

**CONFIRMED**

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING  
HELD ON WEDNESDAY 05 JUNE 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

**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

**Apologies**

Hayley Thomas	Interim Chief Executive Officer
Claire Madsen	Director of Therapies and Health Science
Helen Bushell	Director of Corporate Governance and Board Secretary

CF/23/01	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b> The Chair welcomed members to the meeting. Apologies for absence were noted as recorded above.
CF/23/02	<b>DECLARATIONS OF INTEREST</b> The Chair INVITED any declarations of interest in relation to items on the agenda.
CF/23/03	<b>MINUTES OF PREVIOUS MEETING HELD ON 01 March 2023</b> The minutes of the previous meeting held on 01 MARCH 2023 were received. The Committee discussed and the following amendment to CF/22/69 was made:

	<p>'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.'</p> <p>The Committee APPROVED the minutes.</p>
CF/23/04	<p><b>ACTION LOG</b></p> <p>The Committee received the action log, and the following updates were provided.</p> <ul style="list-style-type: none"> <li>• CF/22/67 – Presented to committee and action was closed.</li> <li>• CF/22/65 – This action is still outstanding for the Charity team. The Charity Manager provided an update which highlighted progress made since March 2023 meeting following the introduction of the NHS 75 grant scheme and other improvements. There have been over 50 Charitable Funds applications made since the last meeting. It was proposed that this action remains on the action log until at least the next meeting, to allow for the engagement plan to be implemented.</li> </ul>
<b>ITEMS FOR APPROVAL, RATIFICATION OR DECISION</b>	
CF/23/05	<p><b>GENERAL BIDS FOR APPROVAL</b></p> <p>The Charity Manager presented the general bids to Committee for approval.</p> <ul style="list-style-type: none"> <li>• <b>Staff Excellence Awards 2023 (£19,750)</b> This bid was previously reviewed and supported by the Executive Committee.</li> </ul> <p><i>Have Charitable Funds previously funded the Staff Excellence Awards? And how much was awarded?</i></p> <p>The Charitable Funds Manager explained in previous years, Charitable Funds has supported the staff excellence awards. However, it was for a considerably lower amount, as it was a smaller event. The staff excellence awards has not taken place since 2019 and the Charitable Funds Committee had agreed to support</p>

an iteration of the wards for 2020 (for a cost of up to £8k), which could not take place due to the pandemic.

The reason this current bid is for a higher amount is because the communication team wanted to provide the staff with a special event following the lack of events for four years and to also provide a celebration opportunity to mark the NHS 75<sup>th</sup> birthday. A large portion of this budget is for catering and the team have also budgeted for a contingency to ensure that all expenses are covered.

*The nominations have already been advertised, what would happen if this does not get approved?*

The Director of Finance and IT explained that there are contingencies in place such as the event moving to a virtual platform.

*Would Charitable Funds be required to approve the same amount next year?*

The Charity Manager explained that this year's planned event is larger and would not be expected to be repeated at this scale. All feedback from the Committee will be taken back to the planning team and will be considered for future planning. It was noted that the Charity's support for the staff awards would be part of a wider programme to support staff wellbeing in Powys, with potential links to many other bids such as the wellbeing packs for staff proposal (see below).

The Director of Finance and IT provided further insight from previous discussions with the Executive Committee that an evening event had been suggested from staff feedback and had been preferred to ensure there would be less disruption to the day-to-day running of services. It was also noted that many attendees are making their own way to the event and the Executive Committee thought it would be unreasonable to ask attendees to pay for catering.

The Charitable Funds Committee noted that the overall costs were high, however, the Committee recognised the relevant factors that had influenced this:

- There have been significant cost increases for catering/event hire in the four years since the previous staff awards request.
- The format and scale of the event has been changed to accommodate staff feedback, ensure the event is more accessible for staff and help distinguish the event from others which take place during the working day.
- The 2023 event would be a unique opportunity to recognise staff contributions from the last 3-4 years during the Covid-19 pandemic. The event will also commemorate a significant milestone in NHS 75.

The Charitable Funds Committee was therefore happy to support on this occasion but noting that any similarly costed requests in future would be unlikely to be supported.

The Committee SUPPORTED the 2023 Staff Excellence Awards proposal.

- **Llanidloes Hospital Palliative Care Room AV Upgrades (£12,753.16)**

This bid was previously reviewed and supported by the Executive Committee. The application has been submitted to the South and Mid Powys Palliative Care Legacy Fund and has been supported by the local fund manager.

*Was this facility previously paid for by Llanidloes League of Friends?*

The Charity Manager confirmed that it was previously funded by League of Friends.

*Are there any contingencies in cost to ensure the applicants will not have to return to Charitable Funds if they overspend?*

The Director of Finance and IT explained that it would depend on the variation and there would be a reasonable allowance. If it was under the threshold of £5,000 it can be signed off locally. However, if it exceeds that it would have to return to Charitable Funds.

The Charity Manager also assured the Committee that this application should be an accurate and reasonable estimate of the cost, therefore, it should not need to return.

The Committee SUPPORTED the Llanidloes Hospital Palliative Care Room AV upgrades.

- **Digital Screen Licenses (£3,498)**

This proposal was for the purchase of new three-year digital licenses to support the use of digital screens for staff communications which had been previously funded by the Charitable Funds Committee in 2020. The request was for the purchase of licenses for a new software to what had previously been used for the screens. The new software is cheaper and would bring the screens in line with other Health Board systems.

*Should this be supported by the Health Board itself?  
These screens are particularly helpful for staff who are unable to get to a computer to receive updates from the Health Board.*

The Committee noted that should the proposal be supported, it should be with a view to the project lead securing the long sustainability of the software and the screens without Charitable Funds, following the end of the three-year period.

*Are all the screens up and running?*

**ACTION:** The Associate Director of Corporate Business is to discuss this with the Head of Communications and support services to ensure that all screens provided by Charitable Funds are installed and are currently working.

	<p>The Committee SUPPORTED the digital screen licenses request.</p> <ul style="list-style-type: none"> <li> <p><b>Hearing Assessment Equipment (£3,291)</b></p> <p>This proposal was for the purchase of one additional audiometer and one additional otoscope for the Audiology team. It was noted this would have a positive impact on Powys waiting times and how the service operates.</p> <p><i>Could this be something Charitable Funds can provide to North Powys as well?</i></p> <p>The Charity Manager explained that the reason this bid came to Charitable Funds is due to it being located in Bronllys. Other areas would be able to apply via local funds however, as the Bronllys local fund is low, it required submission to the general purposes fund.</p> <p>The Committee SUPPORTED the hearing assessment equipment.</p> </li> <li> <p><b>Occupational health request - wellbeing Bags for Staff (£1,900)</b></p> <p>This proposal was seeking funding for wellbeing bags or packs for staff who are nominated by their colleagues. The Charity Manager noted that if supported, this will be linked to the previous application for the staff excellence awards to help secure nominations for staff.</p> <p>It was discussed that the wellbeing bags should also be gender neutral.</p> <p><i>What's the criteria for who will receive a bag?</i></p> <p>The Charity Manager explained that the reason behind linking with the Staff Excellence awards is due them already having a process and criteria in place to determine who should receive a wellbeing bag.</p> <p><i>There is very little information on how the project will be implemented, can this be clarified?</i></p> </li> </ul>
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	<p>The Charity Manager explained there would be an opportunity for staff to nominate colleagues for going over and above their work, making a positive impact on patients, staff and the community.</p> <p>The Committee SUPPORTED the staff wellbeing bags.</p> <p>The Committee DISCUSSED and APPROVED the above proposals.</p>
CF/23/06	<p><b>COVID RESPONSE FUND APPLICATIONS</b></p> <p>The aim of the COVID Response Funding were to distribute the funds on projects which directly support staff and patients impacted by COVID-19 in 2020 and 2021. With over £150,000 received and allocated, some of the projects were indefinitely delayed and NHS Charities Together subsequently provided more flexibility for the funding to enable it to be allocated towards projects which are related to addressing the impacts and disruptions of COVID and the pandemic on staff and patients, and to support their general wellbeing.</p> <p>The Committee was requested to APPROVE ten bids with a combined value of up to £4,880 to the fund.</p> <p>It included:</p> <ul style="list-style-type: none"> <li>• NHS 75 Local Powys Hero / Town Community Council request (up to £2,180) - This has been made as a request related to NHS 75 which has activity across Powys to fund a memento gift for each town and community council in Powys to present to a Powys Local NHS Hero, to build community participation in the recognition and celebration of NHS staff as we approach the 75th anniversary of the founding of the NHS.</li> </ul> <p>In addition, nine NHS 75 celebration event requests (all designated as requests for £300 unless otherwise stated) for the following areas and/or services:</p> <ul style="list-style-type: none"> <li>• Bronllys Hospital Psychology Team</li> <li>• Bronllys Hospital Learning Disabilities Team</li> <li>• Powys Living Well Staff</li> <li>• Powys Information Governance Team</li> </ul>

	<ul style="list-style-type: none"> <li>• Powys Complex Trauma Team</li> <li>• Health volunteers at Bronllys, Llandrindod, Newtown</li> <li>• Powys Library Service</li> <li>• Bronllys Royston Hall, community event</li> <li>• Bronllys Integrated Autism Team</li> </ul> <p>Each of these is for a maximum of £300 and are being utilised to support a wide variety of projects which include: staff team building, patient and community engagement, wellbeing activities, etc.</p> <p><i>Can it be clarified how the local councils participate?</i> The Charity Manager explained the local councils will be responsible to enlist nominations from their local communities and would then get to present the award.</p> <p><i>The NHS 75 celebrations applications are mainly Bronllys is this the same issue as before?</i> The Charity Manager explained that this is similar to the hearing assessment equipment. These requests are for services or teams located in Bronllys.</p> <p>36 applications were funded through their local fund but due to Bronllys local fund being low, the submission must be made to the general-purpose fund.</p> <p>The Committee DISCUSSED and RATIFIED the COVID response fund application.</p>
CF/23/07	<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 February 2023 – April 2023. A number of requests from various local funds with a combined value of £32,315. Local fund managers can approve individual requests of up to £5,000.</p> <p>The Committee DISCUSSED and RATIFIED the expenditure.</p>
CF/23/08	<p><b>CHARITY BRAND IDENTITY &amp; GUIDELINES</b></p> <p>The Charity Manager presented the paper to Committee which outlined the new brand identity and guidelines for the Charity.</p>



	<p>The brand identity guidelines document presents an overview of the rationale and inspiration for the branding, the brand values, visual logo marks and examples of how the branding will be applied and used on various media/content.</p> <p>Crucially, it also outlined the proposed new name for the Charity, which would be: Powys Health Charity / Elusen Iechyd Powys, with the tagline or sub-heading of 'Taking Care of Powys'. The Committee will note that the colour palate for the Charity's logo is heavily influenced by Powys' geography and landscape.</p> <p>The new branding has been developed over the past twelve months in partnership with the external marketing agency jamjar pr. Its development has been informed by feedback and input from the Charity's various stakeholders. This iterative process to establish core values and a compelling narrative has led to the brand identity which is set out in the Brand Guidelines.</p> <p>The Plan is to have a 'soft launch' to tie into the NHS 75 celebrations and continue with a more extensive promotional campaign later in the year.</p> <p>The Committee DISCUSSED and APPROVED the Charity Brand and guidelines.</p>
CF/23/09	<p><b>STAKEHOLDER ENGAGEMENT PLAN</b></p> <p>The Charity Manager presented the stakeholder engagement plan to the Committee. This plan is to provide a working framework for the Charity's future communications and engagement activity over the next 18 months.</p> <p>It was explained that the plan will map out the existing engagement activity of the Powys Teaching Health Board Charity and to establish a pathway to retaining, expanding and diversifying the audiences which engage with the Charity.</p> <p>The plan aims to address two key engagement issues:</p> <ul style="list-style-type: none"> <li>• The Charity does not have an established brand identity or presence in the Powys community.</li> <li>• The relationship and connection between the Charity and the Health Board/NHS/local hospitals is often unclear to stakeholders.</li> </ul>

	<p>The plan is divided into sections which provide some context, map out stakeholders and how the Charity wants them to think and feel about the Charity which will inform communications. There is also a SWOT analysis and finally some actions to improve engagement and the indicators by which to measure progress.</p> <p><i>In SWOT analysis it references a good relationship in connection with other Welsh NHS Charities, what about English NHS Charities?</i></p> <p>The Charity Manager explained the reason the Welsh charities were noted in the report is due to the established connection. However, it is important to note that the charity has connections within England, Scotland and Ireland due to NHS Charities Together membership. Our charity is able to connect through tools such as members connect and conference events. There are also regional and special interest groups which allows for opportunities to establish networks with other charities.</p> <p><i>How will this be reported?</i></p> <p>The Charity Manager confirmed this will be reported back to Committee via the Charity activity report.</p> <p>The Committee DISCUSSED and APPROVED the stakeholder engagement plan.</p>
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<b>ITEMS FOR DISCUSSION</b>
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CF/23/10	<p><b>CHARITY ACTIVITY REPORT</b></p> <p>The Charity Manager presented that charity activity report for the period between February – May 2023.</p> <p>Key items to highlight are:</p> <ul style="list-style-type: none"> <li>• NHS 75 – since the Committee last meet the team launched the NHS 75 grant scheme to engage staff members and has been hugely successful. In addition to this the Charity team is hosting an afternoon tea for League of Friends members on 10<sup>th</sup> July.</li> <li>• NHS Charities Together National Conference – The Charity Manager attended the Conference in May to represent Powys and more broadly Welsh NHS charities, having been appointed as a co-chair of the Wales Regional Group of NHS Charity members in early May.</li> </ul>
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	<ul style="list-style-type: none"> <li>• NHS Charities Together Development Grant - Following a successful grant application to NHS Charities Together, the Charity has been awarded a development grant of £30,000 to help support the Charity in its operational aims. The Charity plans on using this funding to develop, launch and promote its own website.</li> <li>• Fund Planning - A key workplan objective for the Charity team in 2023 is the more equitable distribution of funding requests, proportionate to the balance of various funds (particularly those outside of the Powys General Purposes Fund).</li> <li>• Social Media report</li> </ul> <p>It was noted that for future reports that the social media statistics to be presented by graphs as it will be easier to read and analyse.</p> <p>The Committee DISCUSSED and NOTED the Charity activity report.</p>
CF/23/11	<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 £228,689 has been received and £138,326 of expenditure has been paid. This equates to 5% of funds held at 1st April 2022 have actually been spent.</li> <li>• A loss in valuation of the Investment portfolio of £230,000 has been indicated over the past 12 months. Within the balance of General funds is an unrealised gain on investments of £514,175 which is the amount the investment valuation above the amount invested as at 31st March 2023.</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 £14,790 of expenditure has been paid. This equates to 0.89% of funds held at 1st April 2022 have actually been spent.</li> <li>• BANK BALANCE - The Balance held within the bank account at 31st March 2023 is just over £0.927M.</li> </ul>

	<p>Discussions with the Charity's investment advisors have taken place to determine whether a short-term investment option was available but they advised that they could not guarantee any short-term investments would repay the amount invested. A minimum term of investment of 3 years is advised to minimise risk. Therefore, they advised the Charity to retain these funds within its bank account over the short term. There are some larger items of expenditure expected in the coming months which should reduce the balance to approximately £0.7M but this will still be slightly above the target cash balance of £0.5M.</p> <p>The Committee DISCUSSED and NOTED the report.</p>
<b>ITEMS FOR INFORMATION</b>	
CF/23/12	<p><b>INVESTMENT MANAGER REPORT</b></p> <p>The investment manager report was DISCUSSED and NOTED by the Committee.</p>
CF/23/13	<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>
<b>OTHER MATTERS</b>	
CF/23/14	<p><b>ANY OTHER URGENT BUSINESS</b></p> <p>The Head of Financial services brought to the attention of the Committee an update in regard to the one third ownership of a property in the Charitable Funds investment portfolio. It was noted that changes to the lease contract had been proposed by the property management company which would see the rental income for the property will increase and additional flexibility built into the lease which would allow for a break clause after a period of three years. Some additional minor repairs to the property are required but these will be paid from the rental income.</p> <p>The internal property team are content with the approach suggested by the property management company and the Committee was asked to Approve this approach.</p>

	The Committee DISCUSSED and APPROVED the proposed changes outlined by the Head of Financial Services.
CF/23/15	<b>DATE OF NEXT MEETING</b> 18 September 2023, 10:00-12:00, Via Microsoft Teams