

Charitable Funds


Tue 14 June 2022, 10:00 - 13:00

Teams

Agenda

10:00 - 10:00
0 min



1. PRELIMINARY MATTERS

 CF Committee Agenda 140622.pdf (2 pages)

1.1. Welcome and apologies

1.2. Declarations of interest

1.3. Minutes from the previous meeting for ratification

-  CF_Item_1.3a_Charitable Funds Unconfirmed Minutes_01Dec21.pdf (10 pages)
-  CF_Item_1.3b_Charitable Funds Unconfirmed Minutes_26April2022 Annual Accounts.pdf (3 pages)

1.4. Charitable Funds action log

 CF_Item_1.4_Action Log.pdf (5 pages)

10:00 - 10:00
0 min

2. ITEMS FOR APPROVAL/RATIFICATION/DECISION


2.1. General Funds bids for approval

 CF_Item_2.1_Bids for Approval.pdf (15 pages)

2.2. NHS Charities Together Funding

 CF_Item_2.2_PTHB Charity NHS Charities Together Stage 3 Grant Proposal (for ratification).pdf (13 pages)

2.3. Expenditure approved under delegated authority since the last meeting (for ratification)

 CF_Item_2.3_Ratification of expenditure approved by those with relevant delegations Sep 21 - Mar 22.pdf (4 pages)

2.4. Agreed schedule of additional Charitable Funds Committee decision making meetings

 CF_Item_2.4_Additional decision making meetings .pdf (4 pages)


10:00 - 10:00
0 min

3. ITEMS FOR DISCUSSION

3.1. Charity activity & income report

 CF_Item_3.1_Charity Activity Report.pdf (16 pages)

3.2. Charitable funds financial summary report


 CF_Item_3.2_Financial Summary Report as at 310322.pdf (10 pages)

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10:00 - 10:00
0 min

4. ITEMS FOR INFORMATION


4.1. Investment manager update report

 CF_Item_4.1_Investment manager update report.pdf (27 pages)

4.2. Project evaluation updates

 CF_Item_4.2_Project evaluations.pdf (11 pages)

4.3. Follow document up re: governance/funding decision making

 CF_Item_4.3_Charitable Funds approval process and delegated authority.pdf (8 pages)

10:00 - 10:00
0 min

5. OTHER MATTERS

5.1. Any other urgent business

5.2. Date of next meeting:

15th September 2022

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**POWYS TEACHING HEALTH BOARD
CHARITABLE FUNDS COMMITTEE
TUESDAY 14 JUNE 2022
10.00AM – 12.00PM
VIRTUAL MEETING**



**GIG
CYMRU
NHS
WALES**

Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

AGENDA

Item	Title	Timing	Presenter
1	PRELIMINARY MATTERS -		
1.1	Welcome and apologies	N/A	Chair
1.2	Declarations of interest	N/A	All
1.3	Minutes from the previous meeting for ratification	10.10am (5 minutes)	Chair
1.4	Action log from previous meetings	10.15am (5 minutes)	Chair / Charity Manager
2	ITEMS FOR APPROVAL/RATIFICATION/DECISION -		
2.1	General funds bids for approval <ul style="list-style-type: none"> • Easy read copy training • Tree nursery and wildflower programme 	10.20am (10 minutes)	Charity Manager
2.2	NHS Charities Together funding <ol style="list-style-type: none"> 1. Recovery grant funding application submission (for ratification) 2. Development Grant update 	10.30am (10 minutes)	Charity Manager
2.3	Expenditure approved under delegated authority since the last meeting (for ratification)	10.40am (10 minutes)	Head of Financial Services
2.4	Proposal for additional Charitable Funds Committee decision making meetings	10.50am (5 minutes)	Charity Manager
3	ITEMS FOR DISCUSSION -		
3.1	Charity activity & income report	10.55am (10 minutes)	Charity Manager

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3.2	Charitable funds financial summary report	11.05am (5 minutes)	Head of Financial Services
4	ITEMS FOR INFORMATION –		
4.1	Investment manager update report	N/A	Brewin Dolphin
4.2	Project evaluation updates	N/A	Charity Manager
4.3	Charity Governance – Approval process and delegated authority	N/A	Charity Manager
5	OTHER MATTERS –		
5.1	Any other urgent business	N/A	Chair
5.2	Date of the next meeting: <ul style="list-style-type: none"> 15th September 2022 		

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

Present:

Vivienne Harpwood
Rhobert Lewis
Trish Buchan
Frances Gerrard
Pete Hopgood

Chair (Committee Chair)
Independent Member (Committee Vice Chair)
Independent Member (Third Sector)
Independent Member (University)
Director of Finance and IT

In Attendance:

Abe Sampson
Paula Walters
Sarah Pritchard
Cathie Poynton
Shania Jones
Paul Mathias

Charity Manager
Associate Director of Corporate Business
Head of Financial Services
Unison / SSICO
Charity Administrative Support Officer
Brewin Dolphin, Assistant Director - Investment
Manager (Item 4.1 only)

Apologies

Alison Davies

Director of Nursing

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"> <p>Nurse training bursaries 4-year programme</p> <p>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> <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.

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	<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>

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**MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING
HELD ON TUESDAY 26 APRIL 2022
VIA MICROSOFT TEAMS**

Present:

Vivienne Harpwood	PTHB Chair (Committee Chair)
Rhobert Lewis	Independent Member (Committee Vice Chair)
Frances Gerrard	Independent Member (University)
Andrew Gough	Deputy Director of Finance

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
Alice Rushby	Audit Wales
Mike Jones	Audit Wales

Apologies

Claire Madsen	Director of Therapies and Health Science
Pete Hopgood	Director of Finance and IT

CF/22/01	<p>WELCOME & APOLOGIES FOR ABSENCE</p> <p>The Chair welcomed members to the Committee. Apologies for absence were noted as recorded above.</p> <p>It was noted that the Director of Finance and IT had nominated the Deputy Director of Finance to attend and support the Committee's business on his behalf.</p>
ITEMS FOR APPROVAL, RATIFICATION OR DECISION	
CF/22/02	<p>Audited Charitable funds annual report and accounts for year ended 31st March 2021 & Audit Plan 2020/21</p> <p>The Head of Financial Services presented the report to the Committee which was previously presented to the Audit, Risk and Assurance Committee on 26 April 2022.</p>

Charitable Funds Committee:
Minutes of meeting held
26 April 2022
Status: Unapproved

Page 1 of 3

Charitable Funds Committee
14 June 2022
Agenda item: 1.3b

	<p>The paper outlines the approach taken to date and the audit conducted by Audit Wales. The audit raised a number of issues which have been taken under advisement and addressed or are due to be addressed in preparation for the next annual report and audit.</p> <p>There were three key recommendations for areas of improvement, these were:</p> <ul style="list-style-type: none"> • The accounting systems used for the Charity finance; The previous system is outdated, and work has been undertaken to implement the Oracle system which is used by PTHB for all other finance transactions and accounting. • There was a delay in the audit programme due to four donated properties which were not correctly reported on the Balance Sheet. This was required to be re-evaluated and recorded appropriately. This has now been completed and signed off by the Audit Wales team. • Disclosures that had to be amended and adjustments that were required on the accounts for classifying expenditure across different financial years. <p>It was noted that the scope and expenditure of the Charity had grown significantly in the past two years, and the Finance team has now adjusted accordingly to ensure that the Charity have adequate support required. A new team member joined in February 2022 to help support the financial accounting processes for the Charity.</p> <p><i>It was understood that due to the higher level expenditure than previous years there has been a higher level of scrutiny conducted.</i></p> <p><i>Will the full report, including the full narrative of Charity operations be discussed again at future meetings and/or at Board?</i></p> <p>The Chair reassured committee members that there will be opportunities to discuss the progress of the Charity at future meetings of the Committee and the Board.</p> <p>Alice Rushby, Audit Wales clarified for the Committee that this meeting was to consider and agree that the annual report is consistent with the financial statement. The scope</p>
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	<p>of the audit report was only focused on the financial statement.</p> <p><i>Could it be clarified that the Board members are trustees for the Charity?</i></p> <p>The Board Secretary confirmed that the Board is the corporate trustee.</p> <p>The Charitable Funds Committee CONSIDERED the Charitable Funds Annual Report and Accounts for the period to 31 March 2021 & Audit Plan 2020/21 and APPROVED.</p> <p>Following approval by the Charitable Funds Committee, the item will be presented to the Board on 28 April 2022.</p>
OTHER MATTERS	
CF/22/03	<p>ANY OTHER URGENT BUSINESS</p> <p>No other urgent business was declared.</p>
CF/22/04	<p>DATE OF NEXT MEETING</p> <p>14th June, 10:00, Via Microsoft Teams</p>

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Key:

Completed
Not yet due
Due
Overdue

CHARITABLE FUNDS COMMITTEE ACTION LOG (June 2022)

CF Minute	Meeting Date	Action	Responsible	Progress	Completed
CF/21/86	1 December 2022	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.	Charity Manager / Investment Managers	<u>14 June 2022</u> This item was delayed to allow for the initial Board Development session in May to take place. This will return as an item for a future Board Development session later in the year.	
CF/21/59	2 June 2021	Provide confirmation regarding the extension details on funding just under the delegated threshold for the telehealth facilitator.	Charity Manager and Head of Financial Services	<u>23 September 2021</u> The extension expenditure noted at the June meeting was from the agreed extension in December 2020. This additional funding loophole had been flagged prior to approval.	

CF/21/25	3 December 2020	The Charity Manager to bring additional guidance and information on the context for core and non-core expenditure in addition to the set delegation levels for the Committee to review.	Charity Manager	<p><u>14 June 2022</u> 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.</p> <p><u>01 December 2021</u> This item will return for discussion at a forthcoming Board Development session.</p> <p><u>23 September 2021</u> This work has been split into separate items with a new framework for approving expenditure being developed.</p> <p><u>02 June 2021</u> The Governance review was intended for the Committee meeting in June. Due to time restrictions the item was pushed back and will be taken to the next</p>	
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				<p>Committee meeting in September.</p> <p><u>04 March 2021</u> Information on the delegation levels will be presented with clarity on core vs non-core guidelines to be shared following an internal review of charity governance.</p>	
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ACTIONS PREVIOUSLY AGREED AS COMPLETED

CF/21/59	2 June 2021	Provide confirmation regarding the extension details on funding just under the delegated threshold for the telehealth facilitator.	Charity Manager and Head of Financial Services	<p><u>23 September 2021</u></p> <p>The extension expenditure noted at the June meeting was from the agreed extension in December 2020. This additional funding loophole had been flagged prior to approval.</p>	
CF/21/62	2 June 2021	Review the investment portfolio ethical policy criteria and discuss with the investment manager.	Director of Finance and IT	<p><u>23 September 2021</u></p> <p>Following a discussion with the Investment Manager, they have produced a presentation to provide guidance on</p>	

				<p>refreshing ethical policy criteria.</p> <p>The investment manager will also attend the December charitable funds committee meeting.</p>	
CF/21/47	4 March 2021	An annual review of delegated levels to be built into the workplan for the Charitable Funds Committee.	Charity Manager	<p><u>23 September 2021</u></p> <p>This has been added to the annual workplan.</p> <p><u>02 June 2021</u></p> <p>This will be added to the updated workplan, to be presented at the September Committee meeting.</p>	
CF/21/48	4 March 2021	Additional emphasis on exit strategies to be placed in applicant guidance notes for funds.	Charity Manager	<p><u>02 June 2021</u></p> <p>Grant guidance has been updated.</p>	
CF/21/45	4 March 2021	Charity Manager to contact NHS Charities Together to organise a thank you card from the Charity.	Charity Manager	<p><u>02 June 2021</u></p> <p>A thank you card has now been sent.</p>	

CF/21/41	4 March 2021	The Charity Manager will ensure that all future bids will have clear confirmation regarding who had authorised the bid and how it was authorised e.g. email/signature.	Charity Manager	<u>02 June 2021</u> Proposals presented to the Committee for approval have now been updated to reflect this.	
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AGENDA ITEM: 2.1

Charitable Funds Committee		DATE OF MEETING: 14 June 2022
Subject:	Bids for Approval	
Approved and Presented by:	Charity Manager	
Prepared by:	Charity Manager	
Considered by Executive Committee on:	See below	
Other Committees and meetings considered at:	N/A	

PURPOSE:

Receive items for approval from the Powys General Fund and any items from Local Funds or COVID Response Fund over £5,000 in value.

RECOMMENDATION(S):

The Charitable Funds Committee is requested to APPROVE requests for funding for the following:

- EasyRead production training
- Tree nursery and wildflower programme

Approval/Ratification/Decision ¹	Discussion	Information
✓	x	x

¹ Equality Impact Assessment (EiA) must be undertaken to support all organisational decision making at a strategic level

THE PAPER IS ALIGNED TO THE DELIVERY OF THE FOLLOWING STRATEGIC OBJECTIVE(S) AND HEALTH AND CARE STANDARD(S):

Strategic Objectives:	1. Provide Early Help and Support	
	2. Tackle the Big Four	
	3. Enable Joined up Care	
	4. Develop Workforce Futures	✓
	5. Promote Innovative Environments	✓
	6. Put Digital First	✓
	7. Transforming in Partnership	
Health and Care Standards:	1. Staying Healthy	✓
	2. Safe Care	✓
	3. Effective Care	✓
	4. Dignified Care	✓
	5. Timely Care	✓
	6. Individual Care	✓
	7. Staff and Resources	✓
	8. Governance, Leadership & Accountability	✓

EXECUTIVE SUMMARY:

This paper is to request the Charitable Funds Committee approve the following application to the Powys General Purpose Fund:

- **EasyRead production training- £630**
- **Tree nursery and wildflower programme - £1,800**

DETAILED BACKGROUND AND ASSESSMENT:

All items of expenditure from Charitable Funds must not be committed prior to the approval of expenditure from either the Charitable Funds Committee or the Assistant /Directorate Managers delegated with this responsibility in line with the Charitable Funds Strategy and Policy document. Items requesting funding from the Powys General Purposes Fund can only be approved by the Charitable Funds Committee.

Items over £5,000 from local funds and from the COVID Response Fund must also receive approval from the Charitable Funds Committee as it is above the delegated limit set by the Committee.

Jones, Shania
06/20/2022 10:49:09
Bids for Approval

Details of the bids to the Powys General Purpose Fund can be found at Appendix 1-2.

NEXT STEPS:

None as a result of this paper.

The following Impact Assessment must be completed for all reports requesting Approval, Ratification or Decision, in-line with the Health Board's Equality Impact Assessment Policy (HR075):

IMPACT ASSESSMENT				
Equality Act 2010, Protected Characteristics:				
	No impact	Adverse	Differential	Positive
Age	✓			
Disability				✓
Gender reassignment	✓			
Pregnancy and maternity	✓			
Race	✓			
Religion/ Belief	✓			
Sex	✓			
Sexual Orientation	✓			
Marriage and civil partnership	✓			
Welsh Language	✓			
Statement <i>Please provide supporting narrative for any adverse, differential or positive impact that may arise from a decision being taken</i>				
Risk Assessment:				
	Level of risk identified			
	None	Low	Moderate	High
Clinical	✓			
Financial	✓			
Statement <i>Please provide supporting narrative for any risks identified that may occur if a decision is taken</i>				

Corporate	✓				
Operational	✓				
Reputational	✓				

Jones, Shania
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Bids for Approval

Appendix 1 – EasyRead production training

PTHB Charity – General Funds Application

What is the title of this project/request?

EasyRead production training for PTHB Staff

Please choose the funding theme that applies to this proposal (select all that apply):

Environment and Sustainability	<input type="checkbox"/>
Developing our Workforce	<input checked="" type="checkbox"/>
Recovery and Renewal	<input type="checkbox"/>
Addressing Socioeconomic Inequality	<input checked="" type="checkbox"/>
Aiding Primary Care	<input checked="" type="checkbox"/>

Who will benefit from this funding?

Patients from any groups who find traditional written materials, pamphlets etc. difficult to access due to their complexity. Typically EasyRead is produced with individuals with Learning Disabilities in mind, however a range of other groups could benefit from the availability of EasyRead documents such as:

- the profoundly Deaf (who typically have lower reading ages than their peers who are not deaf);
- individuals for whom English or Welsh are not their native languages;
- individuals with neurologically diverse conditions not necessarily considered disabilities e.g. Autism Spectrum Disorders, Dyslexia, ADHD
- individuals suffering from mental health difficulties affecting concentration which or other difficulties related to processing information and/or reading;
- those whom for whatever other reason have had poor educational outcomes, including those for whom socio-economic deprivation has adversely impacted on their education and reading skills;

- anyone else who might find it difficult to read and understand the standard version of a written document.

The staff receiving the training will develop a new skill.

How will this funding enhance service provision? Consider the need and expected impact.

EasyRead is a widely used format for informative documents (such as healthcare instructions) that uses a combination of large print, simple language, pictures and an extremely parsimonious approach to content in order to produce documents for use by those with Learning Disabilities (or the other groups outlined above).

At present, PTHB does not routinely produce any documents in EasyRead (this is also true of other Welsh health boards). There are a variety of reasons for this, including a lack of a clearly enforced statutory duty to do so, but two major factors are process and cost: at present, in order to produce a document in EasyRead, the health board would need to send it to an external specialist. This is a time-consuming and expensive process, costing roughly £100-300 per leaflet; without a central process to organise and fund this the reality is that very few documents are produced in EasyRead (or any other accessible format).

If an in-house capacity were established to produce EasyRead documents, this would enable documents to be produced in EasyRead centrally at no additional charge to the individual departments (much as happens at present with Welsh translation); this would make it much easier and faster for departments to provide documents in this format.

It is envisioned that the central EasyRead skills resource would remain with the Equality and Welsh Language Team (3 individuals), who could then produce documents for clinical teams across the health board as needed, much as the team currently organises and/or produces Welsh translations.

Assuming that the end result would be an increase in the production of EasyRead documents, the direct benefits of this investment would be:

- A greater understanding of treatments and healthcare processes for a variety of marginalised groups (see above), leading to Improved healthcare outcomes.

- Reduction in clinical risks posed by a failure to understand treatment or to follow clinical instructions.
- Potential that patients who better understand their treatment will be calmer, meaning an improvement in the patient/staff relationship.
- Where patients are happy to receive a simpler written explanation this means staff need to spend less time explaining treatments.
- Reduction in telephone calls etc. from patients requiring explanations or clarifications.
- Reduction in concerns or complaints.

The indirect benefits could include:

- A clear visual demonstration of PTHB's commitment to inclusion and equity of access.
- Set an example for other NHS organisations in an area of service provision that is currently sadly neglected.

Where the organisation would have produced EasyRead version anyway, after the capacity to do this centrally is made available there would be a reduction in costs compared to outsourcing this.

Some information leaflets remain in use by the health board for a very long time and it is possible that work done by staff who have attended this training could continue to benefit Powys patients for many years, even if the individual member(s) of staff no longer work for the health board.

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities and cost per item or whether there are any ongoing costs.

The identified EasyRead training (<https://www.easyreaduk.co.uk/training/>) would cost £525 +VAT (**£630**) for 5 members of staff to attend a total of five hours, over two sessions. There are no further costs associated with this funding request*.

As well as the three members of the Equality Team there would be two further places available on the course, which could be offered to the communications team and/or Learning Disabilities team (*The training could be opened up more widely if desired, although this would require further multiples of the individual funding request).

As part of the course, each of the five individuals would produce an easy read version of a document, receiving feedback on that document from a specialist

that would then empower them to produce more EasyRead versions in the future.

Assuming that the average cost of commissioning an EasyRead document externally is £100-200 per document, the initial outlay for the training course would immediately be recovered by the documents produced during the session itself, even if the staff never again used the skills that they acquired.

Of course, having been trained the staff would then be qualified to produce further EasyRead documents, meaning it would be possible to recoup the cost of the session several times over even if the rate at which new documents were requested and produced was relatively low.

How will you evaluate the success of this project? Consider any opportunities there may be to capture feedback from beneficiaries.

As noted above, in terms of cost/benefit this proposal could very quickly recuperate its cost, relative to similar Success measures would include:

- Number of Easy Read documents commissioned by the team from various departments.
- Feedback from patients who benefitted from the documents (e.g. Patient Stories)
- Feedback from staff who have used the documents with patients.

Contact details

Name: Adam Pearce

Email address: adam.pearce@wales.nhs.uk

Phone number: N/A

Location: Bronllys Hospital

Declaration

I confirm that I have attained approval from the appropriate director/authorising executive for this request.



I confirm that this funding will only be used for the purposes specified in this application.



Applicant

Name: Adam Pearce

Role: Service Improvement Manager: Welsh Language & Equalities

Signature:

Adam Pearce

Date: 7-2-2022

Authorising executive

Name: Claire Madsen

Role: Director of Therapies & Healthcare Sciences

Signature:

C Madsen

Date: 07/02/2022

Please email this completed form to abe.sampson@wales.nhs.uk

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Bids for Approval

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**Charitable Funds Committee
14 June 2022
Agenda Item: 2.1**

Appendix 2 – Tree nursery and wildflower programme

Charitable Funds – Request for Approval to commit Charitable Funds Expenditure

APPLICATION FOR CHARITABLE FUNDS APPROVAL
For completion by person requesting funding:
Location: 9 hospital sites
Hospital / Clinic: Hospital
Requested By: Steven Bromley (Environment & Sustainability Manager) & Green Bees group
Project title: PTHB tree nursery and wildflower programme
Date:
Demonstrate how this request will improve the patient and patient support environment within the PTHB and complies with the Charitable Funds Strategy (Please include a statement on need and expected impact):
<p>Proposed project:</p> <ol style="list-style-type: none"> 1) Develop PTHB's tree nursery to support delivery of a key environmental targets 2) Develop grounds to make space for nature through wildflower planting, enhancing biodiversity and improving patient and staff wellbeing <p>It's well understood that patient recover and discharge times are significantly cut with access to the green environment [Green and healthcare.pdf (elca.info)][The Positive Effects Of Nature On Your Mental Well-Being (positivepsychology.com)]. The positive effects on our mental and physical health from nature can be profound and is increasingly backed up with empirical, peer-reviewed evidence. The biologist E. O. Wilson describes an 'innate and genetically determined affinity of human beings with the natural environment' coining the phrase 'Biophilia'. Biophilia is now gaining credence across the medical profession [Biophilia Psychology Today] as a legitimate way of tackling multiple and complex health conditions with potential cost reductions to the NHS.</p> <p>In PTHB we are surrounded by green space but due to priorities and stretched resources our grounds are not always cared for sympathetically. This has a broad range of knock on effects, including:</p>

- Untidy sites
- Negative public perception
- Health and safety issues
- Degraded habitats and low biodiversity
- Low adherence with statutory obligations
- Low adherence with voluntary standards

Additionally, at this time of a climate and nature emergency, PTHB could act as an 'anchor organisation' helping to change staff and the public in a positive and proactive way by undertaking and demonstrating small achievable actions everyone could take to help.

The proposed project will look to:

- Improve the aesthetic value of the grounds
- Improve the public's perception of PTHB
- Increase access to safe and quality green environment for the public, patients and staff
- Help delivery against PTHB biodiversity targets
- Improve habitats and increase species numbers
- Build partnerships with PTHB groups and external organisation.

1) In 2020 the Estates department agreed to set up a small tree nursery to allow staff to grow-on trees from seeds found around the estate. The trees grown are primarily for PTHB grounds but we look to partner with local organisations to increase publicly accessible green spaces. We already have good working relations with Green Valleys who have a large plot of land in Talgarth ready to be planted up. Additionally, the trees grown could be given to other NHS trusts, schools and discharged patients to support our decarbonisation National Forest initiative.

This project is proving a success with over 100 trees grown last year but with capacity for 10,000. Unfortunately, the tree nursery is proving to be very time consuming with twice-weekly watering required during the warmer months and faces risk of sapling loss from lack of suitable irrigation.

We would therefore like to purchase an automatic water timer and sprinkler system to ensure the best chance of success with the trees whilst reducing the time spent manually watering.

Jones, Shania
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Community –patients, staff, general public, wildlife.

Why? – delivery against statutory objectives, PTHB biodiversity delivery plan. Contribute positively to the decarbonisation agenda.

Resourceful – the tree nursery is already set up; the additional equipment will make the project more efficient and less time consuming.

Partnership – this is a partnership bid between the Estates department and the Green Bees group (staff-led environmental group). We have also engaged psychology departments and we are working with local charitable organisation to help take this project off site.

Legacy – the trees planted today will be there for future generations. Trees are our best hope of meeting international climate change agreements and reducing impacts of climate change. Trees and woodlands are also critical to our physical and mental health. This project has the potential to be scaled up and become part of the organisation's carbon offsetting for large capital projects and decarbonisation.

Evaluation. The success of this project will be measured in number of trees grown and planted out.

Exit – once set up the tree nursery will need little maintenance. As the project expands we will draw in support from services and service users to collect seeds and grow the trees on. No further funding will be needed to maintain the project.

2) Over the next few years Estates and the Green Bees group are hoping to create good quality wildflower habitat across all 9 hospital sites by growing and maintaining areas of wildflower.

Depending on the site these areas could be a 1m² planter or 20m wide area at the front of the hospital spelling out 'NHS'. Many PTHB departments have already embarked their own garden projects to support service users, this project will add value to these already established projects by supporting groups to grow wildflowers.

In addition to the specific grounds projects, we would also like to positively engage with senior managers directly by distributing enough wildflower seeds for an area 25m². This will act as an engagement tool for the environment and sustainability agenda, helping the organisation move towards a decarbonised future, whilst also helping to establish small manageable habitats.

We would also like to engage staff further with see pack distribution through the wellbeing hubs.

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To accomplish this, we would like to purchase 5kg of British native wildflower seeds, signage to positively communicate the project(see graphics attached), peat-free soil and seed trays for growing-on plants.

Community –patients, staff, general public, wildlife.

Why? – delivery against statutory objectives, PTHB biodiversity delivery plan. Contribute positively to the decarbonisation agenda.

Resourceful – grounds and planting scheme maintenance will be covered by either estates or facilities as a function of the role. Maintaining wildflowers is generally less work-intensive than traditional grounds maintenance works and so helps staff concentrate on critical works whilst reducing the risk of Hand Arm Vibration Syndrome. Additional support will be gained through the Green Bees groups, local service delivery staff and service users, where appropriate.

Partnership – this is a partnership bid between the Estates department and the Green Bees group (a staff-led environmental group). We know of several departments across the organisation who have established their own growing projects. If successful with this bid we will proactively engage with groups across the organisation to expand the project.

Legacy – Good wildflower habitat takes many years to establish. Once seeds have been sown-on by the groups they will only improve with time and develop the biodiversity across all of our estate.

Evaluation. The success of this project will be based on seed packs distributed and extent of enhanced wildflower provision established.

Exit – once wildflower habitats have been established they will need little maintenance and much less than traditional grounds maintenance. A traditional hay meadow needs only a couple of cuts a year which will be covered by the estates department or facilities. In partnership staff and departments, we will collaborate with others to organise an annual seed collection event, with seeds collected being sown ready for the coming year.

Description of item requested (please attach supporting documentation eg EDOF form/quotes:

Estimated Cost (If known):

Wildflower seed mix:

Emosgate

EC2

%	Latin name	Common name
30	Agrostemma githago	Corncockle

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40	<u>Centaurea cyanus</u>	<u>Cornflower</u>
10	<u>Cota austriaca (Anthemis austriaca)</u>	<u>Corn Chamomile</u>
0.1	<u>Geranium dissectum</u>	<u>Cut-leaved Crane's-bill</u>
14.6	<u>Glebionis segetum - (Chrysanthemum segetum)</u>	<u>Corn Marigold</u>
0.2	<u>Lysimachia arvensis - (Anagallis arvensis)</u>	<u>Scarlet Pimpernel</u>
0.1	<u>Papaver dubium</u>	<u>Long-headed Poppy</u>
4	<u>Papaver rhoeas</u>	<u>Common Poppy</u>
0.2	<u>Ranunculus arvensis</u>	<u>Corn Buttercup</u>
0.8	<u>Veronica persica</u>	<u>Common Field-speedwell</u>
100		

General wildflower seed mix:

Wild Flowers

%	Latin name	Common name
0.1	<u>Achillea millefolium</u>	<u>Yarrow</u>
3.5	<u>Centaurea nigra</u>	<u>Common Knapweed</u>
2.2	<u>Cruciata laevipes</u>	<u>Crosswort</u>
3.5	<u>Leucanthemum vulgare</u>	<u>Oxeye Daisy - (Moon Daisy)</u>
6.5	<u>Plantago lanceolata</u>	<u>Ribwort Plantain</u>
2	<u>Poterium sanguisorba - (Sanguisorba minor)</u>	<u>Salad Burnet</u>
0.1	<u>Prunella vulgaris</u>	<u>Selfheal</u>
2	<u>Ranunculus acris</u>	<u>Meadow Buttercup</u>
0.1	<u>Silene vulgaris</u>	<u>Bladder Campion</u>
20		

Grasses

%	Latin name	Common name
8	<u>Agrostis capillaris</u>	<u>Common Bent</u>
28	<u>Cynosurus cristatus</u>	<u>Crested Dogstail</u>

Jones Shania
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24	<u>Festuca rubra</u>	<u>Red Fescue</u>
4	<u>Phleum bertolonii</u>	<u>Smaller Cat's-tail</u>
16	<u>Poa pratensis</u>	<u>Smooth-stalked Meadow-grass</u>
<p>ES2: 2kg £170</p> <p>EM1: 2kg £72</p> <p>Re usable seed trays £50</p> <p>Automatic timer and sprinkler systems £500</p> <p>Signage 40 x A4 20x A2 £1000</p> <p>Total £1792</p>		
<p>Total cost: £1,792.00</p> <p>Has assistance been obtained from the Procurement Department – N/A</p>		
<p>Ongoing Revenue Costs (if Applicable) not applicable</p>		
<p>For completion by appropriate Director/Locality Manager (or designated deputy):</p>		
<p>Funding request supported / Wayne Tannahill (Head of Estates and Property)</p>		
<p>Signed: Date: 14.12.2021</p>		

When completed by all parties please forward to:

Abe.sampson@wales.nhs.uk

Bids for Approval

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Charitable Funds Committee
14 June 2022
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AGENDA ITEM: 2.2

Charitable Funds Committee		DATE OF MEETING: 14 June 2022
Subject:	NHS Charities Together Stage 3 Grant Proposal (for ratification)	
Approved and Presented by:	Charity Manager	
Prepared by:	Charity Manager & Head of Organisational Development	
Other Committees and meetings considered at:	Executive Committee - 4 th May 2022	

PURPOSE:

The purpose of this paper is to present the Charitable Funds Committee with the details of a funding proposal developed by the PTHB Charity and WOD teams to be submitted to NHS Charities Together, which was approved by the Executive Committee in May. The paper is presented here for ratification.

RECOMMENDATION(S):

The Charitable Funds Committee is asked to:

- **Note the details of the grant funding proposal**
- **Ratify the proposal**

Approval/Ratification/Decision ¹	Discussion	Information
✓	x	x

¹ Equality Impact Assessment (EiA) must be undertaken to support all organisational decision making at a strategic level

THE PAPER IS ALIGNED TO THE DELIVERY OF THE FOLLOWING STRATEGIC OBJECTIVE(S) AND HEALTH AND CARE STANDARD(S):

Strategic Objectives:		
	1. Provide Early Help and Support	
	2. Tackle the Big Four	
	3. Enable Joined up Care	
	4. Develop Workforce Futures	✓
	5. Promote Innovative Environments	
	6. Put Digital First	
	7. Transforming in Partnership	✓
Health and Care Standards:	1. Staying Healthy	✓
	2. Safe Care	✓
	3. Effective Care	✓
	4. Dignified Care	✓
	5. Timely Care	✓
	6. Individual Care	✓
	7. Staff and Resources	✓
	8. Governance, Leadership & Accountability	✓

EXECUTIVE SUMMARY:

The Charitable Funds Committee is asked to NOTE:

- NHS Charities Together has ring fenced £55,000 of funding for PTHB/PTHB Charity to apply for under their organisational Recovery and Resilience from COVID funding round.
- The OD and Charity teams have developed an application to rollout the delivery of a team-based working toolkit which has been developed by University College Dublin.
- The funding request is for a fixed-term 0.5 FTE Band 7 resource for a fixed term 2-year period who will project manage the delivery of this work across the Health Board.
- The project will help to support staff wellbeing under the OD strategic framework and the role will report to the Organisational Development team.
- The Charity Manager and Head of Organisational Development will support project evaluation and monitoring for NHS Charities Together.

DETAILED BACKGROUND AND ASSESSMENT:

NHS Charities Together is the umbrella organisation for all NHS Charities. As a part of their national COVID fundraising appeal, they have allocated funding for all member charities (including the PTHB Charity) to apply to

utilise. This has been distributed in various stages, with each stage having its own criteria and priorities. The relevant funding stage for this proposal has presented an opportunity to develop a project with the aim of supporting organisational recovery from the impact of the pandemic and increased resilience.

£55,000 of funding has been ringfenced for this purpose for PTHB to utilise following the completion of a successful funding application. This funding has a two-year period in which it must be utilised following a successful application.

Undertaking activity to support staff wellbeing remains a key priority for PTHB as an enabler for renewal programmes and within the Organisational Development Strategic Framework. In determining the specific activity to be undertaken to support staff, emphasis has been made towards developing excellence in leadership and excellence in team working.

Through a national approach in conjunction with HEIW, a team-based working toolkit developed by University College Dublin (UCD) and the health services in Ireland is to be trialled and subsequently rolled out across PTHB. The Collective Leadership for Patient Safety Cultures (Co-Lead) toolkit, has been specifically developed with the Compassionate Leadership model in mind and seeks to help meet our goals of creating healthy, well-led team environments.

The toolkit itself is an open resource, but UCD are keen to be able to utilise the approach as a research opportunity in Wales and is currently undergoing approval through the research panel.

The proposal that has been developed is a funding request for a 0.5 FTE Band 7 resource for a fixed term 2 years period who will project manage the roll out of this work across the Health Board. They will also facilitate the most challenged teams and support managers and HR Business Partners in sharing and embedding the toolkit. The role will report into the Organisational Development function.

NEXT STEPS:

- **The application will be reviewed by the NHS Charities Together grants panel for review and a funding decision.**

Jones, Shania
06/20/2022 10:01:00

The following Impact Assessment must be completed for all reports requesting Approval, Ratification or Decision, in-line with the Health Board's Equality Impact Assessment Policy (HR075):

IMPACT ASSESSMENT				
Equality Act 2010, Protected Characteristics:				
	No impact	Adverse	Differential	Positive
Age	✓			
Disability	✓			
Gender reassignment	✓			
Pregnancy and maternity	✓			
Race	✓			
Religion/ Belief	✓			
Sex	✓			
Sexual Orientation	✓			
Marriage and civil partnership	✓			
Welsh Language	✓			
<p style="text-align: center;">Statement</p> <p><i>Please provide supporting narrative for any adverse, differential or positive impact that may arise from a decision being taken</i></p>				
Risk Assessment:				
	Level of risk identified			
	None	Low	Moderate	High
Clinical	✓			
Financial	✓			
Corporate	✓			
Operational		✓		
Reputational	✓			
<p style="text-align: center;">Statement</p> <p>As the application is for external funding and there are no large resource requirements for the project there are very few risks other than some small operational impacts within the Charity and Workforce teams to support recruitment, and project monitoring and evaluation.</p>				

Jones, Shania
06/20/2022 10:01:00

.INTERNAL USE ONLY		Date received:	
Pre-review checks (budget/allocation/consultation/signature)		Satisfactory	Not satisfactory
Application meets NHS CT Stage 3 Grant core criteria and eligibility		Yes	No
Applicant has submitted an adequate Stage 1.3 report		Yes	No
Application recommendation		Approved	Revise & resubmit

Please remember you must have submitted an adequate Stage 1.3 report prior to Stage 3 submission

- ✓ Please read the Stage 3 Grants Programme Guidance before completing this Application form.
- ✓ Applications must be submitted in word and signed pdf to grants@anhsc.org.uk, marking the subject of the e-mail 'S3 [Charity name]' in the subject line.
- ✓ Please try to be concise and clear, suggested word counts have been provided.
- ✓ Please avoid attaching multiple appendices and additional documents to your application. You can attach your detailed budget as a spreadsheet and any specific job descriptions in word or PDF.
- ✓ Avoid the use of jargon or acronyms, without first providing a definition.
- ✓ If your proposed work includes multiple projects, Section D must be completed for each project and a summary for all projects provided in Section C. We recommend funding fewer projects for longer to focus on sustainable health outcomes and funding for success.
- ✓ If you are resubmitting a revised application, please update the submission date and highlight any [amends in blue](#).

All projects must meet the following criteria:

1. Supporting the long-term health and recovery of NHS staff, patients, community and volunteers impacted by Covid 19.

Section A – Lead Charity and applicant contact details

A1 Charity name & number	PTHB Charity	1057902
A2 Charity address	PTHB Charity, Powys Teaching Health Board Bronllys Hospital Brecon LD3 0LY	
A3 Applicant name & job title	Abe Sampson, Charity Manager	

A4 Applicant address	PTHB Charity, Powys Teaching Health Board Bronllys Hospital Brecon LD3 0LY
A5 Telephone number	07929 783 293
A6 Email address	Abe.sampson@wales.nhs.uk
A7 Alternative contact name	Rhys Brown
A8 Alternative contact email	Rhys.brown@wales.nhs.uk

Section B – Project partners

B1 Check the boxes below if you have consulted with:	
X	NHS Charity and Trust Leadership
X	NHS staff working in your Trust
	Community organisations
	Consultation or co-design with service users

Use this space if you would like to provide any additional information on the above. (250 words)

This project is to be undertaken as a result of feedback given within staff surveys, which include the national staff survey and local wellbeing surveys. Over the last 2 national surveys, PTHB has had the highest response rate of the Welsh health boards and from a range of staff, both clinical and non-clinical and at all levels within the organisation. The most recent wellbeing survey had a 50% split between those in the workplace (most of which were clinicians) and those working from home (predominantly administrative roles).

In addition to the surveys, engagement sessions were undertaken with the Executive team, as well as engagement with Trade Union partners. The consistent message from all areas has identified the need to develop excellence in leadership and excellence in team working as a fundamental aspect of environments that enable staff wellbeing.

The Mental Health Service has volunteered to be the lead service for the Co-Lead team-based working project through which an initial evaluation of the approach will take place. In order to inform this decision, the senior leadership team of the service and team leaders have been engaged with and agreement gained to start supporting teams.

The project will be overseen by the Wellbeing at Work Group. This group is attended by relevant professional and clinical staff from across the organisation who have the knowledge and capability to inform approaches to wellbeing and provide the governance and scrutiny around any projects or activity. In turn this group reports to the Workforce and Culture Committee to provide assurance at a Board and Executive level.

Jones, Shania
06/20/2022 10:00

Section C – Overview of Project(s)

C1 Brief summary of the work this grant will fund (Approximately 50 words per project)

The project will seek to implement the Co-Lead approach to team-based working across teams within Powys Teaching Health Board (PTHB), in order to support the development of excellent compassionate leadership and excellent team working. The aim to improve working environments that are fundamental to the long-term health and wellbeing of staff. The funding will pay for a temporary staffing resource to lead the project.

Section D – Project details (Duplicate section D in full for each proposed project)

D1 Project details

Project title	Staff Well-being through Excellence in Team-Based Working		
Project partner			
Proposed start date	June 2022	Proposed end date	June 2024

D2 What need have you identified for this funding (200 words)

The Covid-19 pandemic has placed significant pressure on Health Board staff making it more challenging to maintain wellbeing. This has resulted in increased sickness absence rates, increased access to Occupational Health and Counselling services and a lower overall sense of wellbeing, especially for those in clinical roles. The National Staff Survey also demonstrated identified that there has been a decrease in teams taking time out to reflect and learn. The operating environment is unlikely to change imminently, leading to the risk of a further reduction in wellbeing and associated effects. There is therefore a need for a proactive approach to supporting staff wellbeing which extends beyond short-term initiatives and creates a sustainable supportive environment.

PTHB has a multi-layer action plan that seeks to address a range of well-being issues with significant steps already undertaken to improve access to information and support. The plan has three main areas:

- **Infrastructure and governance** – Review of Occupational Health ensuring it is fit for purpose and establishing a Well-being at Work Group to provide Clinical and Professional leadership of the well-being staff plan
- **The basics** – Ensuring that staff have access to vaccinations, immunisations, health surveillance and counselling services
- **Supporting staff to thrive** – developing healthy team environments that are compassionately led, enabling access to well-being initiatives such as Mental health First Aid training and effective weight management programmes.

A number of initiatives have been delivered through the pandemic, including the development of a specific well-being SharePoint site, stress management courses, access to counselling service at

any time and the introduction of well-being hubs where staff can access refreshments, information and take a break.

Access to initiatives hasn't been equitable however, with those more able to manage their own time and access ICT being able to attend events. More fundamentally, if an individual's team working environment is not healthy then initiatives will not overcome the impact of this on that individual.

D3 What do you aim to achieve with this funding i.e. how do you plan to address the above need (200 words)

The fundamental principle in the PTHB wellbeing plan is to develop excellence in team working and excellence in leadership. This is formed on the understanding that individual initiatives are short-lived or not accessed by all, and regardless of the initiative, if the team environment is not healthy then the individual staff member is unlikely to be happy in their role. Therefore, a key part of the wellbeing plan is to develop and implement an approach to team and leadership development that can be embedded in all teams over a 2-year period. this will aim to develop the culture of compassionate and collective leadership, where teams take time to consider and look out for the health and wellbeing of each other.

D4 Describe in detail the project or activities that will take place i.e. how will the funds be used (300 words)

The Health Services of Ireland in conjunction with Dublin University have created an approach to team-based working called Co-Lead. This is a free, open access resource that supports teams through a number of sessions that address help them discuss elements that are fundamental to a high performing team, including clarity of purpose, goals and roles, communication, risk management, compassionate leadership building trust etc.

The approach is being adopted by HEIW , with PTHB being one of the organisations that will trial the approach for wider roll out across NHS organisations in Wales. The results of the initial trial period of this project for PTHB will also inform HEIW on their future use of the toolkit.

This project will have four broad stages:

1. **Trial Period** – This will see the toolkit rolled out across teams within the Mental Health service. In total there are approximately 600 staff in this area, but access to teams can be challenging due to high work pressures, especially due to Covid-19. The project trial period will therefore cover 4 months to engage with as many teams as possible in order to inform a useful evaluation.

The Organisational Development team also often works with a range of teams who need support. Where possible the Co-Lead toolkit will be used with these teams and feed into the evaluation.

The Co-Lead approach requires teams to undertake a minimum of 8, 1-hour development sessions. These sessions are self-led, with the proposed project manager providing training and facilitation support to train teams in the approach. The project manager will also provide facilitation support where teams are particularly struggling.

2. **Initial Evaluation** – Prior to undertaking any of the team development sessions, team members will undertake a team climate survey to assess their current team experience. This survey will be repeated on completion 4 sessions to inform an initial evaluation. This initial evaluation will be limited to climate of the team and their reflections on wellbeing, rather than the impact of this on service provision. This evaluation will also form a gate review to establish any adjustments to the approach before rolling it out wider.
3. **Organisational Roll-out** – This will see a phased roll-out of the model across services. The role of the project manager through this phase will be to increase the facilitation capacity and capability across the organisation to enable teams to be self-directed, rather than facilitator led. This will mean that the life of the project can extend beyond 2 years and embed within teams.
4. **Long-term Evaluation** – An evaluation will be undertaken after 2 years to understand the impact of the co=lead approach on staff well-being

The funding will therefore pay for additional Band 7 staff resource on a 0.5 WTE basis for 2 years to manage the project, develop internal capability and evaluate outcomes. The banding is based on an existing OD Facilitator Job Description and the similarities of job function of that role.

The resource will also undertake pulse surveys to understand the current climate of the organisation, maintain the well-being pages and promote opportunities and provide specific facilitation support where teams are struggling.

D5 Please provide a timeline for your project, including key milestones and activities (Add table rows as required)

Date/date range	Activity	Activity lead
June 2022	Recruit to Facilitator/Project Manager role	Head of Organisational Development
July 2022-January 2023	Trial roll out with Mental Health Service	Project Manager
December 2022-March 2023	Evaluation	Project Manager
January 2023-May 2023	Wider organisation awareness sessions and initial facilitator training	Project Manager
June 2023 – March 2024	Organisation roll out by service/department (order yet to be planned)	Project Manager
April - June 2024	Evaluation	Project Manager

D6 Tell us who the beneficiaries are, and approximately how many people will benefit (150 words)				
All Powys Teaching Health Board staff beginning with clinical teams over a period of two years during which time a sustainable model will be developed to ensure that teams can continue to utilise the approach.				
How many will benefit?		Approximately 2000 staff excluding hosted services.		
D7 What outcomes (differences) do you expect to achieve through the funding for the beneficiaries and the NHS (300 words)				
<p>Improved team working environments, that will see:</p> <ul style="list-style-type: none"> • Reduced sickness absence due to work related stress • Reduced referrals into Occupational Health and Counselling Services • Reduced incidents of staff conflict, access to mentoring and employment relations cases • Improvement of well-being and engagement scores in National Staff surveys and internal well-being surveys 				
D8 How will you monitor, measure and report on the outcomes (differences) described above (300 words)				
<p>The Co-Lead approach utilises a simple survey and interviews before and after the team undertakes the series of sessions to evaluate the impact of the approach. Wider monitoring of impact will be through the measures described in D7.</p> <p>Reporting on the above will be made back to both Powys Teaching Health Board's Executive Board and NHS Charities Together at regular intervals (after 6, 12 and 24 months) once the project is underway.</p>				
D9 Provide an itemised budget for each project (Add table rows as required)				
Item	Description	Year 1	Year 2	Total
Staff Resource	Band 7 0.5 WTE project manager salary	£21,060	£21,060	£42,121
	National Insurance Contribution at 13.8%	£2,906	£2,906	£5,812
	Employers Pension Contribution @ 14.8%	£3,116	£3,116	£6,233
Total (£)		£27,082	£27,082	£54,164
Use this space if you would like to provide any additional information on the above i.e. if NHSCT will not be the sole funder, provide information on what other funding has been received or sought for the project. (150 words)				
N/A				

D10 Short description of how any ongoing costs will be met, how the benefits of the project(s) will be sustained, and how you will disseminate any learning (150 words)

If successful then the improvements will have been embedded in the organisation over the two-year period and will be sustainable through the open source resources and the progress of individual teams. There will also be an opportunity to review the project after completion and look at whether any continuation programmes could be developed and funded either through the Health Board or through the PTHB Charity.

We plan to disseminate project updates and case studies via the Charity across our social media channels, website, newsletters and share learning with NHS CT members through Member Connect and through our Regional NHS CT Charities Group.

Section E – Management and Governance

E1 Check the boxes below to confirm you and/or your delivery partners have the following in place:

X	Equality and Diversity policy
N/A	Safeguarding policy (if applicable i.e. working with vulnerable groups/children & young people)
N/A	DBS (or Disclosure Scotland) checks for appropriate staff and volunteers (if applicable)
X	Relevant insurances

Use this space to provide any additional information on the above i.e. if you have had to consider additional safeguarding relating to use of technology, or additional considerations to ensure equality and diversity, etc. (150 words)

Equality, diversity and inclusion are key components of Powys Teaching Health Board's long term strategic direction and the PTHB Strategic Equality Plan 2020-24 will have a big impact on this project. This training will help to build the foundation for an engaged workforce who have positive working relationships with their managers and colleagues and in turn, creating an environment where they feel safe and are supported to manage their own wellbeing and development.

E2 Tell us how you will manage these projects including monitoring and reporting for your proposed projects (300 words)

The project lead will be responsible for coordinating training and implementation of the project across the two-year period, working under the supervision of the Health Board's Head of Organisational Development.

Project progress will be monitored throughout the programme by the Wellbeing at Work Group at an operational level and through the Health Board's Executive Committee and the Workforce and Culture Committee. At regular intervals, we will also feedback reports to NHS Charities Together and the PTHB Board. This will be done after reaching the 6, 12 and

24 month milestones for the project with a final thorough evaluation once the project has been completed and reviewed.

Section F – Summary programme budget and Finance

F1 Summary of funding request to NHSCT per project (Please check your calculations add up, and your total is in line with your grant allocation)

Projects number and title (Add table rows as required)	Year 1	Year 2	Total
Staff Well-being through Excellence in Team-Based Working	£27,082	£27,082	£54,164
Band 7 facilitator on a 0.5 FTE including on costs			
Total (£)	£27,082	£27,082	£54,164

Use this space if you would like to provide any additional information on the above. (150 words)

F2 Provide the exact name of the organisation to which your grant award should be made i.e. how it appears on the Charity Commission or Bank Account

Powys Teaching Local Health Board Charitable Fund

F3 Details of Management or Finance Officer:

Name	Abe Sampson
Email address	Abe.sampson@wales.nhs.uk
Phone number	07929 783293

Section G – Funder Plus Support and feedback

G1 Please indicate if you would like additional support from NHSCT i.e. our Funder Plus Support (100 words)

N/A

G2 Provide us with feedback on the application process (250 words)

The application process for this Stage of NHSCT grant funding has been well-structured and having the support of a dedicated regional grants advisor has improved the process for us compared to previous funding rounds. We have benefitted from additional opportunities to discuss projects at a developmental stage and receive detailed feedback on applications before submission.

Initially, we did struggle with communicating the distinctions between the grant stages when they were first announced. It was difficult for us to develop plans with stakeholders as the objectives of Stage 3 particularly weren't as clear as the first and second stages but this has improved over time and the final application process has provided the structure that was missing from the earlier announcement of the funding stages in 2020.

Section H – Signature and Submission Date

By signing the below I confirm:

- I have read the Stage 3 Grants Programme Guidance before completing this Application form.
- I will abide by the terms and conditions of the award and reporting requirements.
- That the management accountant / finance officer has full knowledge of this project and funding application.
- I confirm that we have submitted a grant report for stage 1.3 funding²

Signature		Date	
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Data Protection Statement:

The information supplied on the Application form will be used to process your Application. Your personal details will be retained to update NHS Charities Together records relating to applicants and grantees. Your details will not be disclosed by us to any third parties without your prior consent.

Please note that by submitting a completed Application form, you will be giving NHS Charities Together your explicit consent to our processing of your personal details as described. NHS Charities Together will contact you if further information is required.

² This application will not be accepted until the report and any supplementary information for stage 1.3 has been received and approved.

Agenda item: 2.3

Charitable Funds Committee		Date of Meeting: 14th June 2022
Subject :	RATIFICATION OF EXPENDITURE APPROVED BY THOSE WITH RELEVANT DELEGATIONS	
Approved and Presented by:	Head of Financial Services	
Prepared by:	Head of Financial Services	
Other Committees and meetings considered at:	None	

PURPOSE:

To receive for information items of expenditure approved by those with relevant delegations during September 2021 to March 2022.

RECOMMENDATION(S):

The Charitable Funds Committee is requested to NOTE items with a combined value of £5,970 attached that have been approved for expenditure during September 2021 to March 2022.

Approval/Ratification/Decision¹	Discussion	Information
✓		

¹ Equality Impact Assessment (EiA) must be undertaken to support all organisational decision-making at a strategic level

THE PAPER IS ALIGNED TO THE DELIVERY OF THE FOLLOWING STRATEGIC OBJECTIVE(S) AND HEALTH AND CARE STANDARD(S):

Strategic Objectives:	1. Focus on Wellbeing	✓
	2. Provide Early Help and Support	x
	3. Tackle the Big Four	x
	4. Enable Joined up Care	x
	5. Develop Workforce Futures	x
	6. Promote Innovative Environments	x
	7. Put Digital First	x
	8. Transforming in Partnership	x
Health and Care Standards:	1. Staying Healthy	✓
	2. Safe Care	✓
	3. Effective Care	✓
	4. Dignified Care	✓
	5. Timely Care	✓
	6. Individual Care	✓
	7. Staff and Resources	✓
	8. Governance, Leadership & Accountability	✓

EXECUTIVE SUMMARY:

All items of expenditure from Charitable Funds must not be committed prior to the approval of expenditure from either the Charitable Funds Committee or the Executive Directors/Assistant Directors delegated with this responsibility in line with the Charitable Funds Strategy and Policy document.

DETAILED BACKGROUND AND ASSESSMENT:

It is a requirement that all items of expenditure are notified to the committee for information at its next available committee meeting. Items with a combined value of £5,970 attached have been approved for expenditure during September 2021 to March 2022.

This listing is provided at Appendix A.

Jones, Sian
06/20/2022 10:40:09

This excludes expenditure approved against the Covid Fund which is subject to a separate reporting to the committee.

Delegated managers are Assistant Directors/Executive Directors in line with the Charitable Funds revised Financial Control Procedure approved at the June 2020 meeting.

NEXT STEPS:

There are no next steps required as a result of this paper.

Jones, Shania
06/20/2022 10:40:09

Appendix A

Powys Teaching Health Board
Charitable Funds
Items Approved September 2021 to March 2022

Fund	Item	Reason for purchase	£	Approved
Items Approved Sep 2021				
North Powys DNs	2 x Syringe driver Bags	To store all equipment securely to facilitate handover between team members	434	J Crowl
Newtown General Purposes	Additional Cabinetry	Enhancement of storage arrangements for medication related items	580	J Crowl
Brecon Epynt Ward	Ergotron Charging desktop Cabinet & charging wall cabinet	Mobile Stations on the ward will help the nurse to be more efficient in ability to update electronic case notes at bedside, will not run out of power due to continuous charging whilst situated on the unit.	1,106	J Crowl
Items Approved Oct 2021				
AMI Legacy	Xmas Monies	For inpatients presents and Xmas food	200	J Garfitt
AMI Legacy	Chairs for Pottery room	To enhance provision of seating and to create a positive therapeutic environment	250	J Garfitt
Items Approved Nov 2021				
Llandrindod EMI Ward	Xmas Monies	For inpatients presents and Xmas food	200	J Garfitt
Claerwen Ward	Xmas Monies	For inpatients presents and Xmas food	150	J Crowl
Brecon Epynt	Xmas Monies	For inpatients presents and Xmas food	150	P Sussex
Brecon General Purposes	Xmas Monies	For inpatients presents and Xmas food	150	P Sussex
Items Approved Dec 2021				
Knighton General Fund	Camera/printer	To capture Birthdays/activities and keep in touch with family and friends. To be used for support plan, MAR charts, medication & contact with GP.	252	J Crowl
Knighton General Fund	Xmas Monies	For Cottage View residents presents and Xmas food	150	J Crowl
Ystradgynlais Geriatric Ward	Ergotron Charging desktop Cabinet & charging wall cabinet	Mobile Stations on the ward will help the nurse to be more efficient in ability to update electronic case notes at bedside, will not run out of power due to continuous charging whilst situated on the unit.	1,391	J Crowl
AMI Legacy	Welcome Pack	Packs of health and hygiene items to be provided to patients to welcome patients on the ward with the essentials needed for a stay	450	J Garfitt
Items Approved Jan 2022				
Brecon Y Bannau / Epynt	Wireless bed pressure Mat	Enhanced equipment to reduce falls risk of inpatients who may be prone to wander	508	J Crowl
Items Approved Feb 2022				
No Items approved				
Items Approved Mar 2022				
No Items approved				
TOTAL				
			5,970	

Agenda item: 2.4

Charitable Funds Committee		Date of Meeting: 14 June 2022
Subject :	Proposal for additional Committee decision-making meetings	
Approved and Presented by:	Charity Manager	
Prepared by:	Charity Manager	
Other Committees and meetings considered at:	None	

PURPOSE:

A proposal to schedule additional Charitable Funds Committee meetings in the Corporate calendar which are reserved for the approval of proposals and only utilised when required.

RECOMMENDATION(S):

The Charitable Funds Committee is requested to APPROVE the agreement to schedule additional Charitable Funds Committee in the Corporate calendar.

Approval/Ratification/Decision¹	Discussion	Information
✓		

¹ Equality Impact Assessment (EiA) must be undertaken to support all organisational decision making at a strategic level

Additional decision-making meetings

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**Charitable Funds Committee
14 June 2022
Agenda Item: 2.4**

THE PAPER IS ALIGNED TO THE DELIVERY OF THE FOLLOWING STRATEGIC OBJECTIVE(S) AND HEALTH AND CARE STANDARD(S):

Strategic Objectives:	1. Focus on Wellbeing	✓
	2. Provide Early Help and Support	✓
	3. Tackle the Big Four	✓
	4. Enable Joined up Care	✓
	5. Develop Workforce Futures	✓
	6. Promote Innovative Environments	✓
	7. Put Digital First	✓
	8. Transforming in Partnership	✓
Health and Care Standards:	1. Staying Healthy	✓
	2. Safe Care	✓
	3. Effective Care	✓
	4. Dignified Care	✓
	5. Timely Care	✓
	6. Individual Care	✓
	7. Staff and Resources	✓
	8. Governance, Leadership & Accountability	✓

EXECUTIVE SUMMARY:

The Charity team is proposing an agreed schedule of additional meetings of the Charitable Funds Committee, between the current quarterly meetings. These additional meetings would be shorter (30 minutes), reserved solely for the potential Approval of funding proposals and would only go ahead if necessary.

DETAILED BACKGROUND AND ASSESSMENT:

Currently, the Charitable Funds Committee meets on a quarterly meeting schedule with approximately 11-13 weeks between these meetings.

In order to be considered for a meeting, project funding proposals must ensure they are prepared well in advance of the meeting date as they may also require support/approval from the Executive Committee and/or relevant Executive/Assistant Director prior to coming to the Charitable Funds Committee. Should they require any additional refinement or development, the proposal may need to be delayed and return to a future meeting.

Jones, Shania
06/20/2022 10:40:00

Additional decision-making meetings

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Charitable Funds Committee
14 June 2022
Agenda Item: 2.4

This means it can be challenging to be responsive to certain proposals, particularly those where there is a degree of time sensitivity. A short delay or a required action which may only take a few days to complete could lead to a delay of up to 4 months for the project to potentially secure the necessary approval to proceed.

While the Charity team can work with applicants to facilitate a smooth process there can also be unforeseeable delays due to cancelled or postponed meetings or time sensitive opportunities that arise. In the past, it has been necessary to stand up additional meetings to carry out Committee business. This can be difficult and inconvenient for all involved at short notice.

As a way to address this, the Charity team is proposing the introduction of an additional schedule of meetings between the current quarterly meetings. These additional meetings would be utilised for reviewing any funding proposals/urgent business that requires a decision from Committee members. The meetings would be shorter in length (~30 minutes) and confirmation that these additional meetings will go ahead or be stood down will be circulated three weeks before the meeting date.

For further information, a proposed schedule of meeting dates for 2022/23 has been outlined at Appendix 1.

NEXT STEPS:

If approved, the Charity team will work to schedule the additional meetings in the Corporate calendar.

Jones, Shania
06/20/2022 10:40:00

Additional decision-making
meetings

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Charitable Funds Committee
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Appendix 1 – Example of proposed meeting schedule for 2022/23

CF Committee meeting dates	Weeks until the next meeting	Mid way dates for additional meetings	Confirmation of meeting going ahead
14 th June 2022	13 weeks	w/c 25 th July or w/c 1 st August	4 th July 11 th July
15 th September 2022	11 weeks	w/c 24 th October	3 rd October
7 th December 2022	12 weeks	w/c 23 rd January 2023	2 nd January
1 st March 2023	TBC	TBC	TBC

Jones, Shania
06/20/2022 10:40:00

Additional decision-making
meetings

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Charitable Funds Committee
14 June 2022
Agenda Item: 2.4



AGENDA ITEM: 3.1

Charitable Funds Committee		DATE OF MEETING: 14 June 2022
Subject:	Charity Activity Report	
Approved and Presented by:	Charity Manager	
Prepared by:	Charity Administrative Support Officer & Charity Manager	
Considered by Executive Committee on:	N/A	
Other Committees and meetings considered at:	N/A	

PURPOSE:

To present a summary of key Charity engagement activity.

RECOMMENDATION(S):

The Charitable Funds Committee is requested to NOTE the summary of activity for the Charity in the period since the last Committee meeting.

Approval/Ratification/Decision¹	Discussion	Information
x	✓	x

THE PAPER IS ALIGNED TO THE DELIVERY OF THE FOLLOWING STRATEGIC OBJECTIVE(S) AND HEALTH AND CARE STANDARD(S):

Strategic		
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¹ Equality Impact Assessment (EiA) must be undertaken to support all organisational decision making at a strategic level

Objectives:	1. Provide Early Help and Support	✓
	2. Tackle the Big Four	✓
	3. Enable Joined up Care	✓
	4. Develop Workforce Futures	✓
	5. Promote Innovative Environments	✓
	6. Put Digital First	✓
	7. Transforming in Partnership	✓
Health and Care Standards:	1. Staying Healthy	✓
	2. Safe Care	✓
	3. Effective Care	✓
	4. Dignified Care	✓
	5. Timely Care	✓
	6. Individual Care	✓
	7. Staff and Resources	✓
	8. Governance, Leadership & Accountability	✓

EXECUTIVE SUMMARY:

The report highlights key activities and provides context for the period including:

- **Fundraising and key donations**
- **Ongoing projects and partnerships**
- **Communications and campaigns**
- **Social media report**

The detailed summary of activity can be found at Appendix 1.

DETAILED BACKGROUND AND ASSESSMENT:

The report at Appendix 1 has been compiled to summarise the key areas of development for the PTHB Charity during the period.

NEXT STEPS:

There are no next steps as a result of this paper.

The following Impact Assessment must be completed for all reports requesting Approval, Ratification or Decision, in-line with the Health Board's Equality Impact Assessment Policy (HR075):

IMPACT ASSESSMENT
Equality Act 2010, Protected Characteristics:

	No impact	Adverse	Differential	Positive	<div>Statement</div> <div>Please provide supporting narrative for any adverse, differential or positive impact that may arise from a decision being taken</div>
Age	✓				
Disability	✓				
Gender reassignment	✓				
Pregnancy and maternity	✓				
Race	✓				
Religion/ Belief	✓				
Sex	✓				
Sexual Orientation	✓				
Marriage and civil partnership	✓				
Welsh Language	✓				
Risk Assessment:					
	Level of risk identified				<div>Statement</div> <div>Please provide supporting narrative for any risks identified that may occur if a decision is taken</div>
	None	Low	Moderate	High	
Clinical	✓				
Financial	✓				
Corporate	✓				
Operational	✓				
Reputational	✓				

Appendix 1

Charity Activity Report (December 2021 – May 2022)

Like many other services across PTHB, the past six months have been a relatively unsettled period for the Charity team. Our Charity Administrative Support Officer continued to split her time between supporting the Charity and the Corporate Governance team throughout December and into January due to vacant roles in the team. With organisational staffing impacted by a combination of vacant roles and COVID, January then saw both members of the team temporarily seconded to support the CEO office where there was operational urgency. Charity activity was temporarily reduced because of this to business essential activity only. This resulted in some delays to the operational activity outlined in the PTHB Charity 2021/22 annual workplan. These working arrangements remained in place until March when the Charity began to gradually return to a business-as-usual capacity by early April.

Despite the slight disruption the Charity team responded well to the ask and challenges presented during this time and has benefited from more visibility at senior levels in the organisation, new connections with adjacent teams and services that will benefit its work going forwards. The additional time to refine strategic priorities has also been valuable in providing new ideas for future development of the Charity. Fortunately, the Charity team utilised a quieter period in December 2021 to implement new work structures and systems aligned to the impending shift towards the Sharepoint Cloud based systems and this made it easier to return to substantive roles and at pace following the break.

Key activities to note for this period (post-April) include the preparation and launch of a significant campaign for the upcoming Big Tea event between May-July in collaboration with NHS Charities Together (more detail below). The Charity was also invited to deliver a session to PTHB Board members in May which covered the role and responsibilities of the Board as a Corporate Trustee of the Charity and the definition of Charitable Funds and the eligibility criteria that accompany them. Board members also contributed to the development of the Charity's proposed new strategy which will be developed over the next few months with input from key stakeholders and will return in September for formal approval by the Charitable Funds Committee and the Board.

Funding & key donations

As part of the continued partnership with NHS Charities Together, PTHB Charity has an opportunity to apply for a one-off Development Grant to help the Charity to grow and expand. The £30,000 grant is available to each member to support capacity building and allow Charities to become more robust, thereby improving their ability to deliver, both during and beyond Covid-19. The process to access the Development Grant includes the completion of a self-assessment tool, followed by an application form. The self-assessment tool has been designed to help Charities identify potential areas of weakness which they may want to address, to provide a steer and for the use of the grant. PTHB Charity will be developing its proposal for the new grant scheme over the next few months and will hopefully be able to access the funds by the end of the calendar year.

In December, The Original Factory Shop in Machynlleth made the decision to nominate PTHB Charity as their official charity partner. This makes them our first corporate partner and donations made in store and via purchases will help to support their local hospital.

Alongside the above, the Charity has continued to discuss the details of a collaborative approach to utilising a legacy made to another Charity, the Lingen Davies Cancer Fund from a Powys resident. The potential collaboration will see the Improving the Cancer Journey team work closely with the Charity and the Lingen Davies Cancer Fund to deliver a series of projects across Powys through a new fund managed by the Charity. The ICJ team is still in the early stages of developing a project proposal and any partnership will only be initiated once an agreed memorandum of understanding between all parties is completed. The total value of this donation is £350,000.

The following significant donations and grants from organisations and members of the public were received during the period:

Date	Donation/Grant amount	Donor	Information
November 2021	£750	Community donations	Made to Llanidloes Hospital from patient families, for the benefit of staff.
January 2022	£100	League of Friends	Ystradgynlais Hospital
January 2022	£70	Miscellaneous	Proceeds from staff who purchased Charity calendars in December.
March 2022	£900	Community donor	Donation made to the Newtown palliative care team.

March 2022	£3,000	The Grace Trust	General Funds donation from a notable Trust, which is funded through the congregation of the Plymouth Brethren Christian Church.
May 2022	£472	Prints of Wales	Donation made to Brecon Hospital from a local business raising funds through their products.

Additional gifts and contributions continue to be made to staff at various hospital sites from local businesses and community members, which are logged separately by the Charity.

Local Brecon business, Prints of Wales, became our second corporate partner in May 2022 with their donation of £472 made through sales at their business:

"We would like this donation to go to Brecon hospital for their amazing work."

A message from a local donor to the palliative care team in Newtown:

"We wanted to give back to the local palliative care team as they did so much for Clem and us all as a family. The team not only gave medical support but also emotional. We cannot thank the local team enough."

Ongoing projects and partnerships

NHS Charities Together

The Charity is currently working to ensure all stages of the COVID related funding that NHS Charities Together has made available to PTHB is committed. A Recovery grant proposal has been developed with the workforce team, which will utilise the entirety of Stage 3 funding whilst a similar proposal is also being developed with PAVO for the Community Partnership grant scheme. Both projects will have a value of circa £50-55,000.

PTHB Charity had the opportunity to represent Powys at the first NHS Charities Together National Conference in Birmingham at the end of May. The two-day conference brought together over 230 charities from across the UK for the first time, in person. The event was an opportunity to reflect on a remarkable couple of years for NHS charities, share learning and look ahead at what can be achieved through the power of a collective brand. Speakers included, Dr. Neil Churchill OBE, the director for experience, participation and equalities at NHS England as well as executives from local and national MIND charities, and representatives from consultancy Think services. The conference was an excellent opportunity to establish networks with other local NHS charities as well as share learning with NHS colleagues. You can find further updates from the conference on the PTHB Charity social media channels.

End of Life Care project

The final staff and public survey reports on End of Life Care in Powys is almost ready for distribution/publishing. Due to the large uptake in responses to the surveys, there are a number of external organisations interested in the findings, such as Hospice UK and other Health Boards. The report will be shared internally within PTHB before being shared more widely.

Alongside the general project steering group, the project members have also established a spiritual care steering group to prioritise a key area to address from the survey results. There is a clear gap in spiritual care resources within Powys, with limited contact hours available for patients and a lack of awareness/training amongst staff. The project team is currently working on a strategic plan for spiritual care moving forwards.

The National Museum of Wales (NMW) is collaborating with the project group on its NHS Decides / Celf ar y Cyd project, which aims to deliver a bespoke implementation of artwork for hospital settings. While the project involves all Health Boards in Wales, PTHB is the only Health Board that is utilising the project in end of life care. The NHS Decides project will lead to bespoke packs for patients, families and caregivers which includes a variety of artwork and supporting materials that have been chosen and developed with input from staff and patients. Following staff consultation and curation of choices, NMW is currently developing the final supporting materials (including soundscapes, commissioned poetry, activities and contextual information) that will help people learn and gain more from the pieces. These will be ready by the end of the year.

Horizon Arts in Health Project

As part of the HORIZON project partnership with Powys County Council, one of its aims is to learn about patient experiences through involvement in the arts. There are currently a number of workshops taking place across Powys to support patients with creative endeavours as part of their treatment.

Emma Beynon is a writer and creative facilitator based in Mid Wales. Since the pandemic she has led creative writing workshops on Zoom and face-to-face. Every workshop is carefully planned to guide participants through a series of exercises designed to fire up their creativity and strengthen their writing skills. Late last year Emma began facilitating creative writing workshops on Felindre Ward, the mental health inpatient ward in South Powys. Emma has given a recent interview on her experience:

"Free writing is a great way of focusing on the five senses and noticing too. Millie (OT) was the first to notice the link between creative writing and mindfulness, but during the course of the project many of the participants enjoyed making that link too.

I was very keen that everyone could be honest about what they felt about the poems, you do not have to like them, they were there to be discussed. I was really impressed by everyone's response, it was always so detailed, evocative and yet always so true. I learnt so much from the group.

I will never forget the day we read The Door by Miroslav Holub, it is one of my favourite poems, I have read it so many times and always loved it. But this time when we read it, one of the participants just looked up, smiled and said 'It's about change'. I had never thought of that, to me it was about risk and opportunity. But they were right, it was great to witness everyone bring their own view of the world to strengthen our understanding. Inspired by the poem, the discussion or maybe just a line or image, everyone would be given the chance to write and they did!"

Please visit the Powys Mental Health blog for more details and the full interview: <https://powysmentalhealth.blogspot.com/>

Other creative interventions are being planned in Powys, including somatic experiencing and dance with people engaged in the Improving Cancer Journey, and clay modelling, sculpture making and printing workshops for young people at risk of substance misuse at the Mid Wales Arts Centre.

Campaigns & communications

Our legacy campaign in November led us into the Christmas period, where community/grassroots fundraising was a comms priority with the *Choose Your Cause* messaging, which aimed to spotlight fundraising opportunities for individual PTHB services. Engagement was down in comparison to our successful September campaign as there were fewer opportunities for two-way engagement built-in to the *Choose Your Cause* communications, which we will address in future campaigns.

Between January and the beginning of April the team had to halt our communications whilst supporting other services. This provided an opportunity to reevaluate our plans for 2022. We had planned a campaign to target new Charity ambassadors across the Health Board. When relaunching our communication channels in April, we decided to focus on the upcoming Big Tea campaign in partnership with NHS Charities Together and allow more time to identify hosts and encourage sign ups. We will then use the feedback from that campaign to build our Charity ambassador programme.

Planning for the Big Tea began in April and we launched our first communications about the event in May. We will continue to promote it for three months, with the focus shifting from finding hosts to promoting the ongoing Big Tea events in July. While the Big Tea events will officially launch on the 5th July this year, to coincide with the NHS' birthday, they will continue throughout the month to provide more flexibility and opportunities for people to take part, hence our extended campaign to promote it.

A brief excerpt from our recent press release for the Big Tea campaign in Powys:

This July, Powys Teaching Health Board Charity is inviting communities across Powys to join the biggest NHS tea party yet by hosting their own NHS Big Tea on the health service's 74th birthday.

Led by NHS Charities Together, the NHS Big Tea brings the nation together to celebrate the birthday of the NHS, giving thanks to the workforce, whilst raising funds to provide the extra support needed for staff, patients, and volunteers. Communities can celebrate by making time for tea – another national treasure!

This year the Big Tea will be bigger than ever with an entire month dedicated to celebrating all things NHS. Kicking off on the 5th July, Powys' local NHS Charity is inviting community members and staff to get together to help raise money for the NHS.

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Powys Teaching Health Board Charity is asking the Powys community, both public and NHS members to come together to host (or attend) a Big Tea in their area. It can be as simple as having a cuppa with your colleagues or a bake sale at your local school or community centre.

Last year more than 4,800 hosts signed up across the UK, collectively raising over £500,000. In addition to individuals, schools, community groups and organisations, more than 150 NHS charities were involved, including Powys Teaching Health Board Charity.

This year, NHS Charities Together hopes to make the event the biggest NHS Big Tea to date, with a collective fundraising target of over £775,000. This will include donations from corporate sponsors including the headline sponsor Morrisons, who supported the campaign by raising £250,000 last year and will be urging their customers and staff to take part once again.

Following on from the Big Tea campaign, we will use the feedback and learning from that to develop 1-2 additional, shorter campaigns at the end of the year. We will continue to share all of the information on our campaigns and updates through our monthly newsletters. A full breakdown of our social media engagement for December 2021 through to May 2022 can be found below.

Social media engagement report

Social Media glossary

- **Engage** – Attracting users' attention and actively involving them in a conversation.
- **Engagement Rate** – A social media metric to describe the number of interactions users have had with a piece of content (i.e. "Liking", retweeting, commenting etc.)
- **Follow** – Subscribing to the updates of fellow users. Typically applies to Twitter and Instagram.
- **Follower** – A subscriber of another user's feed. Typically applies to Twitter and Instagram.
- **Following** – Users whose feeds you subscribe to. Typically applies to Twitter and Instagram.
- **Organic Reach** – The number of people who saw your post without paying to promote it.
- **Reach** – The total number of people who saw your post (includes organic and paid reach).

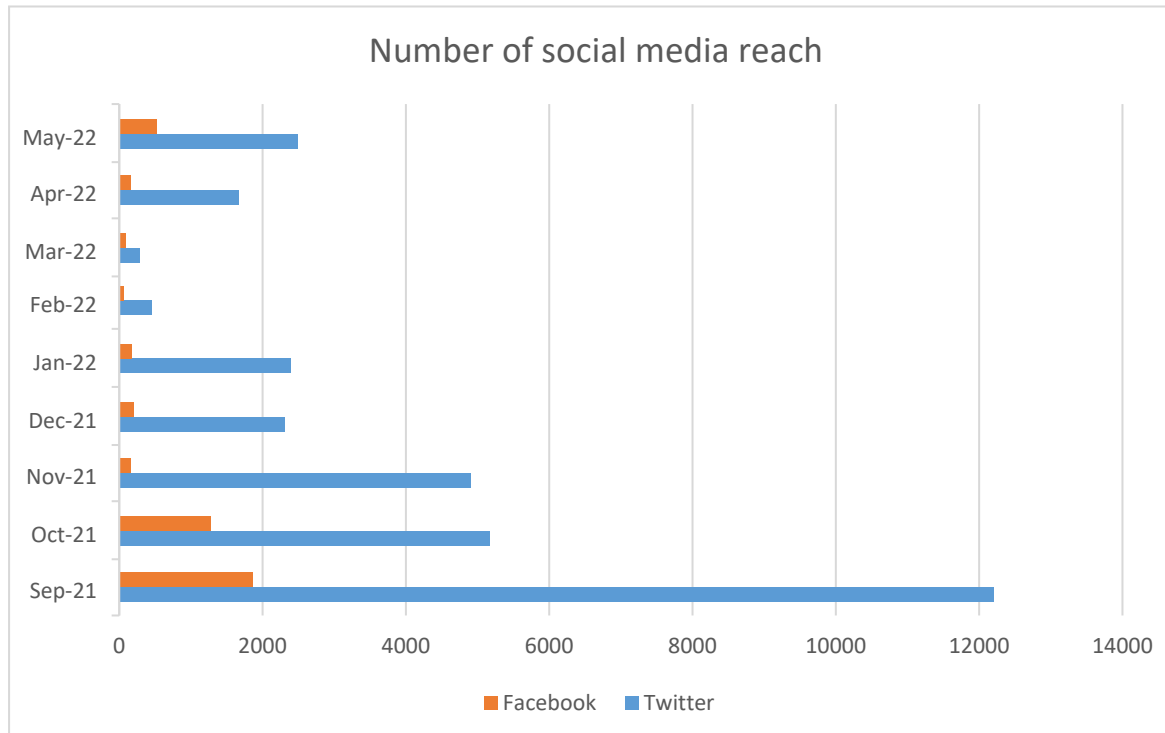
- **Tweet** – A post on popular micro-blogging site Twitter.
- **Tweet impression** - Twitter impressions show **how many total times people have seen your tweet**. In other words, 500 impressions = your tweet has been seen 500 times.

A key aim for the Charity team in 2021-22 was to increase our social media presence. Social media engagement saw an increase in the summer of 2021, however, as we moved into the end of 2021 there were fewer events and campaigns to focus on.

There was higher social media reach in September 2021 as a result of the continued celebration of the Charity marking 25 years. We held a photo competition and shared highlights of projects which have been funded by PTHB Charity over that period. This saw a high level of audience participation and engagement, which can be difficult to maintain.

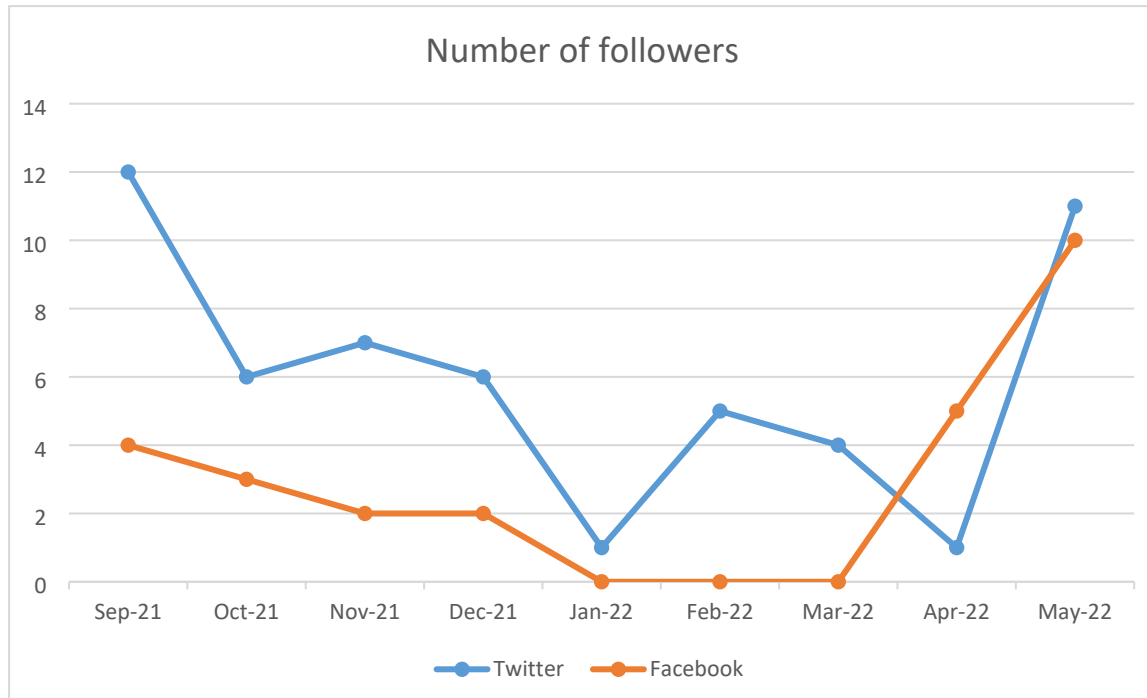
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Moving into October, November, and December 2021 we focused heavily on providing useful and practical information for our audiences, for example we held a legacy donations campaign. The aim was to encourage legacy donations whilst providing the 'how to' and 'why'.

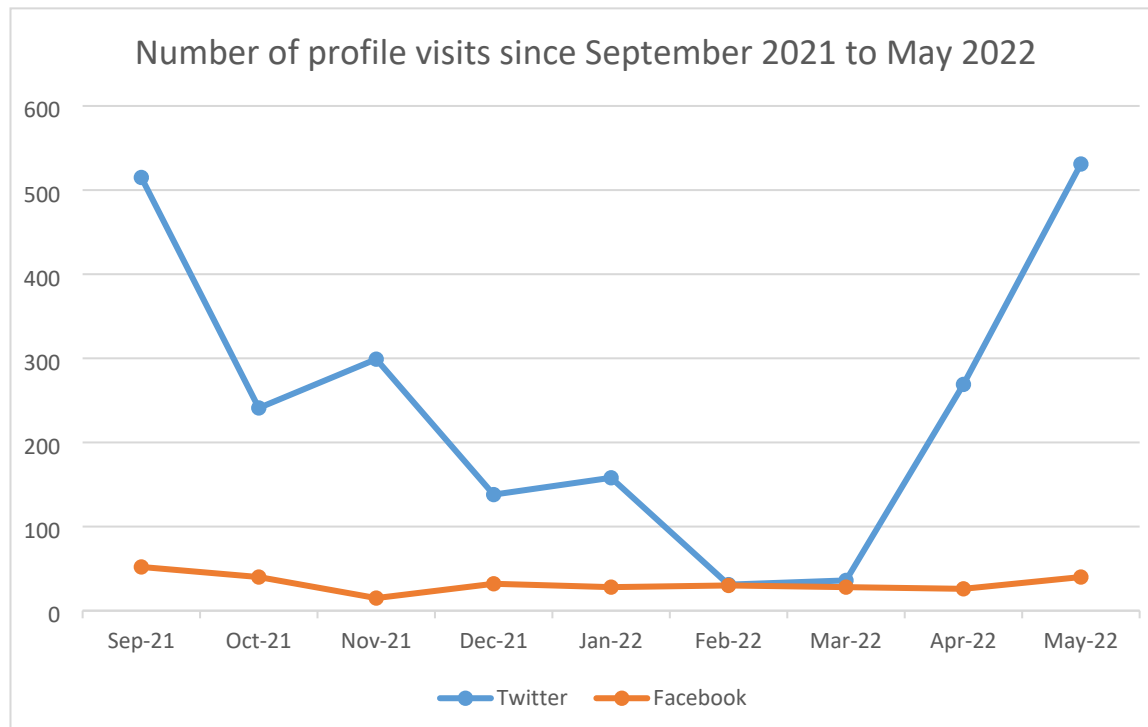


In addition, we launched a Christmas campaign which focused on highlighting the different service areas within Powys Teaching Health Board we support. The idea behind this campaign was to raise awareness but also give donors another opportunity to donate to specific services they consider important to them.

It is important to understand that our social media figures decreased dramatically at the start of 2022 (January to March) due to the team being temporarily seconded to other posts within the Health Board. Almost all social media posts and activity ceased during this time. The lack of presence did decrease our overall reach during this period, however, we still gained some followers and there was still some traffic to our pages.



Since returning to their substantive posts, the team have been slowly rebuilding the Charity's general social media presence and building a campaign around participating and fundraising through the NHS Charities Together Big Tea event held in July. This campaign began in May and will run for a period of three months.



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Twitter breakdown as of the 31 May 2022 since resuming activity in April:

- Tweet impression increased by 46.1%
- Profile visits increased by 106.6%
- Gained 11 new followers
- There was a total of 531 profile visits

Highest Tweet impressions

- **September 2021** – Projects for Powys featuring Powys Midwives reached 4,257 people
- **October 2021** – Sunday Shout-out featuring PAVO reached 1,183 people
- **November 2021** – A post to highlight Welsh Charities Week reached 473 people
- **December 2021** – Choose your cause campaign post reached 212 people
- **January 2022** – Projects for Powys for the healthcare support worker and registered nurse training post reached 1,119 people
- **February and March 2022** – *there were no social media posts made during this time.*
- **April 2022** – Projects for Powys featuring the small grants scheme reached 307 people
- **May 2022** – A post from the NHS Charities Together Conference reached 354 people

Facebook breakdown as of the 31 May 2022 since resuming activity in April:

- Page views increased by 60%
- Page likes increased by 100%

- Post reach increased by 229% (total reach 522 people)
- Post engagement increased by 55%
- Page followers increased by 150% (10 new followers)

Highest post reach

- **September 2021** – A photo competition post reached 1,200 people
- **October 2021** – A reminder for our Charity newsletter reached 85 people
- **November 2021** – A post regarding the legacy campaign reached 95 people
- **December 2021** – Choose your cause campaign post reached 139 people
- **January 2022** – Projects for Powys for the healthcare support worker and registered nurse training post reached 85 people
- **February and March 2022** – *there were no social media posts made during this time.*
- **April 2022** – 'We're back' post which explained our absence reached 125 people
- **May 2022** – Projects for Powys featuring the small grants scheme reached 323 people

Over the last 18 months, we have noted that with Facebook it has been difficult to sustain a more engaged audience. Facebook groups adjacent to the Charity, such as the Health Board's 'Stay Well in PTHB' group and PAVO's group are being utilised to attempt to boost the overall following on that platform.

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Powys THB Finance Department

Charitable Funds Financial Summary

Charitable Funds Committee

Period End March 2022 (Month 12)
FY 2021/22

Date Meeting: 14th June 2022

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Subject:	CHARITABLE FUNDS FINANCIAL SUMMARY AT END MARCH 2022
Approved & Presented by:	Pete Hopgood, Director of Finance
Prepared by:	Sarah Pritchard, Head of Financial Services
Other Committees and meetings considered at:	None

PURPOSE:
This paper provides the Committee with an update Expenditure Profile of the Charitable Funds for the period from 1st April 2021 to 31 st March 2022.
RECOMMENDATION:
It is recommended that the Committee: <ul style="list-style-type: none">• DISCUSS and NOTE financial summary.• NOTE the current level of income received and expenditure of funds from 1st April 2021 to 31st March 2022.• NOTE any actions or recommendations linked to the financial position of the funds.

THE PAPER IS ALIGNED TO THE DELIVERY OF THE FOLLOWING STRATEGIC OBJECTIVE(S) AND HEALTH AND CARE STANDARD(S):		
Strategic Objectives:	• Focus on Wellbeing	✓
	• Provide Early Help and Support	✗
	• Tackle the Big Four	✗
	• Enable Joined up Care	✗
	• Develop Workforce Futures	✗
	• Promote Innovative Environments	✗
	• Put Digital First	✗
	• Transforming in Partnership	✗
Health and Care Standards:	• Staying Healthy	✓
	• Safe Care	✓
	• Effective Care	✓
	• Dignified Care	✓
	• Timely Care	✓
	• Individual Care	✓
	• Staff and Resources	✓
	• Governance, Leadership & Accountability	✓

Approval/Ratification/Decision	Discussion	Information
	✓	

Balance Total Charitable Funds		
Financial KPIs :	Value £'000	Trend Compared 01/04/21
Reported Closing Balance Period Ending 31 March 2022	3,783	↑
Movement in Closing Balance Compared Period Ending 31st March 2021 - Negative = reduction balance / Positive = increase in balance	323	↑

Income & Expenditure Movements	
Area	Value £'000
Total Expenditure: Period April 2021 to March 2022	217
Total Income: Period April 2021 to March 2022	540
Increase or (Decrease) In Fund Balance	323

Summary

- The opening balance at the 1st April 2021 was £3.460M during Months 1 to 12 this increased overall by £0.323m.
- Therefore the total income received in the period exceeded total expenditure for the same period by £0.323m.
- A breakdown of this between General Funds and Legacy funds can be found on the next page.

Balance General Funds		
Financial KPIs :	Value £'000	Trend Compared 01/04/21
Reported Closing Balance Period Ending 31 March 2022	2,361	↑
Movement in Closing Balance Compared Period Ending 31st March 2021 - Negative = reduction balance / Positive = increase in balance	348	↑

Balance Legacy Funds		
Financial KPIs :	Value £'000	Trend
Reported Closing Balance Period Ending 30 June 2021	1,422	↓
Movement in Closing Balance Compared Period Ending 31st March 2021 - Negative = reduction balance / Positive = increase in balance	-25	↓

Income & Expenditure Movements: General Funds	
Area	Value £'000
Total Expenditure: Period April 2021 to March 2022	192
Total Income: Period April 2021 to March 2022	540
Increase or (Decrease) In Fund Balance	348

Income & Expenditure Movements: Legacy Funds	
Area	Value £'000
Total Expenditure: Period April 2021 to March 2022	25
Total Income: Period April 2021 to March 2022	0
Increase or (Decrease) In Fund Balance	-25

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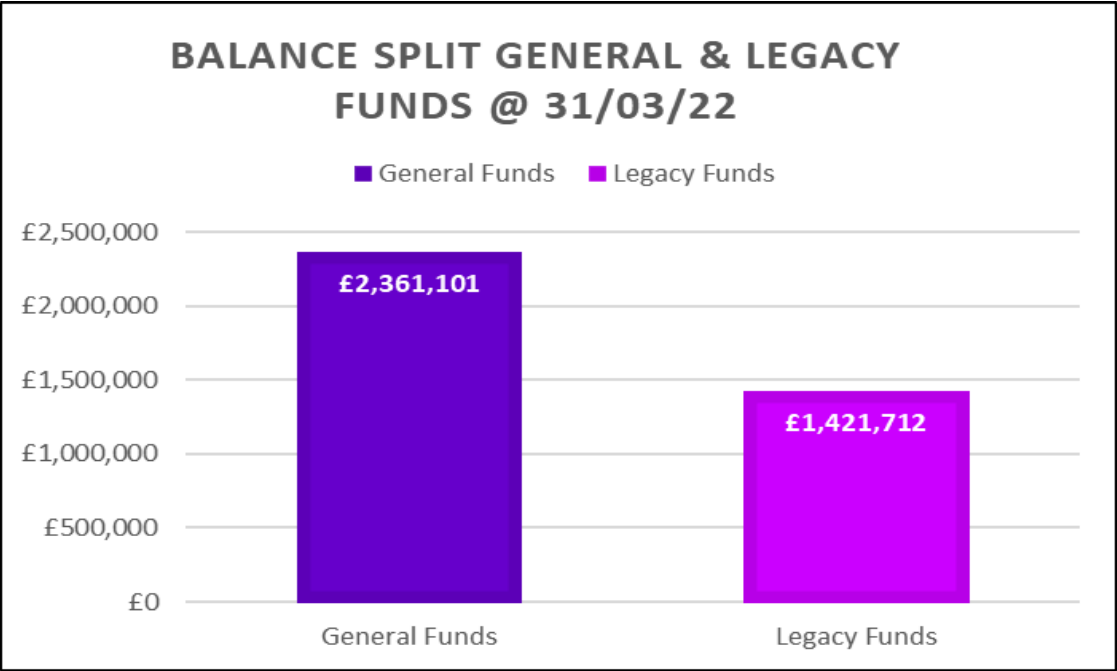
Expenditure Profile for 2021/22	Fund Balance 01/04/2021 £	Income Received 1st April 2021 to 31 March 2022 £	Payments Made 1st April 2021 to 31 March 2022 £	Balance 31 March 2022 £	Balance 1st April 2021 Spent %	Fund Increase (+ve)/ Decrease (-ve) since 1st April 2021 %
Funds over 100K						
Welshpool General Purposes	£180,568	£359,149	£5,586	£534,131	3.09%	195.81%
Mental Health General Purposes	£353,626	£0	£0	£353,626	0.00%	0.00%
Funds between 50 - 100k						
Ystradgynlais Geriatric Ward	£58,818	£3,508	£0	£62,325	0.00%	5.96%
Knighton General Purposes	£72,273	£45	£384	£71,934	0.53%	-0.47%
Llandrindod General Purposes	£50,132	£539	£54	£50,617	0.11%	0.97%
Machynlleth General Purposes	£71,834	£2,875	£323	£74,387	0.45%	3.55%
Ystradgynlais General Purposes	£82,729	£4,477	£50,960	£36,246	61.60%	-56.19%
Funds between 25-50k						
Brecon General Purposes	£39,520	£1,048	£2,490	£38,078	6.30%	-3.65%
North Powys District Nursing	£29,884	£16,511	£434	£45,961	1.45%	53.80%
Funds Under 25K						
Brecon	£24,145	£1,758	£150	£25,753	0.62%	6.66%
Bronllys	£23,652	£10,000	£0	£33,652	0.00%	42.28%
Builth	£2,223	£910	£0	£3,133	0.00%	40.93%
Llandrindod	£19,969	£1,317	£458	£20,827	2.29%	4.30%
Knighton	£3,807	£230	£0	£4,037	0.00%	6.04%
Llanidloes	£4,539	£5,330	£0	£9,868	0.00%	117.43%
Newtown	£19,581	£10,396	£8,082	£21,895	41.27%	11.82%
Welshpool	£48,998	£0	£0	£48,998	0.00%	0.00%
Ystradgynlais	£18,102	£0	£6,500	£11,602	35.91%	-35.91%
Women & Children's	£4,668	£0	£0	£4,668	0.00%	0.00%
Mental Health	£11,539	£275	£100	£11,714	0.87%	1.52%
POWYS WIDE						
Powys General Purposes	£729,361	£110,960	£85,152	£755,168	11.67%	3.54%
Covid General Purposes	£111,910	£0	£28,537	£83,373	0.00%	0.00%
Nursing Directorate	£1,397	£0	£0	£1,397	0.00%	0.00%
Palliative Care Fund	£44,476	£10,447	£2,869	£52,054	6.45%	17.04%
District Speech Therapy	£126	£0	£0	£126	0.00%	0.00%
Diabetes Services	£5,531	£0	£0	£5,531	0.00%	0.00%
Total	£2,013,407	£539,773	£192,079	£2,361,101	9.54%	17.27%

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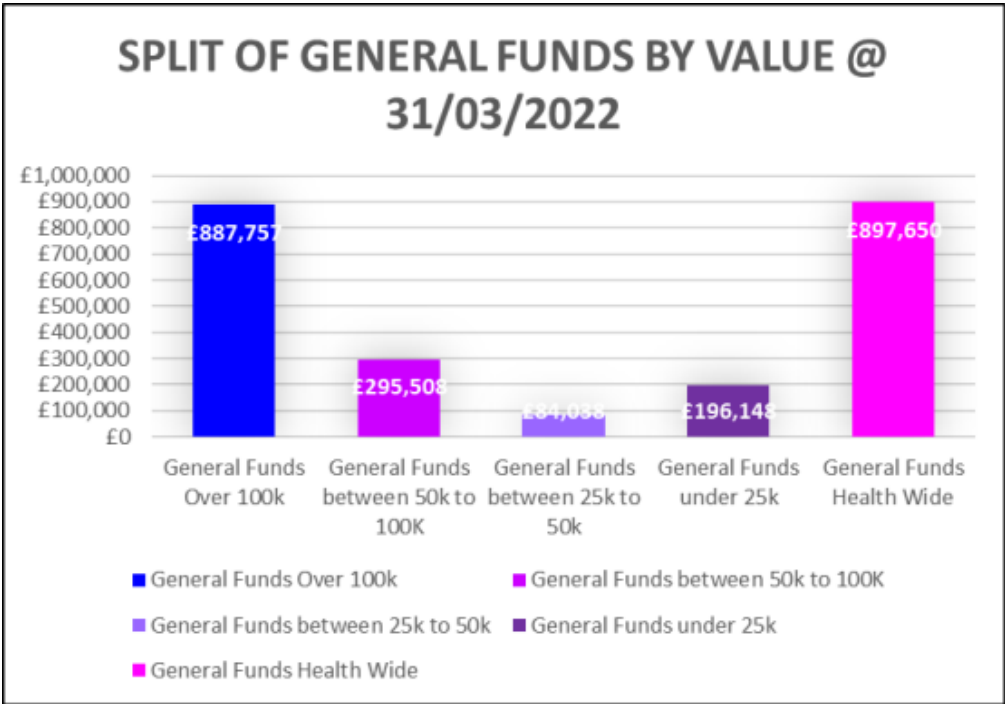
Expenditure Profile for 2021/22	Fund Balance 01/04/2021 £	Income Received 1st April 2021 to 31 March 2022 £	Payments Made 1st April 2021 to 31 March 2022 £	Balance 31 March 2022 £	Balance 1st April 2021 Spent %	Fund Increase (+ve)/ Decrease (-ve) since 1st April 2021 %
LEGACY FUNDS						
Brecon Training Legacy	£2,127	£0	£0	£2,127	0.00%	0.00%
AMI Legacy	£135,697	£1	£7,530	£128,168	5.55%	-5.55%
Hazels Legacy	£271,640	£0	£0	£271,640	0.00%	0.00%
Mid & South Powys Community & Palliative Services	£1,037,289	£0	£17,511	£1,019,778	1.69%	-1.69%
Total	£1,446,751	£1	£25,040	£1,421,712	1.73%	-1.73%

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Balances Legacy and General Funds



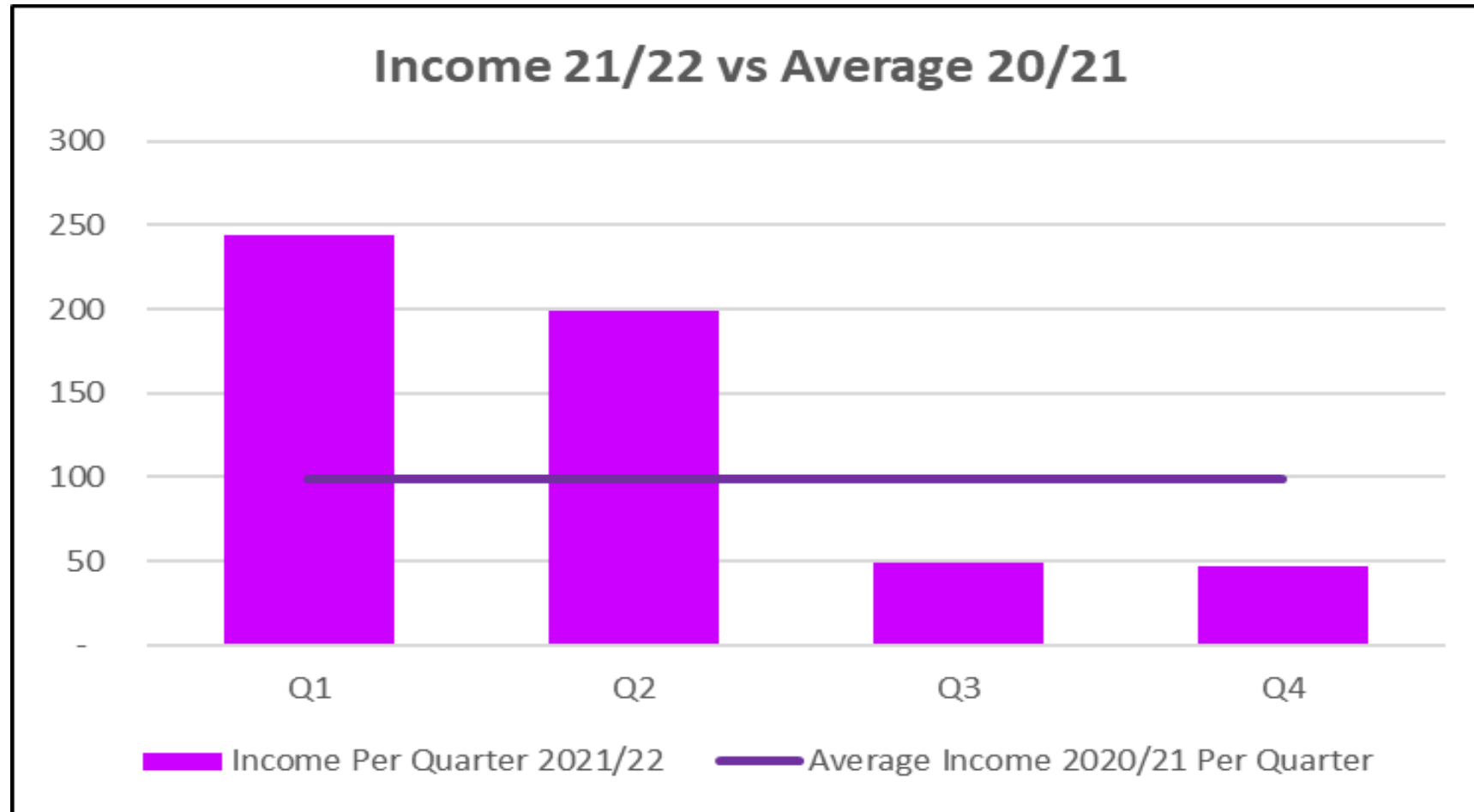
General Funds Split into Value of Fund



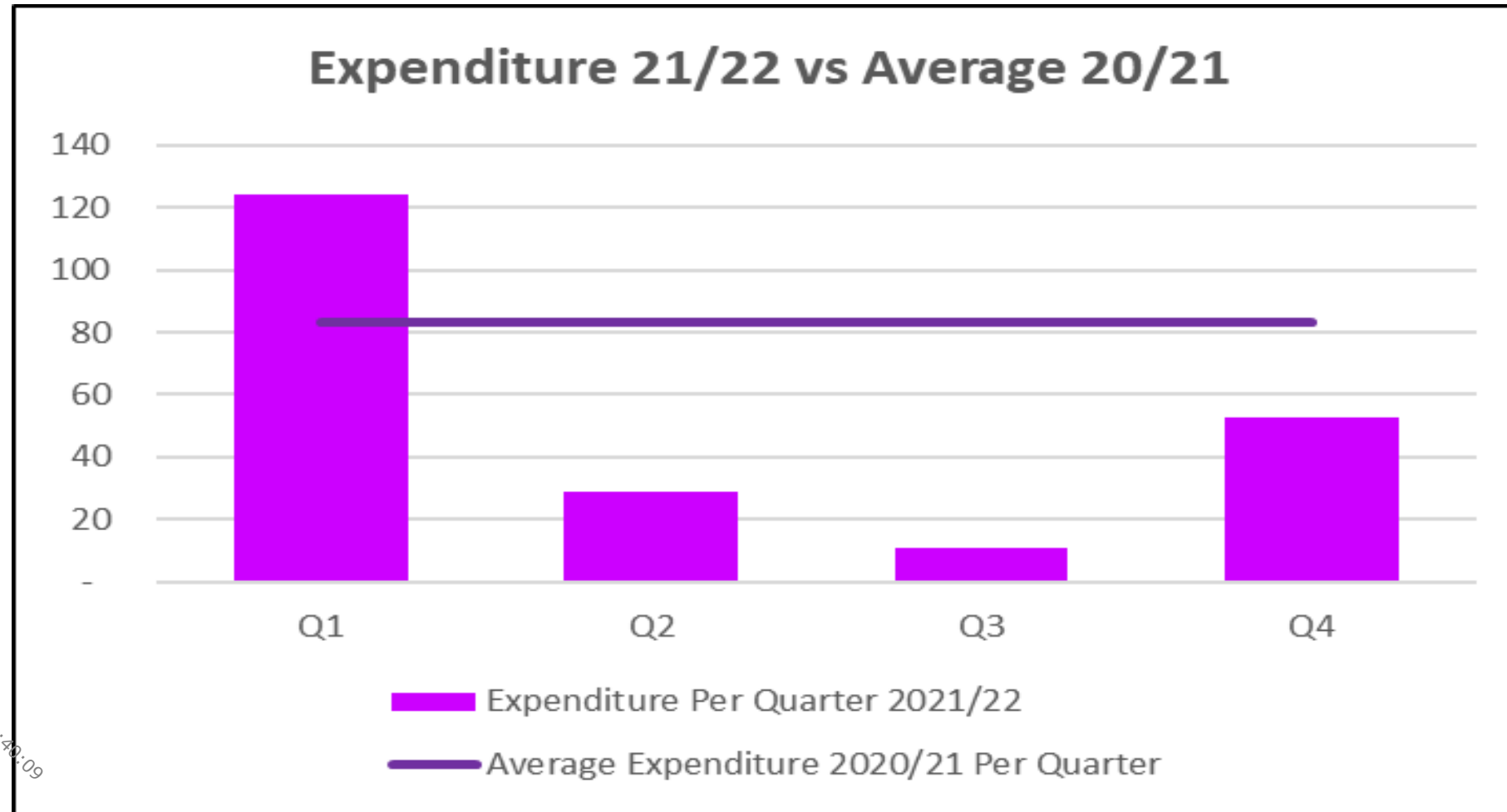
Jones Shania
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Type Fund	Values
General Funds	£2,361,101
Legacy Funds	£1,421,712
Total	£3,782,813

Type Fund	Values
General Funds Over 100k	£887,757
General Funds between 50k to 100K	£295,508
General Funds between 25k to 50k	£84,038
General Funds under 25k	£196,148
General Funds Health Wide	£897,650
Total	£2,361,101



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- GENERAL FUNDS = From an amount of £2,013,407 held within General Purposes or designated funds at the 1st April 2021, income of £539,773 has been received and £192,079 of expenditure has been paid. This equates to 9.54% of funds held at 1st April 2021 have actually been spent.
- LEGACY FUNDS = From an amount of £1,446,751 of funds held within legacies at the 1st April 2021, £1 income has been received and £25,040 of expenditure has been paid. This equates to 1.73% of funds held at 1st April 2021 have actually been spent.
- COVID FUNDS = An amount of £151,600 has been received from NHS Charities Together during the year to 31st March 2021. No further amounts have been received during 2021/22. From a balance held of £111,910 at 1st April 2021 an amount of £28,537 has been expended to 31st March 2022
- BANK BALANCE - The Balance held within the bank account at 31st March 2022 is just over £0.9M. Discussions with our investment advisors as to whether a short term investment option was available has been undertaken but they advised that they could not guarantee any short term investments would repay the amount invested over the shorter term. A term of investment for 3 years would be advised to ensure the investment would retain its level. They advised us to retain this within our bank over the short term. We do have some larger items of expenditure expected in the first six months of the year which should reduce the balance to approximately £0.7M but this will still be slightly above our target cash balance of £0.5M.

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POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND

Quarterly Investment Report

31 March 2022

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Valuation Summary

Fund Report

Activity Summary

Investment Criteria

Investment Criteria

Acceptable Investments

Benchmark

Fund Statistics

Asset Allocation

Performance

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Valuation Summary

Brewin Dolphin Investment Portfolio Summary								
31 March 2022								
			Book Cost	Market Value	% Holding	Benchmark	Yield	Gross Income
Fixed Interest	Govt Bonds	£	60,434.97	£ 63,258.05	1.78%	8.00%	0.41%	£ 257.82
	Corp Bonds	£	409,157.46	£ 386,267.49	10.89%	9.00%	4.00%	£ 15,470.00
	Accrued Interest	£	-	£ -	0.00%	0.00%	0.00%	£ -
	Total Fixed Interest	£	469,592.43	£ 449,525.54	12.67%	17.00%	3.50%	£ 15,727.82
UK Equities	UK	£	715,590.30	£ 962,177.33	27.12%	24.00%	4.98%	£ 47,881.18
Overseas Equities	US	£	799,550.95	£ 1,060,390.12	29.89%	29.20%	1.45%	£ 15,411.29
	Europe	£	183,820.72	£ 220,002.06	6.20%	5.63%	3.12%	£ 6,860.05
	Japan	£	80,209.13	£ 92,985.75	2.62%	2.79%	2.39%	£ 2,222.99
	Pacific	£	180,090.92	£ 216,451.87	6.10%	5.85%	3.16%	£ 6,839.81
	Emerging	£	32,721.48	£ 38,591.40	1.09%	1.02%	2.94%	£ 1,134.24
	Global	£	-	£ -	0.00%	0.00%	0.00%	£ -
	Total Overseas	£	1,276,393.20	£ 1,628,421.20	45.89%	44.50%	1.99%	£ 32,468.38
	Total Investments	£	2,888,871.26	£ 3,497,050.16	98.56%		3.25%	£ 113,586.43
Alternatives	Property	£	60,633.09	£ 78,674.62	2.22%	3.00%	1.96%	£ 1,540.39
	Absolute Return	£	147,337.65	£ 143,252.72	4.04%	6.00%	3.81%	£ 5,455.12
	Other	£	219,324.59	£ 234,998.75	6.62%	3.00%	4.47%	£ 10,513.54
	Total Alternatives	£	427,295.33	£ 456,926.09	12.88%	12.00%	3.83%	£ 17,509.05
Cash	Total Fund	£	2,939,995.31	£ 3,548,174.21	100.00%			
	Deposit Ledger	£	36,149.12	£ 36,149.12	1.02%	2.50%	0.00%	£ -
	Income Ledger	£	14,974.93	£ 14,974.93	0.42%		0.00%	£ -
	Ex Accrued Interest	£	2,925,020.38	£ 3,533,199.28	100.00%	100.00%	3.21%	£ 113,586.43
			Monthly	Quarterly	Six Monthly	Annual	Inception 20/02/2020	
Portfolio			3.44%	-0.83%	3.32%	10.61%	35.04%	
Benchmark			2.31%	-1.73%	2.57%	9.55%	13.42%	
FT All Share			1.30%	0.49%	4.70%	13.03%	8.02%	
FT All Stocks			-2.11%	-7.17%	-4.92%	-5.08%	-7.66%	
BofE Base Rate (less 0.75%)			0.00%	0.00%	0.00%	0.00%	0.00%	
Bank of England Base Rate			0.75%					
FTSE 100 Value			7515.68					

Please note the forecast income figure shown here is based on an extrapolation of previous dividend payments. Please refer to page 8 for a more accurate forecast.

Fund Report

As the year began, inflation was already high, but investors hoped it was close to its peak rate. Interest rates were still incredibly low, while many central banks were still actively pursuing *quantitative easing* programmes. But the tone from policymakers had changed; they were getting ready to slow the economy down and to start addressing inflation, rather than supporting economies buffeted by COVID-19. Investors knew this threat was looming and were preparing for it.

Tension

During those early weeks of the year, however, another threat was emerging, as Russian troops amassed on the border with Ukraine. Russia had been bristling at successive waves of NATO membership expansion that brought the organisation closer to its Western flank. That some new members were former members of the Soviet Union was concerning, and would become more so if Ukraine were to join them. For Kyiv to go from being capital of the *Kievan Rus* empire that Russia claims as its cultural ancestry, to seeking membership of an organisation that was forged to resist Russia's military threat was troubling.

Conflict

In retrospect, there seems a certain inevitability that conflict would follow and, increasingly, warnings came from global leaders whose intelligence briefings cited the troop build-up as a source of concern. To many analysts, though, an invasion seemed unthinkable for the simple reason that the logistical challenges of conquering those regions of Ukraine that were determined to resist would prove incredibly challenging. And so, it has proven to be.

The event has served as a galvanising force amongst liberal democratic governments, resulting in military support for Ukraine that is designed to show support whilst avoiding direct confrontation with Russia.

Sanctions

Markets can be considered “disconcertingly dispassionate”. When COVID-19 struck, the markets slumped - not because of the threat to life, but because of fear of the economic consequences of lockdown. A sell off following the invasion of Ukraine reflected concerns about sanctions rather than the horrible human casualties. It is perhaps most evident in the investor's aphorism to “buy on the sounds of gunfire and sell on the sounds of trumpets”, i.e. that these horrific events often offer better opportunities to the courageous investor than the cautious one who waits until the outlook has brightened. In the weeks after the invasion, the stock market followed this time-honoured pattern once more.

As well as underestimating the military resistance from the Ukrainians, Russian president Vladimir Putin may also have underestimated the sanctions response that Russia would suffer. Official sanctions covered individuals, state-influenced entities, oligarchs, foreign exchange reserves, financial entities and goods with potential military uses, but the impact of sanctions went far further. Many companies took the step of self-sanctioning – voluntarily withdrawing from Russian markets due to the incompatibility of Russian business with their corporate values. No doubt that decision was made easier by the way in which Putin's autocratic rule has largely squandered the enormous potential benefits of financial liberalisation for such a mineral rich country as the one that could have emerged from the collapse of the Soviet Union.

We should make no mistake that, like the war itself, these actions are what economists term a “negative sum gain”. That means that, however the situation is resolved, overall society will be poorer.

Inflation

In the West, the war manifests itself by further inflating an already bulging cost of living. Globally, consumers have had to digest sharp increases in oil prices (Russia is the world's third-largest oil producer), in food prices (also the third-largest wheat producer) and, of particular concern to Europeans, gas prices (the second-largest gas producer with nearly 40% of European gas coming from Russia, largely through fixed pipelines, including those crossing Ukraine).

The cost of these sanctions to Western consumers cannot be isolated with precision, as inflation from other sources was already elevated and disappointingly persistent. Needless to say, it has not helped. It will now be very hard for most consumers to maintain their incomes in real terms (after accounting for the effects of inflation) but they will, of course, try.

In the UK and the US, companies are competing to attract new employees of whom there is a shortage. While that helps wages to rise and try to keep pace with last year's increases in prices, it also means higher costs for companies, which they will try and recoup through raising prices in future periods. This creates the risk of a vicious cycle in which prices drive wages and wages drive prices.

Interest rates

These were some of the circumstances that drove inflation back in the 1970s. They are another example of a negative sum game. The market for labour relies upon people seeking fair wages for the work they do. However, in driving wages higher, individuals are sometimes unwittingly driving prices even higher still, raising the cost of living and eventually causing unemployment. In the short run, these challenges are most likely to be solved by action that slows demand and therefore reduces the upward pressure on prices. It is with that in mind that central banks like the Bank of England and US Federal Reserve are increasing interest rates.

It was likely also an influential factor on the UK chancellor's spring statement. Offering tax cuts or spending increases in the current economic environment risks adding fuel to the current inflationary fire. The economy moves in cycles and towards the end of those cycles inflation often picks up. Often, inflationary pressures are brought to heel by the onset of recession. Economically, it is probably better for that to happen sooner rather than later. Politically, too, with an election required by May 2024, a modest contraction might be the least-worst option.

Outlook

Whilst these are not the best conditions for making money in stock markets, they are by no means the worst. The threat of inflation is being partly driven by the reopening of economies as countries learn to live with the presence of COVID-19. It is quite common for stocks to continue to rise alongside interest rates, as both reflect strong economic activity. Investors hold stocks knowing that at some stage the economic cycle may need to take a turn for the worst. That might seem unintuitive, but inflation eats away at the real value of cash savings while bonds (paying a fixed rate of interest) are less valuable as interest rates are expected to rise.

Over most reasonable time periods investing in equities offers the greatest scope to protect against inflation, or even to grow it in real terms (after the deduction of inflation). While the short-term response to inflation can only be demand-sapping policies from central banks and finance ministers, the driver of improved living standards comes from innovation by the private sector finding new and improved ways of doing things with less cost and greater efficiency.

We are at a stage where cash and bonds now seem more attractive relative to stocks than in the past few years, but it is difficult to judge what can be gained or lost from selling out of a bull market in the hope of trying to buy into a bear market. And while recessions have seen the value of shares fluctuate, the US has suffered eight distinct recessions since 1970 and the UK has suffered six. After each one, the stock market has recovered and moved onwards to make greater gains.

Market Movements

Following a relatively quiet end to the year, bond markets saw considerable action in Q1, with indices underperforming many of the world equity markets in spite of geopolitical tensions, demonstrating the impact inflation is currently having on markets. The US 10-year Treasury yield rose from 1.51% to 2.35%, with the UK equivalent rising from 1.01% to 1.61%. As such, the FTSE All Stocks Index fell -7.17% over the quarter. In the UK, corporate bonds outperformed gilts, but the iBoxx £ Corporate All Maturities Index still lost -6.63%.

Equity markets completed a somewhat remarkable turnaround post-invasion. The FTSE World Index returned -2.02% in aggregate. The FTSE North America Index was down -2.05% in sterling terms, helped significantly by a -2.70% fall in the value of sterling relative to the dollar. The UK's FTSE All Share was up +0.49%, driven largely by the oil and gas and basic resources sectors which continue to dominate the composition of the index. Europe, the region with most to lose economically from the conflict was particularly affected, returning -7.06%. Japan, Asia Pacific and Emerging Markets had mixed fortunes, returning -3.53%, +1.36% and -2.48% respectively.

Property markets, as measured by the Morningstar Global REITS Index, returned -2.43%. The IA Targeted Absolute Return index delivered 0.10%, Gold returned 10.70% and each of the infrastructure investment trusts held produced low single digit returns.

Market Outlook

The world has changed considerably over the course of the quarter. We have been well-rewarded for our overweight position to both the equity markets and the cyclical areas of these markets to capture the upside in the economic recovery and improved investor sentiment following the onset of COVID-19. In more recent quarterly reports, we also highlighted that we felt the pace of the market rally would slow sharply and that we would continue to monitor our balance of risks closely.

Shortly after the invasion of Ukraine on 24 February, which prompted a market sell-off until around 8 March, we highlighted that history shows disinvesting at times of panic, when investor sentiment is weak, is unwise. Markets then recovered strongly from these lows to above pre-invasion levels, so at the end of the quarter, we felt the timing was right to de-risk the portfolio somewhat by trimming equity as we approach this next phase of the investment cycle.

Following quarter-end, we further reduced our equity content, whilst still retaining a modest 'overweight' position. Whilst it remains our 'base case' anticipation that economic growth will continue in 2022, our positioning reflects a greater degree of risk.

With an uncertain geopolitical environment and the debate on Russian energy sanctions ongoing, the fact that China is sticking to its zero-COVID policy in the face of its worst wave since the crisis began risks slowing the improvement in supply bottlenecks. This will slow the rate at which inflation pressures subside. Higher interest rates and a resulting squeeze on consumers lead to a greater probability of recession – we therefore think it makes sense to be more cautious in our macro views and positioning.

Central banks have found themselves “behind the curve” and are accelerating a tightening of monetary conditions. The yield curve has “inverted” (i.e. long-term interest rates are lower than short-term interest rates) which is an indicator that bond markets are starting to price in a recession as rate rises put a brake on growth.

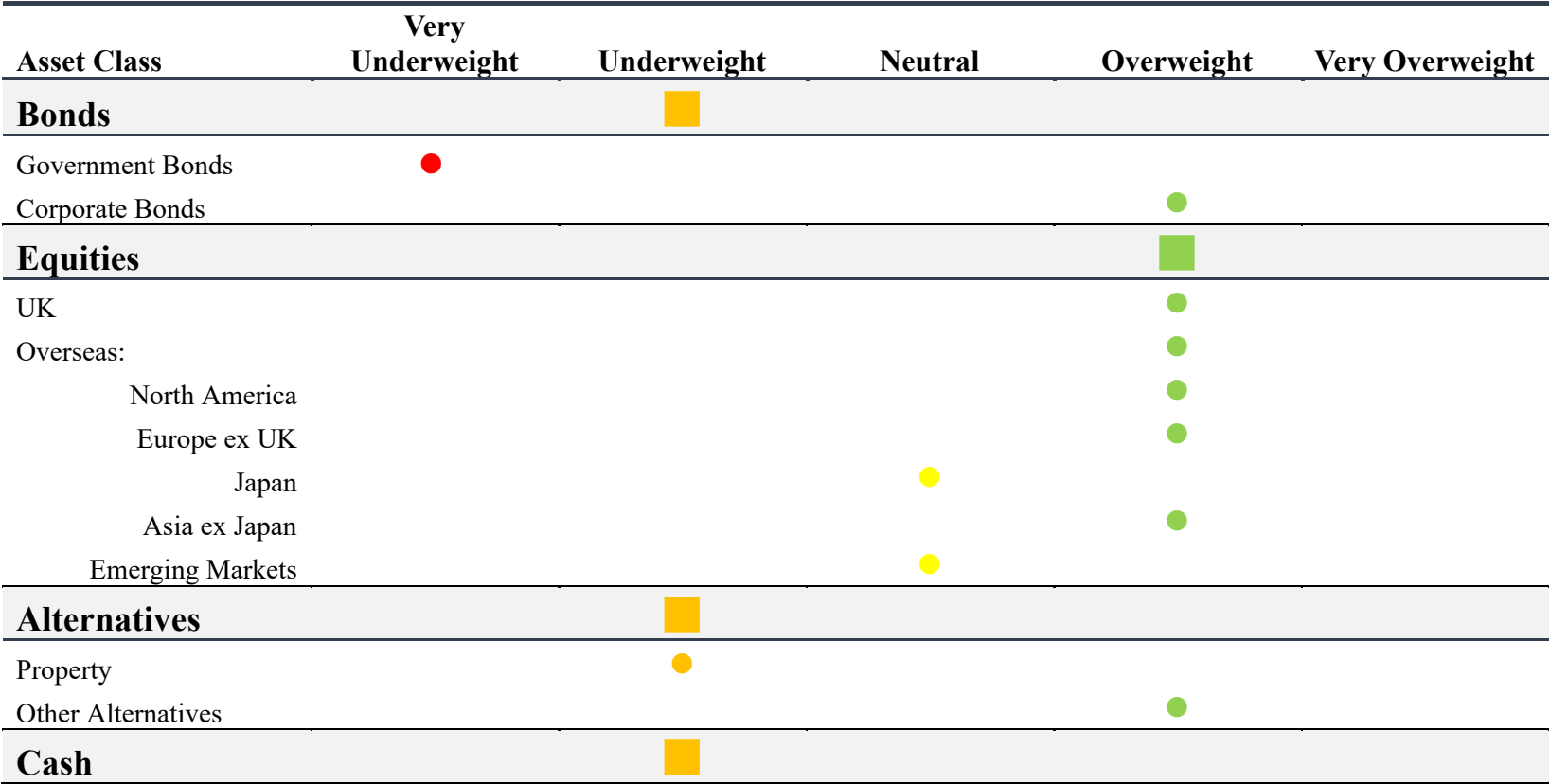
We believe there is still room for economic growth, which will help push corporate profits higher. Unemployment rates around the world are very low, but with demand for workers so strong, they can probably keep moving lower, and on average, equity bull markets don't peak until very close to the point in time when the unemployment rate begins to rise. Continued job growth, households drawing down on savings in the face of commodity inflation, and decent capex should keep the economy and corporate revenue growth on an upward trajectory. Global equity valuations are reasonable, and history shows equity markets usually keep rallying after the yield curve inverts, with the peak coming on average six to seven months after the yield curve has inverted, based on S&P 500 bear markets since the early 1960s.

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Investment Philosophy

Our investment philosophy is based on the investment cycle, which looks at the interaction of growth and inflation as a proxy for economic capacity and hence provides a guide to the attractiveness of individual asset classes.

The dashboard below reflects our current positioning, which may be slightly different from the valuations where trading has taken place outwith the quarter.

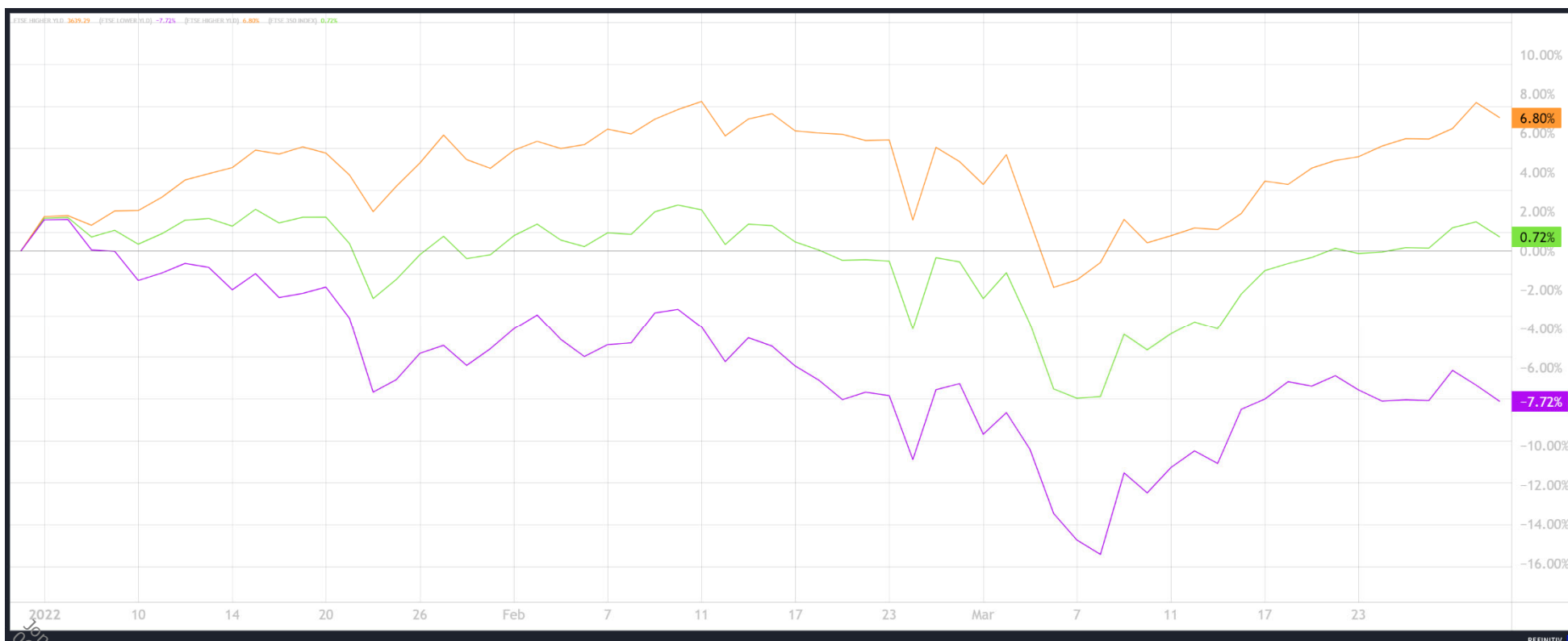


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Income

Many companies reset their dividend policies to lower levels in response to COVID-19, which we highlighted had a dramatic impact on **higher yielding** companies when compared with **lower yielding** ones and the **general market** in 2020 and 2021.

This quarter saw higher yielding companies considerably outperform both lower yielding ones and the wider index. The chart below covers **Q1 2022** and represents the FTSE 350 in the UK.



Income Report

The income yield is to be targeted at 3% of the portfolio value at the end of the previous financial year.

	Income Received/Forecast	Income Target
Year to 31/03/22	£110,481	£99,356
Year to 31/03/23 ^e	£109,119	£105,996

Activity Summary

In March, we reduced exposure to corporate bonds as persistent inflation pushed ‘real’ yields lower by trimming positions in TwentyFour Corporate Bond Fund and PIMCO Select UK Income Bond Fund. We used the proceeds to add to the HICL and International Public Partnerships investment trusts to increase exposure to alternative assets and therefore increase both the defensiveness and inflation hedge in the portfolio.

We rebalanced a number of positions within equities which included trimming Rio Tinto, Shell, BNY Newton Asian Income Fund and JPMorgan Emerging Markets Income Fund. We used the proceeds to add to Fidelity US Quality Income ETF to help retain the income generated whilst adding to the US.

For reasons described above, outwith the quarter, we moderated our overweight equity position to reduce risk. We trimmed exposure to our larger regional allocations: UK and Europe and used the proceeds to introduce Muzinich Global Tactical Credit Fund. The Muzinich fund invests in corporate debt across the full credit quality spectrum with a focus on capital preservation. The manager constructs a portfolio through a combination of macro analysis and individual stock selection and the resulting portfolio represents a mix of long-term investments and dynamic tactical positioning. In the construction of the portfolio, the manager ensures the composition allows for swift tactical changes to either the sector, geography or credit quality of the fund at any given time.

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The Objectives of the Trustees

The objectives are to achieve a balanced return between income and capital, adopting a medium risk approach and complying with the Trustee Investment Acts.

Investment criteria

In managing the investments and making or varying the investments, the managers are expected to work within the following criteria:

General

Expected return: The Trustees recognise that the average long run (15 year) anticipated total return from a Brewin Dolphin Risk Category 6 portfolio is 7.5% per annum.

Operational Risk: The Charity is a going concern without input from the investment funds. The operational risk of the funds is linked to the amount of income payable to the beneficiaries. Consequently, inflation is the principal operational risk.

Time scale: The Trustees consider the funds to be long-term investment funds.

Financial Risk: The Trustees recognise that financial assets are volatile and that their value can go down as well as up. The Brewin Risk Measure for a Brewin Dolphin Risk Category 6 portfolio falls between 9% and 15%.

Diversification: The Trustees recognise the need for diversification of the investments to remove stock specific risk.

Specific

Ethical Policy: As Corporate Trustee, Powys Teaching Health Board, in line with the ethos of promoting Patient care, will attempt to consider that all investments are ethically and environmentally sound and are not opposed to the purpose of the Charity. See Statement of Investment Policy for further details.

Income: Income yield is to be targeted at c. 3% per annum.

Cashflows: The Trustees do not anticipate any cashflow requirements in the near future.

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Acceptable Investments

The Trustees understand the nature of the financial markets and are comfortable with investments in the following asset classes:

- Bonds (Government, corporate, domestic and overseas)
- Equities (Domestic and overseas, including the Emerging Markets)
- Cash
- Property equities or funds (no direct property investment)
- Collective Investment Schemes
 - Unit Trusts
 - OEICs
 - Investment Trusts
 - Commodity Funds
- Alternative Investments
 - Hedge Funds
 - Absolute Return Funds
 - Structured Products
 - Private Equity Funds
 - Infrastructure Funds

Others – The above assets should be considered as the principal elements of the portfolios. The Trustees welcome advice in other areas and encourage the Investment Managers to bring forward ideas with regard to other asset classes when appropriate.

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Benchmark

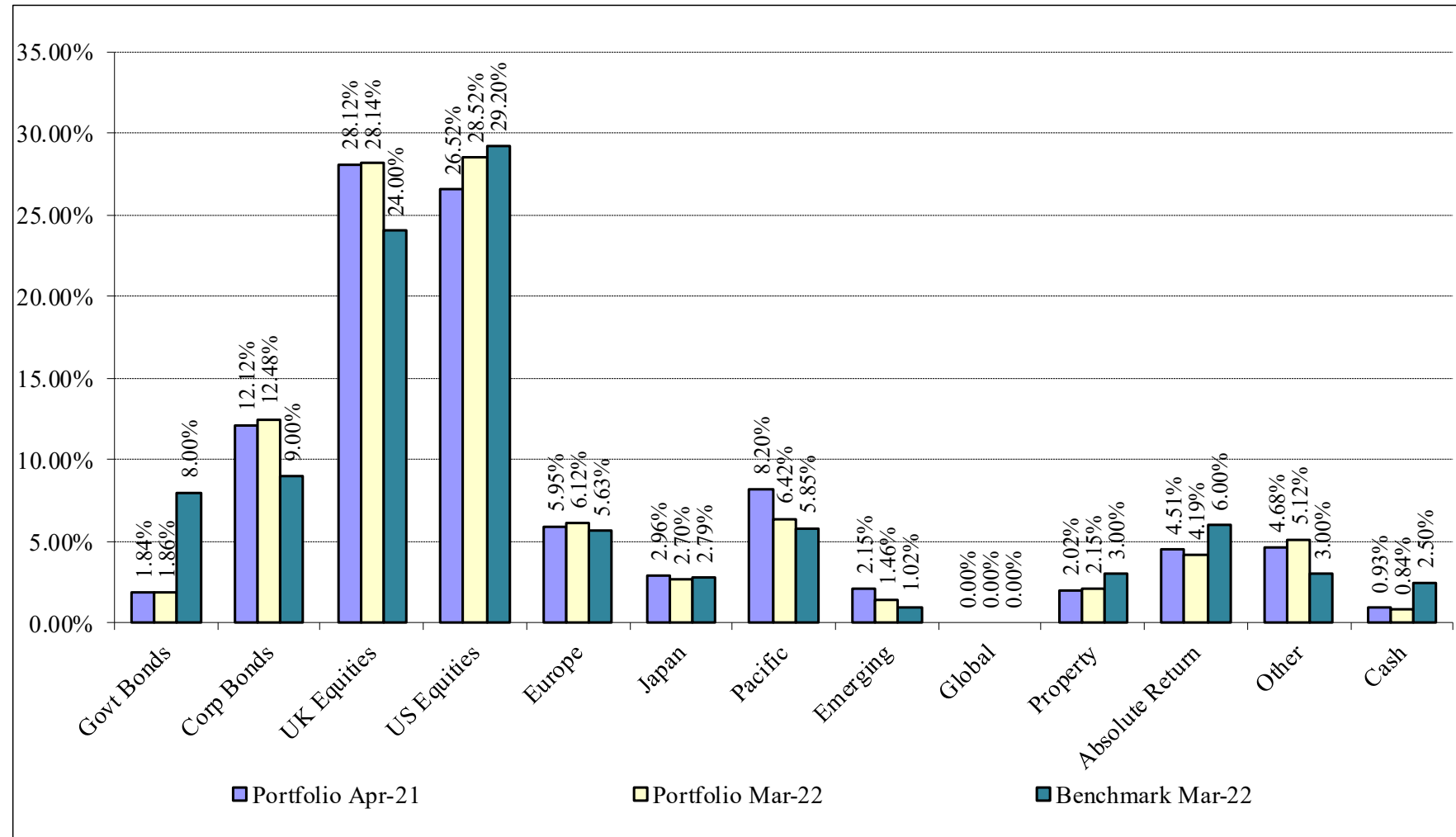
The Fund's benchmark is as follows:

	RC6 Benchmark Composition (effective 1 Jan 2021)	Portfolio
Bonds	17.00%	12.67%
UK Equities	24.00%	27.12%
Overseas Equities	44.50%	45.89%
Property	3.00%	2.22%
Absolute Return	6.00%	4.04%
Other	3.00%	6.62%
Cash	2.50%	1.44%

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Fund Statistics

Asset Allocation Analysis



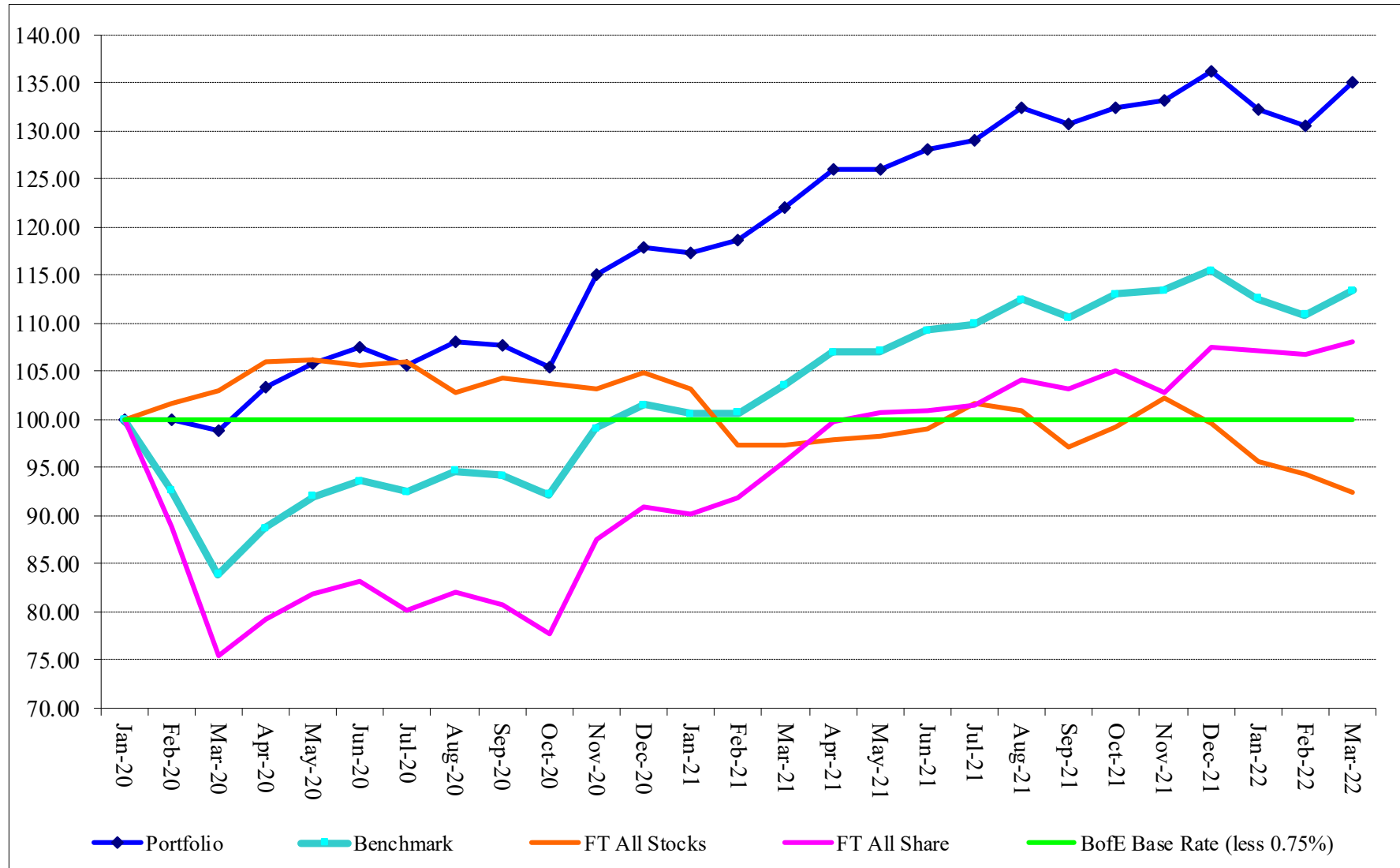
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Asset Allocation Analysis to 31 March 2022

	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22
Govt Bonds	1.84%	1.80%	1.82%	1.81%	1.87%	1.85%	1.84%	1.87%	1.88%	1.83%	1.85%	1.86%
Corp Bonds	12.12%	11.85%	11.89%	11.78%	11.79%	11.85%	12.21%	11.95%	12.28%	12.89%	13.05%	12.48%
O'seas Debt	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
UK Equities	28.12%	28.44%	28.78%	28.47%	28.58%	27.36%	27.30%	27.34%	26.77%	27.36%	28.19%	28.14%
US Equities	26.52%	26.99%	26.51%	27.31%	27.46%	28.12%	28.21%	28.73%	29.44%	29.00%	28.13%	28.52%
Europe	5.95%	5.99%	6.09%	5.95%	6.16%	6.63%	6.37%	6.51%	6.45%	6.55%	6.30%	6.12%
Japan	2.96%	2.87%	2.85%	2.88%	2.84%	2.88%	3.09%	2.97%	2.94%	2.88%	2.79%	2.70%
Pacific	8.20%	8.05%	7.91%	7.94%	7.47%	7.13%	7.19%	6.93%	6.71%	6.31%	6.41%	6.42%
Emerging	2.15%	2.10%	2.11%	2.11%	2.01%	2.04%	2.06%	2.02%	1.86%	1.59%	1.62%	1.46%
Global	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Property	2.02%	2.04%	2.04%	2.10%	2.13%	2.15%	2.11%	2.15%	2.18%	2.22%	2.15%	2.15%
Absolute Return	4.51%	4.38%	4.39%	4.36%	4.34%	4.23%	4.31%	4.23%	4.17%	4.13%	4.20%	4.19%
Other	4.68%	4.63%	4.73%	4.50%	4.49%	4.54%	4.40%	4.45%	4.43%	4.48%	4.57%	5.12%
Cash	0.93%	0.87%	0.87%	0.79%	0.86%	1.22%	0.90%	0.85%	0.88%	0.77%	0.74%	0.84%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

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Fund Performance



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Performance Analysis - Summary to 31 March 2022

	Monthly	Quarterly	Six Monthly	Annual	Inception 20/02/2020
Portfolio	3.44%	-0.83%	3.32%	10.61%	35.04%
<i>Benchmark</i>	<i>2.31%</i>	<i>-1.73%</i>	<i>2.57%</i>	<i>9.55%</i>	<i>13.42%</i>
Govt Bonds	-0.62%	-3.58%	-0.90%	4.25%	4.71%
<i>FT All Stocks</i>	<i>-2.11%</i>	<i>-7.17%</i>	<i>-4.92%</i>	<i>-5.08%</i>	<i>-7.66%</i>
Corp Bonds	-1.52%	-5.69%	-6.10%	-3.99%	1.42%
<i>iBoxx UK Sterling Corp All Mats</i>	<i>-0.95%</i>	<i>-6.63%</i>	<i>-6.31%</i>	<i>-5.48%</i>	<i>-4.51%</i>
UK	3.06%	2.50%	6.97%	17.50%	78.05%
<i>FT All Share</i>	<i>1.30%</i>	<i>0.49%</i>	<i>4.70%</i>	<i>13.03%</i>	<i>8.02%</i>
US	6.28%	-0.77%	5.93%	17.08%	46.04%
<i>FT North America</i>	<i>5.55%</i>	<i>-2.05%</i>	<i>7.30%</i>	<i>19.68%</i>	<i>35.24%</i>
Europe	5.08%	-6.24%	0.09%	6.49%	26.16%
<i>FT Euro ex UK</i>	<i>2.12%</i>	<i>-7.06%</i>	<i>-2.36%</i>	<i>6.51%</i>	<i>14.52%</i>
Japan	0.32%	-8.91%	-12.19%	-3.01%	22.57%
<i>FT Japan</i>	<i>1.20%</i>	<i>-3.53%</i>	<i>-8.24%</i>	<i>-2.32%</i>	<i>12.54%</i>
Pacific	3.04%	2.51%	6.26%	6.32%	27.44%
<i>FT Pac ex Japan</i>	<i>4.71%</i>	<i>1.36%</i>	<i>3.50%</i>	<i>5.25%</i>	<i>27.58%</i>
Emerging	-0.26%	-3.68%	-0.65%	1.36%	19.77%
<i>FT Emerging</i>	<i>-0.10%</i>	<i>-2.48%</i>	<i>-3.86%</i>	<i>-3.31%</i>	<i>9.17%</i>
Property	7.44%	-0.31%	8.21%	20.38%	26.59%
<i>IA UK Direct Property</i>	<i>1.56%</i>	<i>2.98%</i>	<i>7.37%</i>	<i>11.60%</i>	<i>7.24%</i>
Absolute Return	-0.37%	-2.38%	-2.27%	-0.39%	1.79%
<i>IMA Targeted Absolute Return</i>	<i>0.87%</i>	<i>-0.10%</i>	<i>0.51%</i>	<i>2.52%</i>	<i>2.17%</i>
Other	6.37%	2.84%	9.12%	11.33%	25.61%
Cash	0.00%	0.00%	0.00%	0.00%	0.00%
<i>BofE Base Rate (less 0.75%)</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>0.00%</i>

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POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND

For the period from 01/01/2022 to 31/03/2022
Generated on 17/04/2022

PORTFOLIO INFORMATION

Portfolio Number	POWYS0004
Management Type	Discretionary
Risk Profile	Risk Level 6
Investment Objective	Income
PRC6 Code	651651

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Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND

For the period from 01/01/2022 to 31/03/2022

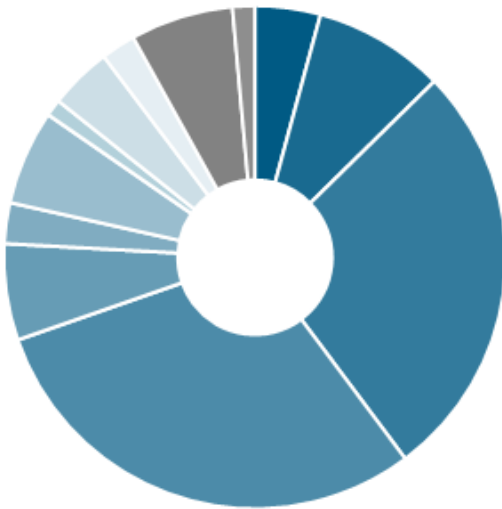
All values and returns reported in British Pounds

Valuations as at today use the previous trading day's closing prices.

For backdated valuations prices are at the period end date.

Asset Allocation

Asset Allocation



Asset Allocation	Market Value at 31/03/2022	% of Holdings
UK Bonds	149,198.55	4.20
Overseas Bonds	300,326.99	8.46
UK Equities	962,177.33	27.12
North American Equities	1,060,390.12	29.89
European Equities	220,002.06	6.20
Japanese Equities	92,985.75	2.62
Asia Pacific Equities	216,451.87	6.10
Emerging Market Equities	38,591.40	1.09
Absolute Return	143,252.72	4.04
Property	78,674.62	2.22
Other Investments	234,998.75	6.62
Cash	51,124.05	1.44
TOTAL	3,548,174.21	100.00

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Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/01/2022 to 31/03/2022
All values and returns reported in British Pounds
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Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
UK Bonds									
Bond Funds									
8,690	PIMCO SEL FDS PLC UK INCOME BOND INSTL INC	POWYS0004	9.5 GBP		82,868.80	82,555.00	3,233.10	3.92	2.33
695	TWENTYFOUR GLOBAL CORPORATE BOND I GBP DIS	POWYS0004	95.89 GBP		72,551.79	66,643.55	2,039.18	3.06	1.88
Sub Total UK Bonds					155,420.59	149,198.55	5,272.28	3.53	4.20
Overseas Bonds									
Index Linked Bonds									
2,240	XTRACKERS II GBL INFLT LKD BD UETF 3D GB	POWYS0004	28.2402 GBP		60,434.97	63,258.05	257.82	0.41	1.78
Bond Funds									
222,275	HENDERSON INVESTME FIXED INTEREST MONTHLY INCO	POWYS0004	0.5561 GBP		132,053.36	123,607.13	5,424.40	4.39	3.48
120,435	JUPITER UT MNGRS STRATEGIC BOND X GBP DIS	POWYS0004	0.9421 GBP		121,683.51	113,461.81	4,773.32	4.21	3.20
Sub Total Overseas Bonds					314,171.84	300,326.99	10,455.54	3.48	8.46

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Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/01/2022 to 31/03/2022
All values and returns reported in British Pounds
Valuations as at today use the previous trading day's closing prices.
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Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
UK Equities									
Oil & Gas Producers									
14,400	BP ORD USD0.25	POWYS0004	3.7535 GBP		48,287.51	54,050.40	2,388.61	4.42	1.52
3,275	SHELL PLC ORD EUR0.07	POWYS0004	21.085 GBP		34,460.72	69,053.38	2,222.47	3.22	1.95
Chemicals									
290	CRODA INTL ORD GBP0.10609756	POWYS0004	78.8 GBP		12,867.80	22,852.00	290.00	1.27	0.64
Mining									
1,550	ANTOFAGASTA ORD GBP0.05	POWYS0004	16.73 GBP		15,561.65	25,931.50	1,677.55	6.47	0.73
1,020	RIO TINTO ORD GBP0.10	POWYS0004	60.81 GBP		30,828.10	62,026.20	7,715.48	12.44	1.75
Support Services									
485	ASHTREAD GROUP ORD GBP0.10	POWYS0004	48.33 GBP		8,686.55	23,440.05	214.86	0.92	0.66
Household Goods and Home Construction									
19,510	TAYLOR WIMPEY ORD GBP0.01	POWYS0004	1.307 GBP		24,267.54	25,499.57	1,673.96	6.56	0.72
Pharmaceuticals & Biotechnology									
355	ASTRAZENECA ORD USD0.25	POWYS0004	101.32 GBP		25,832.22	35,968.60	745.85	2.07	1.01
2,800	GLAXOSMITHKLINE ORD GBP0.25	POWYS0004	16.472 GBP		38,288.20	46,121.60	2,240.00	4.86	1.30
Media									
1,650	RELX PLC GBP0.1444	POWYS0004	23.83 GBP		29,512.51	39,319.50	821.70	2.09	1.11



Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/01/2022 to 31/03/2022
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For backdated valuations prices are at the period end date.

Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
UK Equities									
Gas, Water & Multiutilities									
4,960	NATIONAL GRID ORD GBP0.12431289	POWYS0004	11.724 GBP		43,971.40	58,151.04	2,448.75	4.21	1.64
Life Insurance									
20,980	LEGAL & GENERAL GP ORD GBP0.025	POWYS0004	2.72 GBP		40,912.00	57,065.60	3,870.81	6.78	1.61
2,800	ST JAMES'S PLACE ORD GBP0.15	POWYS0004	14.485 GBP		26,516.55	40,558.00	1,454.88	3.59	1.14
General Financial									
1,630	ADMIRAL GROUP ORD GBP0.001	POWYS0004	25.63 GBP		34,884.20	41,776.90	4,547.70	10.89	1.18
18,660	M&G PLC ORD GBP0.05	POWYS0004	2.212 GBP		27,384.55	41,275.92	3,414.78	8.27	1.16
Open Ended Collectives									
17,905	ISHARES CORE FTSE100 UCITS ETF GBP	POWYS0004	7.397 GBP		107,986.30	132,443.29	4,610.54	3.48	3.73
69,135	LINK FUND SOL LTD GRESHAM HS UK MUL CAP F INC	POWYS0004	1.3455 GBP		95,408.76	93,021.14	3,788.80	4.07	2.62
44,120	PREMIER PORTFOLIO PM UK MLTI CAP INC B INSTL	POWYS0004	2.122 GBP		69,933.74	93,622.64	3,754.44	4.01	2.64
Sub Total UK Equities					715,590.30	962,177.33	47,881.18	4.98	27.12

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Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/01/2022 to 31/03/2022
All values and returns reported in British Pounds
Valuations as at today use the previous trading day's closing prices.
For backdated valuations prices are at the period end date.

Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
North American Equities									
Open Ended Collectives									
5,465	BAILLIE GIFFORD AMERICAN W1 DIS	POWYS0004	13.37 GBP		93,270.70	73,067.05	0.00	0.00	2.06
38,735	FIDELITY UCITS ICA US QUAL INC UCITS ETF GBP I	POWYS0004	6.905 GBP		220,312.29	267,465.18	5,027.56	1.88	7.54
219,680	JPMORGAN FUNDS LTD US EQUITY INCOME C2 GBP NET	POWYS0004	1.541 GBP		234,102.68	338,526.88	6,107.10	1.80	9.54
5,760	VANGUARD FUNDS PLC S&P 500 UCITS ETF USD DIS	POWYS0004	66.2033 GBP		251,865.28	381,331.01	4,276.63	1.12	10.75
Sub Total North American Equities					799,550.95	1,060,390.12	15,411.29	1.45	29.89
European Equities									
Open Ended Collectives									
122,165	BLACKROCK FM LTD CONTL EURP INC D UNITS INC	POWYS0004	1.80086 GBP		183,820.72	220,002.06	6,860.05	3.12	6.20
Sub Total European Equities					183,820.72	220,002.06	6,860.05	3.12	6.20
Japanese Equities									
Open Ended Collectives									
86,700	JUPITER UT MNGRS JAPAN INCOME Z GBP DIS	POWYS0004	1.0725 GBP		80,209.13	92,985.75	2,222.99	2.39	2.62
Sub Total Japanese Equities					80,209.13	92,985.75	2,222.99	2.39	2.62



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Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND

For the period from 01/01/2022 to 31/03/2022

All values and returns reported in British Pounds

Valuations as at today use the previous trading day's closing prices.

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Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
Asia Pacific Equities									
Open Ended Collectives									
178,945	BNY MELLON FD MNGR ASIAN INCOME U GBP DIS	POWYS0004	1.2096 GBP		180,090.92	216,451.87	6,839.81	3.16	6.10
Sub Total Asia Pacific Equities					180,090.92	216,451.87	6,839.81	3.16	6.10
Emerging Market Equities									
Open Ended Collectives									
54,270	JPMORGAN AM UK LTD EMG MKTS INC C NET INC NAV	POWYS0004	0.7111 GBP		32,721.48	38,591.40	1,134.24	2.94	1.09
Sub Total Emerging Market Equities					32,721.48	38,591.40	1,134.24	2.94	1.09
Absolute Return									
Bond Funds									
82,870	ARTEMIS FD MNGRS SHT DTD GBL H Y BD FI GBP	POWYS0004	0.9303 GBP		77,423.07	77,093.96	3,676.28	4.77	2.17
70,209.871	BNY MELLON FD MNGR NEWTON GBL DYNM BD EXMPT3 G	POWYS0004	0.9423 GBP		69,914.58	66,158.76	1,778.84	2.69	1.86
Sub Total Absolute Return					147,337.65	143,252.72	5,455.12	3.81	4.04
Property									
Closed Ended Collectives									
37,980	BLACKROCK FM LTD ISHARES GBL PROP SECS EQTY	POWYS0004	2.071475 GBP		60,633.09	78,674.62	1,540.39	1.96	2.22
Sub Total Property					60,633.09	78,674.62	1,540.39	1.96	2.22



Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/01/2022 to 31/03/2022
All values and returns reported in British Pounds
Valuations as at today use the previous trading day's closing prices.
For backdated valuations prices are at the period end date.

Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
Other Investments									
Absolute Return (non AIC sector) Inv Trust									
66,170	HICL INFRASTRUCTU. ORD GBP0.0001	POWYS0004	1.78 GBP		110,382.42	117,782.60	5,459.02	4.63	3.32
67,755	INT PUBLIC PARTNER ORD GBP0.0001	POWYS0004	1.73 GBP		108,942.17	117,216.15	5,054.52	4.31	3.30
Sub Total Other Investments					219,324.59	234,998.75	10,513.54	4.47	6.62
Cash									
Cash									
0 GBP	Dealing	POWYS0004		0.00	0.00	0.00			0.00
36,149.12 GBP	Deposit	POWYS0004		0.00	36,149.12	36,149.12			1.02
14,974.93 GBP	Income	POWYS0004		0.00	14,974.93	14,974.93			0.42
Sub Total Cash				0.00	51,124.05	51,124.05			1.44
TOTAL IN GBP				0.00	2,939,995.31	3,548,174.21	113,586.43	3.20	100.00

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Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND

For the period from 01/01/2022 to 31/03/2022

All values and returns reported in British Pounds

Valuations as at today use the previous trading day's closing prices.

For backdated valuations prices are at the period end date.

Transaction Details (from 01/01/2022 to 31/03/2022)

POWYS0004

Date	Transaction	Quantity	Security Name	Price	Net Amount
POWYS0004					
22/03/2022	SALE	230.00	RIO TINTO ORD GBP0.10	58.58 GBP	13,472.40
22/03/2022	SALE	2,455.00	PIMCO SEL FDS PLC UK INCOME BOND INSTL...	9.44 GBP	23,175.20
22/03/2022	SALE	22,885.00	JPMORGAN AM UK LTD EMG MKTS INC C NET...	0.70 GBP	15,980.60
22/03/2022	SALE	245.00	TWENTYFOUR GLOBAL CORPORATE BOND I GBP...	95.27 GBP	23,341.15
22/03/2022	SALE	12,275.00	BNY MELLON FD MNGR ASIAN INCOME U GBP...	1.19 GBP	14,641.62
22/03/2022	SALE	960.00	SHELL PLC ORD EUR0.07	20.35 GBP	19,536.13
22/03/2022	PURCHASE	20,665.00	INT PUBLIC PARTNER ORD GBP0.0001	1.69 GBP	-34,821.53
22/03/2022	PURCHASE	20,345.00	HICL INFRASTRUCTU. ORD GBP0.0001	1.69 GBP	-34,292.50
22/03/2022	PURCHASE	4,560.00	FIDELITY UCITS ICA US QUAL INC UCITS...	6.72 GBP	-30,632.67
01/02/2022	EQUALISATION	0.00	JUPITER UT MNGRS STRATEGIC BOND X GBP...	0.00 GBP	193.44
31/01/2022	CONVERSION 1 FOR 1	4,235.00	SHELL PLC 'B'ORD EUR0.07	0.00 GBP	44,562.18
31/01/2022	CONVERSION 1 FOR 1	4,235.00	SHELL PLC ORD EUR0.07	0.00 GBP	-44,562.18
01/01/2022	EQUALISATION	0.00	LINK FUND SOL LTD GRESHAM HS UK MUL CAP...	0.00 GBP	400.84

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Important Information

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Project Evaluations: COVID Response Fund

Jones, Shania
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Evaluations of the COVID response fund

These projects were funded through the COVID 19 grant scheme, in partnership with NHS Charities Together.

SURVEY RESPONSE

A set of 10 survey questions was initially sent to the COVID response fund recipients to gauge how the project has benefited staff and residents within Powys. The 10 questions included:

1. *What was your project?*
2. *Did you meet your intended deadline?*
3. *Who benefited from the project*
4. *Did the project fulfil its purpose?*
5. *Name three items that went well.*
6. *Name three items that did not go so well.*
7. *If you were to do this process again, name one thing that you would do differently.*
8. *Did you have to adapt your project at any time? If so, how did you adapt?*
9. *Did the PTHB Charity provide you with adequate support?*
10. *What could PTHB Charity do differently to provide more support to projects?*

The purpose of these questions was to understand the challenges these smaller projects have faced and if the Charity would be able to support them better in the future. The Charity team then followed up with project leads to discuss their feedback.

KEY	
Completed	Green
Ongoing/has not yet been implemented	Orange
Cancelled/withdrawn	Red
Waiting for a follow up	Blue

Delivering psychological therapy groups (venue hire) **COMPLETED**

This project benefited a number of clients with significant mental health issues and complex emotional needs. The funding enabled delivery of 4-6 face-to-face groups in the community over a 12 month period and provided a social support element to group psychological therapies. This service was delivered to between 40 – 60 individuals. There were a number of issues for the face-to-face groups due to COVID 19 restrictions and some patients opted not to engage because of the risk.

Due to COVID 19 the project was first adapted to be delivered virtually and then adapted to be delivered both virtually and in a face-to-face setting.

FOLLOW-UP - CONDUCTED ON 28 SEPTEMBER 2021

The areas of discussion:

- The estimated reach of the project? (in terms of the patients, communities or demographics that most benefitted)
- How has the project developed over time?
- How did the pandemic impact this project?

The grant received from the COVID response fund enabled the renting of two venues for the psychological therapy groups. One at the Cowshack in Welshpool and Subud Hall in Brecon. This has been helpful as it has allowed for face-to-face groups. There weren't any NHS sites that could facilitate that at the time due to social distancing rules.

The feedback received when running these sessions virtually was that the sessions were not hitting the mark, it was highlighted that the sessions needed to be on a face-to-face basis.

It is the first emotion skills group (ESG) to be delivered face-to-face in Powys, there are approximately 15-16 people invited to each session. The dialectical behaviour therapy (DBT) group in South Powys has a regular number of face-to-face attendees however, there is a struggle with online attendance. In North Powys there are two groups currently running face-to-face for ESG and DBT.

There was an issue in North Powys, a location had been secured but there was a difficulty arranging hospital transportation to community settings. The hospital transport said that they were not commissioned to provide to the community. However, that has since been resolved as the hospital transport have been able to provide this service.

Purchase of heart manuals and equipment for cardiac rehabilitation at home **COMPLETED**

Patients received heart manuals in order to participate in cardiac rehabilitation at home. This supported patients over a 6-week period to participate in risk factor management and lifestyle changes enabling both physical and psychological well-being. Patients have been able to use the blood pressure machines to monitor their BP at home which has enabled to titrate their medication in line with national guidelines. The project enabled and supported safe exercise at home supporting both patients and families as they have the information within the heart manuals and tapes use of the BP machine to self-monitor their blood pressure at home.

FOLLOW-UP - CONDUCTED ON 18 MAY 2022

The areas of discussion:

- The estimated reach of the project? (in terms of the patients, communities or demographics that most benefitted).
- Any specific impacts on individual patients? (e.g. patient stories, staff feedback).
- Are there any opportunities for us to look at areas for additional support? (more equipment, resources etc).

The project has been received well by staff and patients. The purchase of BP machines and heart monitors was valuable at the start of the pandemic. It allowed patients during the pandemic to pick up and borrow these items so they could keep an eye on their health from home. Many patients then saw the benefit of having these devices in their home therefore, they chose to purchase their own following the monitoring period.

There was a longstanding vacancy within the North Powys Nurse team (recently filled) which has made the backlog a little difficult to manage in that region, in comparison to the Mid and South. However, there are manuals and equipment available for patients in the North.

A total of 100 Heart training manuals were purchased and were beneficial in supporting patient at-home recovery. It was easier for staff as they would be able to talk patients through the steps over the phone using the manual as a guide.



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Wellbeing supplies - Baby massage oils and hand creams for families whose babies were born over lockdown and health visiting staff. **COMPLETED**

All babies and mothers with babies born during 'lockdown'. These families have had a very limited, remotely provided, Health Visiting service. When families have been contacted they have consistently expressed feelings of anxiety, and usually suffering from a lack of professional and family support due to the pandemic.

The application of hand cream was considered an opportunity for a moment of mindfulness and the benefits of infant massage are widely recognised by health and social care staff. The opportunity to enhance the parent/ baby interaction, ease discomfort, and promote relaxation was viewed as a timely antidote to the stressful times that many families have experienced, as well as providing an ideal opportunity for health visitors to reconnect with the families on their caseloads.

This project was successfully completed in the timeframe and was able to fulfil its purpose. The survey did not produce any additional information, as the project team were happy with the process and explained that there were no issues.

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Project Evaluations: Powys General Funds

Jones, Shania
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Biomechanics for Birth training

The funded project was for Biomechanics for Birth Professionals training online course by Molly O'Brien. The training was delivered via pre-workshop information and 3 live workshops held virtually over Zoom. The pre-reading and the workshop focused on the understanding of the biomechanical element of birth offers practitioners a deeper awareness of the baby's journey through the pelvis and the synergy of the mother and baby.

Evaluation was received September 2021.

- The Biomechanics for Birth training for Powys Midwives has been positively welcomed across the Health Board.
- In total, 31 out of 42 Midwives have been able to undertake the training.
- Following receiving the training, Midwives felt inspired to practice their newly acquired skills and implement them into the women's care plan.
- Women and birth partners appear to enjoy using the simple techniques to have a positive pregnancy and birth experience with number of cases not being transferred.
- Positive feedback from Midwives of the use of the technique on women who have had a stalled labour, resulting in delivery.

The quality of the training provided by Molly O'Brien was highly rated and exceptionally well-delivered as reflected by the evaluation feedback received from the participating Midwives.

Next Steps:

- To establish continued learning and development of the skills and techniques acquired, a Powys Midwife Clinical Practice forum is to be established. The Forum will enable Midwives to discuss/exchange ideas and experiences and agree clinical audit of Biomechanics techniques.
- Regular review of transfer data / home deliveries to assess the effectiveness of the implementation of the training and evaluate against previous three year transfer rates.
- A visual poster to be developed to illustrate the various moves and sequences women can practice throughout their pregnancy.



Biomechanics for Births – staff feedback since May 2021

Shake the apples for persistent OP baby in a first-time mum, and on myself when I had my little boy

Definite impact on reducing requirement for transfer in all my involved cases so far.

Mum in the latent phase describing back pain which was radiating down to her thighs. We tried several different techniques and said she felt different. She went onto labour quickly.

I have used with labourers if there has been a delay in first stage or to try to help with posterior babies.

Supporting a lady in labour from 8 cm to fully and birthing within an hour, after having an exhausting 3-day latent phase and long labour.

I had a lady in the birth Centre having her second baby. The baby had not engaged on palpation and on V/E remained fairly high in the pelvis. Felt LOP on palpation. Labour appeared to stall after a while and contractions were typically incoordinate. We tried SLR for 3 contractions on both sides, this had minimal effect, so we moved onto shaking the apples using rebozo. After about 10 minutes of shaking apples, she felt the baby drop into her pelvis and descend quickly. Birthed an OA baby shortly afterwards weighing 10lb 1oz.

I have been a midwife for 23 years and I can honestly say I don't know how this knowledge has escaped me. I feel really grateful and now also really skilled when attending births in terms of being able to rectify malposition and support women so much more. Thank you

I discuss these positions with all my women around their due dates and at post term appts. I have used it in latent phase with women who seem to be having excessive issues.

Jones Shania
06/20/2022 10:40:09

Digital project coordinator (PAVO role) – evaluation update

This position was funded by committee in December 2020, and was a 9 month pilot position based within Powys Association of Voluntary Organisations (PAVO). The purpose of this role is to provide technical support and improve accessibility to services by providing a face to face appointments between staff and patients.

On the 8th December 2021 the project applicant and Charity team held a evaluation discussion.

- There had been a struggle to recruiting to a 9-month pilot position.
- Post holder started in April 2021. They worked efficiently in order to get the project pilot ready for example, the risk assessments and finding a venue.
- To increase engagement for patients there were 121s held across the different services.
- The project linked up with pain and fatigue due to them having a digital coordinators within the department. This connection helped to gain a trust with patients and there was equipment on hand. Unfortunately, only one patient had accessed this service since the pilot began.
- There has been multiple attempts to reach services and people, for example through Powys Announcements. As of December 2021 there was a plan to scheduled a press release to increase interest.
- The position sat under PAVO, but worked closely with the project applicant. PAVO was concerned that this position was not picking the work up. In October 2021 a decision was made that this position would be made two days a week, extending the length of the post instead in order to work towards a more positive outcomes.

Following PAVO's recommendations, the post was extended through to early 2022. The project team is currently in the process of writing their post-project evaluation.

Jones, Shania
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Books for People who are Living with Cancer

The aim of this Project is to enable Powys residents to access quality assured cancer information closer to home, increasing the health literacy of our community and enabling health professionals to refer people who are living with cancer to a source of support outside of consultation time.

In March 2020, the Improving the Cancer Journey in Powys Programme was awarded £3K from charitable funds to purchase four sets of 50 quality assured books from Macmillan's Core Book List. At the end of August, following the creation of promotional materials and stickers to identify the books, these were made available across the 18 libraries in Powys. Additionally, two Welsh books which had not been reviewed by Macmillan were also purchased and made available for those whose first language is Welsh in Powys.

At the end of October, leaflets to increase awareness of these books were distributed to a wide range of services, including libraries, PAVO, PTHB Specialist Palliative Care, the District Nurses, Bracken Trust, Ceredu and the Tesco Community Champion. Information was also shared with all GP practices via the Powys Cancer and End of Life Newsletter.



Books for People who are Living with Cancer - feedback

Positive feedback from the public has already been received and the Improving the Cancer Journey Programme Team are planning to evaluate the project once the books have been available in the libraries for a year. Key milestones around evaluation include:

Milestone (as of March 2022)	Timing	Status
Confirm numbers of books borrowed can be captured	March 2021	Complete
Ongoing arrangements in place for librarians to note feedback from the public	August 2021	Complete
Ongoing arrangements in place for librarians to identify people would be willing to contribute case studies	August 2021	Complete
Assessment of availability / completeness of quality data of people who have borrowed the books	April 2022	On track
Regular arrangements in place in to monitor numbers of books borrowed and to review feedback	April 2022	On track
Plans in place to obtain health professional feedback	April 2022	On track
Survey for people who borrow the books in place	April 2022	On track
First draft evaluation complete	September 2022	On track
Evaluation results submitted	November 2022	On track



There are no issues with the project as set out in the application for charitable funds, however the scope of the project could be enhanced through better consideration of quality assured literature for those who speak Welsh as a first language, consideration of other first language speakers in Powys and of materials that could be made available to support children with a cancer diagnosis or who have a loved one with a cancer diagnosis.

These topics are under discussion within the programme team under the wider umbrella of considering the availability of local cancer information for residents of Powys.

AGENDA ITEM: 4.3

Charitable Funds Committee		DATE OF MEETING: 14 June 2022
Subject:	Charity Governance - Approval Process for Funds	
Approved and Presented by:	Charity Manager	
Prepared by:	Charity Manager / Head of Financial Services	
Considered by Executive Committee on:	N/A	
Other Committees and meetings considered at:	N/A	

PURPOSE:

To outline the criteria for the approval process of Charitable Funds.

RECOMMENDATION(S):

The Charitable Funds Committee is requested to NOTE the details of the approval process and delegation.

Approval/Ratification/Decision ¹	Discussion	Information
x	x	✓

THE PAPER IS ALIGNED TO THE DELIVERY OF THE FOLLOWING STRATEGIC OBJECTIVE(S) AND HEALTH AND CARE STANDARD(S):

Strategic

¹ Equality Impact Assessment (EiA) must be undertaken to support all organisational decision-making at a strategic level

Objectives:	1. Provide Early Help and Support	✓
	2. Tackle the Big Four	✓
	3. Enable Joined up Care	✓
	4. Develop Workforce Futures	✓
	5. Promote Innovative Environments	✓
	6. Put Digital First	✓
	7. Transforming in Partnership	✓
Health and Care Standards:	1. Staying Healthy	✓
	2. Safe Care	✓
	3. Effective Care	✓
	4. Dignified Care	✓
	5. Timely Care	✓
	6. Individual Care	✓
	7. Staff and Resources	✓
	8. Governance, Leadership & Accountability	✓

EXECUTIVE SUMMARY:

This paper has been developed to outline the existing approval and delegation process for Charitable Funds expenditure along with the delegation levels.

DETAILED BACKGROUND AND ASSESSMENT:

The Charitable Funds Committee requested a detailed breakdown of the approval and delegation process for the various charitable funds that the Health Board holds.

The Charity has set a threshold of up to £5,000 for any expenditure that may be approved under delegated authority. Beyond this value, all proposals must receive final approval from the Charitable Funds Committee.

The Charity previously operated to a £10,000 delegated limit but this has now been reduced to £5,000 in line with the recommendations of the Charity's Auditors to maintain consistency across the Health Board.

Those with the delegated authority to approve expenditure are local fund managers in the case of local funds and the Executive Committee in the case of the COVID Response Fund. Currently, delegated approval can only be given at the Executive or Assistant Director level and this will continue for the foreseeable future to maintain consistency in the approval/decision making process. The Charity will continue to review the delegated approval process and any potential changes that may need to be made to the list of designated fund managers as necessary.

Any applications which are approved under delegated authority must also be presented to the Charitable Funds Committee for ratification.

Applications to the Powys General Purposes Fund and the COVID Response Fund that are of a value of greater than £5,000 will first be presented to the Executive Committee for support, prior to coming to the Charitable Funds Committee for final approval.

To secure approval, all proposals must meet the eligibility criteria for both charitable funds in the broad sense in addition to any specific criteria for a given fund. The Charity Manager, the Head of Financial Services and the Finance team will support local fund managers and members of the Executive and Charitable Funds Committees in ensuring the proposals can demonstrate evidence of meeting these criteria.

An outline of delegated responsibility for the governance of Charitable Funds can be found at Appendix 1 and a diagram outlining the application and approval process can be found at Appendix 2.

NEXT STEPS:

There are no next steps as a result of this paper.

The following Impact Assessment must be completed for all reports requesting Approval, Ratification or Decision, in-line with the Health Board's Equality Impact Assessment Policy (HR075):

IMPACT ASSESSMENT				
Equality Act 2010, Protected Characteristics:				
	No impact	Adverse	Differential	Positive
Age	✓			
Disability	✓			
Gender reassignment	✓			
Pregnancy and maternity	✓			
Race	✓			
Religion/ Belief	✓			
Sex	✓			
Sexual Orientation	✓			
Marriage and civil partnership	✓			
Welsh Language	✓			
Statement <i>Please provide supporting narrative for any adverse, differential or positive impact that may arise from a decision being taken</i>				
Risk Assessment:				

	Level of risk identified				<p>Statement</p> <p><i>Please provide supporting narrative for any risks identified that may occur if a decision is taken</i></p>
	None	Low	Moderate	High	
Clinical	✓				
Financial	✓				
Corporate	✓				
Operational	✓				
Reputational	✓				

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Appendix 1 – Delegated responsibilities for the governance of Charitable Funds

Responsibilities of Trustee/Board

The Board is the corporate trustee for Powys tHB's Charitable Funds; that is board members are jointly responsible for the management of all charitable funds.

As the Board is the trustee it must retain direct control of key decision making. In particular it must set the strategy and policy for the charitable funds and set the budget. Within this framework the Charitable Funds Committee (and others involved in managing the funds) can be permitted to make day to day spending decisions, all of which should be reported back to the trustee (the Board).

Responsibilities of the Board include setting the:

- Purpose and scope of the charity, as set out in the respective governing documents of those charitable funds.
- Spending priorities set for the charitable funds for the current financial year.
- Agreed criteria for deciding whether or not to spend the charitable funds to meet any particular funding request.
- Delegation arrangements for the charitable funds.
- Accounting and reporting arrangements that enable the Board to oversee and monitor the spending of the charitable funds.

The Charity Commission in its guidance to the NHS recommends reviewing the number of individual funds and applying for funds to be consolidated where appropriate in order to assist Trustees in meeting their responsibilities.

Although aimed at Trustee's this is pertinent to all tHB staff involved with the receipt and expenditure of charitable funds.

Responsibilities of the Charitable Funds Committee

The Board has appointed the Charitable Funds Committee (CFC) as its agents in the administration of Charitable Funds through ensuring robust controls and effective management of those monies.

Its main responsibilities are to:

- Oversee the management of charitable funds in accordance with the budget, priorities and spending criteria as determined by the Board
- Ensure that the requirements of the Trustee Act 2000, Charities Act 1993 and Charities Act 2006 are followed
- Appoint an investment manager (where appropriate), ensure that Powys tHB policies and procedures for investments are followed and receive investment reports from the Director of Finance for ratification
- Oversee and monitor the functions performed by the Director of Finance as defined in Standing Financial Instructions
- Monitor the progress of charitable fund income and expenditure plans

- Monitors and review Powys tHB's scheme of delegation to fund managers and to ensure that financial procedures reflect delegated expenditure limits

Responsibilities of the Director of Finance

The Director of Finance has specific responsibilities as by virtue of holding that office, is also the Treasurer of Powys tHB's charitable funds. Specific responsibilities are outlined within the Standing Orders as follows:-

- Administration of all charitable funds
- Identify any new charity that may be created and to formulate the trusts of any such charity
- Provide guidelines on donations, legacies and bequests, fundraising and trading income
- Ensure appropriate banking services
- Prepare reports to the Board including the annual accounts

Consideration and approval of policies as determined by the Board.

Responsibilities of the Charity Manager

The Charity Manager has been appointed by the Trustee and Charitable Funds Committee in order to manage the day to day operation and administration of the Charity in line with its strategic priorities. The Charity Manager provides management and oversight for all of the Charity's expenditure, income generation and communication activities.

The main responsibilities of the Charity Manager include:

- Providing clear leadership and direction for the Charity
- Working with the Charitable Funds Committee to ensure good governance
- Increasing the Charity's profile, reach and influence
- Overseeing fundraising activity and managing income streams
- Ensuring appropriate financial governance of the Charity

Responsibilities of Fund Managers

Additional administration of charitable funds is undertaken by fund managers who have the following responsibilities:-

- Prepare spending plans within the framework established by Trustees
- Receipt all new donations via local cashiering services
- Actively look for needs that can be met by charitable funds
- Regularly report back spending decisions to the Charitable Funds Committee

Fund managers should be as independent as possible from the management of NHS budgets which might influence their spending plans on the funds within their management. The Charity's Scheme of Delegation should be prepared on the basis.

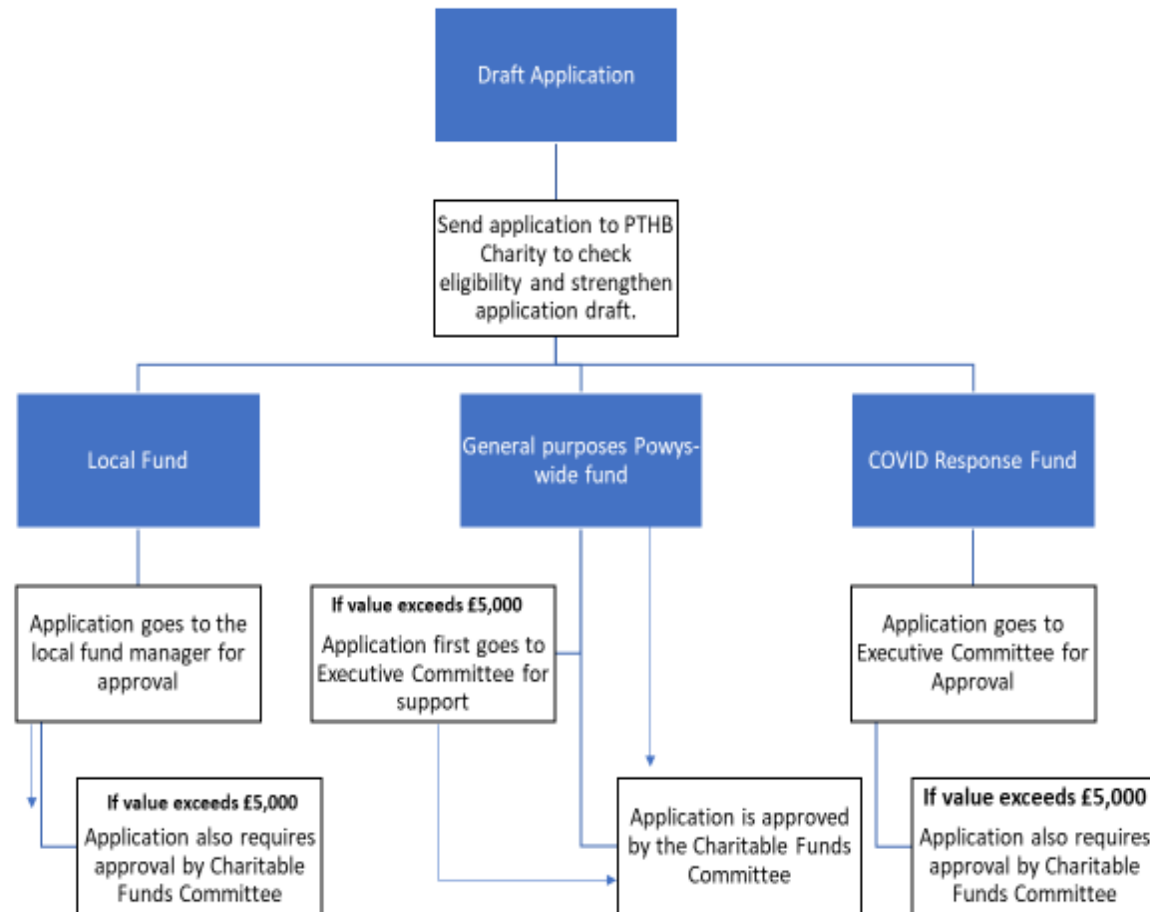
The Charity Commission has produced guidance on a management framework which not only sets out what is "expected" but also what is "questionable".

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Appendix 2 – Charitable Funds Approval Process

Powys Teaching Health Board – Charitable Funds Approval



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