

CONFIRMED

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING
HELD ON WEDNESDAY 2 JUNE 2021
VIA MICROSOFT TEAMS**

Present:

Vivienne Harpwood	Chair (Committee Chair)
Tony Thomas	Independent Member (Committee Vice Chair)
Trish Buchan	Independent Member (Third Sector)
Mark Taylor	Independent Member (Capital and Estates)
Pete Hopgood	Director of Finance and IT

In Attendance:

Alison Davies	Director of Nursing
Abe Sampson	Charity Manager
Rani Mallison	Board Secretary
Julie Rowles	Director of Workforce and Organisational Development (Joined at 3pm for item 2.1c)
Louise Turner	Workforce Planning Manager (Joined at 3pm for item 2.1c)
Sarah Pritchard	Head of Financial Services
Shania Jones	Charity Administrative Support Officer

Apologies

None

CF/21/52	WELCOME & APOLOGIES FOR ABSENCE The Chair welcomed members to the Committee. Apologies for absence were noted as recorded above.
CF/21/53	DECLARATIONS OF INTEREST The Chair INVITED any declarations of interest in relation to items on the agenda. No interests were declared.
CF/21/54	MINUTES OF PREVIOUS MEETING HELD ON 4 MARCH 2021 The minutes of the meeting held on 4 March 2021 were RECEIVED and AGREED as being a true and accurate record.

CF/21/55	<p>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING</p> <p>No matters arising were declared.</p>
CF/21/56	<p>ACTION LOG</p> <p>The Committee received the action log and the following updates were provided.</p> <p>CF/21/25 - 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 Committee meeting in September.</p>
<p>ITEMS FOR APPROVAL, RATIFICATION OR DECISION</p>	
CF/21/57	<p>GENERAL BIDS FOR APPROVAL</p> <p>The Committee discussed the following Bids seeking approval from General Funds:</p> <p>1) SENSORY GARDEN FOR COMMUNITY MENTAL HEALTH TEAM</p> <p>The Charity Manager presented the sensory garden for community mental health team and it was noted that the project is looking for input from third sector parties and patient beneficiaries during the development of the project. The project will incorporate the PTHB Green Bees initiative and has sought quotations from various suppliers for the work.</p> <p><i>The project leads need to link with the estate department as it is work on the external infrastructure.</i></p> <p>The Charity Manager reassured Committee that project leads will be made aware before any work is undertaken.</p> <p><i>When will the work start?</i></p> <p>The Charity Manager explained that the project will need some lead in time, and should be completed approximately two months.</p> <p><i>The equality impact assessment will have a positive impact on beneficiaries and protected characteristics. Therefore, it should be identified.</i></p>

The Charity Manager explained that the equality impact assessment will be built into the future evaluation process.

Is the difference between £6,716 and £8,060 is related to VAT?

The Charity Manager confirmed that the total difference is in relation to VAT.

The Committee DISCUSSED and APPROVED the sensory garden for community mental health team bid.

2) IPAD CARTS FOR BRECON HOSPITAL

The Charity Manager presented the bid to Committee for iPads carts for Brecon Hospital to help patients with family visitation and contact during restrictions. It was highlighted to the Committee that the project proposal had found issues with the use of the iPads. For example, patients can find it difficult to use which can lead to stress. The project identified a solution to improve the experience when patients are using iPads for virtual visits.

This could have potential benefits and can be seen as an enabling factor for individuals who lack the compacity or have difficulty with the use of technology.

The Charity Manager agree with the comment and further explained that this proposal will have many benefits, for example it will minimise the need for staff intervention.

The Committee DISCUSSED and APPROVED the iPad carts for Brecon Hospital.

3) HEALTH AND CARE ACADEMY PROPOSAL

The Director of Workforce and Organisational Development presented the proposal regarding the Health and Care Academy funding. This bid asked for support from Charitable Funds to enhance the offer for the Academy. The funding is to provide state of the art technology and the furnishings to enhance the look of the building. The Health Board's core funding and other funding streams are covering the basics necessary for operation but with Charitable Funds there is an opportunity to go above and beyond, making Basil Webb the flagship for future Health and Care Academy projects.

This scheme is a joint funded scheme between the local authority and the local Health Board. Please clarify the extent of the financial commitment this business model receiving from other partners?

The Director of Workforce and Organisational Development explained that it was a scheme supported by the Integrated Care Fund therefore, it was originally part of the Regional Partnership Board approach to development of the Health and Care strategy. This project does have partners across the Health Board and local authority as it is not just a Health Board scheme. However, there is no match funding via Powys County Council.

There is a lack of clarity surrounding the business case, it would be helpful to have more understanding around the outcomes and how will it remain sustainable. What is the financial model that underpins and supports that?

The Director of Workforce and Organisational Development explained that it is part of the development route in relation to staff and provision of the building. There is a business case for the educational aspects but not for the equipment and technology which is what the funding would be for.

Th Director of Finance and IT explained there is a capital investment which oversees the building to ensure that it is fit for purpose to serve the educational and training needs. Any additional developments which will enhance training would be based on another individual case to ensure that those financial needs are met. This proposal is solely around the IT and equipment that can enhance the core programme.

There is a lack of training opportunities and facilities within Powys, this academy will be a step forward to help improve that situation. However, there needs to be clarity surrounding the basic outline as to where this will go.

Why should funding this project fall on the Health Board when it includes providing education for children which is under the jurisdiction of the Powys County Council?

The Director of Workforce and Organisational Development explained that the project is not focused on providing education but the Health Board's social responsibility and its long term strategy. The Health and

	<p>Care Strategy identifies the Health Board’s responsibility regarding the population, which requires the Health Board to encourage and support the wider population. This can be done by linking to schools and providing a new and innovative scheme. It is an opportunity for the Committee to invest in the development of workforce.</p> <p>The Committee DICUSSED the Health and Care Academy Proposal and agreed that there will be an interim meeting held in order to discuss the issues raised and gain further understand of the scope of the project which will include the contribution from the partners.</p> <p style="text-align: right;"><i>Louise Richards and Julie Rowles joined for item 2.1c only.</i></p>
CF/21/58	<p>COVID-19 RESPONSE FUND</p> <p>The Charity Manager presented the paper which included a list of proposals below £10,000 threshold which had previously been agreed by Executive Committee and Gold Group, and was presented to Charitable Funds Committee for ratification.</p> <p><i>Is this approval process more efficient in regard to good governance?</i></p> <p>The Board Secretary and Charity Manager confirmed that this approval process is the appropriate course for the COVID-19 response fund.</p> <p><i>Do the bids have an appointed executor director or authorising manager to take responsibility?</i></p> <p>The Charity Manager assured the Committee that all bids are previously signed/approved by an executor director or an authorising manager. However, due to COVID-19 majority of bids are signed off digitally therefore, there is no hard signature within the papers.</p> <p><i>There are different branches of the COVID-19 Response fund, it is not clear which element of the funds are being utilised for these proposals.</i></p> <p>The Charity Manager clarified that there were three branches for the COVID-19 Response fund. There is a discrepancy between the expenditure that has been committed to projects and the projects that had been approved. In terms of approving projects, the Charity are now into the third (and</p>

	<p>final) branch of funding but there is a delay between projects being approved committed, and finalised.</p> <p><i>Funding provided for the COVID-19 response fund came in different stages, these stages have different criteria. Is that correct?</i></p> <p>The Charity Manager clarified that there were different stages of funding awarded from NHS Charities Together with different criteria. The first stage was the COVID-19 Response Fund and there have been three individual rounds to this particular stage of funding. The second and third stages will be looked at separately as a joint project because these stages are aimed at community partnership and recovery. These stages will be developed with the Regional Partnership Board (RPB) as part of the requirement to work in partnership.</p> <p><i>It would be helpful for the Committee to have a review paper to help understand where the Charity is.</i></p> <p>The Board Secretary informed the Committee that there is a paper due outlining the COVID response phases and process to be brought forward to Committee next Charitable funds meeting.</p> <p>The Committee DISCUSSED and RATIFIED the COVID response fund.</p>
CF/21/59	<p>EXPENDITURE APPROVED UNDER DELEGATED AUTHORITY SINCE THE LAST MEETING</p> <p>The Head of Financial Services presented the report to the Committee.</p> <p>It was highlighted the four items brought to Committee under the delegated authority which came to the total of £14,500.</p> <p><i>Regarding the telehealth facilitator, the amount is just under the threshold of £10,000 and the projects indicated there is a potential extension. If this is the case should the funded be classed in one stage which would take it over the delegated threshold?</i></p> <p>The Head of Financial Services explained that this had been reviewed at a previous meeting but will be reviewed in detail and reported back to the Committee.</p>

	<p>ACTION: The Head of Financial Services and Charity Manager will confirm the extension details and feedback to the Committee.</p> <p>The Committee DISCUSSED and APPROVED the expenditure under delegated authority.</p> <p style="text-align: right;"><i>Rani Mallison left the meeting.</i></p>
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ITEMS FOR DISCUSSION

<p>CF/21/60</p>	<p>CHARITY ACTIVITY & INCOME REPORT</p> <p>The Charity Manager presented the report to the Committee and highlighted the key community donations made since the last Committee meeting. There was a significant contribution from a legacy which is a substantial area of donation for the Charity. There is an aim to develop sources around legacies to help inform the community, increase that donation and how these legacies are used to help the people of Powys.</p> <p>The Charity has been increasing its digital impact and there are digital campaigns in development for example, the NHS Birthday on the 5 July which will link in with the NHS Charities Together Big Tea Campaign. This is aimed to be a staff wide event and the Charity aims to mark the occasion with positive stories and reflecting on the last 12 months. The aim is to use campaign to build up the Charity engagement on social media and awareness of the Charity. The Charity will be celebrating their 25th anniversary in September, therefore the aim is to have a short campaign surrounding that occasion.</p> <p>The Charity will aim to pilot a new evaluation programme for projects. The evaluation is to help capture a standardised set of data as well as the unique aspects/stories of projects funded by the Charity.</p> <p>It was noted that the end of life care project is currently working on full detailed report regarding the evaluation that had been undertaken on Powys staff, the public and existing end of life care services. This will be shared with the Committee once received.</p>
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	<p>The Committee DISCUSSED and NOTED the Charity activity & income report.</p>
<p>CF/21/61</p>	<p>CHARITABLE FUNDS FINANCIAL SUMMARY REPORT</p> <p>The Head of Financial Services presented the Committee the financial summary report which highlighted the full year from April 2020 to 31 March 2021.</p> <p>It was noted that overall funds have increased by £65,000 compared to the 1 April 2020. There has been spending and a decrease in legacy funds. However, general funds have increased which is due to changes in services over the last 12 months.</p> <p>It was raised that there has been significant amount of money received for the COVID-19 fund this year, thus the income threshold has been breached. This means that the Charity will need to undergo a full statutory audit for the financial year 2021 and likely the following financial year in 2022.</p> <p><i>The enhanced audit, what will that mean to the Charity in practical terms?</i></p> <p>The Head of Financial Services explained Charity commissioning guidance surrounding an independent examination and audit is not clear therefore, further enquiry will need to be considered. However, the understanding is that an independent examination would check figures within the accounts and assume the transactions underlining were appropriate. Whereas, a full audit would investigate deeper into financial controls and systems with in-depth sampling of income and expenditure transactions. It was noted that Audit Wales will carry out the audit and the Committee will be continuously cited on this.</p> <p><i>Is the Charity under obligation to use Audit Wales?</i></p> <p>The Head of Financial Services confirmed there is a requirement for NHS Charities to use Audit Wales for consistency.</p> <p>The Committee DISCUSSED and NOTED the Charitable Funds financial summary report.</p> <p><i>Rani Mallison re-joined the meeting.</i></p>
<p>ITEMS FOR INFORMATION</p>	

CF/21/62	<p>INVESTMENT MANAGERS UPDATE REPORT</p> <p>The Head of Financial Services presented the report to Committee and it was noted that the Charity received an income of £77,000 during the year 2020-21. The book value from the start of investment to approximately 15 months ago, the fund value has increased by £430,000 in comparison to money invested.</p> <p><i>If there is an additional income from investments, is the Charity spending it?</i></p> <p>The Director of Finance and IT assured the Committee that the Charity will be spending the funds, meeting the purpose that they are intended for. Part of reason for the new Charity staff roles is for promoting the income generation as well as the finding the best use of funds.</p> <p><i>When will the Committee review the investment portfolio to ensure that investments continue to abide by the ethical policy?</i></p> <p>The Director of Finance and IT explained that the criteria was agreed with Brewin Dolphin at the time. It will need to be confirmed if there is a review period but Brewin Dolphin are acting on the instructions given at that time. This can be reviewed and brought back to Committee at a future meeting.</p> <p>ACTION: The Director of Finance and IT to review portfolio criteria and discuss with the investment manager.</p> <p>The Committee DISCUSSED and NOTED the investment managers updated report.</p>
CF/22/63	<p>SMALL GRANT SCHEME INTERIM REPORT</p> <p>The Committee NOTED the paper.</p>
CF/21/64	<p>ANY OTHER URGENT BUSINESS</p> <p>No other urgent business was declared.</p>
CF/21/65	<p>DATE OF NEXT MEETING</p> <p>Thursday 23rd September 2021, 10:00AM, Via Microsoft Teams</p>