

**CONFIRMED**

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING  
HELD ON WEDNESDAY 01 MARCH 2023  
VIA MICROSOFT TEAMS**

**Present:**

Carl Cooper	Chair (Committee Chair)
Rhobert Lewis	Independent Member (Committee Vice Chair)
Pete Hopgood	Director of Finance and IT
Cathie Poynton	Independent Member
Claire Madsen	Director of Therapies and Health Science

**In Attendance:**

Abe Sampson	Charity Manager
Paula Walters	Associate Director of Corporate Business
Sarah Pritchard	Head of Financial Services
Shania Jones	Charity Administrative Support Officer
Paul Mathias	Brewin Dolphin, Assistant Director - Investment Manager (Item 4.2 only)
Michael Yhnell	Brewin Dolphin, Associate Investment Manager (Item 4.2 only)

**Apologies**

Carol Shillabeer	Chief Executive Officer
Helen Bushell	Director of Corporate Governance and Board Secretary

CF/22/59	<p><b>WELCOME &amp; APOLOGIES FOR ABSENCE</b></p> <p>The Chair welcomed members to the meeting. Apologies for absence were noted as recorded above.</p>
CF/22/60	<p><b>DECLARATIONS OF INTEREST</b></p> <p>The Chair INVITED any declarations of interest in relation to items on the agenda.</p> <p>The Chair declared a potential conflict of interest regarding items item 3.1 and items 4.1. The Chair previously held the position of Chief Executive at Powys Association of Voluntary Organisations (PAVO) at the time this work was carried out. The Chair sought guidance from the Director of Corporate Governance and Board Secretary prior to the</p>

	meeting and it was agreed that there would be no material impact from the interest, as the Committee was not being asked to make a decision on these items.
CF/22/61	<p><b>MINUTES OF PREVIOUS MEETING HELD ON 07 DECEMBER 2022 AND 16 JANUARY 2023</b></p> <p>The minutes of the meeting held on 07 DECEMBER 2022 and 16 JANUARY 2023 were RECEIVED and AGREED as being a true and accurate record.</p>
CF/22/62	<p><b>ACTION LOG</b></p> <p>The Committee received the action log, and the following updates were provided.</p> <p>CF/22/44 - The Charity team has developed new resources to support the application process with 'case studies' for applicants. This will continue to be updated throughout the year.</p> <p>CF/22/49 - The process for submitting amended governance papers has been updated to ensure changes are clearly highlighted.</p> <p>CF/22/45 - An overview of palliative care projects supported by the Charitable Funds Committee over the past 2-3 years was shared with the Committee on the 22 December 2022.</p> <p>All actions have now been completed.</p> <p><i>Claire Madsen joined the meeting.</i></p>
<b>ITEMS FOR APPROVAL, RATIFICATION OR DECISION</b>	
CF/22/63	<p><b>GENERAL BIDS FOR APPROVAL</b></p> <ul style="list-style-type: none"> <li>• Hay and Talgarth district nurse team bladder scanner request:</li> </ul> <p>The Charity Manager presented a bid for £6,522 to Committee for Approval to the Hay and Talgarth District Nursing Fund. The request is to purchase an additional bladder scanning device for the Haygarth District Nursing team. Presently, the team is required to borrow and return a scanner from the local hospital (Bronllys) when required. Acquiring their own device would allow quicker/easier access for their local patients, with fewer</p>

	<p>hospital referrals and less waiting time. The team will currently borrow the device 3-4 times per week from Bronllys, which can be a significant additional time resource for the staff involved.</p> <p>The request is within the category of equipment which can be supported through Charitable Funds, where patients have access to the treatment/equipment, which is provided by Powys Teaching Health Board (PTHB), but this additional piece of equipment can still have a beneficial impact to enhance the service.</p> <p><i>Can assurance be given that we are enhancing the statutory provision?</i></p> <p>The Charity Manager assured the Committee that this request is considered 'over and above' the core provision. This request had been presented to the Executive Committee for support where this issue was raised, and it was agreed it could be considered as additional support, which could be provided by Charitable Funds.</p> <p>The Committee DISCUSSED and APPROVED the proposal. <i>Cathie Poynton joined the meeting.</i></p>
CF/22/64	<p><b>COVID RESPONSE FUND APPLICATIONS</b></p> <p>The COVID response fund is funding provided to the Charity through NHS Charities Together, to distribute to support staff, patients and services impacted by the pandemic, which has almost been entirely allocated. These are proposals which have previously been approved under delegated authority and are presented for ratification. One new COVID Fund proposal was presented, which was approved by the Executive Committee on the 22 February.</p> <p>The proposal is for the Wellness with Welsh National Opera (a singing and breathing programme to support people with long COVID in Wales) programme. The request was for £5,000, which would contribute to the programme costs for 12 months. This project has also been supported and funded by other Health Boards along with Arts Council Wales following a successful pilot last year.</p> <p>The six-week programme takes place online and is designed to support people who may be experiencing</p>

	<p>feelings of breathlessness, stress and anxiety, that may continue longer term after the symptoms of the COVID-19 virus.</p> <p>The project fits well within both the criteria of the COVID Response Fund (which the Charity and Finance Teams are attempting to fully expend) as well as with the objectives of the Charity's strategy to connect the arts with health and wellbeing.</p> <p><i>Is this service available for the whole of Powys?</i> The Director of Therapies of Health Science explained that this is available to everyone in Powys including patients, staff and members of the community.</p> <p><i>Are other Health Board's supporting this?</i> The Director of Therapies of Health Science confirmed that all Health Boards are supporting the programme. Funding is being sought from Charitable Funds in Powys as other Health Boards have been able to fund the project via Adferiad Long Covid programme, provided by Welsh Government. It was not possible to fund the project in this way in Powys, as PTHB had received substantially less of this funding, which had been awarded on a proportional basis.</p> <p>The Committee DISCUSSED and RATIFIED the COVID response fund application.</p>
CF/22/65	<p><b>EXPENDITURE APPROVED UNDER DELEGATED AUTHORITY SINCE THE LAST MEETING (FOR RATIFICATION)</b></p> <p>The Head of Financial Services presented a summary of the projects approved under delegated authority during the period of November 2022 – January 2023. A number of requests from various local funds with a combined value of £3,727. Local fund managers can approve individual requests of up to £5,000, which are then presented to the Charitable Funds Committee for Ratification.</p> <p><i>Did only a few hospital wards apply for the Christmas funding?</i> The Head of Financial Services explained that many hospital wards do request funding, especially during the lead up to Christmas. This isn't reflected in this paper due to it being</p>

	<p>previously reported to the Committee in December's report, as many wards applied for funding in advance.</p> <p><i>Could Charitable Funds do more to publicise the available funds, e.g., through our Charity Newsletter?</i></p> <p><i>Many staff members confuse Charitable Funds with League of Friends. It would be useful to find a way to elevate the Charitable Funds presence, so staff members are aware.</i></p> <p>The Chair agreed and asked the Charity Manager to create an action in response to these comments.</p> <p><b>ACTION:</b> The Charity Manager and Charity Administrative Support Officer to create an effective way to publicise local funds available to staff and raise awareness of the Charity itself.</p> <p>The Committee DISCUSSED and RATIFIED the expenditure.</p>
CF/22/66	<p><b>PROPOSED CHARITY TEAM OPERATIONAL BUDGET 2023/24</b></p> <p>The Charity Manager presented the Charity team operational budget for 2023/24. The paper outlined a request for a small, anticipated budget of £5,190 for the Charity team to utilize over the next financial year to help achieve its strategic objectives.</p> <p>A breakdown of the anticipated costs are outlined in the paper, which includes design and printing of promotional materials, software licenses, marketing, photography, hospitality (costs to run coffee morning engagement events for staff), postage and travel.</p> <p><i>This budget seems low, have you underbudgeted?</i></p> <p>The Charity Manager explained that this budget took into consideration last year's expenditure for the Charity team as well as other factors such as a potential grant from NHS Charities Together, which would specifically provide more operational funding.</p> <p>The Chair noted that should the Charity team feel they require additional funding, they could return to the Committee with an updated request later in the year.</p> <p>The Committee DISCUSSED and APPROVED the Charity team operational budget for 2023/24.</p>
<b>ITEMS FOR DISCUSSION</b>	

CF/22/67

## **PAVO SMALL GRANT SCHEME REVIEW**

The Charity Manager presented a three-year overview and evaluation of the PAVO small grant scheme. This report also details PAVO's recommendations for the future continuation of the programme.

The aim of the Small Grant Scheme was to promote health and wellbeing activities and to encourage community groups to undertake activities that support both the Health Board's charitable aims and the strategic priorities of the Social Services and Well-being (Wales) Act 2014 in relation to well-being.

The scheme ran for three funding rounds between the years of 2018 and 2022, with rounds having been extended due to the impact of Covid. It provided funds to enable voluntary sector groups, communities and communities of interest to buy equipment and / or to set up / extend or sustain small scale innovative activities that address the specific objectives in relation to health and well-being through awards of between £200 to £1,500. A total of 42 projects were supported for a combined total of £53,756. PAVO were also entitled to a 10% fee for their work in managing the grant scheme under the agreed terms of the partnership.

Following completion of the programme as originally awarded, the project team have prepared a review which highlights the successes and challenges of the three-year programme with feedback from participants.

*How involved was Charitable Funds? What was the contribution from PAVO?*

The Charity Manager explained that Charitable Funds provided the funding but PAVO managed and approved applications. PAVO had a 10% fee in order to support the scheme.

*Is this coming to an end?*

The Charity Manager confirmed that it was a three-year project which is coming to an end. The report includes PAVO's recommendations for moving forward.

*Are we being asked to extend this?*

The Charity Manager confirmed that Committee is not being asked to extend at this time. However, there is potential for

	<p>a future funding request for the continuation of the programme to be returned to the Committee.</p> <p><i>Before the Charitable Funds Committee considers supporting the scheme again, PAVO will need to provide a better understanding of what they hope to achieve from these projects with further clarification on the outcomes and measurements.</i></p> <p><i>There will also need to be financial considerations to think about before this application is supported again.</i></p> <p>The Committee DISCUSSED and NOTED the PAVO small grant scheme report.</p>
CF/22/68	<p><b>CHARITY ACTIVITY REPORT</b></p> <p>The Charity Manager presented that charity activity report for the period of December 2022 – February 2023.</p> <p>The key points noted were:</p> <ul style="list-style-type: none"> <li>• the PTHB Charity team has started preparations for the NHS 75 birthday in July.</li> <li>• The team has launched an initiative to capture NHS stories, photos and memories of staff and community members from across the last 75 years.</li> <li>• The Charity team is also preparing a campaign to encourage staff members and Charity ambassadors to apply for funding to host their own small celebratory events in July – as part of an initiative to support staff and patient wellbeing and to encourage engagement.</li> <li>• The team has also been in discussion with external partners, such as Parkrun, to develop community opportunities for fundraising and engagement with the Charity.</li> <li>• There are also plans to engage and bring together the various Leagues of Friends members with an event for NHS 75.</li> <li>• Work is also underway to develop more detailed plans for the long-term development and utilisation of our locally designated or restricted funds with the fund managers. This includes establishing key priorities for those funds above £100k in value. Updated training for fund managers. New processes to support</li> </ul>

	<p>applications and staff ideas at a local and service level.</p> <ul style="list-style-type: none"> <li>• Latest copies for the brand logo designs created by the external marketing agency, jamjar pr, who have been commissioned to support development of the Charity's new branding. The latest concepts are presented here for discussion and information.</li> </ul> <p><i>How visible is the Charity in hospitals? Is there a plan to increase this across Powys? Could there be notice boards with examples of what Charitable Funds has done for that hospital?</i></p> <p>The Charity Manager confirmed and explained that this is a key priority for the Charity team. The aim is to use the new brand as a reset and an opportunity to raise the awareness across all hospital sites. The brand will allow for the Charity to have a consistent identifiable presence, which will increase its overall visibility and engagement.</p> <p><i>Is there a communications/stakeholder plan?</i></p> <p>The Charity Manager confirmed that there is a communications/stakeholder engagement plan currently being developed by the team following the implementation of the new strategy. The aim is to bring that plan back to Committee for review and approval.</p> <p><i>The social media stats are in the red and look to be going in the wrong direction. What is the Charity team doing to improve this?</i></p> <p>The Charity Manager explained that the NHS 75 celebrations are an opportunity for the Charity to increase communications and engagement across all platforms.</p> <p>The Charity have found that adopting a more targeted approach for its communications in recent months e.g. towards specific staff groups or services, has led to less engagement on social media but it does help to more effectively increase awareness amongst those staff groups and encourages staff to place applications. Therefore, the team needs to find a balance of engagement with staff while encouraging social media engagement. The aim is to use the NHS 75 programme to achieve both but the Charity team will also work on improving its data reporting to the Committee.</p> <p><b>ACTION:</b> The Charity Manager to bring a stakeholder engagement plan to the next Committee meeting.</p>
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	The Committee DISCUSSED and NOTED the Charity activity report.
CF/22/69	<p><b>CHARITABLE FUNDS FINANCIAL SUMMARY REPORT</b></p> <p>The Head of Financial Services presented the financial summary report. The key messages included:</p> <ul style="list-style-type: none"> <li>• GENERAL FUNDS = From an amount of £2,943,551 held within General Purposes or designated funds at the 1st April 2022, income of £175,878 has been received and £57,241 of expenditure has been paid. This equates to 2% of funds held at 1st April 2022 have actually been spent.</li> <li>• An unrealised gain on investments of £744,175 is included within the balance of General funds. This is the increase in investment valuation from the initial sum invested, as of 31<sup>st</sup> March 2022.</li> <li>• LEGACY FUNDS = From an amount of £1,653,295 of funds held within legacies at the 1st April 2022, £6,490 income has been received and £11,430 of expenditure has been paid. This equates to 0.69% of funds held at 1st April 2022 have actually been spent.</li> <li>• BANK BALANCE - The Balance held within the bank account at 31<sup>st</sup> January 2023 is just over £0.955M. Discussions with the Charity's investment advisors as to whether a short-term investment option was available have been undertaken but they advised to retain this within the bank over the short term. There are some larger items of expenditure expected in the last quarter of the year which should reduce the balance to approximately £0.7M but this will still be slightly above the target cash balance of £0.5M.</li> </ul> <p>The Committee DISCUSSED and NOTED the report.</p>
CF/22/70	<p><b>CHARITABLE FUNDS INTERNAL AUDIT REPORT</b></p> <p>The Head of Financial Services presented the summary report on the Charity's recent internal audit, which took place at the end of 2022.</p> <p>All the advised actions have been addressed following the initial audit fieldwork, which is noted in the report. Some of the related governance items were actioned at the December meeting of the Charitable Funds Committee.</p>

	<p>Some of the areas that had been identified by the audit team include:</p> <ul style="list-style-type: none"> <li>• Regular monthly Charitable Funds reports should be issued to each fundholder and discussed fully with them (high priority).</li> <li>• Review the Terms of Reference (medium priority)</li> <li>• Remind fundholders to include the fund number on any fund request forms (medium priority)</li> <li>• Remind staff that multiple donations for a single event or cause should be listed individually (medium priority)</li> <li>• Update the Charitable Funds Financial Control Procedure document to reflect new supplementary policies and guidance documents (medium priority)</li> <li>• Consider submitting Gift Aid forms on an annual basis (low priority)</li> <li>• Development of a sign-off checklist for funding approvals (low priority)</li> </ul> <p>The Committee DISCUSSED and NOTED the report.</p>
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#### ITEMS FOR INFORMATION

CF/22/71	<p><b>PROJECT EVALUATION UPDATES</b></p> <p>The project evaluation update was taken as read.</p> <p>The Committee RECEIVED and NOTED the project evaluation updates.</p>
CF/22/72	<p><b>INVESTMENT MANAGER REPORT</b></p> <p><i>Paul Mathias, Assistant Director and Michael Yhnell from Brewin Dolphin joined the meeting.</i></p> <p>The Assistant Director from Brewin Dolphin presented the investment manager report to the Committee.</p> <p>The most recent quarterly report from Brewin Dolphin covered the period of 01 October 2022 to 31 December 2022.</p> <p>It was noted that the past year represents a rare year in markets where both equities and bonds have lost significant value. Whilst concerns remain about the global economic outlook, several things have improved. Brewin Dolphin's expectation for 2023 is for inflation to ease and for interest</p>

	<p>rates to peak and pause. Over the long term, the returns received for investing at these valuation levels have historically been good. While 2023 is likely to be a year of recession, it could be a better year for market sentiment as the inflection point for inflation and monetary policy lies ahead.</p> <p>The overall portfolio value is up 3.7% for the quarter and remains up 29% since its inception in 2020. Brewin Dolphin retains a positively revised forecast income of £117k for the present financial year (22/23) against a target of £106k.</p> <p>The investment manager report was DISCUSSED and NOTED by the Committee.</p>
<b>OTHER MATTERS</b>	
CF/22/73	<p><b>ANY OTHER URGENT BUSINESS</b></p> <p>No urgent business was raised.</p>
CF/22/74	<p><b>DATE OF NEXT MEETING</b></p> <p>05 JUNE 2023, 10:00-12:00, Via Microsoft Teams</p>