

CONFIRMED

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING
HELD ON WEDNESDAY 18 SEPTEMBER 2023
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

In Attendance:

Abe Sampson	Charity Manager
Helen Bushell	Director of Corporate Governance and Board Secretary
Sarah Pritchard	Head of Financial Services
Shania Jones	Charity Administrative Support Officer

Apologies

Claire Madsen	Director of Therapies and Health Science
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CF/23/16	WELCOME & APOLOGIES FOR ABSENCE The Chair welcomed members to the meeting. Apologies for absence were noted as recorded above.
CF/23/17	DECLARATIONS OF INTEREST The Chair INVITED any declarations of interest in relation to items on the agenda. Item 2.1a – It was noted for transparency that the Chair was previously the Chief Executive for PAVO. However, the Chair left this post over 12 months ago with no ongoing fiduciary relationship between the two parties, therefore, there was no concern of a conflict of interest.
CF/23/18	MINUTES OF PREVIOUS MEETING HELD ON 05 JUEEN 2023

	The minutes of the previous meeting held on 05 JUNE 2023 were RECEIVED and AGREED as being a true and accurate record.
CF/23/19	<p>ACTION LOG</p> <p>The Committee received the action log, and the following updates were provided:</p> <ul style="list-style-type: none"> • CF/22/65 – This action was marked as completed. • CF/23/05 – This action is on track. Assurance was given to Committee that all digital screens will be up and operational however, some screens in North Powys are waiting on a software update. It was advised that the action remain open until the next Committee to confirm when this process was completed.
ITEMS FOR APPROVAL, RATIFICATION OR DECISION	
CF/23/20	<p>BIDS FOR APPROVAL</p> <p>The Charity Manager presented the Charitable Funds bids to the Committee for approval.</p> <ul style="list-style-type: none"> • PAVO small health grants scheme (£82,500 in total over a period of three years) <p>The proposal asked for an allocation of £25,000 per year which would be distributed in small grants to community groups and third sector organisations for a period of three years (beginning in 2024). In addition to this, an additional administration fee of £2,500 per year (10%) would be required for PAVO to administer and evaluate the programme.</p> <p>The scheme will aim to provide funding to enable voluntary sector groups, community groups and communities of interest to buy equipment and/or to set up/extend or sustain small scale innovative activities that address the specific objectives of the scheme in relation to health and wellbeing (cost of living, transport to wellbeing, wellbeing at home, loneliness and isolation).</p> <p>Following a review from the Executive Committee and the evaluation report, further recommendations have</p>

been made to this new scheme to remedy issues identified during the first iteration of the scheme, which include:

- Allow and encourage applicants to apply for funding across multiple years for their projects (up to 3 years of funding).
- Establish a monitoring and evaluation process that tracks all project participants across the three years of the programme. Setting participant expectations for a longer evaluation period at the project outset.
- The addition of one of the Charity Team as a member of the grants panel.
- An even allocation of funding for South, Mid, and North Powys (circa £8,000 per year) in the grant distribution each year.

Has this been reviewed by the Executive Director of Public Health?

The Charity Manager confirmed that this proposal was reviewed and supported by the Executive Committee and the Executive Director of Public Health is aware of this proposal. The DPH had noted that groups should have the opportunity to apply for a wide range of schemes and the objectives for the new scheme should not be too restrictive.

How much funding did Charitable Funds provide in the first iteration of the scheme?

The Charity Manager explained that the first iteration was set over a longer period due to COVID-19, the total funding given was between £70,000 - £75,000. This also included a 10% administrative fee.

Is it standard practice to include the administrative fee?

The Charity Manager informed the committee that it is good practice in the third sector to have an administration fee included for similar programmes. This is to help ensure schemes can provide a thorough evaluation and fairly factors in the time spent to administer and deliver the scheme.

It was noted by the Chair that Welsh Government's advisement for administration fees is for them to be set between 6-10%.

Are the recommendations required to be completed if the application is approved?

The Charity Manager confirmed that if this application is approved then the project lead will be required to implement these recommendations into the scheme.

The Committee APPROVED the proposal.

- **PTHB audiology vestibular assessment equipment (£29,532).**

The PTHB Audiology request for funding aims to purchase equipment to enable the service to carry out vestibular assessments and improve the patient experience in South Powys. Vestibular assessment is currently outsourced to neighbouring Health Boards in the South of Powys. The PTHB Audiology service is looking to implement their own audiology-led vestibular pathway to improve the current service, but also to repatriate patients to PTHB. This will create equity across Powys, improve (reduce) the patient pathway and provide care closer to home and introduce cost-savings for the Health Board.

This proposal builds on a previous request to expand the service which was made to the Health Board's Investment Benefit Group. The Executive Committee was keen to clarify whether the service felt the additional work would be sustainable and this was confirmed by the Head of Audiology.

There is a question of whether Charitable Funds should be funding a new pathway?

The Executive Director of Finance and IT assured the Committee that this project request would provide support which could enhance the current service offer for patients, not deliver or replace essential service. This

application is for equipment which the Health Board is unable to provide due to restrictive capital budgets. If Charitable Funds is unable to support this application the provision will not go ahead through the PTHB Audiology service.

If the Health Board does not have significant capital for services, does this give Charitable Funds a significant condition to provide the funding? This consideration can be applied to all services across the board. Could reassurance be given that this will not set a precedent if supported?

The Executive Director of Finance and IT agreed with the above statement and reassured committee that funds are required to meet the funding criteria. It was noted that Charitable Funds are not here to replace the Health Board's capital. Charitable Funds are to support and enhance services in Powys, and in this instance, there is an opportunity to enhance the Audiology service and deliver treatment closer to home, more efficiently and more conveniently that could otherwise be achieved. Thus, it is a valid application but the Committee will ultimately decide if it feels it is one which is appropriate to support.

Could clarification be given around the reporting, as within the document it states, 'It is unable to quantify the degree to which the Health Board will benefit from not making referrals due not being able to get all the information.' However, further within the document it states, 'The additional staff will be funded by the gains of not making those referrals.' These two statements seem to conflict one another, if there is a business plan involved could the Charity team provide some reassurance around this.

The Charity Manager noted that within the report, it was difficult to anticipate the benefit in regard to the numbers but that the impact would be measurable and tracked if supported by the Committee through evaluation by the Audiology service based on the number of assessments undertaken over a given period.

Are the Estates team aware of this project? Have all the logistics been considered? For example, storage?

The Charity Manager confirmed that the project team have been through the necessary capital control procedures. The equipment which will be purchased is portable and it is anticipated that this will travel around Powys, potentially being based in Brecon hospital.

ACTION: The Committee requested that the Audiology service return to present a progress report and patient story back to the Committee after 12 months of implementation.

The Committee DISCUSSED and APPROVED the proposal.

• **WOD wellbeing hub resources (£26,000)**

This proposal is aiming to re-introduce the refreshment provision for staff that existed during the Covid-19 pandemic (funded via the Charity and funding received from NHS Charities Together). It is proposed that this support is delivered in three areas:

1. Providing refreshments (tea, coffee, water and biscuits) to all of the wellbeing hubs (see below).
2. Providing tea and coffee making facilities during face-to-face training.
3. Manage a small pot of funding accessible by Assistant and Deputy Directors, and Heads of Profession, to help buy refreshments when running team away days.

Staff in nine hospital sites who will access the wellbeing hubs will benefit, as well as at 24 smaller outreach centres across Powys. Part of the request also includes as training/development budget which can be utilised by staff wishing to hold training/development days. (£10,000).

The request is a two-year request (£13,000 per year for both elements).

It was noted that during the pandemic and after, Unison also supported the wellbeing hubs with resources.

The Committee APPROVED the proposal.

- **Llanidloes dementia garden (£9,800)**

This project has been supported by the local fund manager but is applying to the Powys General Purposes Fund as the Llanidloes General Purposes Fund balance is low. The staff at Llanidloes Hospital have raised £2,000 for the project, therefore, this application is requesting this funding alongside an additional £7,800 of funding from the Powys wide fund.

There are currently plans for a spiritual garden at Llanidloes Hospital. Is there an opportunity to work together to reduce overall costs?

The Head of Financial Services further explained that work was underway to support some of the garden space at Llanidloes through secured lottery funding.

The Charity Manager confirmed that the project leads are co-ordinating together to ensure efficiency across these projects.

ACTION: The Charity Manager will contact the project leads to provide assurance that all garden projects are working together to ensure a coordinated approach which secures the best possible outcome and most efficient use of resources across all the planned Llanidloes garden projects. A report will be brought back to the Committee once the garden projects are completed.

The Committee APPROVED the proposal.

- **Chat to Change request (£6,000).**

This proposal was a request for funding for equipment and items to support the Chat to Change programme for staff wellbeing. This includes:

- C2C Values Lanyards
- Activity Development games (digital software)
- Supporting engagement roadshows

The Charity has previously supported similar requests for the Chat to Change service, but not for some time (over three years).

How much is this proposal for?

The Charity Manager confirmed that the proposal is for just under £6,000.

The Committee APPROVED the proposal.

- **Felindre ward pottery sessions (£7,000)**

This request is applying to the AMI Legacy Fund, which is designated for the use of mental health services in Bronllys and Llandrindod. The proposal is requesting the continuation of creative therapy sessions (pottery) delivered twice per week at Felindre Ward on Bronllys along with a small budget for consumables. The proposal has received support from the relevant Fund Manager but as it is above the delegated approval level of £5,000 it requires approval from the Committee.

Could the charity encourage more projects that focus on arts/arts therapy?

The Charity Manager highlighted previous applications e.g., Horizon project which focused on arts therapy to improve patients' wellbeing. It is within the Charity's aim to work on a structured approach to encouraging funding within this area.

This needs to be extended to other services not just Mental Health.

The Charity Manager agreed and highlighted that the Charity is currently partnering with the Welsh National Opera on a project to help individuals suffering with long COVID. That project has proven to be successful and is

	<p>now looking to expand into other service areas and patient groups.</p> <p>ACTION: The Charity Team will work to create a new funding application programme specifically to encourage new creative arts, entertainment, and therapy activities for patients across Powys and all service areas.</p> <p>The Committee APPROVED the proposal.</p> <p>The Committee DISCUSSED and APPROVED the Bids for Approval.</p>
CF/23/21	<p>EXPENDITURE APPROVED UNDER DELEGATED AUTHORITY SINCE THE LAST MEETING (FOR RATIFICATION)</p> <p>The Head of Financial Services presented a summary of the projects approved under delegated authority during the period of May 2023 – August 2023. A number of requests from various local funds with a combined value of £20,733.</p> <p>Local fund managers can approve individual requests of up to £5,000.</p> <p>The Committee DISCUSSED and RATIFIED the expenditure.</p>
CF/23/22	<p>RESERVES POLICY (FOR APPROVAL)</p> <p>The Head of Financial Services presented the updated reserves policy to the Committee as part of a review process undertaken every two years. The financial figures used to determine the target level are assessed using a three-year rolling average. The currently proposed reserves level is £850k.</p> <p>The calculation of the target level of reserves is as follows:</p> <ul style="list-style-type: none"> • The reserves should include one year’s administration costs (support costs, fundraising costs, and investment management costs). • the reserves should include 20% of the three-year rolling average value of the investments. • 25% of the grant funded activity expenditure should be included in reserves.

	The Committee DISCUSSED and APPROVED the updated Reserves Policy.
ITEMS FOR DISCUSSION	
CF/23/23	<p>CHARITY ACTIVITY REPORT</p> <p>The Charity Manager presented that charity activity report for the period between May – August 2023.</p> <p>Key items highlighted were:</p> <ul style="list-style-type: none"> • The NHS 75 grant scheme – this scheme was positively received with over 43 applications being successful. The Charity team hope to build on the learning and use the framework for future schemes. It was noted that the Charity team was grateful to the support of the Finance team during this period. • League of Friends afternoon tea – this was positively received by League of Friends members and the team are looking to host additional, similar events in the future to continue to build on that connection. • Workplan tracker – The format has been updated and there are some items in the red (at risk) category to note, for example, social media impressions and followers. The return of a bursary scheme proposal during the current year was also highlighted as at risk. • Communications report – this report covered the Charity’s communications between May – August 2023. <p><i>It is important that the Charity and Committee continue to build the relationship with the League of Friends. Is there a way we can monitor and not lose focus on building this relationship?</i></p> <p><i>Can we bring the League of Friends together with oversight/liaison with an independent member?</i></p> <p>The Charity Manager agreed and will ensure that this priority will be built into the Charity workplan for the upcoming year.</p> <p><i>There is a lot of focus on the Nurse bursary scheme, could the Committee consider other potential areas for bursaries?</i></p> <p>The Charity Manager explained that yes, it was the intention with the nurse bursary scheme to extend consideration to other services, using the nurse bursaries</p>

	<p>scheme as a template and taking the learning provided to ensure that other bursaries are successful. It is the intention to replicate this within other services.</p> <p><i>Where will committee receive assurance on this?</i></p> <p>The Charity Manager explained that the evaluation report expected within the next quarter will reflect this and will be presented at the next Committee meeting. The Charity team can also implement this into their reporting to provide further assurance.</p> <p>ACTION: The Charity Manager and Director of Corporate Governance will discuss an appropriate plan to establish further connections between the League of Friends and the Health Board and an appropriate reporting mechanism.</p> <p>The Committee DISCUSSED and NOTED the Charity activity report.</p>
CF/23/24	<p>CHARITABLE FUNDS FINANCIAL SUMMARY REPORT</p> <p>The Head of Financial Services presented the financial summary report. The key messages included:</p> <ul style="list-style-type: none"> • GENERAL FUNDS: From an amount of £2,803,914 held within General Purposes or designated funds at the 1 April 2023, income of £121,256 has been received and £226,825 of expenditure has been paid. This equates to 8% of funds held at 1 April 2023 have actually been spent. • LEGACY FUNDS: From an amount of £1,644,991 of funds held within legacies at the 1 April 2023, £0 income has been received and £22,246 of expenditure has been paid. This equates to 1.35% of funds held at 1 April 2023 have actually been spent. • BANK BALANCE - The Balance held within the bank account at 31 March 2023 is just over £0.797M. Discussions with the investment manager (Brewin Dolphin) 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. They advised the Charity to retain this within the bank over the short term. There are

	<p>some larger items of expenditure expected in the coming months which should reduce the balance closer to the target cash balance of £0.5M.</p> <p><i>Within this period Charitable Funds expenditure was greater than the income. Is this a concern?</i></p> <p>The Head of Financial Services provided assurance that this is not a concern for the Committee at the present time, given the level of the Charity's reserves.</p> <p>The Committee DISCUSSED and NOTED the report.</p>
ITEMS FOR INFORMATION	
CF/23/25	<p>INVESTMENT MANAGER REPORT</p> <p>The investment manager report was DISCUSSED and NOTED by the Committee.</p>
CF/23/26	<p>PROJECT EVALUATION UPDATES</p> <p>The project evaluation update was taken as read.</p> <p>The Committee RECEIVED and NOTED the project evaluation updates.</p>
OTHER MATTERS	
CF/23/27	<p>ANY OTHER URGENT BUSINESS</p> <p>The following business was brought to the attention of the Committee by the Chair and Charity Manager. A recent enquiry had been made for financial support to an individual who has been nominated for a national staff award. The award ceremony would take place in London and the individual would struggle to afford the cost of attending the award.</p> <p>The Committee was asked for its view on whether offering such support would be suitable for Charitable Funds for future requests. The Charity Manager noted that in the past Charitable Funds have not been used to support similar requests. However, given the changing financial and economic circumstances the discussion should be revisited and captured. If the Committee would deem it appropriate to support such a request, then the Charity team would work to create guidelines and an application process to be brought forward for further consideration.</p>

	<p><i>There is some concern regarding volume and whether the Committee would have to consider other nominees. However, this individual case is for a national award therefore, the individual will be representing the Health Board and their team/service widely. It is a good opportunity for the recognition and celebration of the innovative, hard work carried out by staff. There would certainly have to be further considerations given if it was a cross Health Board or local award.</i></p> <p><i>There needs to be consideration on what the award is, which elements could be supported, and to what level but that would likely be done on an individual case by case basis.</i></p> <p><i>If possible, it would seem appropriate that those with delegated authority to APPROVE Charitable Funds requests (Fund Managers) would have the ability to approve such requests.</i></p> <p>The Committee AGREED to further explore the potential for Charitable Funds requests which support staff members with costs for nominated awards, subject to undertaking due diligence.</p> <p>ACTION: The Charity Manager will work with the Director of Corporate Governance to research and develop a proposed policy, guidance and authorisation process for individuals wishing to apply for such support. This will return to the Committee for Approval.</p> <p>The Head of Financial Services noted that an update on the planned audit of the Charitable Funds accounts would be provided at the next meeting.</p> <p>The Committee DISCUSSED and NOTED the items above.</p>
CF/23/28	<p>DATE OF NEXT MEETING</p> <p>07 December 2023, 10:00-12:00, Via Microsoft Teams</p>