

CONFIRMED

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING
HELD ON WEDNESDAY 02 DECEMBER 2021
VIA MICROSOFT TEAMS**

Present:

Vivienne Harpwood	Chair (Committee Chair)
Rhobert Lewis	Independent Member (Committee Vice Chair)
Trish Buchan	Independent Member (Third Sector)
Frances Gerrard	Independent Member (University)
Pete Hopgood	Director of Finance and IT

In Attendance:

Abe Sampson	Charity Manager
Paula Walters	Associate Director of Corporate Business
Sarah Pritchard	Head of Financial Services
Cathie Poynton	Unison / SSICO
Shania Jones	Charity Administrative Support Officer
Paul Mathias	Brewin Dolphin, Assistant Director - Investment Manager (Item 4.1 only)

Apologies

Alison Davies	Director of Nursing
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CF/21/71	WELCOME & APOLOGIES FOR ABSENCE The Chair welcomed members to the Committee. Apologies for absence were noted as recorded above.
CF/21/72	DECLARATIONS OF INTEREST The Chair INVITED any declarations of interest in relation to items on the agenda. No interests were declared.
CF/21/73	MINUTES OF PREVIOUS MEETING HELD ON 02 JUNE 2021 and 15 JUNE 2021 The minutes of the meeting held on 2 June 2021 and 15 June 2021 were RECEIVED and AGREED as being a true and accurate record.

CF/21/74	<p>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING</p> <p>No matters arising were declared.</p>
CF/21/75	<p>ACTION LOG</p> <p>The Committee received the action log and the following updates were provided.</p> <p>CF/21/25 –The Charity Manager will continue to progress and develop a session for Board members to discuss the Charity funding eligibility framework ahead of the next meeting.</p>
<p>ITEMS FOR APPROVAL, RATIFICATION OR DECISION</p>	
CF/21/76	<p>GENERAL BIDS FOR RATIFICATION</p> <p>The Committee discussed the following Bids seeking approval from General Funds:</p> <ul style="list-style-type: none"> • Nurse training bursaries 4-year programme The proposed bid was previously approved by Powys Teaching Health Board in 29th September 2021. The purpose of this proposal is to seek funding support of £59,488 per year (£238,000 in total) for the next 4 years to support 4 candidates from our Powys Community to join a new initiative recruiting local Powys residents to newly created Healthcare Support Worker (HCSW)/ Registered Nurse (RN) Training Posts. This will provide a total of 4 new training roles that will be above and beyond what is currently provided through core funding. <p><i>Should the Committee consider increasing opportunities which are similar to this proposal? It is important to consider that as a Health Board, the benefits of this opportunity will not be experienced until after five years?</i></p> <p>The Director Finance and IT assured the committee that there is a focus on the longer workforce plan and how the Health Board can provide the staff needed for the future. It was also highlighted that it is important to bring together a reasonable and sensible level of opportunities in order to look at how to expand in the future.</p> <p><i>Was it decided at Board that the Charity should fund more places? It was decided that four places should be funded by</i></p>

	<p><i>the Charitable Funds but this paper does allow for up to 12 places.</i></p> <p>The Director of Finance and IT explained that Board had agreed a number of the placements would be funded through the core funding and the payback period of five-years has been discussed. However, due to the interest it was decided to expand this number with the use of Charitable Funds. The number of extra posts was felt to be reasonable to expand the pool to ensure that the Health Board would be able to track and receive the benefits without committing to the full number of posts. If this project is successful, it could be considered again next year for another round of posts.</p> <p><i>Will this be brought back to the Committee and a part of the workplan?</i></p> <p>The Director of Finance and IT explained that this will be part of an ongoing review where regular monitoring will be in place to report how successful the project is.</p> <p>The Charity Manager explained that due to the nature of the programme (e.g. four years) it was understood that the project would be evaluated during the first year to see how successful the recruitment was and if there were any issues within the first year.</p> <p><i>Can it be formally transferred to another committee in order for it to be monitored?</i></p> <p>The Director of Finance and IT explained that there are mechanisms in place which are part of the overall workforce plan. Workforce do take a lead but it is being considered and monitored in a number of different areas including the Delivery and Performance Committee.</p> <p>The Committee DISCUSSED and RATIFIED the general bids.</p>
CF/21/77	<p>COVID-19 RESPONSE FUND</p> <p>The Charity Manager presented the paper which included a list of proposals below £5,000 threshold which had previously been agreed by Executive Committee and Gold Group, and was presented to the Charitable Funds Committee for ratification.</p> <p>The Charity Manager provided an update of the NHS Charities Together Funding for the Committee. The COVID-19 response fund was apart of the stage one grant funding,</p>

	<p>majority of that funding (£126,000) has been allocated, some of the projects have been delayed. The next step is to focus on how to utilise the remainder of the stage one funding, this could be expending existing projects.</p> <p>There is a stage two and three funding opportunities which have different objectives. Stage two is focused on community partnerships and stage three is on recovery. This funding has been allocated to Powys, however, before receiving it the Charity needs to produce a successful proposal for NHS Charities Together.</p> <p>The Committee DISCUSSED and RATIFIED the COVID response fund.</p>
CF/21/78	<p>EXPENDITURE APPROVED UNDER DELEGATED AUTHORITY SINCE THE LAST MEETING</p> <p>The Head of Financial Services presented the report to the Committee. The Charitable Funds Committee is requested to NOTE items with a combined value of £11,971 attached that have been approved for expenditure during May 2021 to August 2021.</p> <p><i>The project which contains palliative care resources, what is distinctive about the project which does not make it core?</i></p> <p>The Head of Financial Services explained that the palliative care receives a large amount of donations. The internal group prioritises what should be utilised by those funds. The group felt that a Palliative Care formulary which provided an additional resource in the form of guidance and advice which will be helpful for ongoing development.</p> <p><i>It is important to understand what is core and what the Charity are able to fund.</i></p> <p>The Charity Manager explained that this issue has been discussed and considered in other projects. Every application is considered and reviewed to see if it is providing additional or enhancing a service. If it is going above and beyond for a service then Charitable Funds are able to provide the funding for the project.</p> <p><i>Are applicants made aware of what can be approved and what would be considered core?</i></p> <p>The Charity Manager assured the Committee that applicants are made aware and is the first point that is addressed during the application process.</p>

	<p>ACTION: The Charity Manager and Head of Financial Services will review the approval process for expenditure approved under delegated authority and to provide additional notes regarding eligibility for those projects.</p> <p>The Committee DISCUSSED and APPROVED the expenditure under delegated authority.</p>
CF/21/79	<p>CHARITY ANNUAL WORKPLAN</p> <p>The Charity Manager presented the Charity’s annual workplan to the committee for approval. The workplan identified key objectives for Charitable Funds moving forward.</p> <p>The Committee’s attention was drawn to the plan to review the funding streams and funding streams which have not been utilised during 2020/21 financial year.</p> <p>Key strategic funding themes were identified and it was considered how they would incorporate into the key strategic themes for 2021/22.</p> <p>Key Strategic themes:</p> <ol style="list-style-type: none"> 1. Environment and sustainability 2. Addressing socio-economic inequality 3. Supporting recovery and renewal 4. Developing our workforce 5. Aiding primary care <p><i>What are the plans around the equality impact assessments?</i></p> <p>The Charity Manager explained that the primary assessment regards to decision making, assessing where projects link to projects and how the equality impact assessment will feature as guidance to proposals. This will also be adjusted according to the scale of the projects. There is work undergoing to ensure that proposals that are above certain key thresholds and have the correct amount of director input.</p> <p>It was noted that the evaluation process is also a factor, as it is important that projects have been fed back through the Health Board’s annual reporting on equality impact. Many of the outcomes that have been captured by PTHB Charity projects are very relevant to the equality impact assessment.</p>

	<p>The Committee DISCUSSED and APPROVED the Charity annual workplan.</p>
CF/21/80	<p>CHARITY MARKETING / BRAND DEVELOPMENT PROCUREMENT</p> <p>The Charity Manager presented the paper to the Committee, it outlined the case for developing new branding to help fulfill the delivery of PTHB Charity's long-term strategic objectives.</p> <p>The request is to fund the work via the Charity's General Purposes Charitable Funds, with a cost of £9,840 (including VAT).</p> <p>This includes a cost of £6,480 to research, liaise with stakeholders, develop and then refine, a new brand identity across multiple revisions.</p> <p>It also includes a cost of £3,360 to support the new brand launch with additional marketing materials and a marketing campaign.</p> <p>If the proposal is supported, this support budget will initially be retained until the brand development work is complete. Should any additional work be required over and above the listed costs, this support budget will be utilised. Following the completion of that first phase of work, the Charity will then consider any additional marketing materials that would be beneficial for the launch campaign.</p> <p><i>Is this the beginning of creating an easy and accessible avenue for individuals to donate?</i></p> <p>The Charity Manager gave assurances to the Committee that the marketing will prioritize Powys and local communities. It is important that when creating the brand that the foundations are correct and create a strong structure for success. This includes creating a clear platform for sharing information and connecting to stakeholders.</p> <p>The Committee DISCUSSED and APPROVED the Charity Marketing/Brand Development proposal.</p>
CF/21/81	<p>CHARITY BUDGET</p> <p>The Charity Manager presented the report to the Committee, the report outlined a case for establishing an annual budget for the Charity team to utilise throughout the year, to help fulfill the delivery of PTHB Charity's strategic objectives.</p>

	<p>The request is to support a budget of £3,070 for the period of October 2021 – March 2022. Following progress with this budget, a request for a twelve-month budget from April 2022 will follow next year.</p> <p>The introduction of an annual operational budget will provide crucial support to both the Charity Manager and Charity Administrative Support Officer. It will allow the team to commission some small creative design and marketing support for communications, create new materials to support staff and patients, and help to reach more people. A dedicated budget for the Charity will directly contribute to the delivery of the long-term objectives as identified in its annual workplan.</p> <p>The Committee DISCUSSED and APPROVED the Charity budget.</p>
CF/21/82	<p>SMALL GRANTS SCHEME THIRD PHASE</p> <p>The Charity Manager presented the report which outlined the PAVO’s recommendations for grants which will be awarded in 2021/22. It was noted by the Committee that PAVO’s Small Grants panel has reviewed all project proposals.</p> <p>Eight projects were brought to the Committee for approval will the combined total of £10,462.</p> <p>It was highlighted that the Small Grant Scheme for 2021/22 projects has been impacted by delays due to COVID-19, with a panel review of applications taking place later than anticipated with a longer time period needed to advertise the grant scheme.</p> <p>The Committee DISCUSSED and APPROVED the small grants scheme third phase projects.</p>
ITEMS FOR DISCUSSION	
CF/21/83	<p>CHARITY ACTIVITY & INCOME REPORT</p> <p>The Charity Manager presented the report to the Committee and highlighted the key activities for the Charity. These activities included; Fundraising and key donations, ongoing projects and partnerships, communications and campaigns and a social media report.</p> <p>It was noted that Charity had launched and established the monthly newsletter in June 2021, which has increased engagement between staff and the public. There have been</p>

	<p>several campaigns successfully ran between June 2021 and December 2021. These campaigns included, the NHS Charities Together Big Tea, an anniversary marking 25 years of PTHB Charity, and a legacy donation campaign. It was noted that moving forward there will be a greater focus on donations and fundraisers.</p> <p>The Committee DISCUSSED and NOTED the Charity activity & income report.</p>
CF/21/84	<p>CHARITABLE FUNDS FINANCIAL SUMMARY REPORT</p> <p>The Head of Financial Services presented the Committee the financial summary report which highlighted the expenditure profile of the Charitable Funds for the period from 1st April 2021 to 20th June 2021.</p> <p>The Committee:</p> <ul style="list-style-type: none"> • DISCUSSED and NOTED financial summary. • NOTED the current level of income received and expenditure of funds from 1st April 2021 to 30th June 2021. • NOTED the contextual information linked to the financial position of the funds.
CF/21/85	<p>CHARITY ANNUAL REPORT INITIAL DRAFT</p> <p>The Head of Financial Services and the Charity Manager presented the report to the Committee. The Report highlighted the draft 2020/21 annual accounts and report for the Charity prior to the completion of the audit.</p> <p>The Committee NOTED the Charity's annual report and accounts initial draft.</p>
ITEMS FOR INFORMATION	
CF/21/86	<p>INVESTMENT MANAGERS UPDATE REPORT AND PRESENTATION</p> <p><i>Paul Mathias (Brewin Dolphin, Assistant Director - Investment Manager) joined the meeting. It was NOTED by the Committee that the guest presenter from Brewin Dolphin recorded their presentation due to their company policy.</i></p> <p>The Director of Finance and IT introduced Paul Mathias to the Committee, and Mr Mathias presented the investment managers update report to the Committee.</p>

Is the mandate wide enough to ensure that the Charitable funds are conforming to the socio-economic duty? Does it reflect the Charity's responsibilities?

Paul Mathias explained to the Committee that this had been flagged, and in regard to the overlap with income generation and responsible investment. The background as to why this was targeted at this level is shown on page 28, the reason was to generate around £100,000 to distribute as grants. It was highlighted if this was followed the average would be around 2% therefore, in order to obtain a higher percentage of the income generated investments would be made in companies which involve mining, oil and gas.

The Committee was reassured that investing in companies which are focused on mining, gas and oil producing can be stopped. Brewin Dolphin will cater to a bespoke portfolio where the investment funds would be catered to a more socio-economic mandate. However, the Committee may need to consider a lower income threshold.

If the Committee will still need a return of £100,000 a year (2-3%) to distributed as grants, it doesn't need to be generated solely by dividends. A sum could be attained through a combination of dividend income and from additional capital gains to make up the difference. This would provide greater flexibility to the Charity in choosing suitable investments without compromising the targeted annual return on investments.

Paula Mathias also outlined Brewin Dolphin's commitment to ensuring the company is proactive with all investments. With regards to companies such as BP and Shell, which were of concern to Committee members, Brewin Dolphin actively participates as a shareholder to vote for actions of meaningful change to achieve better environmental and sustainability outcomes. This approach is adopted for all companies that Brewin Dolphin invests in across its clients' portfolios. Brewin Dolphin is in the process of developing new tools to measure and share these actions with clients in the regular quarterly investment reports.

ACTION: The Charity Manager will follow up with Brewin Dolphin regarding the ethical investment criteria, with a view to bringing the next steps and decision-making process on the new policy to a future board development meeting.

	<p>The Committee DISCUSSED and NOTED the investment managers updated report.</p> <p><i>Paul Mathias left the meeting. Recording ended.</i></p>
CF/21/87	<p>PROJECT EVALUATION UPDATES</p> <p>The Committee NOTED the project evaluation updates.</p>
OTHER MATTERS	
CF/21/88	<p>ANY OTHER URGENT BUSINESS</p> <p>No other urgent business was declared.</p>
CF/21/89	<p>DATE OF NEXT MEETING</p> <p>Wednesday 2nd March 2022, 14:00, Via Microsoft Teams</p>