

CONFIRMED

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING
HELD ON TUESDAY 14 JUNE 2022
VIA MICROSOFT TEAMS**

Present:

Vivienne Harpwood	Chair (Committee Chair)
Rhobert Lewis	Independent Member (Committee Vice Chair)
Frances Gerrard	Independent Member (University)
Pete Hopgood	Director of Finance and IT
Claire Madsen	Director of Therapies and Health Science

In Attendance:

Abe Sampson	Charity Manager
Paula Walters	Associate Director of Corporate Business
Sarah Pritchard	Head of Financial Services
Andrew Gough	Deputy Director of Finance
Tom Richards	Senior Assistant Accountant
Shania Jones	Charity Administrative Support Officer
Alice Rushby	Audit Wales

Apologies

Carol Shillabeer	Chief Executive Officer
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CF/22/05	WELCOME & APOLOGIES FOR ABSENCE The Chair welcomed members to the Committee. Apologies for absence were noted as recorded above.
CF/22/06	DECLARATIONS OF INTEREST The Chair INVITED any declarations of interest in relation to items on the agenda. No interests were declared.
CF/22/07	MINUTES OF PREVIOUS MEETING HELD ON 01 DECEMBER 2021 and 26 APRIL 2022 The minutes of the meeting held on 01 December 2021 and 26 April 2022 were RECEIVED and AGREED as being a true and accurate record.

CF/22/08	<p>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING</p> <p>The Head of of Financial Services confirmed that the annual accounts agreed on 26 April 2022 was signed by the auditor general for Wales and had been submitted to the Charity Commission in May 2022.</p>
CF/22/09	<p>ACTION LOG</p> <p>The Committee received the action log, and the following updates were provided.</p> <p>CF/21/86 - This item was delayed allowing for the Board Development session in May to take place. This will return as an item for a future Board Development session later in the year.</p> <p>CF/21/25 – The Board Development session took place on the 13th May and additional information on the delegation levels has been included in the most recent meeting papers. The item was marked as completed.</p>
ITEMS FOR APPROVAL, RATIFICATION OR DECISION	
CF/22/10	<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"> • Easy read copy training The Charitable Funds Committee was asked to provide funding for five places on a training course to produce EasyRead materials for £630. EasyRead materials are produced to support individuals with learning disabilities, but they can also benefit groups such as, those who are profoundly deaf, those whose first language is not English/Welsh, those with neurologically diverse conditions such as ADHD, Dyslexia, and those suffering with mental health conditions which affect concentration and processing information. <p>Powys Teaching Health Board (PTHB) does not have the ability to create these documents, as there is no statutory requirement to do so and no central process for this. It is also costly, as it requires an external specialist for each document.</p>

	<p>This training would allow the Health Board to develop an internal resource to produce these documents for departments in a similar fashion to how Welsh language documents are produced.</p> <ul style="list-style-type: none"> Tree nursery and wildflower programme This proposed bid is the implementation of a tree nursery and wildflower programme across all of PTHB's hospital sites. The cost of the project is £1,800 for an automated watering system which would cut down on the additional man hours required to maintain the existing programme, as well as the production of signage for green areas and wildflower seeds to establish to new habitats at each hospital site. <p>Maintenance will be carried out by the estates/facilities teams and is less work-intensive for the planned areas versus traditional ground maintenance. The project has been designed as part of the PTHB biodiversity plan and ongoing seed harvesting plan is planned as part of the PTHB Green Bees group activities.</p> <p>It was noted that the cost of signage is high due to the amount needed to cover all hospital sites within Powys in addition to the costs for translation.</p> <p>The Committee DISCUSSED and APPROVED both bids.</p>
CF/22/11	<p>GRANT APPLICATION FROM THE CHARITY TO NHS CHARITIES TOGETHER</p> <p>The Charity Manager presented the paper which outlined the proposed application from the Charity team and Workforce team.</p> <p>NHS Charities Together had ringfenced £55,000 of funding for the Charity to utilise in Powys for organisational recovery and resilience related to COVID, which required an application to access.</p> <p>The proposal for the funding is to provide a two-year Band 7 post to project manager the delivery of a project across PTHB services. The proposed project will be the delivery of team-based working training. This training was developed</p>

	<p>as an open resource by University College Dublin. It is a team-based working toolkit which will help to embed the work and develop excellence in leadership and across all PTHB service areas to support teams to become more resilient to the impacts of the pandemic.</p> <p>This application was supported by the Executive Committee on the 4th May and has come to the Charitable Funds Committee for ratification. The outcome of the bid is anticipated over the next couple of months.</p> <p>The Committee DISCUSSED and RATIFIED the Grant application from the Charity to NHS Charities Together.</p>
CF/22/12	<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 was requested to NOTE items with a combined value of £6,000 attached that had been approved for expenditure during the period of September 2021 to March 2022.</p> <p><i>Could assurance be provided that these items are within the Charity's criteria and fits within the remit of 'above and beyond'?</i></p> <p>The Head of Financial Services explained that items such as the digital charging desktop provided an enhanced service to accompany the Digital Health Record system which is funded by Powys Teaching Health Board.</p> <p>The Charity Manager explained that every application will be reviewed by the Charity Manager and Finance team to ensure they meet the eligibility criteria for funding before being processed.</p> <p>The Committee DISCUSSED and RATIFIED the expenditure approved under delegated authority.</p>
CF/22/13	<p>AGREED SCHEDULE OF ADDITIONAL CHARITABLE FUNDS COMMITTEE DECISION MAKING MEETINGS</p> <p>The Charity Manager presented the proposal for scheduling additional meetings of the Charitable Funds Committee</p>

	<p>which will take place in-between the currently scheduled quarterly meetings.</p> <p>These meetings would be brief (30-minute) meetings reserved for approving any time-sensitive or critical proposals. The meetings will help to avoid lengthy delays for time sensitive projects and will allow the charity to plan and avoid standing up additional meetings at short notice.</p> <p><i>There is a concern that if these meetings were to take place for decision making only, what stops the meeting being used for other business?</i></p> <p><i>Have other options been explored, for example a Chair's action or sub-group instead of holding a committee meeting? This could potentially use up critical free time within Committee members calendars therefore, other options need to be considered first.</i></p> <p><i>What is the definition of 'time critical'? Could an outline be provided on what would be considered 'time critical' for the Committee proposals.</i></p> <p><i>A review will be needed if Charitable Funds Committee moves from being a virtual meeting to in-person, as standing up a meeting at short notice could affect attendance.</i></p> <p>It was suggested by the Director of Finance and IT that the Committee puts this in place for a trial period in order to see if this proposal will work effectively and/or if there are other issues which have not yet been considered.</p> <p>The proposal for additional Charitable Funds meetings was APPROVED subject to:</p> <ul style="list-style-type: none"> • A trial period being put in place with the intention to review the process at a later date. • And a clear definition of 'time critical' proposals for the Committee.
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ITEMS FOR DISCUSSION	
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CF/22/14	<p>CHARITY ACTIVITY & INCOME REPORT</p> <p>The Charity Manager presented the Charity Activity and Income Report to the Committee. It was highlighted that for a period at the start of 2022 the Charity was supporting the CEO Office which caused some delays to the most</p>
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	<p>recent workplan and social media engagement figures. However, since the team has returned to their posts in March/April 2022 there has been a significant improvement.</p> <p>The team is currently focusing on a fundraising campaign (NHS Big Tea) which is set to take place in July, this includes a series of events and fundraising opportunities.</p> <p>The Charity has an opportunity to apply for a £30,000 development grant from NHS Charities Together at the end of 2022. This grant is designed to help charities to build capacity and allow them to become more robust. The Charity team will be developing the proposal over the next few months and will have more information to share with the Committee in September.</p> <p>The Charity has made its first corporate partner during the period with the Original Factory Shop in Machynlleth choosing to support PTHB Charity as its official Charity. We have also since received support from the local business, Prints of Wales, who have chosen to support Brecon Hospital through purchases of their stock.</p> <p>The Committee DISCUSSED and NOTED the Charity activity & income report.</p>
CF/22/15	<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 31st March 2022.</p> <p>It was noted that the Charity income is higher than expenditure, which is a result of the Charity receiving a legacy donation of just under £360,000 for Welshpool Hospital general purposes in 2021, which is a significant amount.</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 31st March 2022. • NOTED any actions or recommendations linked to the financial position of the funds.

ITEMS FOR INFORMATION

CF/22/16

INVESTMENT MANAGERS UPDATE REPORT AND PRESENTATION

The Head of Financial Services presented the Committee the most recent quarterly report from Brewin Dolphin, which covers the period of 1st April 2021 to 31st March 2022.

The report was created on the 17th April therefore, much of the narrative is around the Ukraine/Russian conflict and a shift towards combatting inflation from global policymakers and the effects on the investment markets. Based on their projections, the Investment Managers have not indicated that the Charity's portfolio or target income will be negatively impacted in the coming year.

The portfolio has achieved an income target of £110k for the financial year (21/22) vs a £99k target and Brewin Dolphin is forecasting income of £109k for the present financial year (22/23) against a target of £105k.

If there are multiple small amounts, are all the funds pooled together into a general investment pot and then upon return divided back into individual funding pots?

The Head of Financial Services explained that the Charitable Funds Committee three years ago approved the process that any investment earning will be returned to the Powys General Funds. The Committee agreed as any earnings from investment would be used as widely as possible across Powys. Also, any costs in association with running of the Charity are also financed through the Powys General Fund.

The Investment Managers update was DISCUSSED and NOTED by the Committee.

CF/22/17

PROJECT EVALUATION UPDATES

The Charity Manager presented a summary of recent project evaluations for some of the Charity's smaller projects across a series of slides. These were created following a survey of the project leads and follow up discussions.

	<p>Some notable mentions were the 'Books for People Living with Cancer' project as part of the Improving the Cancer Journey partnership and the support for a programme of 'cardiac rehabilitation at home' during the pandemic.</p> <p>The Committee DISCUSSED and NOTED the project evaluation updates.</p>
CF/22/18	<p>FOLLOW DOCUMENT UP RE: GOVERNANCE/FUNDING DECISION MAKING</p> <p>The Charity Manager presented to committee a paper which outlined the funding approval process and delegated authority for Charitable Funds.</p> <p>Currently, delegated approval can only be given by Assistant Directors/Executive Directors and up to a threshold of £5,000. There was previously a threshold of £10,000 but this was brought down to £5,000 to ensure consistency with other Health Board policies regarding expenditure following the recommendations of the Charity's Auditors.</p> <p>In the case of the Powys General Purposes Fund, all funding requests must come to the Committee for approval regardless of value.</p> <p>The Committee DISCUSSED and NOTED the Governance and Funding Decision Making diagram.</p>
OTHER MATTERS	
CF/22/19	<p>ANY OTHER URGENT BUSINESS</p> <p>No other urgent business was declared.</p>
CF/22/20	<p>DATE OF NEXT MEETING</p> <p>Thursday 15th September 2022, 10:00AM, Via Microsoft Teams</p>