

CONFIRMED

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING
HELD ON THURSDAY 07 DECEMBER 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/23/29	<p>WELCOME & APOLOGIES FOR ABSENCE</p> <p>The Chair welcomed members to the meeting. Apologies for absence were noted as recorded above.</p>
CF/23/30	<p>DECLARATIONS OF INTEREST</p> <p>The Chair INVITED any declarations of interest in relation to items on the agenda.</p> <p>It was noted that Rhobert Lewis has been made Champion of Research and Innovation for the Board, which is relevant to item 2.1a. The Chair and Director of Corporate Governance assured the Committee that there was not a concern that this would impact the decision-making process.</p>

CF/23/31	<p>MINUTES OF PREVIOUS MEETING HELD ON 18 SEPTEMBER 2023</p> <p>The minutes of the previous meeting held on 18 SEPTEMBER 2023 were RECEIVED and AGREED as being a true and accurate record.</p>
CF/23/32	<p>ACTION LOG</p> <p>The Committee received the action log, and the following updates were provided for the following actions:</p> <ul style="list-style-type: none"> • CF/23/20a – on track • CF/23/20b – on track • CF/23/27 – on track <p>Actions recommended for closure:</p> <ul style="list-style-type: none"> • CF/23/05 • CF/23/20c <p><i>Additional comments were made and Mr Lewis expressed his support as well as offered to review and help develop a new fund.</i></p> <ul style="list-style-type: none"> • CF/23/23
ITEMS FOR APPROVAL, RATIFICATION OR DECISION	
CF/23/33	<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"> • RIC Hub Innovation Fund / OKKO health project request (£11, 500) <p>The RIC Hub successfully applied for up to £150,000 over three years for an innovation fund grant scheme in December 2022. The launch of the scheme has been delayed to early 2024. This proposal is seeking support in order to utilise some of the first-year funding allocation for the pilot of the OKKO health app, ahead of the launch of the full grant scheme.</p> <p>OKKO Health is a home-monitoring smart phone app which measures a user’s visual acuity and can identify sight deterioration at an early stage. This funding will provide</p>

support to 150 patients diagnosed with Wet Aged Macular Degeneration (AMD) to evaluate the app against current pathways for Wet AMD.

The RIC Hub panel is set to meet in early 2024 for the rollout of the grant scheme, and it was noted that the Charity Manager will be included on that panel.

The Committee was reassured that this software will not be implemented without having gone through the appropriate Information/Digital Governance processes.

The Director of Finance and IT explained that compliance with the Health Board's Cyber Security systems was an essential part of the implementation process. There is an IT/Digital governance group which would check to ensure it meets the Health Board's requirements.

What level of confidence can be given that the money will be used according to the original application?

The Charity Manager clarified that the plan for the first year was a panel process, this has been delayed and is set to continue early 2024. The RIC Hub team asked that this application be brought in advance due to the timings and delays, to show there are projects ready to go ahead. When the panel process begins it would then start with a slightly reduced allocation for the first funding round.

Could clarification be given around what happens if all funding is not allocated? For instance, during the first year if the funding is not all allocated does it roll-over to the following year, increasing the allocation amount?

The Director of Finance and IT explained that there is an allocated amount and if no suitable grants apply then the funding will remain in the Charitable Funds account. The future funding amount does not increase if the funding is not allocated.

Would it be possible to have an update to see how the project is progressing? An update would ensure that committee are keeping track and know how the project is progressing.

The Charity Manager reassured committee that he will be sitting on the panel and will be able to report back to committee on the RIC Hub's progress. The Charity Manager has agreed to provide an update to committee in three months' time.

ACTION: The Charity Manager to provide an update to the Committee on the progress of the RIC Innovation Grant in March.

The Committee APPROVED the RIC Hub OKKO health app project request.

- **Epynt ward seating for stroke/neuro patients (£6,250)**

This application is for bespoke medical seating to support the rehabilitation of stroke and neuro patients on Epynt ward at Brecon Hospital.

It is noted in the application that it comes with an annual service and deep clean, will the Health Board take up those costs once the warranty period has ended?

The Charity Manager explained that with any requests through the Charity, applicants are required to consider maintenance costs for the long term and alternative means of funding this. It has only been stated in this application because the initial service period and deep clean is included in the cost of the equipment.

These will be placed on Epynt ward, within the application it says the benefit will be for North, Mid and South. Is that a mistake on the application?

The Charity Manager confirmed that this was a mistake on the application saying it would also benefit North and Mid Powys. This application will provide benefit to South Powys patients.

Has this equipment been approved through the Medical Devices process?

The Head of Financial Services explained that specialist chairs are not necessarily classed as medical devices,

however, they are subject to the standard procurement rules and a medical devices form will be completed (if required) before the devices can be procured.

- **PTHB volunteer programme (£10,500)**

This application is for the Committee to consider supporting the implementation of a refreshed Powys Teaching Health Board (PTHB) volunteer programme. The programme has undergone a restructure which was previously managed by Powys Association of Voluntary Organisations (PAVO). Currently, there is no budget to support volunteer expenses for this programme. This funding request would support the launch of the programme and expenses associated with new volunteers over a 12-month period. This would include volunteer expenses, DBS checks, ID badges and additional support needed.

The Charity Manager asked the Committee to discuss whether the Charity should provide support for DBS checks under this request.

Why might the Committee not support funding for DBS checks?

The Charity Manager explained that some previous Charitable Funds applications with any elements which are considered necessary regarding the safety of patients or beneficiaries, had not been supported. The reasoning for this had been that clinical safety or general safety is often considered a mandatory provision, and therefore, not appropriate for Charitable Funds to support. However, that is not to say that in this instance Charitable Funds should not support but rather, it is an important consideration for the Committee.

The Committee discussed the above, noting that as the volunteer programme is not a mandatory NHS service provision, there is a distinction in this instance and that the DBS check can be included for consideration and materially enhances the scope of how volunteers can benefit the NHS in Powys.

Additionally, it was noted that this programme could be a much bigger opportunity for the Charity to have a substantial impact across Powys and that it would be helpful to have continued discussion around volunteering and this volunteer programme, if supported, at future Charitable Funds Committee meetings.

The request (£10,000) seems low, will additional funding be needed in the future?

The Charity Manager explained that during the discussions around the programme and establishing the budget the team highlighted that many volunteers do not claim back their expenses and see their volunteering as an opportunity to give back to the community. Much of the application was developed with planning for all volunteers to claim all appropriate expenses, despite this often not being the case. It was, therefore, difficult to establish an accurate budget. It was noted that the first 12 months of the new programme will help to determine how much is allocated in order to help influence the future annual budget of the scheme.

The Head of Financial Services highlighted to the Committee that any potential payments made regarding the volunteers and personal payments etc, will be made via the Health Board and its payment processes, and that Charitable Funds would be used to provide an overall contribution to the programme.

The Health Board has previously been unsuccessful in managing a volunteer programme due to the difficulties in implementing the necessary policies and procedures. Has this been considered when developing this application and what learnings have been implemented to ensure success with the new programme?

The Charity Manager responded to the comment, highlighting that during the initial discussions the project team have been working towards ensuring the programme has more flexibility for organisations which have their own volunteers to ensure the processes are much swifter. It was also noted that perhaps being a third party and part of the

	<p>third sector will help the Charity to support the programme moving forward.</p> <p>The Head of Financial Services further explained that the team behind this application have also reached out to neighbouring Health Boards who have established volunteer programmes to learn from them.</p> <p><i>Should this be considered at a different committee? Perhaps the Workforce and Culture Committee to look at the policies and procedures, and scaling upwards to ensure the Health Board is capable of this.</i></p> <p>The Director of Corporate Governance agreed that this should be discussed further. The next step would be to contact the Director or Workforce and OD in order to provide further assurances to the Committee Chair, and a further discussion regarding the long term vision for the programme would be referred to the Executive Committee and the Workforce and Culture Committee at a later date. This would not delay the progress or support of the programme.</p> <p>ACTION: The Director of Corporate Governance to liaise with the Director of Workforce and OD and the Chair regarding additional volunteer programme assurance.</p> <p>ACTION: Further discussion on the long-term strategic development of the volunteer programme, and the potential for further Charitable Funds support will be discussed by the Executive Committee.</p> <p>The Committee APPROVED the Volunteer programme proposal, with the above actions agreed to be undertaken.</p> <p>The Committee DISCUSSED and APPROVED the Bids for Approval.</p>
CF/23/34	<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 September to October 2023. A number of</p>

	<p>requests from various local funds with a combined value of £12,783.</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/23/35	<p>UPDATES TO CHARITY POLICIES AND DOCUMENTS (FOR APPROVAL)</p> <p>The Charity Manager presented the updated policy documents following the most recent governance review. The documents for review included the Terms of Reference, FCP 007 Charitable Funds Policy and Donation Guidelines for Health Board staff.</p> <p>The documents were last reviewed in December 2022 and many of the changes were to reflect the new name and branding of the Charity which was implemented earlier in the year. There were also additions to the Terms of Reference which reflected the updated Charities Act 2022.</p> <p>The Head of Financial Services drew the Committee’s attention to the guidance around the festive period and the limit on gifts for patients who are in hospital over Christmas. The existing limit for such requests has been £10 per person however, this has not increased over several years and does not reflect the current economy for goods. Therefore, it was asked whether the Committee would consider raising this limit to a sum of up to £20 per person. It was noted that there is a relatively low volume of these requests from wards, so this would not have a significant cost implication for Charitable Funds. Although this figure would be higher than other Health Boards, there is a far lower number and uptake of these requests in Powys.</p> <p>The Committee discussed and agreed that the proposed change in guidance (for a £20 limit) would be appropriate and implemented for these requests.</p> <p><i>Within the Terms of Reference, there are Executive Directors listed as members of the Committee is this correct? In other Committees only Independent Members (IM) are considered members.</i></p> <p>The Director of Corporate Governance explained that for other Committees that is correct, however, Charitable</p>

Funds is slightly different due to the fact that it oversees a separate legal entity (the Charity) on behalf of the Board, which is the Corporate Trustee. As such, the Director of Finance and IT and a nominated Executive hold a trustee or member position, as members of the Board. However, the Charitable Funds Committee is still designed to be weighted towards an IM majority.

In the FCP 007 policy, on page 14 there is some concern around the way this is worded. Staff wellbeing is a crucial area, and it is currently worded 'Staff functions are difficult to meet the public benefit test'. Improving staff wellbeing is a positive charitable initiative and something which the public has increasingly been inclined to support in recent years. It is also a core part of funding for the Charity and not something which is considered difficult. Therefore, perhaps greater clarity could be given here and the guidance should be reworded to reflect that.

The Charity Manager agreed with the comment made and explained that the intended purpose of this guidance was to indicate to staff that when they make an application for staff functions, there needs to be clarification on how it will benefit staff wellbeing. The Charity Manager agreed to update the wording to reflect this more clearly.

The wording does not need a big change for example, instead of 'difficult to meet' the line reads 'Staff functions must meet the public benefit test'. It may be better to focus on guiding support for 'wellbeing issues'.

The Director of Corporate Governance clarified that the Terms of Reference will be taken to the Board as the Board retained the final approval on this item.

During the section on 'processing purchases and procedures for the reimbursement of reasonable expenses incurred within the remit of their duties.' Could clarification be as to what this means?

The Charity Manager explained that this has arisen due to recent charitable requests which have been related to personal expenditure for example, attending conferences. This is to clarify the process for them and make it easier to go through the expenditure process for Charitable Funds to reimburse.

ACTION: The Charity Manager will update the wording on page 14 of FCP 007 policy to reflect

	<p>comments made with regard to funding applications for staff wellbeing and social functions. The updated Terms of Reference document will proceed to the Board for final approval.</p> <p>The committee DISCUSSED and APPROVED the updated policies and documents.</p>
CF/23/36	<p>2024 (January-March) CHARITY ANNUAL WORKPLAN (FOR APPROVAL)</p> <p>The Charity Manager presented a workplan for late December 2023 to the end of March 2024 to align the Charity’s workplan activities to the financial year for consistency with other strategic documents and planning. The existing Annual Workplan for the Charity runs across the calendar year and this workplan is presented to bridge the gap until April 2024.</p> <p>A new 12-month workplan, for April 2024 to March 2025, will be presented to the Committee in March for approval. This will also allow for any discussion on strategic priorities in January 2024 to also inform this new workplan.</p> <p>The committee DISCUSSED and APPROVED the 2024 (January-March) Charity Annual Workplan.</p>
CF/23/37	<p>NHS CHARITIES TOGETHER MEMBERSHIP FOR 2024/25</p> <p>The Charity Manager presented a request to the Committee for continued membership as part of NHS Charities Together’s membership scheme for the 2024/25 financial year, at a cost of £1,750.</p> <p>The membership cost is scaled to the size of the organisation and PHC falls into the above cost bracket. The Charity has been a member since 2020, with costs of membership for the previous three and a half years covered through the grants provided to members during this time. The Charity has received £175,000 in grant funding during this time from NHS Charities Together.</p> <p>Benefits of membership will include: the opportunity to apply for exclusive grant funding (not available to non-members); access to resources, toolkits, training, and help</p>

	<p>and support from the member network through their online platform (Member Connect); attendance at the national conference and other events throughout the year; support and collaboration through the dedicated regional and special interest groups facilitated by NHS Charities Together throughout the years across the UK.</p> <p>If supported, the benefits and impact of membership will be closely monitored during 2024/25 to assess value for money and whether to continue with membership in future years.</p> <p>The committee DISCUSSED and APPROVED the request for NHS Charities Together membership for 2024/25.</p>
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ITEMS FOR DISCUSSION	
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CF/23/38	<p>DRAFT ANNUAL ACCOUNTS & REPORT 2022/23</p> <p>The Head of Financial Services presented a draft summary of the Charity’s annual accounts & report for 2022/23. The audit is due to start week commencing 11 December 2023 and will approximately take three weeks.</p> <p>It is likely that an extraordinary meeting of the Committee is stood up in January to ensure the final accounts can be reviewed by the Committee, ahead of progressing to the Board for final approval. The accounts must be submitted to the Charity Commission by the end of January.</p> <p><i>In regard to the income and expenditure figures, it seems that the income is less than the expenditure, is this something we should be concerned about moving forward?</i></p> <p>The Head of Financial Services reassured the Committee that the current balances do not mean the Charity needs to restrict expenditure. It was advised that the Charity should be encouraging spending in order to utilise its funds.</p> <p><i>Is the Charity expecting any challenges or issues within this audit?</i></p> <p>The Head of Financial Services confirmed that the expectation is for a routine audit and for no issues to arise.</p>
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	<p>The committee DISCUSSED and NOTED the draft for the annual accounts and report 2022/23 report.</p>
<p>CF/23/39</p>	<p>CHARITY ACTIVITY REPORT</p> <p>The Charity Manager presented that charity activity report for the period between September – November 2023.</p> <p>Key items highlighted included: the virtual Staff Excellence Awards, the development of the Charity’s new website, and information on a number of new legacy donations that the Charity has either received or is expecting to receive in the coming months.</p> <p>There are also summaries of the Charity’s social media channels and activity as well as current workplan updates. A number of workplan targets which have not yet been completed or will not be completed by the end of 2023 will be carried across for 2024 and the 2024/25 financial year. These have been outlined on the tracker with updates to all other objectives.</p> <p><i>With the newsletter, the Charity currently has approximately 55 individuals signed up, has considerations been made on how to increase this?</i></p> <p>The Charity Manger confirmed that there are steps being made to increase the mailing list, however, the majority of the readership comes from interactions on social media platforms, the website, Sharepoint posts, or from individuals being forwarded the newsletter. The focus for the Charity team is to encourage individuals finding the newsletter through those sources to sign up to ensure they receive it directly via email.</p> <p>The Committee DISCUSSED and NOTED the Charity activity report.</p>
<p>CF/23/40</p>	<p>CHARITABLE FUNDS FINANCIAL SUMMARY REPORT</p> <p>The Head of Financial Services presented the financial summary report for the period ending 31 October 2023.</p> <p>Key messages included:</p> <ul style="list-style-type: none"> • GENERAL FUNDS: From an amount of £2,629,327 held within General Purposes or designated funds at the 1 April 2023, income of £193,945 has been received and £269,750 of expenditure has been paid.

	<p>This equates to 10% of funds held at 1 April 2023 have actually been spent.</p> <ul style="list-style-type: none"> • LEGACY FUNDS: From an amount of £1,628,756 of funds held within legacies at the 1 April 2023, £0 income has been received and £26,890 of expenditure has been paid. This equates to 1.65% of funds held at 1 April 2023 have actually been spent. • BANK BALANCE: The Balance held within the bank account at 31st March 2023 is just over £0.820M. This is above the required reserves level of £0.5m but will be reduced by anticipated expenditure this year. <p>The Committee DISCUSSED and NOTED the report.</p>
CF/23/41	<p>STRATEGIC PRIORITIES REVIEW</p> <p>The Charity Manager and Director of Corporate Governance presented a discussion item to highlight the upcoming Charity strategic workshop on 29 January 2024 at Bronllys ('looking to the future' workshop for the Charity).</p> <p>This presentation outlined a quick overview of the aims for the session and what the team hopes to achieve from this workshop. The Charity Manager opened it up for discussion and feedback on any areas that Committee members wanted to consider during the workshop.</p> <p><i>Has the content and purpose of the workshops already been decided?</i></p> <p>The Director of Corporate Governance explained to the Committee that the aim of the workshop was to engage stakeholders and reflect on the Charity's strategy to ensure all future work from the Charity team continues to remain as relevant and effective as possible. Given service changes and changes to the wider position of the NHS in Wales over the past six months, a review of strategic priorities was felt to be appropriate. It was felt that a wider conversation between the Committee and other stakeholders would be the best way forwards.</p> <p><i>Additionally, as a Committee we can be very reactive and moving forwards it would be worth considering a more proactive approach with the types of bids we support, for example, the grant scheme highlighting creative arts and the volunteer programme. If we have a better</i></p>

	<p><i>understanding of what the Committee is likely to support, it would help individuals who put a lot of time and effort into creating applications.</i></p> <p><i>Who is attending?</i></p> <p>The Director of Corporate Governance explained that planning is still underway on the final attendance list but priorities include, the Chief Executive Office, Committee members, as well as other colleagues who have been proactive in engaging with the Charity, either through making applications or the Fund Managers themselves.</p> <p>The Committee DISCUSSED and NOTED the strategic priorities review.</p>
ITEMS FOR INFORMATION	
CF/23/42	<p>INVESTMENT MANAGER REPORT</p> <p>The investment manager's report was taken as read. The Committee RECEIVED and NOTED the report.</p>
CF/23/43	<p>PROJECT EVALUATION UPDATES</p> <p>The project evaluation update was taken as read. The Committee RECEIVED and NOTED the project evaluation updates.</p>
OTHER MATTERS	
CF/23/44	<p>ANY OTHER URGENT BUSINESS</p> <p>There was no other urgent business.</p>
CF/23/45	<p>DATE OF NEXT MEETING</p> <p>04 March 2024, 3:15pm Via Microsoft Teams</p>