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Health Board

**CHARITABLE FUNDS COMMITTEE (CFC)
(POWYS HEALTH CHARITY – REGISTERED CHARITY NO. 1057902)**

**CONFIRMED MINUTES OF THE MEETING HELD ON
16 JUNE 2025 VIA MICROSOFT TEAMS**

MEMBERS		
Carl Cooper	CC	Chair (Committee Chair)
Cathie Poynton	CP	Independent Member
Ian Thomas	IT	Independent Member
IN ATTENDANCE		
Helen Bushell	HB	Director of Corporate Governance / Board Secretary
Ceinwen Douglas	CD	Senior Adult Speech and Language Therapist (to Item 1.4)
Carlene Eckley Berry	CEB	Communications Assistant
Pete Hoggood	PH	Deputy Chief Executive/Executive Director of Finance, Capital and Support Services
Shania Jones	SJ	Charity Administrative Support Officer
Claire Madsen	CM	Executive Director of Allied Health Professions, Health Sciences and Digital
Paul Mathias	PM	Brewin Dolphin
Martin O'Brien	MOB	Interim Charity Manager
Sarah Pritchard	SP	Assistant Director of Finance (Accounting and Services)
Sue Wilcox	SW	Senior Administrator
APOLOGIES FOR ABSENCE:		
Alice King	AK	Audit Wales
Hayley Thomas	HT	Chief Executive
Chris Walsh	CW	Independent Member (Local Authority)

1. PRELIMINARY MATTERS
1.1 WELCOME AND APOLOGIES (CF/25/01)
Ian Thomas was formally welcomed as a substantive member of the Committee following a membership review. Rhobert Lewis was thanked for his service as he stepped down, and apologies for absence were noted.
1.2 DECLARATIONS OF INTEREST (CF/25/02)
No declarations of interests were received in addition to those already recorded on the register.
1.3 POWYS HEALTH CHARITY WEBSITE (CF/25/03)
SJ confirmed that the general content of the Charity's website has been finalised, and a demonstration of the completed project was provided. Prior

to the website going live, a Data Protection Impact Assessment (DPIA) is required from the Information Governance team to ensure compliance with data protection standards, this was being progressed.

The website has been designed with several key features to support accessibility, transparency, and engagement:

- A consistent blue "Donate" button featured throughout the site
- Bilingual functionality – available in both Welsh and English
- A privacy policy, currently in the final stages of approval
- Dedicated sections for campaigns such as May's Miles and the London Marathon
- A donation page to facilitate charitable contributions
- Events Volunteer and Volunteer pages to encourage community involvement
- Select pages will link to the Powys Teaching Health Board (PTHB) website, where additional information is managed internally
- A newsletter feature to be operated via the new website
- A 'Meet the Team' section introducing Charitable Funds Committee members
- Assurance that there will be no duplication of content already available on the PTHB website

The website has been subject to ongoing monitoring to ensure the accuracy and currency of its content.

What is the intended date for the website to go publicly live?

Information Governance is currently undertaking internal governance and safety checks in relation to the Charity's website. It is anticipated that the Data Protection Impact Assessment (DPIA) will be signed off within the next couple of weeks, provided no issues are identified during the review process.

This step is essential to ensure that all data protection requirements are met prior to the website's launch.

Will there be a launch to draw attention to the website?

A communications campaign has been planned to support the launch of the Charity's website. This will be delivered through social media platforms and the organisation's SharePoint site, aiming to maximise visibility and engagement across internal and external audiences.

Photographs of staff featured on the website are expected to enhance its appeal and help draw visitors to explore its content. These visual elements, combined with the site's interactive features and bilingual accessibility, are designed to foster a stronger connection with the Charity's work and encourage participation and support.

How are you going to promote the site? Is there anything specific that will be done differently to the past? Is there any way of measuring the site for footfall, what pages are the most popular etc?

WordPress is being utilised to monitor website analytics, enabling the Charity to assess user engagement and determine which pages are most frequently visited. This data will support ongoing improvements and help tailor content to audience interests.

To promote the website effectively, both internal and external audiences will be signposted to key areas including the Donate page, campaigns, and news updates. It was acknowledged that limited information is currently available on these topics via the main Powys Teaching Health Board (PTHB) website, further reinforcing the value of the new platform.

SP commended the website's accessibility and emphasised the importance of maintaining a simple and user-friendly design to ensure ease of navigation for all users.

The Committee **NOTED** the website development to date.

1.4 EXPRESS YOURSELF OUTCOMES (CF/25/04)

This item was taken early due to Officer availability.

MOB introduced the item, highlighting the opportunity for the Committee to reflect on previously funded projects and assess their impact.

CD provided an update on a project led by the Adult Speech and Language Therapy team, which delivered Speech and Language sessions through Arts Workshops. CD expressed gratitude for the funding received from the Charity, noting that it enabled the team to secure additional funding from the Arts Council of Wales, thereby extending the reach and sustainability of the initiative.

A video provided an overview of the work undertaken.

Is there was any opportunity or prospect of ongoing funding from the Arts Council as funding for the arts seems to be perpetually in difficulties?

The Arts Council offer a number of grants aimed at upscaling previously tested and evaluated projects. These grants are typically offered at specific times throughout the year and are subject to competitive application processes. Such grants do not provide guaranteed or recurrent funding, however the Speech and Language Service remained committed to exploring these opportunities

Have you been able to do any kind of objective evaluation?

A range of outcomes was measured to assess the impact of the programme, using tools such as the EQ-5D-5L, participant questionnaires, and targeted communication methods. These measures provided a comprehensive view of individual progress and overall programme effectiveness.

Notably, 100% of participants achieved or exceeded the personal goals they had set at the outset. In addition, there was a 67% improvement in scores on the Hospital Anxiety and Depression Scale (HADS), indicating a significant positive shift in participants' mental health and wellbeing.

CC thanked colleagues for their contributions, the Committee **NOTED** the presentation.

CD left the meeting

2 CONSENT AGENDA (CF/25/05)

No items were raised.

3 ITEMS FOR APPROVAL/RATIFICATION/DECISION

3.1 MINUTES OF PREVIOUS MEETING (CF/25/06)

The minutes of the meetings held on 17 March 2025 were **CONFIRMED** as an accurate record.

3.2. ACTION LOG (CF/25/07)

HB provided an overview of the Action Log, highlighting

CF/24/83 – the action remained on track; an update is scheduled for the September meeting of this Committee.

CF/24/41 this action remained 'at risk'; The team had been unable to obtain accurate costings for the screens and installation. It was agreed that clarification was needed on what information was required to decide either to process or close this application.

The Committee **NOTED** the action log update.

3.3. POWYS GENERAL PURPOSE AND LOCAL FUNDS BIDS (CF/25/08)

3.3a LF44 – 202410 – DOPPLER MACHINES (£8,395.92)

MOB explained the application had been brought to this Committee due to the change in levels of authority; The request was just over £5,000.00.

The request had been endorsed by the Fund Managers and gone through the Medical Devices process, indicating it meets both financial and clinical governance standards.

Have the maintenance costs for the lifespan of Doppler machines been included in costings?

CM confirmed that Doppler machines had been reviewed by the Medical Device Committee and were deemed appropriate for use. As part of the implementation process, it is necessary to confirm whether these devices can be incorporated into the current maintenance contract and to clarify the replacement protocol, given that Doppler machines have a limited operational lifespan.

Additionally, there is a recognised need to ensure that the associated training programme is suitable and sufficient to support safe and effective use of the equipment.

Currently, are people being sent out of County for treatment of this nature? How will these machine enhance the lives of the residents of Powys?

All District Nurses across the County currently utilise Doppler machines as part of standard clinical practice. The proposed application would enable Tissue Viability Nurses to access these machines directly on the ward, rather

than relying on the transportation of equipment from District Nurses. This change would significantly improve efficiency, enhance service delivery, and enable a quicker clinical response.

CM confirmed that the introduction of these machines on the ward would represent an enhancement of existing provisions. The service is already available as standard protocol for individuals requiring pressure garments. Having Doppler machines readily available on the ward would prevent delays caused by waiting for District Nurse visits or until patient discharge, thereby reducing treatment timescales and improving patient outcomes.

ACTIONS:

- **Confirm the Doppler machines are included in the maintenance and clarify replacement protocol and ensure appropriateness of the training programme - MOB**

The Committee **AGREED** to **SUPPORT** in principle and **DELEGATED** authorisation to the Chair, subject to receipt of the above information.

3.3b GF09-202503 - X-ray AI Package (£32,500 +VAT)

MOB advised that this application relates to a software package designed to enhance the functionality of the recently installed AI X-ray machines across Powys. The software supports the rapid detection of critical chest pathologies, offering an additional diagnostic tool to assist clinical decision-making.

CM confirmed that the software has been reviewed by both the Digital Service and Information Governance, who are satisfied with its implementation. The software operates as a pattern recognition tool and is intended as an additional option to the existing diagnostic package, further strengthening the capabilities of the AI X-ray system.

The Committee **APPROVED** the application.

3.3c GF10-202503 - Oska Mattresses (£32,724.00)

MOB advised that the application relates to the procurement of specialist mattresses designed to support patients receiving end-of-life care. The application was brought to the Committee due to the cost exceeding the authorised limit.

Why are the mattresses not already available as standard, with current practice relying primarily on patient turning.

The Health Board does have access to air flow mattresses and varied density mattresses for use in both community and hospital settings, as well as access to community equipment stores where mattresses can be rented. However, the Oska mattresses under consideration are of a higher specification, specifically designed for patients at high risk of skin breakdown. These are top-of-the-range products that the Health Board does not currently have the ability to rent.

ACTION: Confirm these mattresses are the newest release in this product line - MOB

The Committee **AGREED** to **SUPPORT** in principle and **DELEGATED** authorisation to the Chair, subject to **ASSURANCES** in relation to maintenance and replacement strategy.

3.3d LF07-202505 – Mays Miles Match Funding

MOB advised that the purpose of the campaign was to link wellbeing and fundraising to the Improve Infant Feeding Across Powys initiative. As part of the campaign, over 2,300 miles had been travelled and £270 had been raised to support the cause.

The funding application was presented to the Committee for consideration, with three options proposed:

- Option One – Use the £270 raised to purchase the minimum number of items identified by the team
- Option Two – Match fund the £270 to increase purchasing capacity
- Option Three – Provide additional funds to support the optimum package of resources

The Committee **AGREED** to **SUPPORT** Option three.

ACTION: Redesign the Bids application form/develop checklist to provide more information - HB/MOB/CM

3.4 PROJECTS APPROVED UNDER DELEGATED AUTHORITY (CF/25/09)

MOB presented the report, which had been previously circulated, detailing the applications approved under delegated authority since the last meeting of the Committee.

The Committee **DISCUSSED** and **RATIFIED** the expenditure.

3.5. SCHEDULE OF DELEGATION (CF/25/10)

MOB explained that work had been undertaken to review and revise the delegation framework, with proposals brought back to the Committee for consideration. Following approval by the Executive Committee, the authorised limit for application approvals has been increased from £5,000 to £10,000.

It was proposed that the management of General Funds be aligned with these updated delegation levels. Under this arrangement, expenditure below £10,000 would be approved by Fund Managers, with the exception of the Estates Property Fund, for which all requests—regardless of amount—will continue to be brought before the Committee.

Additionally, Adrian Osbourne has been appointed as the Corporate Fund Manager. It was proposed that the establishment of any new fund pot be subject to assessment and validation by Adrian Osbourne, prior to approval.

SP reminded the Committee that historically, all decisions had been routed through the Committee. A Framework is currently under development to ensure that decisions are made as closely and appropriately as possible, in a timely manner, to achieve the most effective outcomes. All decisions made under delegated authority will be reported back to the Committee for transparency and oversight.

Are there any best practice from other health boards across Wales to be drawn upon?

The Health Board does work closely with other NHS Charities in Wales, which had met regularly.

Can you explain what is meant by establishing a new fund pot?

Some services will ask to create a fund when raising small amounts of money. It is important the administration of such funds is proportionate to the amount raised and the intended use, particularly in light of the potential for fund dormancy when monies are raised but not expended.

HB advised that the proposed level of delegation is consistent with the Powys Teaching Health Board (PTHB) Scheme of Delegation, whereby £10,000 is allocated to Deputy and Assistant Directors who act as Fund Managers. This reinforces the alignment between fund management responsibilities and organisational governance structures.

ACTIONS:

- **Explore whether any best practice examples exist from other health boards in Wales, and share electronically if available - MOB**
- **Review the levels of delegation within other Charitable Trusts for comparison – HB**

The Committee **SUPPORTED** the changes to the Scheme of Delegation.

4 ESCALATED ITEMS (CF/25/11)

There were no escalated items.

5 ITEMS FOR INFORMATION/ASSURANCE

5.1 INVESTMENT MANAGER REPORT (CF/25/12)

SP referred to the financial report and explained that since December 2024, there had been a £90,000 devaluation in the investment portfolio. Despite this, the portfolio remains £700,000 above the initial investment of £2.8 million, reflecting strong overall performance. Each year, £100,000 in income has been drawn from the investment to support charitable purposes.

The portfolio investment had performed well in terms of the expectation.

Given the aspect of the market volitive at present, how fast is the Health Board switch/change the investments should there be the need?

Does the Health Board's Ethical Policy cover emerging markets and is there proper due diligence to prevent the Health Board becoming involved in an emerging market which might be reputationally damaging to the Charity?

In response to the above questions, SP confirmed that the Charity relies on Brewin Dolphin to manage the portfolio within a defined risk framework. The Charity opted for a risk level six, which balances capital growth, income generation, and review flexibility.

Regarding ethical considerations, SP explained that when the Charity partnered with Brewin Dolphin, it was presented with a range of risk and ethical investment scenarios. The chosen portfolio is relatively low risk, and Brewin Dolphin is expected to make decisions aligned with the Charity's ethical standards. The Ethical Investment Policy includes provisions to avoid reputational risk, including due diligence on emerging markets.

The Committee **RECEIVED** the financial report.

5.2 INVESTMENT PORTFOLIO – BREWIN DOLPHIN (CF/25/13)

PM joined the meeting

PM referred to the 31 March 2025 Quarterly Report, explaining the global financial landscape was shaped by a complex mix of geopolitical tensions, trade policy shifts and resilient corporate performance. A brief presentation built on a Risk Category 6 mandate and a targeted 3% yield was provided. Attention was drawn to:

- Recent 12 months performance had been positive - 5.35% total return
- Portfolio valued at £3,550,391
- Gross annual income of £117,935 – equivalent to approximately 3.3% annual yield

If the volatility continues how fast can things be moved around and does your organisation have a strategy for that?

Many investments can be sold quickly, with collective investments typically settled within four working days. The investment mandate is managed internally, not outsourced, which gives a high level of accountability and oversight.

The team avoids reactive decisions during market swings to prevent crystallising losses.

Brewin Dolphin actively monitors global events (e.g., Liberation Day in the USA) and reallocates funds based on valuation opportunities, such as shifting from the US to Europe.

Stock market exposure is essential to outpace inflation and generate income but must remain within a defined risk tolerance (not beyond category six).

In terms of equities, in terms of the emerging markets I am seeking some assurance that the Charity would not be entering with emerging markets, which might compromise its reputation.

The emerging markets figure waiting in the portfolio is very low. There is a very diversified exposure in terms of the funds that is invested on behalf of the Charity.

Investment in certain types of hedge funds can be risky, how is that being mitigated?

There are no investments on behalf of the Health Board's Charity. Hedge funds pool money that is managed to outperform average market return.

The Committee **RECEIVED** the investment portfolio update.

5.3. FINANCIAL REPORT (CF/25/14)

SP presented the Financial Report outlining the full-year financial position for 2024–25. These figures will be used in the annual accounts and the Annual Report submitted to the Charity Commission and will be subject to audit. Key headline figures were highlighted:

- Expenditure exceeded income by £133,000
- 12% of the fund balance held within General Funds was spent during the year
- 1.74% of the fund balance held within Legacy Funds was spent during the year

MOB advised that the Charity Team has a scheduled meeting to discuss aims, aspirations, and goals for the upcoming year. A key element of this meeting will be reviewing the fund pots to ensure they are appropriately structured, enabling the Finance Team to better target relevant spend.

It was noted that greater awareness of the Legacy Funds is needed to support the development of suitable projects that align with the purpose of those funds

The Committee **NOTED** the financial summary, and the current level of income received and expenditure of funds from 1st April 2024 to 31st March 2025.

5.4. CHARITY DASHBOARD (CF/25/15)

MOB referenced the previously circulated slide deck summarising the Charity's activity over the past year. This included:

- Income and expenditure
- Measurement and impact of funded projects
- Ongoing development of the Charity's strategic focus
- An increased emphasis was placed on collaboration with external sponsors, particularly the League of Friends, who are classified as other Charities. This collaboration has enabled:
 - Clearer identification of specific expenditure
 - Enhanced support for other Charities contributing to the health and wellbeing of patients and staff across the County

There are approximately nine individual League of Friends groups, which were collectively represented within the tracker to provide a consolidated view of their contributions and associated spend.

The Committee **NOTED** the Charity Dashboard.

6 ITEMS FOR DISCUSSION

6.1. CHARITY MANAGER UPDATE (CF/25/16)

MOB provided an update on activities since the previous meeting of the Committee. Key points included:

- Two outstanding projects remain with Llandrindod Wells League of Friends.
- A decision has been made to suspend the Powys Health Charities Alliance, with future engagement to take place through individual meetings with members.
- Jack and Iris Fund: Funds are now being actively used at Bronllys.
- Collaboration with other NHS Charities in Wales is ongoing. Discussions are at an early stage, with a focus on developing a unified voice across Wales.
- Newtown League of Friends has closed. All local Funeral Directors have been contacted to raise awareness of the Charity.
- Work is underway with Newtown Hospital to further raise the Charity's profile.
- A JustGiving membership has been established to support online fundraising.
- The Bach Grant Scheme has supported eight projects, totalling £2,960.84.
- The Fundraising Regulator has published a new Code of Practice (April 2025), which will come into effect in November 2025.

As part of the Charity's strategy to strengthen future fundraising efforts, the Committee was asked to support membership of the Fundraising Regulator

at an annual cost of £60.00. This would enable the Charity to display the Fundraising Regulator's logo, demonstrating compliance with recognised fundraising standards.

CC clarified that the Fundraising Regulator's logo is not a quality mark, but rather a symbol of commitment by the Charity to operate in accordance with the Regulator's standards. If these standards are not met, the Charity may be held to account.

Key finding from the UK Giving Report included:

- Fewer people than ever are donating to charity
- The public donated an estimated £15.4 billion in 2024
- Only one-third of young people contributed to charitable giving
- Health charities received approximately £2.22 billion
- Around 5.5 million people volunteered during the year
- The May's Miles Campaign was successfully promoted and well received

The Committee **NOTED** the Charity Manager update and **SUPPORTED** the decision for the Charity to become a member of the Fundraising Regulator.

6.2 COMMUNICATIONS (CF/25/17)

CEB provided an update on communications activity since the last Committee meeting in March 2025. The team has focused on increasing engagement and reach across the Charity's social media platforms.

May's Miles Campaign

- Leading up to and throughout May, reels and videos featuring real photographs of Powys patients, staff, and sites were used instead of generic imagery.
- This approach helped maintain momentum and awareness throughout the campaign.

Ongoing Engagement Strategy

- Engagement efforts will continue to grow, with successful grant applicants contacted for feedback and photographs where available.
- These materials will be used to promote the Charity's activities and demonstrate impact.
- Regular updates on ongoing campaigns will be provided to maintain visibility.

Exploration of New Channels

- The team is exploring using GovDelivery and Nextdoor platforms to expand reach.
- The paid ads feature on Facebook is also being considered to further increase engagement.

Have you considered how you will measure the impact of communication and engagement?

Looking at previous posts these were more personalised, including one involving a member of staff who did the bursary nurse scheme. Engagement had been quick and a lot higher. A significant people had interacted compared to some generic posts earlier in the year.

The Committee **NOTED** the Communications update.

6.3. REVIEW OF PTHB CHARITY STRATEGY 2022-25 (CF/25/18)

MOB explained the Charity strategy runs from 2022 to 2025 and was up for review. A plan to review/refresh document and work with the Committee to launch a 2026-2029 strategy.

When reviewing strategies do we include stakeholders in terms of beneficiaries from across the community in order to get a sense of what the community think about the strategy and how the charity is operating?

There is a need to plan the charity strategy review that takes into account appropriate practise. It needs to involve whole board engagement. The Board is the corporate body for the Charity, which will be scheduled in.

ACTION:

- **A draft paper is to be presented at the September 2025 meeting of this Committee – HB and CC.**

The Committee **NOTED** the Strategy needed a review and updating.

7 CONSENT AGENDA(CF/25/19)

No items were raised

8 OTHER MATTERS

8.1. CHARITY STAFFING AND RESOURCE (CF/25/20)

ECB, SJ and MOB left the meeting.

HB advised that historically the Charity Team composed of a Band 6 staff member and a Band 4 staff member. Over the past twelve months interim arrangements had been in place resulting in additional funding being used to support those interim arrangements.

The revised job description for a Head of Charity post has undergone internal Health Board policy review, re-evaluation and consistency checks, resulting in a Band 8A grading. Benchmarking has also taken place across other health board charity roles. The staffing change requires an additional £12,000 per annum plus costs.

Will whoever takes up this role be part of that process for reviewing the strategy?

The intention is to:

- Advertise the post immediately
- Interview and appoint by end of July 2025

- Aim for the successful candidate to be in post by end of October 2025
- The new Head of Charity will play a key role in the review and refresh of the Charity Strategy for 2026–2029.

Will this be a permanent role or are any fixed term options being considered given the current financial situation?

The preference is to move ahead and appoint substantively, on a permanent basis.

The Committee **APPROVED** the recruitment of a Head of Charity (Band 8A) as a substantive post and the retention of budget for a Band 5 officer.

8.2 PROPERTY PORTFOLIO (CF/25/21)

SP advised the Charity holds a one-third share in the Ystradynlais properties portfolio, alongside Swansea Bay Health Board Charity and the Tabernacle Chapel. These properties are under our shared ownership.

The largest of the properties is leased to a private business but the lease is nearing its end. In line with landlord responsibilities, notice must be given to initiate lease re-negotiation. The initial proposal suggests a significant rent increase.

Shared Services Property Services are acting on behalf of the Charity in this matter. Swansea Bay Health Board Charity are leading ongoing discussions regarding the future of the portfolio, including potential disposal of the properties.

Is the proposal for each of the three parties to up their costs as this might be quite challenging?

Any income generated from the portfolio is shared equally with the Charity receiving one third. There are three properties in the portfolio which operate under different leases.

Is there a property strategy or disposal strategy?

The Charity owns a portfolio of properties, distinct from Health Board ownership, and not currently reflected in a dedicated Charity Estates Strategy. The portfolio includes three properties in Ystradgynlais, jointly owned with Swansea Bay Health Board Charity and Tabernacle Chapel (each holding a one-third share) and a quarter share in a farm in Doncaster, which presents ownership and management challenges due to the fractional nature of the holding.

- Each property operates under individual lease agreements, which are re-negotiated as they arise.
- Shared Services Property Services oversee the portfolio from an independent perspective, ensuring compliance with landlord duties and lease management.
- Property Managers act on behalf of all beneficiaries, managing leases and operational matters.

- Income generated from the portfolio is shared proportionally, with the Charity receiving one-third of income from the Ystradgynlais properties.
- There are ongoing discussions, led by Swansea Bay Health Board Charity, regarding the future of the portfolio, including potential disposal of assets.

Are there any covenants on any of the properties that restrict what we can do with them moving forward?

The properties in question were acquired under a historic will, which is now under review due to its considerable age. The Legal and Risk teams are currently reviewing the documentation associated with the will and assessing any legal implications related to shared ownership and management responsibilities

ACTION:

- **Provide an In Committee briefing on the property portfolio and the current status of the lease operations - SP**

The Committee SUPPORTED the proposal to re-negotiate the lease.

8.3 REFLECTIONS(CF/25/22)

The Committee members were invited to forward their reflections/comments in relation to this meeting to the Director of Corporate Governance.

8.3. DATE OF NEXT MEETING (CF/25/23)

15 September 2025 at 10.00 via Microsoft Teams