GIG CYMRU NHS WALES | Bwrdd Iechyd Addysgu Powys | Powys Teaching Health Board

CONFIRMED

MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING HELD ON MONDAY 04 MARCH 2024 VIA MICROSOFT TEAMS

Present:

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

In Attendance:

Abe Sampson	Charity Manager
Sarah Pritchard	Assistant Director of Finance (Accounting and Services)
Shania Jones	Charity Administrative Support Officer
Paul Mathias	Brewin Dolphin, Assistant Director - Investment Manager (Item 4.1 only)
Michael Yhnell	Brewin Dolphin, Associate Investment Manager (Item 4.1 only)

Apologies

Helen Bushell	Director of Corporate Governance and Board Secretary

CF/24/01	**WELCOME & APOLOGIES FOR ABSENCE** The Chair welcomed members to the meeting. Apologies for absence were noted as recorded above.
CF/24/02	**DECLARATIONS OF INTEREST** The Chair INVITED any declarations of interest in relation to items on the agenda.

CF/24/03	**MATTERS ARISING & MINUTES OF PREVIOUS MEETING HELD ON 07 DECEMBER 2023** The minutes of the previous meeting held on 07 DECEMBER 2023 were RECEIVED and AGREED as being a true and accurate record. Matters arising from the meeting of 07 DECEMBER 2023: • The Assistant Director of Finance provided the Committee with an update on the submission of the Charity's Annual Accounts & Report to the Charity Commission.
CF/24/04	**ACTION LOG** The Committee received the action log, and the following updates were provided: • CF/23/20b – Due to the project lead being on leave for a few months, the report has been delayed and will return to the next Committee meeting. • CF/23/33b and CF/23/33c – The Director of Corporate Governance was unable to attend this meeting therefore, Charity Manager will liaise and circulate an update to the Committee on the Volunteer programme. The following actions were recommended for closure: • CF/23/27 – new staff guidance has been implemented into the updated Financial Controls Procedure document for the Charity based on the Committee's feedback. • CF/23/33a – an update on the innovation grant scheme delivered in partnership with the RIC Hub 'Panel y Ddraig', is provided within item 3.1a. • CF/23/35 – The policy documents have now been updated and have either been published on the staff intranet or await approval from the Board. The action log was updated accordingly.
ITEMS FOR APPROVAL, RATIFICATION OR DECISION	
CF/24/05	**BIDS FOR APPROVAL** The Charity Manager presented the Charitable Funds bids to the Committee for approval.

	• **Newtown Hospital Brynheulog Ward quiet room** The request is for the Charitable Funds Committee to support the creation of a quiet room on Brynheulog Ward at Newtown Hospital. The request, brought forward by the ward sister and palliative care team, would support the conversion and refurbishment of what is currently a cleaning room/store into the new facility. The quiet room is a facility that is needed for the ward to provide a confidential space for families and also a space for staff/patients/families to pray and seek reflection. Brynheulog Ward is currently the only ward without such a space. This request has been reviewed and approved by the capital control group. *The Committee noted the support for this project and its innovative use of space and how it reflects well on the staff who have considered and chose to submit this application. This is not a recurring cost but will still be here for years to come for patients.* *The Committee noted that there used to be a quiet room on the ward which was converted into a clinic room. There should be some wider consideration by the Health Board should be given that some pieces of capital work may lead to creating additional costs in the long-term.* *The quiet room will also be a faith room, can assurance be given that faith practitioners will be consulted to ensure it meets the faith requirements?* The Charity Manager assured committee that this is something that will be considered and the Charity Manager with liaise with staff to ensure it is considered. **ACTION: The Charity Manager will ensure that faith practitioners and the Health Board's spiritual care steering group are consulted on the development of the space as a space to practice faith.**

	Do all Powys hospital sites have this pray/quiet room, or will this be something we can consider for other hospitals? The Charity Manager explained that this specific request is not something which is standard across all hospital sites or wards. However, a variation of a quiet or confidential space is typically available to wards. This request was raised because all other wards at Newtown hospital have this facility and Brynheulog ward does not. Improving and creating such spaces could be considered for other hospital sites where there is a gap in provision. **ACTION: The Charity Manager will discuss with the Community Liaison Officer and the Estates team to establish the position for other hospital sites and if they have similar facilities.** The Committee DISCUSSED and APPROVED the Newtown Hospital Brynheulog Ward quiet room proposal. • **Wellness with WNO programme** The request is for the Charitable Funds Committee to support the continuation of the Wellness with Welsh National Opera Programme for 2024/25, following support of £5,000 for the programme in 2023. Wellness with WNO is a programme designed to support people with Long COVID in Wales. This six-week singing and breathing programme takes place online and is designed to support people who may be experiencing feelings of breathlessness, anxiety and fatigue that may continue longer term after the initial symptoms of the COVID-19 virus have passed. 50 participants from Powys took part in these courses across 2023. Alongside partner health boards, WNO would like to continue to deliver this programme for individuals with Long COVID whilst ensuring its high standard and reputation for safety and reliability. The WNO would also like to develop this model for patients with other long-term conditions experiencing similar symptoms of

breathlessness and anxiety, such as ME/CFS and fibromyalgia.

The Charity is asked to support £8,000 of costs, while the total project cost is £106,000, with half of the costs being covered by Arts Council Wales (confirmed funding) and the remaining costs divided equally amongst Health Boards.

The Director of Therapies and Health Science noted that Powys Teaching Health Board are among the highest referrals to this scheme in Wales.

What is the referral process?
The Director of Therapies and Health Science explained the referral process is handled through Powys Wellbeing Service where patients with long-covid come through and there are referral pathways in place which leads to this scheme. There is also a self-referral process available.

The Committee DISCUSSED and APPROVED the Wellness with WNO programme.

- **RITA digital therapy system**

This request is for the Committee to consider support for the upgrade of a previously implemented digital therapy system which would support hospital patients at four sites in Powys. In 2016, a system called DRTS (A digital touch screen therapy system) was purchased for all the Community Hospital Wards and has been used extensively for group activities and to help calm agitated and anxious patients whether they have cognitive impairment or at the end of life. The system was purchased on a one-off cost basis and has been supported for several years. However, many of the legacy systems are now not functioning and are at 'end of life'. The DRTS system has since been superseded by a new system called RITA (Reminiscence/rehabilitation Interactive Therapeutic Activities). The previous iteration was funded with support from Charitable Funds. This request is seeking support to upgrade those systems at four hospital sites, with a view to training

	staff and closely monitoring and evaluating its use in order to establish a long-term succession plan for the system. Monitoring and evaluation for this project will be crucial if supported. The changeover of staff and difficulty in coordinating the entire project, meant the previous iteration of this project was not thoroughly evaluated, making it difficult to assess the overall impact in retrospect. Measures should be undertaken to ensure this does not happen again. *Can further explanation be given on how this will be evaluated?* The Charity Manager explained that the current information is very limited, but the team does have access to usage and statistics. However, it is currently difficult to accurately measure the impact across all sites. This new system/or the new iteration of this project allows for the opportunity to review across different sites and patient groups to measure the impact. The Charity Manager noted there is work to be done around ensuring there is a structured approach to the evaluation. *How are will the wards be chosen?* The Charity Manager explained that Cottage view was chosen due it already having the original iteration/system in place and heavily integrated into activities by staff. The aim is to have three other wards across Powys, however, this will be dependent on staff and training. *What does the RITA package include?* The Charity Manager explained that the package includes both the software licenses and the hardware itself to run that software. *With the pilot schemes that have been submitted to committee, what are the long-term plans? Are they expected to return to the Charitable Funds Committee seeking more funding?*

	The Charity Manager noted that the applicants are using these pilots as proof of concept to move forward and seek further funding by other means. *Could it then be picked up by the Investment Benefits Group?* The Director of Therapies and Health Science confirmed it could then be reviewed by the Investment Benefits Group if the outcomes and impact is sufficient. The Committee DISCUSSED and APPROVED the RITA digital therapy system on the condition that the appropriate outcomes and impacts being measured will help to demonstrate the benefits realisation for onward learning and development. • **Movement for Health** This request is for the Committee to consider supporting the pilot for the Movement for Health project, which is a series of sessions aimed at people within the local community of Clatter and neighbouring villages who wish to improve health and well -being through simple arts-based movement interventions. The project will deliver an 8-12 week movement for wellbeing programme for adults. These weekly movement for health classes will be designed for people who wish to increase strength, mobility, remain socially connected in older age and to find ways to stay well. The request is to seek funding for a pilot programme with an intention of gathering evidence of its effectiveness. The project will seek continuation or expanded funding from external funders if the pilot is successful. The programme will be delivered at Clatter Community Centre for individuals from the communities of Clatter, Caersws, Carno, Newtown and other local villages/towns in Powys. It was noted that there had been a skew towards projects taking place in the South and Mid Powys areas with other similar community projects, which had been funded via the small health grants scheme, and the

	Committee had noted a desire to support more projects taking place in North Powys. *How do applications intend on measuring the effect of this project?* The Charity Manager noted that applicants would be advised to use previous Charity projects such as the Welsh National Opera project evaluations (Items 2.1d & 4.2a) as examples, as well as the National Lottery funding project evaluation templates. The Committee DISCUSSED and APPROVED the Movement for Health proposal on the condition that the appropriate outcomes and impacts being measured, which will help to demonstrate the benefits realisation for onward learning and development.
CF/24/06	**EXPENDITURE APPROVED UNDER DELEGATED AUTHORITY SINCE THE LAST MEETING (FOR RATIFICATION)** The Assistant Director of Finance presented a summary of the projects approved under delegated authority during the period of November 2023 to January 2024. A number of requests from various local funds with a combined value of £5,652. The Committee DISCUSSED and RATIFIED the expenditure.
CF/24/07	**2024/25 CHARITY WORKPLAN/FOLLOW UP FROM WORKSHOP (FOR APPROVAL)** The Charity Manager presented the papers to the Committee, which included a summary of the strategic workshop held in January 2024 and the Charity's latest workplan for 2024-25. The summary of the strategic workshop was previously circulated to participants of the workshop and was brought to the Committee's attention for any additional comments or discussion. The workplan document was presented for approval by the Committee. Influenced by the strategic workshop, it outlines the deliverables of the Charity's strategy as well as key performance indicators which the Charity will prioritise during the financial year April 2024 - March 2025.

	Is the workplan colour coded? If so, is it significant? The Charity Manager explained that currently the workplan is colour coded to help the team identify the strategic aim it falls under however, this will be updated for future progress reports to indicate the status of objectives. *What is the progress with the League of Friends?* The Charity Manager explained that the thank-you tea for July is will not proceed and there are plans to split League of Friends interactions into formal interactions for representatives of all League of Friends groups and informal meetings which will be on a more local basis. **ACTION: Charity Manager to finalise the League of Friends forum plans with the Chair outside of the Committee meeting.** The Committee DISCUSSED and APPROVED the Charity Workplan. *The Director of Therapies and Health Science left the meeting.* *Cathie Poynton joined the meeting.*
CF/24/08	**2024/25 CHARITY TEAM OPERATIONAL BUDGET (FOR APPROVAL)** The Charity Manager presented an anticipated budget of up to £8,200 for the Charity team to utilise over the next financial year to help to achieve its strategic objectives. The budget included design and printing of promotional materials, software licenses, marketing, photography, hospitality (costs to host engagement events for staff), postage and travel. *Do the papers include comparative costs from last year?* The Charity Manager explained that the papers do not currently include last year's costs due to it not being the end of the financial year. However, the comparative costs can be provided at future Committee meetings. The Charity Manager confirmed that the total level had increased from the previous year due to the planned increase in activity. *The sums involved are relatively small, could this become restrictive to the Charity team with them feeling that they could not go over the budget?*

	Assistant Director of Finance assured the Committee that with the regular updates from the Charity Manager, if the team anticipated they would go over budget, then the budget could be reviewed. *Would it be helpful to provide a contingency, which allows for flexibility and does not require the team to return to the Committee? This is provided with assurance the Charity team would report back to committee with reasoning.* The Assistant Director of Finance and Director of Finance and IT suggested this could be handled as a delegated matter, the budget would be monitored by the Charity team, and if they needed to, there are existing mechanisms in place to approve additional expenditure (within standard delegated limits) and report this back to the Committee for ratification. The Committee DISCUSSED and APPROVED the Charity team operational budget for 2024/25.
ITEMS FOR DISCUSSION	
CF/24/09	**CHARITY ACTIVITY (COMMUNICATIONS AND ENGAGEMENT REPORT)** The Charity Manager presented that charity activity report for the period between December to February 2024. Key items highlighted included: • The launch of the Powys Creates grant scheme in January. • The completion of the website development procurement process. • The 'Panel y Ddraig' innovation grants programme in partnership with the RIC Hub has begun. • Charity plans for new marketing materials. • Significant donations received over the last quarter. • Social media summary for the period December 2023 to February 2024. • Update on workplan objectives for the quarter. *Will the 'Panel y Ddraig' scheme link to the Health Board's Integrated Medium-Term Plan (IMTP) plan?* The Charity Manager confirmed that it does link to the IMTP objectives for PTHB and explained that moving forward the Charity team is planning to ensure that applications,

	evaluations, and project reports are clearer on how they link to the Health Board's IMTP and other strategic aims. The Committee DISCUSSED and NOTED the Charity activity report.
CF/24/10	**CHARITABLE FUNDS FINANCIAL SUMMARY REPORT** The Assistant Director of Finance presented the financial summary report for the period ending 31 January 2024. Key messages included: • GENERAL FUNDS = From an amount of £2,629,327 held within General Purposes or designated funds at the 1st April 2023, income of £251,090 has been received and £129,940 of expenditure has been paid. This equates to 5% of funds held at 1st April 2023 have actually been spent. • LEGACY FUNDS = From an amount of £1,628,923 of funds held within legacies at the 1st April 2023, £18,223 income has been received and £24,286 of expenditure has been paid. This equates to 1.49% of funds held at 1st April 2023 have actually been spent. • BANK BALANCE - The Balance held within the bank account at 31st March 2023 is just over £0.820M. Discussions with the Charity's investment advisors as to whether a short-term investment option was available has been undertaken but they advised that they could not guarantee any short term investments would repay the amount invested over the shorter term. A minimum term of investment for 3 years would be advised, therefore these funds will be retained within the bank over the short term due to current interest rates. With some larger items of expenditure expected in the coming months, this should reduce the balance closer to the target cash balance of £0.5M. The Committee DISCUSSED and NOTED the report.
ITEMS FOR INFORMATION	
CF/24/11	**INVESTMENT MANAGER REPORT** *Paul Mathias and Michael Yhnell from Brewin Dolphin joined the meeting.*

	The Assistant Director from Brewin Dolphin presented the investment manager report for the period ending 31 January 2024 to the Committee. The report outlined the revised risk figures for portfolio risk categories, revised expectations of returns, which are both trending in a positive direction and a summary of the financial/economic context surrounding the Charity's investment portfolio. In addition to the report, a new ESG risk score has been included. The Chair queried whether future reports could be slightly clearer or more concise in order to avoid confusion. The Assistant Director from Brewin Dolphin agreed that some additional considerations would be made with future quarterly report submissions. The Assistant Director from Brewin Dolphin noted their apologies for the delay in the accounts and reporting which resulted in the Charity being overdue in their reporting to the Charity Commission. It was explained to the Committee that due to the performance of a select few US equities over previous years and to maximise growth potential, Brewin Dolphin are advising direct investment in these companies. In order for Brewin Dolphin to undertake these direct investments on behalf of the Charity, a W-8BEN-E form must be completed. Brewin Dolphin, therefore, asked the Committee if this was something they would like to action. The Committee AGREED that a W-8BEN-E would be completed in order to support the work of Brewin Dolphin in managing the Charity's investment portfolio. **ACTION: The Investment Managers will liaise with the Assistant Director of Finance on implementation of the W-8BEN-E form.** The Committee RECEIVED, DISCUSSED and NOTED the report.
CF/24/12	**PROJECT EVALUATION UPDATES** The project evaluation updates were taken as read. The Committee RECEIVED and NOTED the project evaluation updates on the Wellness with WNO programme and the Dementia Conference.

OTHER MATTERS	
CF/24/13	**ANY OTHER URGENT BUSINESS** There was no other urgent business.
CF/24/14	**DATE OF NEXT MEETING** 10 June 2024, 10am Via Microsoft Teams

The Chair, with advice from the Director of Corporate Governance/Board Secretary, has determined that the following items include confidential or commercially sensitive information which is not in the public interest to discuss in an open meeting at this time. The Committee is asked to take this advice into account when considering the following motion to exclude the public from this part of the meeting:

Motion under Section 1(2) Public Bodies (Admission to Meetings) Act 1960

"Representatives of the press and other members of the public shall be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest"

CF/24/15	**Minutes from the previous in-committee meeting held on 17 January 2024** The minutes of the previous in-committee meeting held on 17 JANUARY 2024 were RECEIVED and AGREED as being a true and accurate record.