonable person would make as to its value.

Personal gifts of cash from service users or their relatives are not acceptable. These may only be accepted as a donation to an appropriate Charitable Fund and recorded as such. PTHB's Charity Manager can provide advice regarding the mechanism for appropriately receipting such items in accordance with the Institute of Fundraising Code.

It is an offence to accept any money, gift or consideration as an inducement or reward from a person or organisation holding or seeking to hold a contract with the health board. Such gifts should be refused and if they have already been received, they should be returned clearly advising why they cannot be accepted. The appropriate Executive/Assistant Director and the Corporate Governance Team should be advised immediately.

As outlined in the [PTHB Standards of Behaviour policy](#):

Any acceptance of a gift needs to be justified. Think about the context in which the offer has been made, and the effect on your position. For example, is the gift likely, or could it be seen as likely, to influence you? The onus is on you to make sure that the acceptance of a gift will not be misconstrued.



Fundraising

Many members of the public have been fundraising for the NHS during the COVID-19 pandemic and set up fundraisers of their own to support staff and patients. Fundraisers in Powys should liaise with the PTHB Charity, who will be able to provide support and advice.

Fundraisers can also contribute to the national COVID-19 fundraising campaign being co-ordinated by NHS Charities Together, of which the PTHB Charity is a member.

The funds from this appeal are distributed evenly to NHS charities across the UK through a series of grants.

Managing Gifts

There has been a significant increase in the number of gifts to health boards and NHS staff during the COVID-19 pandemic.

All gifts should be recorded on a Gifts, Hospitality, Honoraria and Sponsorship Form.

<http://nww.powysthb.wales.nhs.uk/corporate-and-resource>

Many of these gifts come in the form of food and other essential supplies to support staff to stay well and help carry out their roles. These kinds of gifts will be allowed as long as they are given freely and do not:

- place the Health Board or staff members under any obligation
- have the potential to influence any future contractual relationships with the organisation/individual
- act in conflict with the Health Board's values and behaviours framework or place PTHB into disrepute

Conflicts of Interest

In order to manage potential conflicts of interest, any gifts for individual staff members from contractors, suppliers or commercial organisations should be declined unless below a value of £6.

Gifts from other sources may be accepted if they are non-cash/voucher gifts at less than £25 value. This threshold also applies to multiple gifts over a 12-month period. Cash and vouchers for individuals should always be declined.

Gifts over £25 of value can be accepted on behalf of the PTHB Charity to benefit all staff as long as they are recorded and the Charity notified.

If staff are unsure of any conflicts of interest, then they should always seek advice from their executive/assistant director.

Wishlists

Some health boards have created wishlists of items to support staff and patients using websites such as Amazon.

Powys Teaching Health Board does not currently have a wishlist system but any staff wanting to set one up can discuss it with the PTHB Charity.

Processing donations

All cash donations to the Health Board must be processed through the PTHB Charity. This includes donations to Hospitals, Wards and Services.

In the first instance, donors should always be encouraged to donate online. Anyone can donate to the PTHB Charity through the designated Just Giving page:

justgiving.com/pthbcharity

For larger donations or those wishing to avoid the transaction fees of an online platform there is also the option to donate via BACS, with details available from the PTHB Charity Manager.

Donations can also be made via cheque. All cheques should be returned along with a completed donation form, which can be found and downloaded at:

www.powysthb.wales.nhs.uk/donations

Cheques should be made out to Powys Teaching Health Board Charitable Fund and posted to the following address:

**Powys Teaching Health Board Charitable Fund
Finance Department
Bronllys Hospital, Bronllys
Brecon
Powys
LD3 0LU**

Donations can also be taken in person and held securely by the Administration Department of a local hospital.

Care must be taken to ensure the correct information is recorded and an official receipt is provided to the donor.

Recording Donations & Gifts

All donations & gifts should be recorded, with the donation also acknowledged in writing. During the COVID-19 pandemic, this may be delayed but should be carried out at the earliest possible opportunity.

The following information must be recorded:

- ✓ the type of donation – cash or gifts in-kind
- ✓ the date of receipt
- ✓ the name and contact details of the donor
- ✓ the purpose of the donation
- ✓ the intended recipient
- ✓ the value of the donation
- ✓ what was done with the donation

Gift aid can also be claimed on many cash donations if a gift aid declaration is completed. Declaration forms can be obtained from the PTHB Charity or the Finance department.

Remember, that that there is a difference between donations accepted for the benefit of the health board or its services and gifts given personally to staff members.

The following gifts for individuals **should not** be accepted by PTHB staff:

- × **Personal gifts of cash or vouchers** - these can only be accepted as donations to the PTHB Charity for the wider benefit of staff
- × **Gifts likely to be over the value of £25** – these can be accepted as raffle prizes for the PTHB Charity for the wider benefit of staff
- × **Gifts from potential suppliers, contractors and commercial organisations** - unless they are low cost/promotional gifts under £6 in total value
- × **Any sponsorship accepted without prior approval of the appropriate executive/assistant director**
- × **Hospitality which may be seen to compromise professional judgement or integrity**

All gifts offered to staff or individuals should be recorded on a Gifts, Hospitality, Honoraria and Sponsorship Form and submitted for inclusion on the PTHB register of interests.



Record

Ensure it is appropriate to accept the donation or gift.

This may require input from your executive/assistant director.

Make a note of some basic information about the donation and the donor including:

Name and contact details for the donor, the method of donation, the amount, and whether they have specified how the donation should be used.



Thank

Take the time to thank the donor for their contribution, no matter how big or small.

Provide them with a receipt of donation if it is appropriate. They will also receive a formal thank you from the PTHB Charity.

Taking a photo of the handover is a great way to acknowledge the good deed (as you long as you obtain consent).



Notify

Once you have the information you need, contact the PTHB Charity to pass on the donation information.


You can do this by contacting the Charity Manager.

Alternatively, complete a gifts, hospitality, honoraria & sponsorship form if you are processing a personal gift.

Frequently Asked Questions

The following table addresses some of the most common questions that you may have regarding donations. If you have a question that has not been answered by this document or if you want to discuss donations in further detail, feel free to contact PTHB Charity Manager, Abe Sampson:

 abe.sampson@wales.nhs.uk

 07929 783 293

Questions	Answers
Where can gifts and donations be received?	<p>Gifts and donations can be received at the Administration Department of any local hospital. Once receipted, they should be stored securely until they can be forwarded to the PTHB Charity Manager or Finance Department at Bronllys Hospital.</p> <p>Any posted donations can be sent to the following address to be processed:</p>

	<p>Powys Teaching Health Board Charitable Fund, Finance Department, Bronllys Hospital, Bronllys, Brecon, Powys, LD3 0LU</p>
<p>Can donors request that their money used for a specific item or project?</p>	<p>Yes, donors can ask for their donation to be used for a specific purpose, for example to buy a piece of equipment or to go to a designated service or staff group.</p> <p>They should make this clear when making the donation and the Health Board will do its very best to meet those wishes. There are, however, certain restrictions on what can legally be supported. If we cannot fulfil the request for any reason, we will contact the donor to discuss this. They can then either make a different request or, if preferred, we will return the donation.</p> <p>If a donor would like their donation to be used wherever it is most needed to improve facilities or services for patients and staff, they do not need to indicate any fund with the donation. The donation will then be put into the General Purposes Fund for Powys as a whole.</p>
<p>How should I document the receipt of a gift/donation?</p>	<p>Receipts for donation to the health board should be completed by the Administration Department where possible.</p> <p>If it is not possible, staff should endeavour to provide a receipt on letter headed paper, documenting the name of the donor, the amount of the donation, its purpose, the date that the donation was made and a signature from the receiving staff member and the donor themselves. Two copies of the receipt will be needed, one for the donor and one retained for the health board.</p>
<p>How should gifted goods be distributed?</p>	<p>Goods should be retained until the PTHB Charity advises on distribution.</p> <p>Where this is not possible due to disruption through the pandemic or in the case of perishable goods (which should be distributed as quickly as possible) these gifts should still be logged.</p>
<p>What about any vouchers that have been gifted?</p>	<p>Vouchers should not be accepted on an individual basis but where vouchers are donated for staff in</p>

	<p>general, then they should be used by the PTHB Charity to raise funds for future use – for example, through a raffle.</p> <p>Where the above is not possible either due to the number of vouchers or the wishes of the donor then they should be distributed fairly and transparently to benefit as many staff as possible.</p> <p>Holding vouchers until a decision can be made on their use is also a valid option.</p>
<p>What about donated equipment?</p>	<p>Staff should seek the up to date advice on donations of equipment of before accepting it, which they can do through the PTHB Charity.</p>
<p>Can I refuse to take a donation?</p>	<p>Yes, if there are conditions attached to a donation that cannot be met, place the health board under any undue obligation or if interactions/transactions with the donor would place the health board in to disrepute then the donation should be politely declined.</p> <p>Staff should always consult with the PTHB Charity if unsure on any donations.</p>