

CONFIRMED

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING
HELD ON FRIDAY 23 SEPTEMBER 2022
VIA MICROSOFT TEAMS**

Present:

Vivienne Harpwood	Chair (Committee Chair)
Rhobert Lewis	Independent Member (Committee Vice Chair)
Pete Hopgood	Director of Finance and IT

In Attendance:

Abe Sampson	Charity Manager
James Quance	Interim Board Secretary
Sarah Pritchard	Head of Financial Services
Shania Jones	Charity Administrative Support Officer

Apologies

Carol Shillabeer	Chief Executive Officer
Claire Madsen	Director of Therapies and Health Science
Paula Walters	Associate Director of Corporate Business
Bethan Hopkins	Audit Wales

CF/22/21	WELCOME & APOLOGIES FOR ABSENCE The Chair welcomed members to the Committee. Apologies for absence were noted as recorded above.
CF/22/22	DECLARATIONS OF INTEREST The Chair INVITED any declarations of interest in relation to items on the agenda. No interests were declared.
CF/22/23	MINUTES OF PREVIOUS MEETING HELD ON 14 JUNE 2022 The minutes of the meeting held on 14 JUNE 2022 were RECEIVED and AGREED as being a true and accurate record.
CF/22/24	MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING

	There were no matters arising from the minutes of the last meeting held on 14 JUNE 2022.
CF/22/25	<p>ACTION LOG</p> <p>The Committee received the action log, and the following updates were provided.</p> <p>CF/21/86 – an open action for the Charity Manager to bring a discussion to the Board via a future Board Development session around updating the ethical investment criteria for the Charity. This action remains open as of now with a view to a date for the planned session being finalised ahead of the next Charitable Funds Committee meeting on the 7 December 2022, where the Investment Managers (Brewin Dolphin) will be present.</p>
ITEMS FOR APPROVAL, RATIFICATION OR DECISION	
CF/22/26	<p>GENERAL BIDS FOR APPROVAL</p> <p>The Charity Manager presented the proposal to the Charitable Funds Committee. It was noted that this proposal has been made to the Acute Mental Illness (AMI) Legacy fund however, due to the funding request being over the delegated funding threshold of £5,000, the request required the approval of the Charitable Funds Committee.</p> <p>This request is to continue the twice a week pottery sessions held at the Felindre Ward, in Bronllys Hospital with additional materials/supplies for each session. The proposal was seeking the approximate total of £6,990 for the year. The activities are part of the continued mental health strategy for utilising legacy and charitable funds related to mental health in Powys, which included a planned budget for therapeutic activities on Felindre Ward.</p> <p>The ability to offer patients constructive activities and a creative outlet to enhance their therapeutic experience when on in-patient units is important. This leads to meaningful days, reduces boredom, enhances skills and promotes recovery. The sessions have proved to be popular with patients and having two sessions per week allows patients with shorter stays to also complete courses. Sessions are run by a trained potter but there is also flexibility to run alternative woodwork sessions should that</p>

	<p>be the preference of patients due to the available equipment on the ward and the skillset of the session lead.</p> <p>The AMI Legacy currently has a balance of circa £128,000 and the instructions placed on the fund are that it be utilised for expenditure on the psychiatric services at Bronllys Hospital.</p> <p><i>The proposal highlighted is what charitable funds should be supporting. Drawing inspiration from this proposal, would it be possible to consider other creative arts programmes within Powys?</i></p> <p>The Charity Manager agreed with the comment made and explained that this fund (AMI Legacy) is only subject to proposals which are made for Bronllys hospital. However, there is no reason for a proposal of a similar nature to be funded by another funds (e.g., mental health services fund). The Charity Manager was happy to consider and take the consideration to the Director of Therapies and Health Science, and the Assistant Director of Mental Health Services as their services would benefit the most from this type of proposal.</p> <p>The Committee DISCUSSED and APPROVED.</p>
CF/22/27	<p>COVID RESPONSE FUND, NHS CHARITIES TOGETHER APPLICATIONS APPROVED UNDER DELEGATED AUTHORITY (FOR RATIFICATION)</p> <p>The Charity Manager presented the paper to the Committee. The COVID response fund is funding which was provide to the Charity through NHS Charities Together, to distribute to support staff, patients and services impacted by the pandemic, which has almost been entirely allocated.</p> <p>These are proposals which have previously been approved under delegated authority or by the Committee itself which are presented for ratification. The two proposals have a combined value of £25,648, it included the Diolch Powys staff event, which was recently approved remotely via Chair’s action by members of the Charitable Funds Committee in August 2022.</p> <p><i>Do the funds have a time limit?</i></p>

	<p>The Charity Manager confirmed that there is a time limit to these funds from NHS Charity Together. It was noted that the funding was given in multiple phases (phase one, two and three). The Committee was given reassurance that these funds will aim to be fully allocated and spent by the end of the current financial year.</p> <p>The Committee DISCUSSED and RATIFIED.</p>
CF/22/28	<p>EXPENDITURE APPROVED UNDER DELEGATED AUTHORITY SINCE THE LAST MEETING (FOR RATIFICATION)</p> <p>The Head of Financial Services presented the expenditure approval under delegated authority to the committee. The report provided a summary of the projects approved under delegated authority during the period of April 2022 – August 2022.</p> <p>It was noted that a number of requests from various local funds with a combined value of £21,609. The key items to noted were an enhanced doppler machine for North Powys district nurses (£2,800), reclining seats/chairs which make it easier for elderly patients to sit out of bed and aid recovery for Bronllys (£7,382) and Newtown (£2,696), clinical supervision for North and South Powys specialist palliative care teams (£3,360) and the Mid team (£1,080).</p> <p><i>Is the training over and above what the Health Board should be providing?</i></p> <p>The Head of Financial Services confirmed that any project must be evaluated against criteria which will class it as 'above and beyond'. Therefore, the training supported under delegated authority was considered not to be a mandatory requirement for the Health Board and could be funded by Charitable Funds.</p> <p><i>Are the levels of authority sufficient? Should the committee consider increasing this?</i></p> <p>The Head of Financial Services responded and explained that there is an increase in activity on applications as the Health Board is coming out of the COVID-19 pandemic. Authority levels were recently reviewed by the Committee</p>

	<p>and the uptake in applications will be monitored across the next 6 months ahead of the next review.</p> <p><i>An issue was raised regarding the League of Friends (Newtown based). This organisation has raised large amount of funds for outdoor furniture, and it was brought to the attention of the Chair that the fundraisers are frustrated about the delay in getting this furniture in place. Does the Charity have ties to this organisation or this fundraising effort? If so, is the Charity able to help progress this?</i></p> <p>The Charity Manager explained that he is aware of the issue, and it was raised to him previously. It was explained that the Estates department are in the process of conducting an environmental survey of hospital sites which has caused delays for many capital projects at Powys sites.</p> <p>ACTION: The Charity Manager agreed to explore the issue and follow up with contacts in the Health Board and to reach out to fundraisers to see if the Charity can support moving forwards.</p> <p><i>A discussion was noted about how the Health Board and the Charity cultivates relationships with other organisations and communities. It is important that the Charity identifies what it can do to help and bridge the gap between the partner organisations and the community by showing support to people's efforts and having better communication. This can be related to item 2.4 (Charity Strategy 2022-2025) but was raised to committee during the discussion of expenditure approved under delegated authority.</i></p> <p>The Committee DISCUSSED and RATIFIED.</p>
CF/22/29	<p>CHARITY STRATEGY 2022-2025</p> <p>The Charity Manager presented the Charity strategy for the period 2022-2025 for review and approval by the Charitable Funds Committee before it is sent to Board for final approval. The three-year strategy is a medium-term strategy to help guide the direction of charitable funds activity.</p>

The strategy has been developed to link together with the key objectives of the Health Board's recently approved Integrated Medium-Term Plan (IMTP) 2022-2025. It was developed with help of Board members and the Charity's other key stakeholders following Board development sessions and further detailed feedback. The document also included a risk register for associated risks to review.

Section five was noted to be a key section of the report as it outlines the strategic priorities and key deliverables. The strategic priorities have been divided into four themes with accompanying deliverables: Demonstrating responsible leadership, upholding our civic mission, enhancing NHS services, establishing a culture of collaboration.

Once the strategy has been finalised and approved by the Board, the Charity team will incorporate its Annual Plan as an additional appendix to the strategy. The Annual Plan is the summary of SMART objectives that the Charity team will action throughout each year to achieve the aims set out by the strategy. If there are no delays to the strategy's approval the new annual plan will be brought to the December Committee meeting for approval.

The wording regarding ethical policy needs to be reconsidered, as it currently does not reflect the Charity's intentions and if taken as face value it can be perceived incorrectly. It either needs to be re-defined to fully explain the meaning or the section (page 8).

The Charity Manager explained that this will be taken on board and reviewed before the Charity Strategy is taken to the Board. This section was included, and the wording was influenced and advised by the investment managers. This document is for the development of the Charity and there is flexibility with what is included and considered therefore, it wouldn't be an issue to remove it as it isn't required for that level of detail to be included, the ethical investment policy can just be referenced moving forward.

The Head of Financial Services further provided reassurance to the Committee that when the investment managers from Brewin Dolphin were appointed at the end of 2019 the Board approved an ethical policy attached to the Brewin Dolphin. It is subject to review by the Board in the future. It was also noted that internal and external audit would

	<p>examine the ethical investment policy therefore, there is scrutiny around this matter.</p> <p>The Board Secretary agreed with all the comments made and agreed that the wording should be updated moving forward before it is taken to the Board.</p> <p>ACTION: The Charity Manager will update the strategy and amend the detail to the ethical investment policy.</p> <p>It was noted by the Charity Manager that previous comments regarding the Charity Strategy received prior to the meeting have been taken on board and the paper has been amended to reflect these.</p> <p>The Director of Finance and IT provided further comments that the document was well presented and was clearly laid out which provided a good understanding.</p> <p>The Committee DISCUSSED and APPROVED with the NOTED amendments to the ethical policy section (page 8).</p>
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ITEMS FOR DISCUSSION	
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CF/22/30	<p>RIC HUB INNOVATION FUND PROPOSAL</p> <p>The Charity Manager presented the Regional Innovation Coordination (RIC) hub fund proposal to the Committee for discussion before it is submitted to the Executive Committee for support and review with the possible return to Charitable Funds Committee for approval.</p> <p>The proposal is seeking funding for the establishment of a new grant scheme to support innovative projects across the Health Board and regional partnership, with responsibility for the allocation of the fund delegated to the RIC Hub (with input and oversight by the Executive Committee and the Charitable Funds Committee). This would operate in a similar fashion to the PAVO small grants scheme project previously funded by the Charity.</p> <p>The RIC Hub is seeking £35,000-£50,000 per year for an initial period of three years, with regular reporting and evaluation during this period.</p> <p>This will allow time for the fund to be established and provide sufficient opportunity to evaluate the efficacy of the fund. The scheme will look to support individual health and care innovation / improvement / research projects, which seek to implement sustainable system improvements.</p>
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Funding will be allocated to individual projects, subject to successful application. All applications for funding would be required to be presented to Executive Committee in advance of the RII Panel, and the Charity Manager would also be consulted in advance, to ensure that projects are eligible to be funded from Charitable Funds. All decisions would also be ratified by the Charitable Funds Committee.

Can it be clarified that this is a pilot project to take place over a three-year period?

The Charity Manager confirmed that it is a pilot scheme and would operate over a three-year period with the view to potential fund small pilot projects or start small innovative projects proposed by staff.

It is understood that Charitable Funds is providing the funding. Are the regional partners also providing some funding?

Would another similar application be expected in three years' time? Would this be a permanent source of funding?

The Director of Finance and IT explained that he is supportive of the project concept. However, there does need to be clarification regarding the wording and governance before moving forward. It was noted that the long-term strategy for sustainability and the exit strategy following the three-year period and end of charitable funding would need to be clarified.

What are the next steps for this proposal?

The Charity Manager explained that these comments will be taken on Board and passed to the project lead in order for it to be incorporated into the proposal. It will then be taken to Executive Committee for approval before returning to Charitable Funds.

The Head of Financial Services further noted that there needs to be consideration for what funds we currently hold and the approval approach. This is to ensure that funds are not continuously drawn from the General Purposes fund but looking at other proposals which can be funding from more specific funds available.

ACTION: The Charity Manager and the Head of Financial Services will meet to discuss the best mechanism and process for ensuring all funding requests are reviewed

	<p>against legacy and restricted fund criteria in terms of expenditure.</p> <p>The Committee DICUSSED and NOTED.</p>
CF/22/31	<p>CHARITY ACTIVITY & INCOME REPORT</p> <p>The Charity Manager presented a summary of the Charity’s activity for the period of June – August. The key points to note were the continuation of the launch campaign in May for the Big Tea, which was the biggest focus for the Charity team across the summer period. Extending the campaign from a typical one-day event on the 5th July to a month long celebration created additional opportunities for staff members to participate. This was particularly welcome amongst clinical staff, whose schedules made planning a team-wide Big Tea challenging in the past.</p> <p>A brand-new SharePoint site for PTHB Charity was launched in August on the staff intranet. The microsite, which is accessible to all PTHB staff, compiles all key Charity and charitable funds information for staff members and is an additional route for the Charity team to engage staff.</p> <p>The external marketing agency Jamjar has started work on drafting the new visual identity and branding guidelines for the PTHB Charity. This work includes a potential new name, tone and messaging for all internal and external communications moving forwards. Jamjar and the Charity team are currently working towards a potential launch of the new branding in late January 2023. The Charity team has assembled a project team to help inform development with input from key stakeholder groups but will be sharing early draft ideas for feedback in the coming weeks with Committee members and audience groups.</p> <p>Through September and October, the Charity team will focus on targeting new staff members in the Knighton and Machynlleth areas where engagement is low and also increasing general awareness amongst all donors of the benefits and impact of Gift Aid donations. Opt-ins for Gift Aid have been low across both virtual and in-person donations which we are keen to address with new and improved guidance and examples of the impact this relatively simple action can make.</p> <p>The Committee DISCUSSED and NOTED.</p>

CF/22/32

CHARITABLE FUNDS FINANCIAL SUMMARY REPORT

The Head of Financial Services presented the Financial summary report the key messages included:

- GENERAL FUNDS - From an amount of £2,361,101 held within General Purposes or designated funds at the 1st April 2022, income of £31,242 has been received and £148,485 of expenditure has been paid. This equates to 6.29% of funds held at 1st April 2022 have actually been spent.
- LEGACY FUNDS - From an amount of £1,421,712 of funds held within legacies at the 1st April 2022, £0 income has been received and £1,320 of expenditure has been paid. This equates to 0.09% of funds held on 1st April 2022 have actually been spent.
- BANK BALANCE - The Balance held within the bank account on 30th June 2022 is just over £0.861M. Discussions with the Charity’s investment advisors as to whether a short-term investment option was available has been undertaken but they advised against any short-term investments. A minimum term of investment for 3 years is advised to ensure greater investment security. The advice therefore, was to retain this within the Charity bank account over the short term. Some larger items of expenditure expected in the second six months of the year should reduce the balance to approximately £0.7M but this will still be slightly above the target cash balance of £0.5M.

The Committee DISCUSSED and NOTED.

ITEMS FOR INFORMATION

CF/22/33

INVESTMENT MANAGERS UPDATE REPORT AND PRESENTATION

The Head of Financial Services presented the paper to the Committee. It included the most recent quarterly report from Brewin Dolphin, which covers the period of 01/04/2022 – 30/06/2022. The key challenge for the period was preparing for a recession, with global central banks shifting focus to fight inflation from the previous goal of avoiding recession. Brewin Dolphin have reduced equity

	<p>exposure to a neutral position for this reason, with a greater allocation given to cash and alternatives to mitigate the risk of further market correction.</p> <p>The overall portfolio value is down 7% for the quarter but remains up 25% since its inception in 2020. Brewin Dolphin still retains a forecast income of £109k for the present financial year (22/23) against a target of £105k.</p> <p>It was noted that there is a diminished value of the overall portfolio between 31st March and 30th June, and the fund value has deteriorated by £200,000 which is consistent with the experience of other NHS Charities and similar organisations during the period. Reassurance was given to the Committee that the overall value, even following the decrease and annual income withdrawals, remains £472,000 higher than the amount initially invested in 2020.</p> <p>The Investment Manager update was DISCUSSED and NOTED by the Committee.</p>
CF/22/34	<p>PROJECT EVALUATION UPDATES</p> <p>The Charity Manager presented a summary of recent project evaluations.</p> <p>Horizon</p> <p>The aim of the Horizon project was to establish and embed an arts-based, creative approach to mental health and wellbeing and help develop a potential strategy for the Health Board moving forwards. The Horizon project evaluation comes as the project neared completion but prior to its final evaluation which will be complete later in the year.</p> <p>The project has aimed to work with several key groups with various creative arts sessions: acute mental health unit at Felindre ward; people living with cancer, unpaid carers and their families; children and young people with a mental health diagnosis; suicide and self-harm prevention, substance mis-use prevention.</p> <p>The project has been impacted by the pandemic and the subsequent pressures on HB services, which have meant that non-essential activities and interventions have</p>

struggled to proceed, and the project team has particularly struggled to involve HB staff as originally anticipated (with training to help support the digital stories / film making aspect of the project to capture patient journeys). Despite this, the outcomes from the completed groups have been positive with good enthusiasm and appreciation from both patient groups and health practitioners who have had the opportunity to be involved in the sessions.

Research Midwife

Liz Glyn-Jones has now been in post as the part-time (1 day per week) Research Midwife for over a year, with a further year remaining of the project. Whilst some of the research projects have been delayed, the RM has been able to remain flexible in the time allocated to research and other work and the extended nature of the project (2-year time frame) has mitigated the effects of these delays.

Highlights to date from the first year include:

- Participation in a study from the universities of Oxford and Brighton which has now been written up and an article has been accepted for publication by the journal Birth on "Informed consent in episiotomy; Co-analysis with midwives and distillation of best practice".
- Presentations of research to midwifery students at Bangor University and University of South Wales to promote midwifery research as a career.
- Initiation of a networking group of research midwives across Wales which now includes midwives from all health boards who meet virtually every 2 months to discuss studies, successes, and issues, and identify any upcoming trials that may be of interest or for potential participation.
- The research midwife has written an article for the RCM website to promote the role of research in midwifery.

Ongoing and planned future work for the second year of the project include:

- Continued participation as a site for major project, the ABA-feed study with University of Birmingham Trials Unit;

	<ul style="list-style-type: none"> • Continued progression in the NEPTUNE study with Dr Heather Strange, Cardiff University. • Participation in UKMIDSS data collection (monthly) – collecting data from all UK birth centres to identify trends in midwife led care; • PNMH survey – with the National Centre for Mental Health, promotion of their survey within Powys to identify how COVID19 has affected families during the perinatal period. <p>The Committee DISCUSSED and NOTED the project evaluation updates.</p>
OTHER MATTERS	
CF/22/35	<p>ANY OTHER URGENT BUSINESS</p> <p>The Head of Financial Services brought to the attention of the Committee two matters. Firstly, there is an internal audit set to place in the next few months, which will examine Charitable Funds procedures and processes.</p> <p>Secondly, a property update was provided regarding a property of which Powys Teaching Health Board Charitable Fund has a one third share. Swansea Bay Health Board Charity has reached out to discuss future-plans for the shared property. Once these plans have been finalised a formal report will be provided to the Committee.</p> <p>It was also confirmed that all the paperwork regarding the farm in Ystradgynlais has been completed, with documentation submitted to the land registry in April 2022.</p> <p>The Director of Finance and IT noted on behalf of colleagues and the Charitable Funds Committee their gratitude for the Powys Teaching Health Board and Charitable Funds Committee Chair who would be retiring at the end of the month. The Committee thanked her for the commitment, support and leadership shown to the Health Board and the Charity during her service and wished her the best for the future.</p>
CF/22/36	<p>DATE OF NEXT MEETING</p> <p>Wednesday 7 December 2022, 14:00AM, Via Microsoft Teams</p>