

**CONFIRMED**

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING  
HELD ON WEDNESDAY 1 JULY 2020  
IN THE BOARD ROOM, BRONLLYS HOSPITAL**

**Present:**

Owen James	Independent Member (Committee Chair)
Tony Thomas	Independent Member (Vice Chair)
Trish Buchan	Independent Member (Third Sector)
Pete Hopgood	Director of Finance and ICT

**In Attendance:**

Abe Sampson	Charity Manager
Rani Mallison	Board Secretary
Sarah Pritchard	Head of Financial Services
Stella Parry	Committee Secretary

**Apologies**

Alison Davies	Director of Nursing and Midwifery
Mark Taylor	Independent Member (Capital / Estates)

CF/20/01	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b> The Chair welcomed members to the Committee. Apologies for absence were noted as recorded above.
CF/20/02	<b>DECLARATIONS OF INTEREST</b> The Chair INVITED any declarations of interest in relation to items on the agenda. No interests were declared.
CF/20/03	<b>MINUTES OF PREVIOUS MEETING HELD ON 3 FEBRUARY 2020</b> The minutes of the meeting held on 3 February 2020 were RECEIVED and AGREED as being a true and accurate record, aside from the amendments below:  Minutes Title: The title should read that the minutes were "held on Monday 3 February 2020 in the Hafren Training Room, Bronllys Hospital."

	CF/19/58: The item should read "The Committee NOTED that the report does not include the 1.4m gains discussed."
CF/20/04	<p><b>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING</b></p> <p>The Committee discussed the following matters arising:</p> <p>CF/19/50: It was noted that the Reserves Policy had not been received by the Committee due to the cancellation of the 3 March 2020 meeting. It was agreed that the Reserves Policy would be brought forward to the next meeting of the Committee for approval. <b>Action: Director of Finance and IT.</b></p> <p>CF/19/55: It was confirmed that PTHB had been in contact with PAVO regarding Phase 2 of the Interim Small Grants Scheme.</p> <p>CF/19/60: An update was requested regarding the refurbishment of the Bronllys Canteen. It was reported that the refurbishment is still scheduled to proceed however had been delayed due to COVID-19.</p>
CF/20/05	<p><b>ACTION LOG</b></p> <p>The Committee RECEIVED and NOTED the Committee Action Log.</p>
<b>ITEMS FOR APPROVAL, RATIFICATION OR DECISION</b>	
CF/20/06	<p><b>CHARITY WORKPLAN 2020/21</b></p> <p>The Charity Manager presented the document to the Committee. It was noted that the document had been developed upon the strategy, aims and priorities of the Committee and would be continually developed over the following 6-12-month period.</p> <p>Trish Buchan raised any possible implications for the Powys Leagues of Friends (LoFs) and other local Health Charities. It was confirmed that local charities will be considered carefully and that the national influence would be considered to seek any applicable learning. The Board Secretary noted that the LoFs influence had been noted at Executive Committee and it had been suggested that the PTHB's Chair's role as trustee</p>

	<p>would be an important factor in building relationships with the Powys LoFs.</p> <p>The Committee APPROVED the workplan and acknowledged that quarterly updates would be received going forward.</p>
CF/20/07	<p><b>UPDATED CHARITABLE FUNDS POLICY AND GUIDANCE FCP</b></p> <p>The Charity Manager presented the updated policy and noted that the policy had remained the same in principle however amendments had been made to reflect the Charity Manager Role, protocol changes, alignment to the Workplan and updates to staff guidance.</p> <p>The Committee APPROVED the updated policy and guidance FCP.</p>
CF/20/08	<p><b>JUST GIVING – ONLINE DONATION PLATFORM REVIEW</b></p> <p>The Charity Manager summarised the report and noted that Just Giving is the most popular online donation platform in the UK and provides an accessible service at no cost. Online donations enables easier management on donations for the PTHB Charitable Fund. The Committee was requested to approve an upgrade to the premium service to enable more flexibility, presence and reporting for PTHB.</p> <p>Trish Buchan queried the security of the platform and it was confirmed that Just Giving would hold responsibility for information security and only information specifically designated by the donor would be shared with PTHB. Confidential financial information would not be received by the health board.</p> <p>Tony Thomas queried who would be responsible for paying the VAT suggested in the paper. Due to the nature of the service PTHB would be responsible for the payment of the VAT and would potentially claim back the costs. The Head of Financial Services confirmed that recoverability of the VAT would be clarified.</p> <p>Owen James questioned whether PTHB would be able to revert to the current option if it was felt that the premium service did not provide value. It was confirmed that there would be no contract or obligation and that the service would be reviewed after a period of 12 months to analyse its value.</p>

	<p>The Committee APPROVED the premium service and acknowledged that cash donations would still be accepted as the aim of the service was to enhance the options available as oppose to replacing the current donation channels.</p>
CF/20/09	<p><b>EXPEDITURE PROFILE UNDER DELEGATED AUTHORITY SINCE LAST MEETING (3 FEBRUARY 2020)</b></p> <p>The Committee RECEIVED the expenditure approved under the £10k delegated authority limit since the last meeting on 3<sup>rd</sup> February 2020.</p> <p>The Committee RATIFIED the expenditure.</p>
CF/20/10	<p><b>APPLICATIONS TO COVID RESPONSE FUND (FOR RATIFICATION)</b></p> <p>The Committee RECEIVED the applications to the COVID response fund which had been previously APPROVED by the COVID-19 Gold Group under delegated authority.</p> <p>Trish Buchan queried whether applications that had proven successful in their requested area would be considered for application to other areas. The Charity Manager concluded that a balance was to be sought with a pro-active approach and prioritisation of funding.</p> <p>The Committee RATIFIED the applications to the COVID response fund.</p>
CF/20/11	<p><b>BIDS TO CHARITABLE FUNDS (FOR APPROVAL)</b></p> <p>The Committee discussed the following Bids seeking approval from Charitable Funds:</p> <p><b>1. Powys End of Life Programme</b></p> <p>Charity Garnett and Louise Hymers joined the meeting to present the bid. It was noted that the bid would enable follow up work from the Bereavement Project which includes My Life My Wishes and takes a holistic view of end of life care. Local fundraising had taken place to provide updated suites for end of life care, however, it had been recognised that facilities alone would not facilitate the expectations that had been set following on from the My Life My Wishes programme. The End of Life Programme would provide a holistic approach, with additional elements beyond medical care. The project would initially focus on the Hospital sites and would be built into Community settings at a later date.</p>

Tony Thomas queried the availability of Welsh speakers within the project. It was noted that a good number of Welsh speakers are available within the wards and district nursing teams. Each site would have ownership of its programme to ensure a culturally appropriate approach. The availability of provision to those in ethnic minorities was also questions. It was confirmed that a Spiritual Care Model had been suggested within the paper which would require further attention going forward.

Charity Garnett and Louise Hymers left the meeting.

The Charity Manager raised that the application was well developed and that the team had taken feedback onboard and received feedback from a wide range of teams. The bid had been supported by the Executive Committee held on 1 July 2020 with the following suggestions made:

- Training needs analysis should be undertaken regarding the 300 staff training suggested within the bid.
- IPC consideration should be made regarding the Care Bags for the COVID-19 period.

The Head of Financial Services raised concerns regarding legacy funding and noted that funding could not be moved from the legacy fund to the End of Life fund. Clarification would be required to approve the spending of legacy funds as this item is over £10k it would need to return to the Committee for approval.

The Committee APPROVED all elements of the bid except for the training element. The training element was approved in principle however further clarification would be required. As the training element of the bid amounted to £25k it would need to return to the Committee for approval. The Charity Manager agreed that he would work with the service to undertake the needs assessment.

## **2. ChatHealth Messaging System**

It was noted that this item had been submitted via the Covid Response Fund however the bid was above the delegated authority limit for the Gold Group.

Rebecca Hamley-Locke joined the meeting to present the bid. It was summarised that the system would provide access to text messaging support to young people. Cardiff and Vale University Health Board have already implemented the system. 6 licences were requested for 6 staff to run the service on a 9am-5pm Monday-Friday basis, a response would be received within 24 hours and any texts outside of the stated hours would be classed as out of hours. The bid would be for the initial 12 months and the department would hold discussions regarding sustainability at a later date.

The Head of Financial Services queried whether the system had received approval by the ICT and Information Governance department. It was confirmed that they had not yet been consulted and the Director of Finance and IT raised that any funding awarded would be subject to approval by the ICT Governance group.

Owen James noted that the paper received by the Committee had stated 12 members of staff would be utilising the system and queried how the proposed decrease to 6 would affect the costs and output of the system. It was suggested that the costs would remain mostly the same and it was not anticipated that output would be affected and that the service would be more sustainable.

Tony Thomas raised that responsibility for the well-being of young persons is shared with Powys County Council (PCC) and queried if PCC had been consulted to ensure there was no duplication. It was confirmed that there had been consultation of wider stakeholders at that stage however this would be undertaken if approved.

Rebecca Hamley-Locke left the meeting.

Committee members raised concerns regarding out of hours provisions, the discrepancies between the papers received and the bid presented and the lack of consultation with Information Governance/ICT and key stakeholders.

It was noted that the Gold Group had approved the direction of travel which aligned with PTHBs strategy.

The Committee DEFFERRED the bid and requested that the bid return to the Committee with the updated paperwork to support. It was also requested that the concerns regarding

out of hours, IG/ICT consultation and key stakeholder consultation be addressed prior to the bids return.

### **3. Digital Screens – Second Stage Implementation for Patient and Public**

The Committee NOTED that the application for Digital Screens – Second Stage Implementation for Patient and Public had been withdrawn.

### **4. Training in Subdermal Contraceptives**

The Charity Manager provided a brief summary of the bid and noted that the expected presenter had had to pass on their apologies due to an urgent issue. Owen James noted that the bid provided a well-developed application.

The Committee APPROVED the training in subdermal contraceptives bid.

### **5. PGCE Training – Diabetes Team**

Ceri Peate joined the meeting to present the bid.

It was reported that the PGCE would provide an opportunity to improve and enhance upon the applicant's current role. The course would be a generic qualification and would enable shared learning with a wide range of professional backgrounds.

Tony Thomas queried whether additional costs such as travel expenses and cover for study were included in the bid. It was confirmed that the course would be undertaken in the applicant's personal time and that the applicant would cover their own expenses.

Ceri Peate left the meeting.

Trish Buchan queried the appropriateness of a PGCE. It was suggested that the Committees role was to approve the available funding, not the suitability of the course requested as this had been predetermined at Assistant Director of Director level. The Board Secretary suggested that the Committee may want to reflect upon Executive input prior to the Committee.

The Committee APPROVED the PGCE Training bid.

<b>ITEMS FOR INFORMATION</b>	
CF/20/12	<p><b>CHARITABLE FUNDS ACITIVTY REPORT</b></p> <p>The Charity Manager provided an overview of activity and noted that the focus had been on engagement and fundraising, with lots of support becoming apparent due to COVID-19.</p> <p>NHS Charities together was discussed and it was noted that <i>Response to COVID-19</i> was a national campaign for which all members would benefit. PTHB had received 2 payments amounting to £50k in total which had led to the development of the COVID Response Fund. The initial aim of the fund was to respond quickly however it as agreed that priorities would shift as time progressed.</p> <p>The first grant received was expected to be spent within 2 months with an expectation that further stages and funding would be subsequently opened. The first stage of funding had received an extension regarding the timescale for the funding to be spent. The approach to the funding is to be flexible and although there some stipulation for its usage were reported. It was noted that health boards could support applications relating to Phase 2/3 if local priorities align.</p> <p>Owen James acknowledged the significance of this work and the Charity Manager assured the Committee that evaluation work would be undertaken and would be reported to a forthcoming meeting of the Committee.</p>
CF/20/13	<p><b>CHARITABLE FUNDS INCOME REPORT</b></p> <p>The Committee RECEIVED the Income Report and NOTED that going forward this item would be merged with the Charitable Funds Activity Report.</p> <p>The Head of Financial Services noted that for confidentiality reasons more detail was not provided regarding the property sale for which the Charity would receive a part share. Solicitors had confirmed that the sale was complete and a further update would be provided at the next meeting of the Committee.</p>
CF/20/14	<p><b>CHARITABLE FUNDS FINANCIAL SUMMARY REPORT</b></p> <p>The Committee agreed that this item would be DEFFERRED.</p>
CF/20/15	<p><b>ANY OTHER URGENT BUSINESS</b></p>



	No other urgent business was declared.
CF/20/16	<b>DATE OF NEXT MEETING</b> Thursday 17 September 2020, 9:30am, Board Room, Glasbury House, Bronllys