

Charitable Funds Committee


Thu 03 December 2020, 10:00 - 13:00

Microsoft Teams Meeting

Agenda

10:00 - 10:15 **1. PRELIMINARY MATTERS**

15 min

 CF Committee Agenda 031220.pdf (2 pages)

1.1. Welcome and apologies

Tony Thomas

1.2. Declarations of interest

All

1.3. Minutes from the previous meeting held on for approval

Decision *Tony Thomas*

 CF Item 1.3 Unconfirmed Minutes_01July20.pdf (9 pages)

1.4. Charitable Funds Action Log

Discussion *Tony Thomas*

 CF_Item_1.4_Action Log.pdf (4 pages)

10:15 - 11:00 **2. ITEMS FOR APPROVAL/RATIFICATION/DECISION**

45 min

2.1. General bids for approval

Decision *Abe Sampson*

 CF_Item_2.1_Bids for Approval.pdf (37 pages)

2.2. COVID response fund

Decision *Abe Sampson*

 CF_Item_2.2_Applications to COVID response fund.pdf (100 pages)

2.3. Charity Administrative Support Officer business case

Decision *Rani Mallison*

 CF_Item_2.3_Charity Administrative Support Officer.pdf (15 pages)

2.4. Expenditure approved under delegated authority

Decision *Sarah Pritchard*

 CF_Item_2.4_Ratification of expenditure under delegated authority.pdf (4 pages)

2.5. PAVO small grants scheme

Decision *Abe Sampson*

Sampson Abe
11/30/2020 15:53:35

 CF_Item_2.5_PAVO Small Grants Scheme.pdf (11 pages)

2.6. Charity reserves policy

Decision Sarah Pritchard

 CF_Item_2.6_Charity reserves policy.pdf (5 pages)

11:00 - 12:00
60 min

3. ITEMS FOR INFORMATION

3.1. Charity activity & income report

Discussion Abe Sampson

 CF_Item_3.1_Charity Activity Report.pdf (20 pages)

3.2. Charitable funds financial summary report

Discussion Pete Hopgood

 CF_Item_3.2_Charitable Funds Financial Summary.pdf (10 pages)

3.3. Brewin Dolphin - investment profile

 CF_Item_3.3_Brewin Dolphin investment profile.pdf (32 pages)

3.4. Health and Care Academy presentation


Discussion Louise Richards

12:00 - 12:15
15 min

4. ITEMS FOR INFORMATION

4.1. Annual accounts & report 2019/20

Information Sarah Pritchard

 PTHB Charitable Funds Accounts 2019-20 DRAFT.pdf (32 pages)

 Grant Thornton response letter Independent Examination.pdf (1 pages)

4.2. Staff guidelines for gifts & donations

Information Abe Sampson

 CF_Item_4.2_Guidelines for Gifts & Donations.pdf (14 pages)

12:15 - 12:30
15 min

5. OTHER MATTERS

5.1. Any other urgent business

Discussion Tony Thomas

5.2. Date of next meeting:

Thursday 4 March 2021, 10am.

Sampson Abe
11/30/2020 15:53:35

**POWYS TEACHING HEALTH BOARD
CHARITABLE FUNDS COMMITTEE
THURSDAY 03 DECEMBER 2020
10.00AM – 12.30PM
BOARD ROOM, GLASBURY HOUSE**



**GIG
CYMRU
NHS
WALES**

Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

AGENDA

Item	Title	Attached/Oral	Presenter
1	PRELIMINARY MATTERS		
1.1	Welcome and Apologies	Oral	Chair
1.2	Declarations of Interest	Oral	All
1.3	Minutes from the previous meeting for ratification	Attached	Chair
1.4	Action Log from Previous Meetings	Attached	Chair
2	ITEMS FOR APPROVAL/RATIFICATION/DECISION		
2.1	General Bids for Approval <ul style="list-style-type: none"> 1. Patient transfer scales 2. Biomechanics for birth training 3. Infant examination qualification 4. Digital project coordinator 5. Approved applications (for ratification) 	Attached	Charity Manager
2.2	COVID Response Fund <ul style="list-style-type: none"> 1. ChatHealth Scheme (returning bid for approval) 2. Heart manuals / training (for approval) 3. Venue hire (for approval) 4. Approved applications (for ratification) 	Attached	Charity Manager
2.3	Charity Administrative Support Officer business case (for approval)	Attached	Board Secretary
2.4	Expenditure approved under Delegated Authority since the last meeting (for ratification)	Attached	Director of Finance & IT

Sampson Re
11/30/2020 15:53:35

2.5	PAVO Small Grants Scheme proposals (for ratification)	Attached	Charity Manager
2.6	Charity Reserves Policy	Attached	Head of Financial Services
3	ITEMS FOR DISCUSSION		
3.1	Charity Activity & Income Report	Attached	Charity Manager
3.2	Charitable Funds Financial Summary Report	Attached	Director of Finance & IT
3.3	Brewin Dolphin – Investment Profile	Attached	External
3.4	Health and Care Academy Presentation	Oral	Workforce Planning Manager
4	ITEMS FOR INFORMATION		
4.1	Annual Accounts & Report 2019/20	Oral	Director of Finance & IT
4.2	Guidelines for Gifts & Donations	Attached	Charity Manager
5	OTHER MATTERS		
5.1	Any Other Urgent Business	Oral	Chair
5.2	Date of the next meeting: <ul style="list-style-type: none"> 4th March 2021 		

Sampson, Abe
11/30/2020 15:53:35

UNCONFIRMED

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

Present:

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

In Attendance:

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

Apologies

Alison Davies	Director of Nursing
---------------	---------------------

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

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

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

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

teams. Each site would have ownership of its programme to ensure a culturally appropriate approach. The availability of provision to those in ethnic minorities was also questions. It was confirmed that a Spiritual Care Model had been suggested within the paper which would require further attention going forward.

Charity Garnett and Louise Hymers left the meeting.

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

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

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

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

2. ChatHealth Messaging System

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

Rebecca Hamley-Locke joined the meeting to present the bid. It was summarised that the system would provide access to text messaging support to young people. Cardiff and Vale University Health Board have already implemented

the system. 6 licences were requested for 6 staff to run the service on a 9am-5pm Monday-Friday basis, a response would be received within 24 hours and any texts outside of the stated hours would be classed as out of hours. The bid would be for the initial 12 months and the department would hold discussions regarding sustainability at a later date.

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

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

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

Rebecca Hamley-Locke left the meeting.

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

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

The Committee DEFFERRED the bid and requested that the bid return to the Committee with the updated paperwork to support. It was also requested that the concerns regarding out of hours, IG/ICT consultation and key stakeholder consultation be addressed prior to the bids return.

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

	<p>The Committee NOTED that the application for Digital Screens – Second Stage Implementation for Patient and Public had been withdrawn.</p> <p>4. Training in Subdermal Contraceptives</p> <p>The Charity Manager provided a brief summary of the bid and noted that the expected presenter had had to pass on their apologies due to an urgent issue. Owen James noted that the bid provided a well-developed application.</p> <p>The Committee APPROVED the training in subdermal contraceptives bid.</p> <p>5. PGCE Training – Diabetes Team</p> <p>Ceri Peate joined the meeting to present the bid.</p> <p>It was reported that the PGCE would provide an opportunity to improve and enhance upon the applicant’s current role. The course would be a generic qualification and would enable shared learning with a wide range of professional backgrounds.</p> <p>Tony Thomas queried whether additional costs such as travel expenses and cover for study were included in the bid. It was confirmed that the course would be undertaken in the applicant’s personal time and that the applicant would cover their own expenses.</p> <p>Ceri Peate left the meeting.</p> <p>Trish Buchan queried the appropriateness of a PGCE. It was suggested that the Committees role was to approve the available funding, not the suitability of the course requested as this had been predetermined at Assistant Director of Director level. The Board Secretary suggested that the Committee may want to reflect upon Executive input prior to the Committee.</p> <p>The Committee APPROVED the PGCE Training bid.</p>
ITEMS FOR INFORMATION	
CF/20/12	<p>CHARITABLE FUNDS ACITIVTY REPORT</p> <p>The Charity Manager provided an overview of activity and noted that the focus had been on engagement and</p>

	<p>fundraising, with lots of support becoming apparent due to COVID-19.</p> <p>NHS Charities together was discussed and it was noted that <i>Response to COVID-19</i> was a national campaign for which all members would benefit. PTHB had received 2 payments amounting to £50k in total which had led to the development of the COVID Response Fund. The initial aim of the fund was to respond quickly however it as agreed that priorities would shift as time progressed.</p> <p>The first grant received was expected to be spent within 2 months with an expectation that further stages and funding would be subsequently opened. The first stage of funding had received an extension regarding the timescale for the funding to be spent. The approach to the funding is to be flexible and although there some stipulation for its usage were reported. It was noted that health boards could support applications relating to Phase 2/3 if local priorities align.</p> <p>Owen James acknowledged the significance of this work and the Charity Manager assured the Committee that evaluation work would be undertaken and would be reported to a forthcoming meeting of the Committee.</p>
CF/20/13	<p>CHARITABLE FUNDS INCOME REPORT</p> <p>The Committee RECEIVED the Income Report and NOTED that going forward this item would be merged with the Charitable Funds Activity Report.</p> <p>The Head of Financial Services noted that for confidentiality reasons more detail was not provided regarding the property sale for which the Charity would receive a part share. Solicitors had confirmed that the sale was complete and a further update would be provided at the next meeting of the Committee.</p>
CF/20/14	<p>CHARITABLE FUNDS FINANCIAL SUMMARY REPORT</p> <p>The Committee agreed that this item would be DEFFERRED.</p>
CF/20/15	<p>ANY OTHER URGENT BUSINESS</p> <p>No other urgent business was declared.</p>
CF/20/16	<p>DATE OF NEXT MEETING</p> <p>Thursday 17 September 2020, 9:30am, Board Room, Glasbury House, Bronllys</p>

Sampson, Abe
11/30/2020 15:33:36

Charitable Funds Committee:
Minutes of meeting held
1 July 2020
Status: Unapproved

Page 9 of 9

Charitable Funds Committee
3 December 2020
Agenda item: 1.3



Key:

Completed
Not yet due
Due
Overdue

**CHARITABLE FUNDS COMMITTEE
ACTION LOG (December 2020)**

CF Minute	Meeting Date	Action	Responsible	Progress	Completed
CF/19/53 STAFF EXCELLENCE AWARD	3 February 2020	The Director of Finance and IT would seek confirmation that the support of the Charitable Fund would be formally recognised at the Staff Excellence Awards	Director of Finance and IT	<u>01 July 2020</u> The Awards have been postponed but it will be ensured that the support from Charitable Funds will be formally recognised at the Awards.	

Sampson Abe
11/30/2020 15:53:35

CF/19/53 HEALTH PARTICIPATION OFFICER	3 February 2020	It was requested that the feedback provided by the Committee be fed back to the team and that the bid be considered by the Executive team prior to returning to this Committee	Director of Nursing	<u>03 December 2020</u> Feedback was provided to the CD for women and children's service group and it was discussed at the safeguarding meeting in February where a task and finish group with key staff was agreed, to see if it could be progressed by other means, due to COVID-19 this was delayed, however, it was recently revisited and will now proceed. The Charity Manager will liaise with the group to see how Charitable Funds might be able to support its development.	
CF/19/60 SCANNING AND THE BIG FOUR	3 February 2020	It was queried whether the Charitable Fund could support the procurement of mobile scanning equipment. This item will return to the Committee in due course.	Charity Manager	<u>01 July 2020</u> Charity Manager to follow up and investigate this item.	

Sampson Abe
11/30/2020 15:53:35

CF/18/41 MENTAL HEALTH CHARITABLE FUNDS EXPENDITURE PLAN	12 July 2019	Arrange for Committee member visit to locations supported by Charitable Funds (e.g. Ystradgynlais Day Room or Welshpool Palliative Care Unit)	Board Secretary	<u>03 February 2020</u> To be considered in the development of a Programme of Visibility for Board Members <u>01 July 2020</u> Delayed until COVID-19 protocols are relaxed.	
<u>ACTIONS PREVIOUSLY AGREED AS COMPLETED</u>					
CF/18/84 BID FOR APPROVAL FROM GENERAL FUND	15 November 2018	Evaluation of Condom Card Scheme to be prepared when 12 month trial completed	Director of Nursing	<u>03 February 2020</u> Carried forward until trial complete <u>5 December 2019</u> This trial is still underway and it is confirmed an evaluation report will be available for the March 2020 meeting <u>01 July 2020</u> Evaluation report received.	Complete
CF/19/45 CHARITABLE FUNDS INVESTMENT REPORT	15 October 2019	Invitation to be extended to Brewin Dolphin to attend a Committee towards the end of the financial year	Board Secretary	Brewin Dolphin will attend the Committee meeting on 5 th December.	Complete

Sampson Abe
11/30/2020 15:53:35

CF/19/58 CHARITABLE FUNDS EXPENDITURE PROFILE REPORT	3 February 2020	It was requested that the General Funds by Value item of the report be presented in a graph as oppose to a pie chart and that the table that was included in the previous style of report be included in the new report in a larger format.	Director of Finance and IT	<u>Actioned in July 2020</u> <u>committee update paper</u>	Complete
CF/19/31 SMALL GRANTS SCHEME	11 June 2019	Evaluation of successful 2019 grants to be used to assess budget and criteria for 2020 award scheme	Director of Finance/IT & Head of Financial Services	<u>15 October 2019</u> To be discussed in Charitable Funds Development Session	
CF/19/27 BID FOR APPROVAL FROM GENERAL FUND	11 June 2019	SBAR for Waste & Recycling bid to be updated and approved by Committee Chair pre transfer of funds	Committee Chair & Head of Financial Services	<u>15 October 2019</u> Updated SBAR approved by Committee Chair on 14 October 2019	
CF/19/23 c CHARITABLE FUNDS STRATEGY/POLICY	11 June 2019	Update paper for recommendation to Board on 31 July 2019	Committee Chair & Head of Financial Services	<u>15 October 2019</u> Strategy & policy for 2019/20 approved by Board on 31 July	
CF/19/23 CHARITABLE FUNDS STRATEGY/POLICY	11 June 2019	Investigate options for future - incl. Charitable Funds Manager + strategy of proactive fundraising	Director of Finance/IT & Head of Financial Services	<u>15 October 2019</u> To be discussed in Charitable Funds Development Session	
CF/19/23 RESERVES POLICY	11 June 2019	Resolution required to approve Reserves Policy when 2018/19 Trustees Annual Report is presented	Director of Finance/IT	<u>15 October 2019</u> See agenda item 2.1	

AGENDA ITEM: 2.1

Charitable Funds Committee		DATE OF MEETING: 3 rd December 2020
Subject :	Bids for Approval	
Approved and Presented by:	Charity Manager	
Prepared by:	Charity Manager	
Considered by Executive Committee on:	Not considered at time of reporting	
Other Committees and meetings considered at:	N/A	

PURPOSE:

Receive items for approval from the Powys General Fund and items over £10,000 in value.

RECOMMENDATION(S):

The Charitable Funds Committee is requested to APPROVE the provision of funds for the following:

- **Patient transfer scales**
- **Biomechanics for birth online training**
- **Infant examination qualification**
- **Digital project coordinator**

The Committee is also requested to RATIFY the following proposal that were approved in the interim period between meetings via chair's action:

- **End of Life Care (additional request)**
- **Patti Ward Gardens (additional request)**

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 Objectives:	1. Provide Early Help and Support	x
	2. Tackle the Big Four	x
	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 funding for the following applications to the General Funds:

- **Patient transfer scales - £2,395**
- **Biomechanics for birth online training - £2,000**
- **Infant examination qualification - £4,480**
- **Digital project coordinator - £39,351**

The Committee is also requested to ratify the following proposals which were approved by the Committee in the w/c 9th November:

- **End of Life Care (additional request) - £3,100**
- **Patti Ward Gardens (additional request) - £16,000**

DETAILED BACKGROUND AND ASSESSMENT:

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

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 £10,000 from local funds and £5,000 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.

Details of the bids to the Powys General Purposes Fund are included at Appendix 1-4.

Details of the bids for ratification are included at Appendix 5-6.

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	✓			
<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				<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	✓				

Sampson, Abe
11/30/2020 15:49:35

Bids for Approval

Page 4 of 37

Charitable Funds Committee
03 December 2020
Agenda Item: 2.1

Appendix 1

Charitable Funds – Request for Approval to commit Charitable Funds Expenditure

APPLICATION FOR CHARITABLE FUNDS APPROVAL	
For completion by person requesting funding:	
Location:	North Locality
Hospital / Clinic:	Newtown, Brynheulog ward
Requested By:	Sister Donna Jarman
Fund Account No/Description:	
Date:	10/07/2020
Demonstrate how this request will improve the patient and patient support environment within the tHB and complies with the Charitable Funds Strategy (Please include a statement on need and expected impact):	
<p>These weighing scales can be used for all bed bound patient and prevents the patient needing to be hoisted unnecessarily to gain an accurate weight.</p> <p>This board can also double up as a PAT slide therefore the patient can be weighed on admission without causing further disruption</p> <p>Patient with hemiplegia can find this process distressing.</p> <p>These scales will only be used for bed bound patients and the chair scales will continue to be used for all other patient that are appropriate</p> <p>These Scales are used in Brecon and the team find them very useful</p>	
Description of item requested (please attach supporting documentation eg EDOF form/quotes:	
Marden M-999 Patient Transfer Scales	
Estimated Cost (If known): 2 types selected.	
£2,395.00	
Has assistance been obtained from the Procurement Department - No	
Ongoing Revenue Costs (if Applicable)	none
For completion by Fund Manager:	

Comments on Proposal: I fully support this application.

Signed:

Date: 13th July 2020

For completion by appropriate Director/Locality Manager (or designated deputy):

Funding request supported (delete as appropriate)

Signed:

Date:

**When completed by all parties please forward to: Charitable Funds, Finance
Department, Bronllys Hospital**

Sampson, Abe
11/30/2020 15:49:35

Bids for Approval

Page 6 of 37

**Charitable Funds Committee
03 December 2020
Agenda Item: 2.1**

Appendix 2

Charitable Funds – Request for Approval to commit Charitable Funds Expenditure

APPLICATION FOR CHARITABLE FUNDS APPROVAL
For completion by person requesting funding:
Location: Women & Children's Services
Hospital / Clinic: Pan Powys
Requested By: Sharon Davies, Pelvic Health Programme Manager in conjunction with Pelvic Health Development group members – with Women's Health Physiotherapy and Maternity Representation
Fund Account No/Description: Biomechanics for Birth Professionals by Molly O'Brien is an online course. Understanding 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. This fantastic, study day led by renowned expert on birth position and biomechanics for birth, Molly O'Brien is designed for midwives. There are 4 modules. 2 modules are prerecorded. 2 are live zoom lasting approx 2 1/2 hours each.
Date:
Demonstrate how this request will improve the patient and patient support environment within the tHB and complies with the Charitable Funds Strategy (Please include a statement on need and expected impact): Approximately 26% of Powys mothers commence labour with Powys Midwives. 21% of the caseload birthed in Powys last year. Transfer rate is approximately 20%. Transfers are often for malposition and stalled labour. Transferring in an ambulance is often a long, uncomfortable and distressing journey. Many women and partners suffer long term anxiety, postnatal depression and stress, following increased levels of intervention. How the baby is born can determine mother and baby's life path. The neonate is vulnerable and impressionable during pregnancy and birth.

This evidence based study day will help the Powys midwives develop a better understanding of the biomechanical process of birth and learn how it helps reduce the need for medical intervention resulting from sub-optimal birth position. They will then be able to help support couples during birth preparation classes and/or to use them to support women during labour.

Participants develop an in-depth understanding of how the pelvis works during the birth process and improved diagnostic tools to identify sub-optimal positions. It will introduce simple movements and positions to help resolve the problems caused by poor positioning.

Mothers learning pelvic dynamics can support a positive process between a mother and her baby. Taught simple techniques can also strengthen the relationship between a mother and her birth partner 'involving them' antenatally and during the birth. Pelvic dynamics is a contributing factor to optimal fetal positioning and the inner health of mother and baby. It can relieve restrictions and accommodate the growing baby relieving common symptoms in pregnancy: constipation, backache, ligament pain etc It can help empower the mother and partner to tune into their baby's needs improving bonding and her recognition as herself as a mother and father. Helping mother and baby communicate is hugely important. When a mother feels physically and mentally prepared and understands her pelvic dynamics she can feel empowered.

The birthing mother will produce less stress hormones which in turn can produce less stress/strain patterns in her system which will potentially help reduce induction of labour, stalled labour and caesarean and it will improve Powys midwife job satisfaction, transfer rates, home births and births in the birth center. This has the potential to improve mental health for families and midwives. There is a high UK wide burn out rate for midwives. As midwives we want the best birth experience possible for the mother, baby and birth partner, as well as for the midwife. We could also introduce a "moving for an easier birth" class online.

We hope to see the success of the course being reflected in reduced transfer rates, intervention outcomes and potential birth trauma stories. We would envisage increased confidence for women commencing their labour in Powys. This would be supported by the end of year data.

Powys midwifery services is renowned for its excellent Midwife Led Service. These additional evidence based skills will further enable the service. There has never been a more crucial time to build community resilience and belief in our maternity care during this time of Covid-19. For the majority of people the community is the safety place for care.

Sampson Abe
11/30/2020 15:49:35

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

42 training places for the Biomechanics for Birth Professionals by Molly O'Brien.

<https://www.optimalbirth.co.uk/index.php>

Total cost: £2,000

3 courses for 42 (14 in per course) (Pre COVID cost £4,000 as usually face to face)

Has assistance been obtained from the Procurement Department: No

Ongoing Revenue Costs (if Applicable)

For completion by Fund Manager:

Comments on Proposal:

The benefits of Midwives to have increased knowledge and skill set around the biomechanical process of birth is part of the preventative interventions of the Powys Pelvic Health Improvement programme. A recent concerns investigation / redress case from patient experience has identified the need for enhanced midwifery learning how it helps reduce the need for medical intervention resulting from sub-optimal birth position. The outcomes of the training sessions are part of delivery of the all Wales Maternity Vision.

Signed:

Date: 3rd September 2020

For completion by appropriate Director/Locality Manager (or designated deputy):

Funding request supported / not supported (delete as appropriate)

Signed:

Date:

When completed by all parties please forward to:

Charitable Funds, Finance Department, Bronllys Hospital

Sampson, A
11/30/2020 15:49:35
Bids for Approval

Appendix 3

Charitable Funds – Request for Approval to commit Charitable Funds Expenditure

APPLICATION FOR CHARITABLE FUNDS APPROVAL
For completion by person requesting funding:
Location: Pan Powys
Hospital / Clinic: Women's and Children's Services
Requested By: Julie Richards, Head of Midwifery and Sexual Health / Clinical Director for W&C services
Fund Account No/Description: Funding to enable Health Visiting to obtain a university-accredited qualification in the examination of the Infant examination to enable the provision of 6-8 week check as part of the Healthy Child Wales programme. Ongoing training for further 2 Midwives to complete the same programme to equip them with enhanced skills for Newborn Examination for the Birth examination for Powys Home and Birth Centre births
Date: 17 th September 2020
Demonstrate how this request will improve the patient and patient support environment within the tHB and complies with the Charitable Funds Strategy (Please include a statement on need and expected impact): Minister for Health and Social Services has set up a task and finish group to develop the New-born and Infant Physical Examination Programme Cymru (NIPEC) to ensure there is a consistent approach in place in Wales for these important examinations. As part of the progress for this direction of travel Powys Women and Children's services wish to enhance the skill set of Powys Health Visitors to be able to undertake 6-8 week physical examination and increase the number of Powys Midwives able to provide Birth Examination The Infant examination has traditionally been carried out by GP's but Nursing and Midwifery Council standards support that the examination can also be carried out by a midwife, health visitor or nurse with suitable competency. Since 2002 a baby is born in Powys either at home or within a midwife led unit, will have the newborn examination undertaken by a midwife who has been trained to undertake the Newborn and Infant Physical Examination, in line with the National standards. Furthermore, if a baby has had an early discharge from a DGH and does not receive their

newborn examination before leaving, then the midwife trained in NIPE will undertake this at home in Powys

To be considered competent, a health visitor or midwife is expected to have:

- successfully completed a university-accredited examination of the newborn course, as elements of this would also be relevant for the examination at 6 to 8 weeks
- undergone locally agreed competency assessment by a practicing NIPE examiner

The concept of a Powys Health Visitor undertaking the programme will be a pathfinder pilot as part of the Welsh Government New-born and Infant Physical Examination Programme Cymru (NIPEC). The target area for the first cohort of Health Visitors to undertake the Welshpool area in light of a current gap where primary care haven't been providing this service.

Midwives in PTHB have a 'Guideline for the Full Newborn Examination' (attached) which will be updated revised to include the 6-8 week Infant Examination.



MAT 018 Full
Newborn Examination

Due to the rurality of Powys there is the necessity to train a further 2 midwifery practitioners will be required to undertake this enhanced training to ensure that there is equitable access throughout the county.

The practitioners will be supported with a Powys New-born and Infant Physical Examination community practice forum which is being set up the Autumn share interesting cases to help build confidence & competence on diagnosis / referrals.

In order to strengthen our review and monitoring of the HB's compliance with the HCWP and Quality Assurance of the Powys Birth NIPE, a Healthy Child Wales programme oversight group is being established to review the reporting processes and mechanisms for all screening and contacts within HCWP, which will include the newborn and 6-8 week physical examination, to ensure accurate data entries onto the relevant systems. Furthermore, the Health Board (HB) will be closely auditing its compliance with all contacts and screenings within the HCWP, including both the newborn and 6-8 week physical examination.

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

The training of 3 Health Visiting in the completion of the university recognised to commence in January 2021 to ensure competent and accredited practitioners with enhanced skills in line with NMC standards to provide safe and effective examination of the Infant Examination.

The training of 2 Midwives to maintain the "pool" of midwives with the enhanced skill for newborn examinations in Powys.

The training will be accessed with Cardiff University which has a highly evaluated programme currently being undertaken by Powys midwives

Estimated Cost (If known):

The cost of module HC3142 (Level 6, 30 credits) as a stand-alone module for 2020/21 entry will be £896.00 per practitioner

Total cost: £4,480.00

Has assistance been obtained from the Procurement Department

Ongoing Revenue Costs (if Applicable)

For completion by Fund Manager:

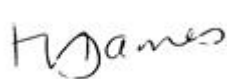
Comments on Proposal:

The proposal is line with Welsh Government New-born & Infant Physical Examination Programme Cymru Project Board which has been set up in August 2020 by the Minister for Health and Social Services to develop the New-born and Infant Physical Examination Programme Cymru (NIPEC) to ensure there is a consistent approach in place in Wales for these important examinations.

The review will ensure compliance with the Welsh Government Healthy Child Wales programme. Families in Powys will benefit from have a known practitioner to undertake the examination with a holistic view of the their medical, social and family history.

Helen James

Signed:



Date: 7th September 2020

For completion by appropriate Director/Locality Manager (or designated deputy):

Funding request supported (delete as appropriate)

Signed:

Date:

When completed by all parties please forward to:
Charitable Funds, Finance Department, Bronllys Hospital

Sampson, Abe
11/30/2020 15:49:35

Bids for Approval

Page 13 of 37

Charitable Funds Committee
03 December 2020
Agenda Item: 2.1

PTHB Charitable Funds Large Application Form

Please choose who will benefit from this proposal (select all that apply):

PTHB Staff and Volunteers	<input checked="" type="checkbox"/>
PTHB Patients	<input checked="" type="checkbox"/>
Community	<input checked="" type="checkbox"/>
Other (specify below)	<input checked="" type="checkbox"/>
Health Care Professionals	

Project summary – Provide a brief summary of the proposal and outline what it aims to address. (max 200 words)

The Welsh Government has wanted to transform the way outpatients are managed, reducing the need to bring patients into hospital and bring care closer to home. It is doing this by supporting the implementation of platforms such as the National Video Consultation Service to make sure they will eventually be accessible across Social Care, Primary Care, Community and Secondary Care settings across Wales. The platform offers a consistent and agile solution for both professionals and patients.

Attend Anywhere Video Consultations has been rolled out at pace since the start of the Covid pandemic. With over 60% of services currently using the virtual platform to communicate safely with patients, it has brought about huge advantages to the patient and our health care professionals (HCP).

This proposal looks to strengthen accessibility to services by having technical volunteers available virtually and face to face in a community setting to set patients up with their arranged appointment. This recommendation was recently approved by the executive board for PAVO, to provide technical support at dedicated hubs. However, in order to oversee this role, a 9-month fixed term Digital Project Coordinator post is required to support this pilot programme.

Conversations have taken place with PAVO who are supportive in providing volunteers. PAVO would be able to host the coordinator role bringing their wealth of experience through the delivery of the Powys Volunteer Centre. PAVO has worked closely in partnership with Workforce Development at PTHB during the pandemic around the recruitment and placement of formal health and social care

volunteers, and continues to provide support to the Health Board moving forward, with the use of volunteers within their services and activities. This has been hugely beneficial for both agencies and has seen the placement of tech and anchor buddies within Mental Health services, and also the recruitment of companion volunteers, lay members and volunteer admin support. Powys Library Service have indicated that they would be happy to work together on this and provide spaces for people to go to access their video consultation.

Feedback received from professionals has evidenced that a lot of time is spent explaining how a video appointment will work. Having access to technical buddies will mitigate against this issue and strengthen our offer as a health board.

Background – Outline any relevant information that will provide context for the proposal, including the need and any previous proposals or projects. (max 500 words)

Since April 2020, Video Consultation has demonstrated benefits in the areas of:

- Improved accessibility
- Improve patient choice
- Reduce transport or travel difficulties for both clinician and patient
- Savings on time, travel and carbon footprint
- Reduced time off work, school and other responsibilities
- Reduced additional harm or risk to physical or mental health

Feedback has been obtained from the patient and HCP over a 6-month period, which has evidenced that the main reason patients are declining an appointment is down to either; confidence in using the system, technical difficulties or connectivity in a home setting.

To overcome these barriers and strengthen the video consultation platform, which will benefit the patient and HCP, this proposal is seeking funding to support a 9-month fixed-term Digital Project Coordinator post, to be based within PAVO. The emphasis of this role will be to:

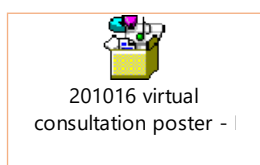
- Work closely with all PAVO services including the Community Connectors to initiate the project
- Work with Powys library service and other community-based venues to establish support hubs in North Powys
- Locate a suitable venue in a community setting
- Promote the initiative
- Analyse data
- Recruit and support a minimum of 10 PAVO volunteers with a weekly timetable of support and be their main contact.

- Ensure volunteers receive relevant induction, training and regular support including volunteer supervision

Basing the role within PAVO will enable the coordinator to utilise PAVO's extensive expertise around the recruitment, retainment and management of volunteers, whilst also benefiting from being able to link to the Community Connector service, local networks and other PAVO services that will help contribute to the successful delivery of the project. PAVO will link closely with PTHB at every stage of the project to ensure that it is a joint enterprise, and that PTHB requirements are met. PAVO is experienced in meeting the monitoring requirements of numerous agencies with regards to project delivery. A more detailed plan is evidenced below.

In addition to the above proposal, other areas are currently being developed to support video consultations:

- As patients don't always receive joining instructions via email and experience difficulties joining, work has commenced to develop a web page similar to neighbouring health boards to provide online support. This should be in place by the health board in the new year.
- A poster has been developed to promote video consultation and explain what it is. Once volunteers have been established, this will form part of the work required by the Digital Projector Coordinator (funding dependent). See below draft which will be available bilingually:



Project plan – Please provide a detailed breakdown of the project, how it will address need and a timeline for delivery. (max 750 words)

The following approx. project plan would be initiated following approval from the board. It can be broken down as follows:

- 1 months to create post and appoint. PAVO would work closely with PTHB to design the job description and after that, design and agree the role description for the volunteers
- 2 months to set-up infrastructure, communicate and promote
- 6 months pilot based in north Powys
- 1 month to compile an overall pilot evaluation & decision whether to extend or cease

No.	Action / Concern	RAG	Start Date	Deadline to complete
1	Project Planning & Preparation			
1.1	Create JD for PAVO NJC Scale 21 post & advertise through various		04/01/2021	29/01/2021

	channels, working in collaboration with PTHB to sift and interview applicants in line with PAVOs existing recruitment policies			
1.2	Appoint and provide induction		01/02/2021	12/02/2021
1.3	Locate suitable community venue to hold video consultations - Using the knowledge of the local Community Connectors and by linking with Powys Library Service		15/02/2021	05/03/2020
1.4	Risk Assessment on venue/hub and hours operative		15/02/2021	05/03/2020
1.5	Order IT equipment for venue/hub & volunteers		15/02/2021	05/03/2020
1.6	Discussion with PAVO to establish hours of volunteer support at hub		15/02/2021	05/03/2020
1.7	Inform stakeholders of initiative		08/03/2021	12/03/2021
1.8	Inform service leads and Health Care Professionals in North Powys of pilot with support from the Community Connectors with their network of health professionals and GP Cluster meetings		08/03/2021	12/03/2021
1.9	Create generic email address so patients can pre-book either virtual support or support at the hub & provide on posters		04/01/2021	29/01/2021
2.0	Use a range of digital and print media to promote across Community settings		08/03/2021	19/03/2021
2.1	Create feedback form to support improvements		15/02/2021	01/03/2020
2	Pilot Implementation			
2.1	Commence face to face and virtual support in North Powys		22/03/2021	26/03/2021
2.2	Measure weekly stats		22/03/2021	01/10/2021
2.3	Arrange weekly meetings with PAVO/volunteers/Venue to discuss any issues		22/03/2021	01/10/2021
2.4	6-month review of pilot. Decision on whether to rollout Pan Powys		01/10/2021	31/10/2021

Evaluation & Legacy – Detail your plans for evaluating the project and explain the project’s sustainability. (max 750 words)

A review of the reason patients declined video consultation was collated on the 09/10/20 which evidenced the following:

Department	Reason for declining
Mental Health	Technical issues
Therapies	No access to a device, no access to email, refused offer of VC, preferred a telephone call
Pain & Fatigue	No access to a device, preferred a telephone call, not confident, internet issues, didn't receive joining instructions
Women & Children	Refused offer of VC, preferred a face to face appointment
Planned Care	No access to a device

Secondary Care

Difficulty connecting with their own internet

As there is a greater patient population size in north Powys and more services are on board in this area of Powys, it makes sense to start a pilot where there will potentially be more demand. Please see appointment breakdown since the pilot commenced in April:

Directorate	Attend Anywhere figures			
	Consultations			
	North Powys	South Powys	Mid Powys	Pan Powys
Pain Management	0	0	0	67
Mental Health	3	0	1	549
Planned Care	18	0	4	22
Public Health	0	0	0	3
Secondary Care	61	26	0	87
Therapies	228	140	93	663
Women & Children's	62	51	13	224
	372	217	111	1615

In terms of an overall evaluation, the following plan will form part of the Digital Project coordinators post which will be established jointly by PAVO & PTHB:

Action	Evaluation Criteria
1	Set objectives at the start of the pilot
2	Collate weekly stats of the number on contacts virtually and face to face
3	Feedback will be obtained from patients following their experience (virtually and face to face). This will be created as a Google evaluation form.
4	A review will take place monthly to allow for improvements and lessons learned to be achieved throughout the pilot and evaluate impact on health appointment provision.
5	A review of the objectives will form part of the evaluation and closure report, outlining achievements and any outstanding work to be taken forward
6	*Consider any change to video consultations set nationally
7	The evaluation report will form part of a paper to executive board if there is an evidenced case to continue with the coordinator role and rollout the service pan Powys

*The outcome of a national decision with sustaining video consultation is currently under review and a business case has been shared with all health boards for consideration. The pilot was funded for 12 months by Welsh Government and is due to end July 2021. Costs will then likely to be picked up by individual organisations.

It is hoped that a decision is made to continue as the benefits to the patient and clinician are evident. (see extract from national business case below).

An overview of progress and achievements as at 11 November 2020 is provided below to illustrate the approach that the programme has taken and how key metrics align to A Healthier Wales - Quadruple Aims.



To note the above data is from across Wales and not just Powys.

In the unlikely hood a decision is made that Attend Anywhere will cease after July, video consultation support will be promoted and established through another video consultation platform, i.e. Teams. This is already being used by some service areas, i.e. Pain Management.

Resources – Try to provide a detailed breakdown of the budget and resources required, including quantities and cost per item.

NJC Scale 21. Full time Officer 9 months + NI + 6% Pension	£ 22,629
Recruitment Costs	£250
Staff Travel	£500
Staff Training	£250
*Laptop / phone / IT costs x1	£1,000
Overheads (Inc. insurance, line management, office equipment, stationary etc)	£3,122
Networking / meetings etc	£300
Translation	£250
Publicity / Advertising	£300
Volunteers travel & expenses	£5,000
Volunteer Training	£500
*Volunteer Laptops x10	£5000
Evaluation	£250
TOTAL COSTS	£39,351

If a decision is made to cease the role at the end of the 9 months, the IT equipment, i.e. laptops will be expected to be returned to PTHB. A signed declaration form will be required between PAVO & PTHB.

Contact details


Name: Sue Hamer

Email address: sue.hamer@wales.nhs.uk

Phone number: 07970 394934

Delivery address (if applicable):

Declaration

I have read the PTHB Charitable Funds staff guidance document.	<input checked="" type="checkbox"/>
I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found here .	<input checked="" type="checkbox"/>
I confirm that this funding will only be used for the purposes specified in this application.	<input checked="" type="checkbox"/>
Applicant	
Name: Sue Hamer	Role: Digital Project Manager
Signature: 	Date: 26/11/2020
Approving manager/executive	
Name: Pete Hopgood	
Role: Executive Director of Finance, Information & IT Services	
Signature: Pete Hopgood (via email)	Date: 26/11/2020

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

Sampson, Abe
11/30/2020 15:49:35
Bids for Approval

PTHB Charitable Funds SBAR Form

Please choose who will benefit from this proposal (select all that apply):

PTHB Staff and Volunteers	<input checked="" type="checkbox"/>
PTHB Patients	<input checked="" type="checkbox"/>
Community	<input checked="" type="checkbox"/>
Other (specify below)	<input type="checkbox"/>

Situation – Provide a brief summary of the proposal and outline what it aims to address. (max 200 words)

N.B. This version of the Charitable Funds bid has been updated in response to comments received via PTHB charitable funds committee and PTHB Exec committee. For the ease of reference, the updated sections are in red text.

Powys Teaching Health Board (PTHB) provides End of Life Care (EOLC) in its community hospitals, care homes and in people's homes. Each death presents us with 'one chance to get it right' for patients and their families. Dame Cicely Saunders said 'how people die remains in the memory of those who live on' and therefore how each death is managed is the foundation on which people grieve.

In recent years, Palliative Care Suites have been built at some of our community hospitals which provide a better physical environment for palliative patients. This has highlighted that there is even more we can do to add value to the social, emotional, and spiritual care given to patients and families.

Covid-19 has presented challenges to how we deliver EOLC, highlighted the importance of communication skills, and shown that staff need more support both personally and professionally to manage the emotional impact of their work.

By developing a co-ordinated programme to focus on EOLC within PTHB, we can bring together the many strands, to ensure we deliver outstanding, holistic, personalised EOLC which is empowering for staff as well as patients and families, across the whole of Powys.

Background – Outline any relevant information that will provide context, including any previous proposals or projects. (max 750 words)

This bid for charitable funds to support an EOLC improvement project has been developed as a direct response to several drivers within PTHB, these include:

- The National Audit of Care at the End of Life (NACEL) identified areas of EOLC within PTHB that are in need of improvement (see assessment section for full details)
- The Bereavement Project within PTHB has highlighted the need for improvements within EOLC and the impact of EOLC on the experience of the bereaved. The close link between quality of EOLC and bereavement has been emphasised with the current Covid-19 pandemic
- The PTHB 'My Life, My Wishes' advance care plan for Powys highlights the need for excellence in EOLC and the need for patients who wish to plan for EOLC to be supported with their decision-making process
- Local hospital 'League of Friends' organisations have previously fundraised and been instrumental in creating Palliative Care Suites in Llanidloes, Brecon, Llandrindod, Welshpool, Knighton, and Bronllys hospitals. All our community hospitals regularly provide EOLC.

In November 2019, 5 ward sisters and palliative link nurses from our community hospitals visited Royal Shrewsbury Hospital to learn about the SWAN scheme and how the hospital has approached improving the experience of EOL patients. Innovations within Shrewsbury include:

- Provision of parking permits
- Bags containing comfort packs and information
- Improvements to physical environment including mortuary spaces
- Pet passports
- Refreshment vouchers
- 'Taste for pleasure' scheme which encourages relatives to be involved in mouth care using fluids of choice for dying patients

PTHB Ward staff and palliative link nurses were inspired by what could be achieved for EOLC within our community hospitals.

Our hospice partners, Severn Hospice, St David's Hospice, and St Michael's Hospice all provide specialist community support and inpatient beds for complex palliative care patients from Powys. They are increasingly focusing on community support and some have reduced their number of inpatient beds to reflect this shift in health care.

Work is ongoing within PTHB to be able to keep more complex patients within Powys, for example by improving our ability to manage oncological / palliative emergencies through the development of evidence based clinical guidance. Currently in development are guidelines for the management of malignant hypercalcaemia, and a standard operating procedure for the use of wide bore naso-gastric drainage tubes for patients in malignant bowel obstruction.

In line with All Wales Policy, we have been encouraging staff to make greater use of the Care Decisions Document for the last days of Life, and this can be incorporated into the EOLC project.

In 2019 PTHB launched 'My Life, My Wishes,' the advance care plan for Powys - which is encouraging people to think about, discuss, and record their wishes for EOLC. As we open up and normalise the conversation about death and dying, patients and family's expectations around what is possible at EOL increases and we need to strive to meet their expectations. 'My Life, My Wishes' has become a 'Bevan Exemplar' project because of its innovative approach to involving the general public and third sector colleagues in becoming Advance Care Planning Champions. It is really important to recognise that although dying often happens within Health Board settings, it belongs to the community, and we will continue to involve PAVO and community organisations in developing and delivering this bid.

Patients generally want to be cared for close to loved ones, and community hospitals provide an excellent blend of palliative care, close to home. The 'Start Well, Live Well, Age Well' priorities for Powys could also include 'Die Well', and keeping more complex EOLC patients in Powys, is part of us delivering this vision well.

The End of Life Board for Wales commissioned a national report in 2019 which identified that bereavement was an issue that needs more strategic attention and support. There are [plans](#) to develop a national framework for bereavement in 2021-22. By focusing on the experience of bereaved people

today, currently complicated by the ongoing Covid-19 pandemic, we can ensure that everyone has access to bereavement support when they need it.

There is work ongoing with the mental health teams around bereavement from suicide, and within the Maternity and Childrens' Directorate about support with miscarriage, and maternal loss.

Communication skills helpful during bereavement are fully transferable to other kinds of loss, and this project will contribute to improving PTHB workforce's general emotional literacy around loss and bereavement, with contributions in other settings as well. The implementation of the '6 Steps' programme to improve palliative and bereavement care in nursing and care homes has also raised the bar in Powys for EOLC provision.

In 2019 PTHB successfully bid for a £30,000 grant from Helpforce / Marie Curie to create a palliative care volunteering scheme. It is planned that this will get underway later this year and will be able to dovetail into this renewed focus on EOLC. The renewed focus on volunteering within PTHB may give opportunities for complementary therapists to further add value to this improvement project.

There is a growing recognition within PTHB that traditional models of 'Spiritual Care' do not meet everyone's needs, and that spiritual care is an important component of holistic care. This may be the focus of a future project, but it is hoped that this project may lay some practical foundations for engaging with this in the experience of our EOL patients.

The Covid-19 pandemic has also increased focus on staff wellbeing and emotional resilience. Issues around 'burnout' and 'compassion fatigue' amongst staff has had an increasing national profile, and the Workforce and Organisational Development team have been looking at ways of better supporting staff. EOL situations can be distressing for staff, especially when in small rural communities, patients and relatives are often personally known to staff. Increased emotional literacy and communication skills amongst staff benefits both staff cohesion, resilience, and patient care. Staff are often highly motivated to provide excellent EOLC across all settings, and have expressed a desire to have more resources and support to do this. Pride in what we can deliver for our patients will no doubt increase both staff wellbeing and emotional resilience, which in turn will improve patient care and experience.

Assessment – Please provide a detailed assessment of the available

On average, nearly 250 people a year die in our community hospitals, 92% of them expected (WPAS). Evidence for the experience of family and friends for EOLC is largely anecdotal (thank you cards, donations to local charitable funds or other organisations). Improving how we gather data on EOLC is key to this project, so future improvements can be informed.

For the last 3 years PTHB has participated in the National Audit for Care at the End of Life (NACEL) audit. PTHB does not routinely gather data from friends and families post death so the information gathered was limited to the audit of clinical casenotes. Analysis from the NACEL audit 2018 identified that we were doing well at identifying dying patients and informing relatives that patients are dying. However, the audit also identified that improvements can be achieved in several areas:

- **Communication Skills**
 - DNACPR discussions
 - Assessing emotional and spiritual needs
- **Spiritual support**
 - Prayer rooms
 - Ensuring that patients have access to spiritual care support irrespective of religious beliefs
 - Referral to chaplaincy
- **Bereavement support**
 - Leaflets
 - Signposting
 - Access to counselling
- **Provision of comfort care packs for relatives/carers**
- **End of Life Care training not included in induction programme or mandatory training**
- **Absence of a non-executive director responsible for the oversight of the national guidance on learning from deaths agenda progress** (expected to be addressed through the medical examiner rollout)

The All Wales Care Decisions Document for the Last Days of Life aims to support the provision of evidence based, best practice in terms of symptom control and holistic care at EOL. Nationally 65% of reported deaths use the Care Decisions Tool, within Powys last year it was used in 50% of reported deaths across all settings. The momentum of the project will help to embed using the tool as evidence based best practice, and the Individual Care

Review form included in the document which is analysed nationally, will add to our understanding of dying in Powys.

Similar projects to this in Royal Shrewsbury Hospital and in other acute hospitals have shown improvements to relative's perception of EOLC. It has also improved perceptions of staff around providing EOLC. The [SWAN](#) scheme has won awards in other hospitals for the improvements they have demonstrated in patient and relative experience. This will be the first time a project like this has been created in community hospitals.

There is a need for greater strategic focus on EOLC experiences in PTHB, as well as taking practical steps for frontline staff to improve patient and relative experience very quickly. This project will also allow for greater evaluation and monitoring of patient and relative experiences which will inform future innovations and improvements.

Assessment of training needs

In order to improve EOLC experience it is necessary to look at our workforce and the skillset we already have established within PTHB, whilst also identifying potential gaps within the existing skillset. A core component to providing quality EOLC is effective communication between PTHB staff and patients / relatives. It is essential to note at this point, that emotional literacy with regards to EOLC is an important aspect for all members of Health Board staff, not just traditional frontline staff in the form of Doctors and Nurses. When on site, all members of PTHB staff are easily identifiable to both patients and relatives with the use of PTHB ID, a distressed patient or relative, may need the support of any member of PTHB workforce in order to support them during EOLC. When trying to improve EOLC it's important to anticipate the training needs of all who represent PTHB.

In order to assess the training needs of PTHB staff, we propose to survey our workforce with regards to their confidence and competence with regards to providing EOLC. Within this we would look to identify current knowledge and skills and also any gaps in confidence and / or knowledge. Where any gaps are identified we would then look to submit a charitable funds bid to assist in the provision of a training package that is specifically tailored to the needs identified by our workforce.

The current context of Covid-19 has highlighted the need for a much greater focus on workforce wellbeing in general terms within the NHS. Giving our

workforce the appropriate skillset to be able to deal with EOLC in a confident, and competent manner is one way in which we can improve job satisfaction and resilience, which in turn will improve patient and relatives experience at end of life. This in turn improves the bereavement experience, as previously highlighted within this bid, the way in which our relatives die, is the foundation on which we grieve.

PTHB provide CHC nursing home placements for our patients, therefore it is also necessary for us to ensure that staff within care homes providing EOLC are afforded the necessary skills to provide excellent care; we would suggest that the survey of training needs include our care home colleagues. In the context of Covid-19, the need to better support our colleagues within care homes has been widely identified.

In order for us to adequately gauge the training needs of our workforce with regards to providing EOLC, we would ask for the charitable funds committee to support us in providing the necessary access to survey software as detailed in the updated resources section.

This survey software would also be used to obtain feedback from patients, and relatives regarding the current EOLC offering within PTHB, and also evidencing the impact of the charitable funds bid on quality of care within PTHB.

Recommendation – Detail your recommendation for the Charitable Funds Committee along with plans for evaluating the proposal and sustainability. (max 750 words)

The recommendation is for a multi-faceted holistic EOLC improvement project which will add value to EOL experiences for patients, families, and staff across PTHB. Front line staff will be supported and empowered to deliver outstanding and individualised EOLC, supported by the Specialist Palliative Care Team (SPCT).

The project will focus on community hospitals, but it is hoped the learning and resources will support improving EOLC in other settings over time.

A steering group comprising representatives from 3 community hospitals, SPCT, senior nursing colleagues, finance, PAVO, communication and engagement, workforce and organisational development, and staff wellbeing

will oversee the implementation of the project.

This charitable funding bid is for an 18-month project, which allows for the uncertainty created by the Covid-19 pandemic, and will allow for the EOL charitable fund to be established to sustain the project for the longer term.

Reporting back to the committee will be at 6 months, 12 months, and a final evaluation after 18 months.

The bid would support the following areas:

- Survey of PTHB workforce to identify current knowledge and confidence with regards to providing EOLC, should any training needs be identified a tailored training package would be developed and the charitable funds committee approached to help fund the training package. This training needs analysis would also be offered to staff within care homes that provide EOLC on behalf of PTHB via CHC funding
- Engagement project to support development of Powys EOL brand so it becomes e.g. 'Swan scheme at Llanidloes Hospital' and branding is consistent across literature, bags, and signage, but sites don't lose their local distinctiveness. This would include development of a PTHB EOLC Palliative fund which the Health Board Charity have agreed to proactively support, with fundraising campaigns to raise awareness and encourage donations, with the aim of the EOLC improvement project becoming self-funding
- Filming and distribution of virtual tours of palliative care facilities to empower patients and relatives to make informed choices regarding preferred place of care and preferred place of death
- Provision of literature for patients and families, including - 'Signs and symptoms of dying', 'What to do after someone has died' and 'Living with grief and Loss.
- Budget of £3,000-£5000 for each community hospital ward to select items to improve the physical and emotional environment for EOL patients (especially those without palliative care suites who can choose items to create 'pop-up' EOL rooms). To include, mood lighting, music technology, leaflet racks, artwork, kitchen appliances for relatives etc.
- Creation of 300 care bags for relatives to include tissues, small box to put jewellery and lock of hair in, information, non-plastic property bags, condolence card from ward staff etc.
- Memorial books for each ward and support if staff wish to organise annual memorial events e.g. tea for relatives, memorial service
- Development of pet visiting policy to allow animals to visit patients (at discretion of ward sister with awareness of infection control considerations)

- Development of a feedback form for families after a death (used in all settings) to provide opportunity for people to reflect on their experience, and to provide information on how PTHB can improve EOLC
- Work with our existing chaplains and hospice partners to look at the spiritual care provision in our community hospitals, and ensure that referral routes are easy, and staff are aware of support available
- Consideration of the experience of children and young people, and adults with additional needs, in visiting EOL patients

Evaluation

Currently, we only have anecdotal evidence from relatives and staff that the quality of EOLC we provide to families is good. Dissatisfaction is mostly expressed through engagement with the patient experience team. Getting better information from families about the quality of their experience and how it could have been improved is crucial to guide the continuing focus of the project.

An integral part of the EOLC improvement project would be audit of EOLC. Initially, a baseline audit of the current service provision for EOLC within PTHB would be required; this would involve collecting information from bereaved Powys residents, and also PTHB staff in relation to experiences in receiving / providing EOLC within PTHB. This audit data would provide valuable feedback with regards to what we are currently doing well, and also identify areas in need of improvement. Should the baseline data highlight areas in need of improvement not yet identified the EOLC improvement project could provide an ability to address these issues also. Baseline data will also be invaluable in being able to measure the impact of the EOLC improvement project in the longer term.

The provision of standardised information leaflets after an expected death would provide the opportunity for a post bereavement feedback form.

This feedback will also inform the report to the charitable committee at six, twelve, and eighteen months.

Sustainability

Currently many people supported by the SPCT and community hospital staff donate money to national cancer charities or hospices in memory of their loved one. This project gives an opportunity to create a designated charitable fund for EOLC in PTHB which overtime could become self-sustaining, helping to add value to the EOL experiences of our population, and celebrate the excellent EOLC provided within PTHB.

Future training costs and resources beyond this 18-month project would be met from donations to this designated fund. Welsh Government has just announced a further £1million to support EOL care across Wales, and this money could be used to fund staff time to support this project and other innovations in EOLC.

Resources - Try to provide a detailed breakdown of the budget and resources required, including quantities and cost per item.

Initial proposal budget

Training in communication skills around loss and bereavement for up to 300 PTHB Staff at approx. £70 per person for 2.5-hour interactive seminar (in person if social distancing allows), plus procurement costs	£24,150
Budget of £3,000 - £5,000 for each community hospital to select items for improvements to their EOL facility (can include pop up EOLC rooms for those who do not have designated palliative care suites)	£40,000
Engagement – external design support for PTHB EOL 'brand' and associated costs	£3,000
Printing materials, including but not limited to 'Signs and Symptoms of Dying', 'What to do after someone dies', 'Grief and Loss', 'Pet Passports', Feedback forms with freepost return. Printing costs to include small folder to contain information and feedback form	£7,000
Filming of virtual tours and distribution at 9 PTHB sites	£4,500
300 comfort packs for relatives, including non-plastic property bags for returning patient property after death, small box for jewellery / hair lock, tissues, etc.	£3,500
Memorial books	£200
Contingency for unexpected developments and opportunities	£4,000
TOTAL ASK	£86,350
TOTAL FUNDING AWARDED	£62,200

Requested additional funding

Printing materials, including but not limited to 'Signs and Symptoms of Dying', 'What to do after someone dies', 'Grief and Loss', 'Pet Passports', Feedback forms with freepost return. Printing costs to include small folder to contain information and feedback form	£1,000
Filming of virtual tours and distribution at 9 PTHB sites	£1,500
License to use Smart Survey as a tool to survey workforce regarding training needs, also to collect and analyse baseline and ongoing data to support and develop project. N.B. Costs for above updated following consultation with Communications and other teams re data collection and design.	£600
Total	£3,100

Contact details

Name: Charity Garnett / Louise Hymers

Email address: charity.garnett@wales.nhs.uk / louise.hymers@wales.nhs.uk

Phone number: 07468766589

Delivery address (if applicable):

Declaration

I have read the PTHB Charitable Funds staff guidance document.	<input checked="" type="checkbox"/>
I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found here .	<input checked="" type="checkbox"/>
I confirm that this funding will only be used for the purposes specified in this application.	<input checked="" type="checkbox"/>

Applicant

Name: **Role:**

Signature: **Date:**

Approving manager/executive	
Name:	Role:
Signature:	Date:

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

Sampson, Abe
11/30/2020 15:49:35

Bids for Approval

Page 33 of 37

Charitable Funds Committee
03 December 2020
Agenda Item: 2.1



Request for Extra Funding Report

C004 – Patti Ward Gardens, Ystradgynlais Hospital

Capital & Estates Department		DATE: 11 September 2020
Approved by:	Wayne Tannahill, Assistant Director Estates and Property	
Checked by:	Louise Morris, Senior Capital Programme Manager	
Prepared by:	Wayne Jones, Project Manager PTHB Estates	

Project Details		Supporting Docs
Title:	C004 – Patti Ward Gardens, Ystradgynlais Hospital	
Allocation :	£48K	
Funded by:	Charitable Funds Committee & League of Friends	
Overview:		
<p>A Project Request Form was initially prepared by Nigel Broad (on behalf of YCH) for the construction of a garden area outside Patti Ward at Ystradgynlais Community Hospital. It was recognised that the scheme was unlikely to score highly at Capital Control Group (CCG) and that alternative funding streams should be explored.</p> <p>Charitable funds of £48k were later kindly donated to YCH by 'The Charitable Funds Committee' and 'League of Friends' with the outline brief that it should be used to create an enclosed garden along the Patti Ward side at Ystradgynlais Hospital that creates a safe environment for the patients and families using Patti Ward but can also be accessible to the whole Hospital by a means of controlled access.</p>		

Capital & Estates Department

C004 Patti Ward Gardens Project

Bids for Approval

Page 34 of 37

Charitable Funds Committee
03 December 2020
Agenda Item: 2.1

During construction it was identified that there would be a few changes that would be needed to the design to make the gardens fit for all users and making the gardens Dementia Friendly.

The flooring was changed from a standard black tarmac to coloured block pavings to make the flooring Dementia Friendly and accessible to the elderly patients with dementia. The cost for this was an increase of **£7,000 inc VAT**.

This would also require a new ramp to be constructed to comply with the DDA Regulations to allow access for disabled patients to use the gardens and a handrail would also have to be installed. The cost of this extra works was **£5,400 inc VAT**.

It was also identified that extra electrical works were needed that included a new 'hot air curtain' at the entrance of the garden and new external lights to light the garden during the evenings and at night. The cost of this extra work was **£3,600 inc VAT**.

Works on site commenced on the 07/03/20 and was initially had a programme for 5 weeks. However due to Coronavirus and various shutdowns, the project was completed in full last week. It is the Project Managers assessment that the works have been completed in accordance with the agreed specification and completed to a very high standard

The final project cost with all the works completed to an excellent standard is **£64,00.00 inc VAT**. Therefore, we are asking for an additional **£16,000 inc VAT** to pay for the completed works.

Note: Project costs are inclusive of Engineering Consultancy Design Fees, contingency allowance @ 10%, PTHB costs @ 8% and VAT.

Heather Barrow (Chair of the League of Friends has visited the Garden and commented below –

"I'd like to say a big thank you on behalf of the League of Friends. The garden looks absolutely fantastic and will make a big difference to the patients and staff on Adelina Patti Ward. The finished result looks even better than we thought."



YCH Garden
Renovation Project Sh



Photos of the Completed Works (September 2020)

There are demonstrable benefits from creating outdoor spaces for patients to recover and recuperate. By developing the gardens, this will ensure that patients, families and staff will be able to enjoy the outdoor environment in a safe and secure manner for many years to come. We would like to thank the 'Charitable Funds Committee' for their continued support to allow us to deliver such projects.

Wayne Jones

Project Manager PTHB

Sampson, Abe
11/30/2020 15:49:35

Bids for Approval

Page 37 of 37

Charitable Funds Committee
03 December 2020
Agenda Item: 2.1

AGENDA ITEM: 2.2

Charitable Funds Committee		DATE OF MEETING: 3 rd December 2020
Subject :	Applications to the COVID Response Fund (for ratification)	
Approved and Presented by:	Charity Manager	
Prepared by:	Charity Manager	
Considered by Executive Committee on:	N/A	
Other Committees and meetings considered at:	N/A	

PURPOSE:

To receive for approval and ratification, bids supported and approved under delegated authority by the COVID-19 GOLD group under the COVID Response Fund, established via grant funding from NHS Charities Together.

RECOMMENDATION(S):

The Charitable Funds Committee is requested to NOTE the returning ChatHealth Scheme, which has previously received executive director support and had addressed several Committee questions since the last committee meeting. In addition to the above, there are two additional bids that have received support from the executive team but require final approval from the Committee (Heart manuals & training, Venue).

The Committee is also requested to NOTE a further 26 bids with a combined value of £37,000 attached that have been approved for expenditure under delegated authority as part of the COVID Response Fund up to 25th November 2020.

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 Objectives:	1. Provide Early Help and Support	x
	2. Tackle the Big Four	x
	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 purpose of this paper is for the Charitable Funds Committee to APPROVE the following proposals, supported by the PTHB Executive Team:

- **ChatHealth Scheme - £12,717**
- **Heart manuals & training - £10,600**
- **Venue hire - £7,800**

The ChatHealth proposal was previously reviewed by the Committee in July but was requested to return after addressing Committee questions.

In addition to the Committee is requested to RATIFY an additional 26 proposals that have been approved by the PTHB Executive Team as part of the COVID Response Fund.

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

DETAILED BACKGROUND AND ASSESSMENT:

In April 2020, the PTHB Charity became members of NHS Charities Together, benefitting from their national COVID fundraising appeal. As part of the appeal, the PTHB Charity has received an initial allotment of £49,500 of funding to distribute in order to support staff and patients impacted by COVID-19. The grant was the first in a series that will continue to be distributed throughout the year, focusing on different areas of support. The Charity received a further £50,000 of funding in August 2020.

In order to distribute the funds effectively, new guidelines and a new application process were outlined and implemented, with all proposals to the fund being reviewed and approved on a weekly basis by the COVID-19 GOLD Group.

All items of expenditure must not be committed prior to the approval from either the GOLD Group or those delegated with this responsibility in line with the COVID Response Fund Guidelines.

Items over £5,000 must also receive approval from the Charitable Funds Committee as it is above the delegated limit set by the Committee. Details of these bids can be found at **Appendix 1-3**.

Details of the proposals approved under delegated authority can be found at **Appendix 4-29**.

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	✓			
Statement				
<i>Please provide supporting narrative for any adverse, differential or positive impact that may arise from a decision being taken</i>				

Pregnancy and maternity	✓								
Race	✓								
Religion/ Belief	✓								
Sex	✓								
Sexual Orientation	✓								
Marriage and civil partnership	✓								
Welsh Language	✓								
Risk Assessment:									
	Level of risk identified <table border="1"> <tr> <td>None</td> <td>Low</td> <td>Moderate</td> <td>High</td> </tr> </table>				None	Low	Moderate	High	<p align="center">Statement</p> <p align="center"><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	✓								

Sampson, Abe
11/30/2020 15:40:34

Business Case

ChatHealth

Kindly provided by

Author: Julie Jones

Leicestershire Partnership NHS Trust

Edited: Rebecca Hamley-Locke

Powys Teaching Health Board

19th June 2020

Sampson, Abe
11/30/2020 15:10:31

Amendment History

Date	Version	Author	Reason
	First	Julie Jones	
19/06/2020	Second	Edited by Rebecca Hamley-Locke	Template edited to reflect PTHB School Nursing Service costings.
26/06/2020	Third	Edited by Rebecca Hamley-Locke	Edited following review of ongoing costings, annual costings amended.
12/08/2020	Fourth	Edited by Rebecca Hamley-Locke	Edited to include responses to queries raised by Charitable Funds Committee.

Distribution List

Name	Department/Organisation

Sampson, Abe
11/30/2020 15:10:31

1. Executive Summary:

Communications culture is changing and we recognise the prolific growth in the use of messaging as an alternative to voice calls and other forms of communication. We live in an increasingly digital world. On a daily basis people use technology and digital platforms to manage their lives, both personally and professionally: online banking, internet shopping, to communicate with family and friends and now to access health professionals. In their Communications Market Report 2017, Ofcom recognised “in today’s connected world, people increasingly expect to be able to access online services whenever they want and wherever they are” (Ofcom, Communications Market Report: Telecoms and Networks, 2017, page 131).

We are keen for our services to be accessible and for service users to be able to contact us in the most convenient and timely way. We recognise that service users and staff value messaging as a communications medium and that robust guidance is needed to ensure all communication happens safely and securely. We know that risks occur when a member of staff shares their mobile phone number with a service user so we wanted to mitigate that risk by using a shared safe and accessible platform. Risk includes the member of staff going off sick or going on holiday and leaving the phone in their desk drawer switched off. It could also lead to service users contacting the staff out of hours or in the middle of the night.

We also need to reach vulnerable groups of people that may not or cannot attend clinics for face to face appointments, offer support to those that may not have previously sought it and to help staff work more efficiently whilst offering service users greater flexibility in the way they interact with health professionals.

Whilst looking at options for this service we felt that it would be too costly to create a digital system from scratch. Leicestershire Partnership NHS Trust created a safe and secure messaging system in 2013 for young people aged 11-19 which has since grown across the UK and now has a parent’s line for parents of 0-19’s. This is known as ChatHealth.

Prior to launching the text messaging service, staff at Leicestershire Partnership NHS Trust carried out co-design work with service users around the issue of digital access to healthcare. Those service users fed back that some young people sometimes feel less comfortable accessing healthcare face to face and would rather use something that stays anonymous and confidential. For that reason, it is clearly important to offer choice to service users about the ways they can access services, to thoroughly evaluate changes to service delivery and to gain feedback from staff and service users on a regular basis.

There are also a number of national expectations to introduce digital channels into healthcare delivery, such as the five year NHS digital strategy document published by the National Information Bureau, “Personalised Health and Care 2020, Using Data and Technology to Transform Outcomes for Patients and Citizens” and the Framework for Commissioning in Nursing published by NHS England.

This business case describes the benefits of deploying ChatHealth into our service for both young people and parents and carers and is to obtain financial approval to commence with this project.

2. Introduction and Overview:

ChatHealth is a confidential help and advice tool which enables safe and secure messaging between healthcare professionals and service users. It enables staff to provide support to service users who are making contact via SMS messaging. (App-based instant messaging is also soon to be added.) It is not a 24/7 service and has bounce back messages stating this in and out of hours. It is an anonymous and confidential service although service users can be identified where there are safeguarding issues. It is a web application only available on the N3 network and works on a named user license basis so is fully auditable. It is provided as software as a service (SaaS) and the ChatHealth support team will facilitate implementation and provide full training.

It has been very successful and has now been rolled out across the UK to many different Trusts and organisations. It is a unique system and there isn't any other digital system available like ChatHealth. It is quick and easy to use, increases reach to service users, extends the service provision and is an efficient way for staff to work. Health visiting teams have found they can typically have four times as many contacts through ChatHealth than face to face clinics. It has been assessed and accepted into the NHS Digital library, has had the seal of approval from NICE, has also won numerous awards such as the NHS England's innovation challenge prize (See Appendix A) and it has been accepted into the Academic Health Science Network's prestigious atlas of high impact innovations for health and care. It has been adopted into over 41 organisations around the U.K. with over 1500 health professionals using the service. Over 2 million young people have access to ChatHealth and parents and carers of over one million children too. Over 97% of feedback from parents/carers has been 4 or 5 stars.

Use of the ChatHealth application will improve reach, timeliness and efficiency of services. It is more age appropriate for younger service users and encourages access from underserved groups who otherwise might not engage about difficult and sensitive issues. Typically 40% of messages from young people are about emotional/mental health and wellbeing and they find it easier to ask difficult or sensitive questions. The highest contact type from parents/carers is worried well queries.

3. Assessment of benefits:

ChatHealth enables the safe setting up of a large scale messaging service with typically a 1,000 contacts per year in public health/school nursing services and around 3,500 in health visiting services. We can reach more people with the same resources. The key to success is promotion and getting the mobile number advertised for ChatHealth. With ChatHealth, business cards can be sent as well as direct letters to home schooled children. Business cards can also be given to young people in the schools for example. Stickers can be put in red books and posters can be displayed in GP Practices, nurseries, schools and community centres. It can accessed either from their own homes rather than coming into the schools to see the public health/school nurse or health visiting clinics and they feel more confident to open up as ChatHealth is anonymous if they want it to be. They can access this system in a matter of seconds by sending a text rather than waiting to see a health care professional or being referred so its quick and easy access for them and it removes barriers of geography and transport. You can ask for feedback on ChatHealth at the end of a conversation to see how you are helping them and what ways you can improve. The ChatHealth system will be available anytime but they will only get a response from a health professional during opening hours. An initial bounce back message is received which sign posts to local information and informs the service user that they will get a response within 24 hours. For out of hours they will get a different bounce back which will have information about what to do in an emergency and will sign post to alternative sources of help. These bounce backs can be localised and edited by ourselves but a template is supplied. It's use may allow easier and more regular contact between public health/school nurses and pupils, health visitors and parents/carers which may prevent problems escalating and the need for more costly interventions. ChatHealth has led to the public health/school nurse and health visitor services being used by people who may not have previously used it across a broader range of issues. Generally only 3% of contacts get escalated to targeted input. See the case study in Appendix A from Cambridge Community Services NHS Trust.

Sampson Abe
11/30/2020 15:10:31

Another safety measure developed by ChatHealth is that the tool sends staff notifications when new messages arrive. The tool also has team-based inboxes so it is an open and transparent system therefore enabling shared responsibility of messaging conversations, helping to ensure no messages are missed.

Question – Is there a potential for crossover between ChatHealth and local council services, and how will this be managed should it arise? How would social services involvement work in practice?

The implementation of the ChatHealth service aims to improve the accessibility, reach and efficiency of the current School Nursing service. As such, the ChatHealth service would not seek to replace or re-design the current School Nursing service but supplement it through providing a sustainable and readily available single point of access to the service.

The current Powys Teaching Health Board School Nursing service offer is in line with the Welsh Governments 'A School Nursing Framework for Wales' (2017) whereby School Nurses are considered key contributors in the health and emotional needs of school aged children and who also have a role in safeguarding matters.

School Nurses work closely with local authority services, such as education and childrens services to ensure that the health needs of children, young people and families are met. The introduction of ChatHealth to the School Nursing service will compliment what school nurses are able to offer and is not anticipated to result in an additional crossover or duplication of service offer that is not already in existence through the nature of the professional roles.

Local authority colleagues are considered key stakeholders and this innovation will be shared with Start Well members, with regular feedback provided. Policies and procedures would also be developed within the School Nursing service to ensure clear and robust measures are in place should a safeguarding concern be highlighted during contact via the ChatHealth system. Templates for policies and procedures are available via ChatHealth to assist in this area.

Immediate outcomes expected for benefit of children and families:

1. Improved and more convenient access to the SCPHN and School Nursing service.
2. Children & young people can contact public health/school nurses during the school holidays.
3. Improved response to need which will lead to earlier intervention.
4. Improved, quick and easy access to health advice and support for children, young people and their families.
5. Swift response to text messages within the core hours of service delivery.
6. User friendly/age appropriate resources that are localised.
7. Targeted provision for more vulnerable young people and adults that may find it difficult to access services.
8. Extends service provision to service users that may have not previously accessed the service.

9. Transcripts of the messages can be copied over to the EPR where a service user has been identified, enriching the patient record. Anonymous transcripts can be downloaded as pdf's and stored in a secure drive.

How will the outcomes be measured?

Measuring outcomes will be achieved by the following:-

1. Feedback from staff – with actions and remedies to issues raised. (See Appendix A.6)
2. Feedback from service users – with actions and remedies to issues raised. (See Appendix A.5)
3. The number of face to face contacts achieved against comparative data
4. The data spreadsheets received from the ChatHealth team showing messages received, messages sent, conversations opened and closed, busiest week, day and hour and contact types.
5. Contact types can be recorded against each conversation enabling us to understand what the issues are and be able to target those areas appropriately.
6. Annual audit of the ChatHealth messages and how the staff responded.

Expected impact of the project in the first year on sustainable delivery:

- Short term impact: increased accessibility of the public health/school nursing service, quicker response therefore making good use of staff time. Staff will be able to manage greater number of enquiries within existing resources whilst making it easier to offer more timely face to face discussions for those who would most benefit. Increase in first time users and contact with adolescent boys and men. (Adoption and spread of innovation in the NHS – Kings Fund 2018).
- Long-term impact: improved service delivery by swifter response evidence by feedback from users, mechanism for staff to manage their availability and their caseload and to share cases within teams. Nurses report that record keeping is efficient using the transcribing feature within the system.

Describe how the outcomes of the project in terms of impact/change for the benefit of children and families will be sustained in future contract years.

The audit program will continue for each year of the contract, resolving any issues as they are identified. The monthly data reports will be ongoing throughout the life of the contract.

1. Wider reach of access for children, young people, and parents/carers to the universal service for information, advice, being able to reach four times as many young people and parents/carers as doing a face to face session. Messaging is quick and easy to use.
2. A convenient and anonymous way for young people/parents and carers to seek help leading to earlier intervention with a broader range of queries. Typically 95% of contacts are anonymous with young people, asking questions they may not have previously asked.
3. Strengthens and complements the universal face to face support offered by Public Health/School Nurses through a digital offer which could be integrated with other services such as Health Visiting, CAMHS, Speech and Language Therapy, nutrition and dietetics.
4. Improved access to healthcare for more children and teenagers/parents and carers who would be reluctant to engage directly with health professionals.
5. Reaches underserved teens with 1 in 5 male users compared to 1 in 10 face to face contacts.
6. Increased contact from fathers as historically this has been limited.
7. Improved safety for both staff and service users.
8. Reduces unnecessary GP appointments.
9. Reduces telephone calls/answer phone messages to busy SN lines.

At the moment there is a major risk of messages going unanswered out-of-hours, losing audit trails and holding sensitive information on handsets. The benefit of using ChatHealth significantly outweighs the cost. All information will be stored securely and there is a full audit trail. It notifies staff when action is needed and it allows health professionals to manage messages as a team without giving out numbers for personal handsets.

4. Cost / Benefits Assessment/Financial Case

ChatHealth delivers more care with the same resource. One public health/school nursing team runs its messaging service with 0.5WTE staff from within existing capacity, at a combined cost (salary and product licensing) of £10k less a WTE post. The nurse running the service supports their entire population of 85,000 pupils and delivers 50 contacts p.c.m. These low-cost additional contacts eliminate unnecessary face-to-face contact (more resource intensive, more costly to taxpayers). They say it would take four more staff to deliver the same number of additional contacts face-to-face, costing £150k. Teams which establish a new mix of face-to-face/messaging care could deliver much more contacts for far less cost. If 100 public health/school nursing teams in England simply switched to having one nurse staffing a messaging service, there would be an immediate annual NHS saving of £1m and 60K additional contacts. This table shows an example comparison over the first year:

4 public health nurses delivering 50 face to face contacts a month	vs	One public health nurse 37.5k plus 1 st yr of ChatHealth costs 17.7k delivering 50 ChatHealth contacts a month
COSTS 150K		COSTS 55.2K

Year one funded could be through capital expenditure. There is no VAT to pay for NHS organisations. ChatHealth is easy to procure and is also available through G-Cloud, often is below procurement threshold for three competitive quotes, no complicated contractual arrangements and has a standard notice period. This next table shows you the costs of the setup, annual licenses costs, SMS costs and marketing costs for ChatHealth as applicable to Powys Teaching Health Board. The setup is a one off charge. Licenses can be increased anytime during the contract and the licensing scale is attached in the Appendix A. The yearly costs have been broken down to show potential costs over a 5 year period.

Question – How will the reduction in licenses impact the outputs and operation of ChatHealth, with fewer licenses that originally intended?

The reduction of licenses will not impact the outputs and operation of the project and will ensure each license is fully utilised. The request was amended to 6 licenses to reflect the number of school nurses with the Specialist Community Public Health Nursing (School Nurse) qualification within the team, who will actually manage the ChatHealth system.

It is anticipated that that the ChatHealth service would operate on a daily rota within the existing School Nursing service hours of 09:00 – 17:00, Monday to Friday all year around, to include school holidays. Although fewer staff will be available to participate in the rota and manning of the ChatHealth system, it is believed that those staff who do participate will have most appropriate skills to operate the service efficiently and effectively, with the appropriate delegation within the team. Fewer staff and licenses will also enable greater consistency of approach.

Finally, licences can be increased should this become evident upon review.

ChatHealth	2020/21	2021/22	2022/23	2023/24	2024/25
------------	---------	---------	---------	---------	---------

ChatHealth					
Set up costs (Capital)	£6,000.00	£0.00	£0.00	£0.00	£0.00
ChatHealth					
Annual licence x6 (Revenue)	£3,916.80	£3,916.80	£3,916.80	£3,916.80	£3,916.80
SMS costs	£800.00	£800.00	£800.00	£800.00	£800.00
Marketing costs (Revenue)	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00
Total	£12,716.80	£6,716.80	£6,716.80	£6,716.80	£6,716.80

This includes:

- Full set up of the ChatHealth system
- Training for all 6 staff members that hold a license.
- An introduction session before go live to all staff within the service and stakeholders
- Full project management throughout implementation
- Example marketing costs, SOP's, templates, guidance for staff, audit tools, user guides.
- Full support after go live from 9 till 5 weekdays excluding bank and public holidays
- Client relationship management
- Monthly data reports - for example - messages sent & received, conversations open & closed, busiest hour, busiest day, busiest month and type of contact.
- Any internal marketing costs that the organisation will incur such as developing a poster, printing of materials etc.
- SMS costs for messages being sent out to service users

Sampson, Abe
11/30/2020 15:10:34

Question – What are the continuation plans after the Charitable Funds funding comes to an end, and how and when will it be reviewed and evaluated?

With regard to the review and evaluation of Chat Health, the system provides monthly data reports which could provide distinguishable data as to when, how and why the service is accessed by children and young people. The reports can be tailored to the audit and evaluation requirements of the health board, for example the inclusion age, gender, school attended, reason for contact information fields as specified.

Referral data to other services and teams e.g. Child and Adolescent Mental Health Services, and sexual health services can be reviewed to see if ChatHealth is impacting on other services, both in reduction of referrals or uptake of appropriate services.

Importantly, service users will also be provided with the opportunity to give feedback when they access the service and this will be reviewed closely, looking for areas where improvement may be required.

5. Option appraisal – Recommended option/Commercial Case:

The recommended option is to implement ChatHealth which has been tried and tested in over 41 organisations around the UK with over 1,500 staff users, over 2 million young people having access and many more parents and carers. This will enable us to provide high quality services and be able to competitively tender for existing and possibly new services. It has been evaluated by NICE guidelines and is on the NHS Digital apps library.

If we do not implement this service we could fail to competitively compete for future tenders and possibly lose the existing service that we hold. Other apps that have 'staffed services' would threaten our existing workforce by introducing third party staff to run our service through these apps. Many of these staffed apps are run by volunteers and not fully trained health professionals and are often nationwide rather than local, meaning they don't always have access to localised information and services. Many apps do not have a safely managed infrastructure like ChatHealth and are therefore open to data breaches or data loss. There would be no control over information security and nothing would be recorded against the EPR.

Key assumptions and dependencies:

COVID Response Fund bids for
Approval & Ratification

Page 15 of 100

Charitable Funds Committee
3 December 2020
Agenda Item: 2.2

One of the key dependencies would include marketing the ChatHealth service once we are live. The key to success is marketing so if the service does not advertise the number to its service users appropriately, messages will not be received. Using outside services such as immunisation teams, schools and GP's to assist with the marketing will have a direct impact on the service. Promotion needs to happen on a regular basis to keep young people engaged. Health professionals would need to hand out business cards and promote within assemblies and school fairs as a base line. Promotional material will need to be developed, printed and distributed across the area. If a school is not happy for us to promote within the school we would need to look at alternative ways to get the message to those young people. Immunisation teams could be supplied with the materials to hand out to parents and carers when they attend.

SMS costs are subject to change dependent on usage. If a huge amount of messages arrive in the inbox there may be a need to top up the credit above the agreed £800.00.

Key assumptions would include those outside services being agreeable to help promote ChatHealth and also the health professionals promoting the service.

7. Resource requirements and costs/Management Case:

With a ChatHealth deployment, innovation does not have to be an operational risk or burden. That risk will be mitigated through the supported deployment process. ChatHealth is a supported delivery that ensures certainty of a successful implementation and also long term success. The ChatHealth team has a long successful history of many deployments across the U.K. and provides a raft of documents to support the process. There is a governance framework which short cuts adopting organisations to deliver best practice and first time success. What the adopting organisation needs to bring to the table is a change lead, management input for calls, training venue which meets pre-requisites, a small amount of IT support, marketing support and a budget. A full implementation project plan is provided and a project manager guides the adopting organisation throughout the deployment process. No new equipment is required as the service can access the system over the N3 network with existing laptops or desktop PC's.

The costs of the system would not increase if the implementation slipped but there would be a manpower cost to salaries for the change lead so it is important to stick to the timelines. Staff will need 2 hours training on ChatHealth and the change lead would be needed for roughly 3 whole days during the course of the implementation period. This is a minimal cost to the service. Minimal IT input is required.

Sampson Abe
11/30/2020 15:30:31

There are no other costs or resources required to implement this service.

Question – What consultation has taken place with Powys Teaching Health Boards Information Computer Technology and Information Governance teams?

Both the ICT and IG teams have been consulted and have given their support for this innovation. Operational details will be finalised with both departments once charitable funding has been secured, information has been provided to the aforementioned teams from ChatHealth.

8. Timescales:

Detailed timeline of the project

The project will have the ChatHealth team to support the set up and there will be ongoing technical support. Implementation takes around 12 weeks.

ChatHealth implementation:

1. Set up/sign off contract/quote with provider and sign contract.
2. Attend kick off call and assist with configuration of software which includes example templates, attributes, bounce back messages and SOPs documentation to support the project delivery and assurance process such as guidance for staff and stakeholder communications materials.
3. Attend various conference calls to discuss clinical, marketing and IT work streams.
4. Site visits by ChatHealth team to deliver a staff training session and an introduction session.
5. The implementation of ChatHealth will be supported by a Client Relationship Manager, clinical lead and product customer support officer from LPT.
6. Go live of ChatHealth service.
7. Invoice for first year will be due.
8. Communication and promotion of ChatHealth to parents/carers, children, and young people and wider stakeholders.

Post go-live:

1. Ongoing monthly reports provided by the ChatHealth team.
2. Annual staff view surveys sent out by the ChatHealth team.
3. Ongoing after sales support from the ChatHealth team including national calls with the clinical lead.
4. Staff to constantly promote the service to users.
5. Staff to attend internal monthly meeting to discuss ChatHealth and messages received/sent to improve skill sets.
6. ChatHealth CRM to hold quarterly reviews with service.
7. Up to 5 licenses holders to be trained up to super users of the system to help administrate.
8. Regular audits to be done with the use of the ChatHealth audit tool.

9. Conclusions and Recommendation:

With safety and security assured, health professionals can now provide industrial scale messaging enquiries services supporting young people's and parents and carers mental health. It improves access, widens the choice and increases the reach to healthcare services using digital platforms, is innovative, age appropriate and helps with earlier intervention. It is also an efficient way of working for our staff providing a wide range of health advice.

We recommend that ChatHealth is purchased for our service to improve access to services in our area and to raise the profile of our health professionals. This will be an additional way for our service users to access our services alongside face to face clinics. If our public health nursing team does not improve access using digital solutions we will not be able to successfully compete for tenders or we could fail to meet our service specifications and KPI's.

10. Appendices:

1. The ChatHealth licensing scale is attached below:



Adobe Acrobat
Document

2. Patient Experience Network Case Study: <http://patientexperiencenetwork.org/case-studies/showcases-the-overall-winner-at-this-years-pen-national-awards/>
3. Staff case study from CCS NHS Trust



4. NICE evaluation can be requested from the ChatHealth team.

5. Some of the many feedback quotes from service users:

‘Responded so quickly and answered all questions thoroughly. I felt anxious this morning but now I'm happy with the advice I've been given and know when to seek additional help. It has prevented an unnecessary appointment at the GP today. Very valuable service!’

‘I love this service. It's great to be able to text in as I can ask questions I'm not comfortable raising on the phone or in person. Especially little problems that I wouldn't normally ask. It just gives me peace of mind.’

‘Quick response, easy to use and efficient. I would use this service again and recommend to others that would find it useful. Thank you.’

‘I am a million per cent satisfies, thank you, 5/5. You did more than enough, thank you.’

6. Quote from change lead:

“I was initially anxious about using the messaging service, I've been a health visitor for over 10 years and always delivered care in predominantly a face to face way, however, I now love the messaging service and really enjoy being one of the triage

nurses and can't recommend the service enough” (Ruth Grant, Public Health Nurse, Health Visiting).

This document has been created from the NHS Innovation business template.

Sampson, Abe
11/30/2020 15:10:31

PTHB Charitable Funds CV-19 Response Fund 2

Please choose which category this request falls under:

Increasing accessibility	<input type="checkbox"/>
Supporting adversely impacted groups	<input checked="" type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>

Who will benefit? Explain how the beneficiaries have been impacted by COVID-19 and try to estimate approximately how many people could benefit from the grant. (max 250 words)

The Patient:

The Cardiac Nurse Specialist service in Powys provides a vital support for people with cardiac conditions. Our team monitor, manage and support people recovering following acute cardiac episodes such as Myocardial Infarction, Acute Coronary Syndrome and Cardiac Surgery, as well as Heart Failure, Arrhythmias such as Atrial Fibrillation and other Cardiac conditions, from a recent diagnosis to palliative care and end of life support.

Historically the service has been delivered through either telephone support, home visits, nurse led clinics and a structured Cardiac Rehabilitation Exercise Programme. We enable clients recovering from a cardiac event to achieve their optimal health potential and empower them to choose and adopt the appropriate long-term lifestyle changes. Offering individualised programmes/management plans to facilitate physical (exercise), psychological (education) and emotional recovery (relaxation/stress), improved pharmacological management and enable patients to achieve and maintain better health, along national guidelines.

Unfortunately, since the start of the Covid 19 pandemic, our exercise component of the cardiac rehabilitation programme has stopped as Leisure Centres have been shut and the British Association for Cardiovascular Prevention and Rehabilitation Instructors who support us to provide this service are now having to work from home. The programmes took place across Powys at Ystradgynlais, Rhayader and Newtown Leisure Centres.

As an example we have had 65 new referrals in Mid Powys since April 2020. The majority have had telephone contact, with some home visits where we have deemed it necessary to make further clinical decisions. Generally not all patients fit the criteria to attend the exercise programmes in 'normal' times. However a percentage would have done so and so will benefit from this proposal.

How will this funding enhance service provision and improve accessibility? What kind of difference can this grant make? Are there any

potential long-term benefits? (max 250 words)

Purchasing Heart Manuals for Myocardial Infarction, Revascularisation and Heart Failure will enhance the Cardiac Nurse Specialist Service during the current pandemic:

They are well known, evidence based national six week cardiac rehabilitation programmes. Patients are encouraged to use the booklet week by week, following the instructions, making notes of progress, with ongoing support from the Cardiac Specialist Nursing Team.

Historically there have been four phases to cardiac rehabilitation with phase 1, during the hospital stay, phase 2, the initial assessment post discharge or event, phase 3, the structured cardiac rehabilitation programme and phase 4, ongoing exercise/national exercise referral scheme (NERS).

This funding would provide people with a structured cardiac rehabilitation *home* programme during phase 3, as unfortunately as above since the start of the Covid 19 pandemic, our exercise component of the cardiac rehabilitation programme has stopped.

Currently we are maintaining our service through telephone contact and home visits, maintaining the majority of the elements of Cardiac Rehabilitation, patient education, lifestyle advice and risk management.

However in order to support both ourselves and our patients, now and in the near future, purchasing Heart Manuals would be a major asset to our service. We have used the MI and revascularisation Heart Manuals in the past but have not had the opportunity of funding to purchase more, although it would be the first time to provide the Heart Failure Manuals.

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities, cost per item and a total.

Heart Manuals:

To allow for approximately 30 booklets in each area (Mid, North, South).

Post Myocardial Infarction (MI) x 100 @ £25 = £2,500

Cardiac revascularisation x 100 @ £25 = £2,500

Heart Failure x 100 @ £40 each = £4,000

MI and revascularisation Heart Manual refresher course for x 4 Cardiac Specialist Nurses @ £100 each = £400

(as there has been an explosion in demand for Heart Manuals as recommended by the All Wales Cardiac Rehabilitation Group, NHS Lothian have asked that all professionals have a refresher course)

Heart Failure Manual Training (not done before) @ £400 per person x 4 Cardiac Specialist Nurses = £1,600

Total: £10,600

heart.manual@nhslothian.scot.nhs.uk

Tel: 0131 537 9127/9137

How will you evaluate the success of this project? Try to think of ways that you might record the number of beneficiaries or capture photos or stories that showcase its impact.

As part of our ongoing services, clinical assessment is performed on a regular basis and **improvements in shortness of breath, reduction in symptoms of chest pain, cough, palpitations, dizziness and oedema** are recorded. Improvement in diet, reductions in fasting blood sugar, measures of obesity and weight loss, blood pressure and blood lipids, reduction in smoking and/or alcohol consumption, improvements and an increase in physical activity, and reduction in anxiety and/or depression as well as a reduction in hospital re-admissions are recorded.

This information can be audited and evaluated as part of the success of this project. We will provide patient stories as required to showcase its impact now and in the future. This is a service that can be continued in the future as part of our service provision if funding is available for those that are unable to travel to the cardiac rehabilitation exercise programme, decline or decide not to attend and prefer exercising at home, but still have the support of the heart manual to refer to and support of the Cardiac Nurse Specialists.

Contact details

Name: Julie Havard Evans

Email address: J.a.havardevans@wales.nhs.uk

Phone number: 07970257577/01597827485

Delivery address (if applicable): Glan Irfon, Pendre, Builth Wells, Powys, LD5 4UA

Declaration

I have read the PTHB Charity criteria and guidance document for this fund.	<input checked="" type="checkbox"/>
I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found here .	<input checked="" type="checkbox"/>
I confirm that this funding will only be used for the purposes specified in this application.	<input checked="" type="checkbox"/>

Applicant

Name: Julie Havard Evans	Role: Cardiac Nurse Specialist
Signature: <i>J A Havard Evans</i>	Date: 15/9/20
Authorising manager/executive	
Name:	Role:
Signature:	Date:

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

Sampson Abe
11/30/2020 15:10:31

Appendix 3 – Venue hire for ESG and DBT groups



GIG
NHS
WYLLS

Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

PTHB Charitable Funds CV-19 Response Fund 2

Please choose which category this request falls under:

Increasing accessibility	<input checked="" type="checkbox"/>
Supporting adversely impacted groups	<input checked="" type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>

Who will benefit? Explain how the beneficiaries have been impacted by COVID-19 and try to estimate approximately how many people could benefit from the grant. (max 250 words)

We are seeking a grant to enable us to deliver emotional skills groups and dialectical behaviour therapy groups to high risk individuals in a safe way observing social distancing guidelines and covid risk policies and procedures. We do not currently have access to facilities that would be able to accommodate sufficient number of clients and facilitators (12+) to enable these groups to go ahead and we fear that this is likely to have an adverse impact on vulnerable and high risk clients in AMH services.

How will this funding enhance service provision and improve accessibility? What kind of difference can this grant make? Are there any potential long-term benefits? (max 250 words)

The funding will enable us to hire a large community venue in Welshpool from which we can deliver emotional skills groups and dialectical behaviour therapy groups to clients who have significant difficulties with managing their emotions, impulsivity, self-harm and often also suicidal thoughts. With an appropriate venue in Welshpool (The CowShacc Centre) we anticipate running 4-6 emotion skills groups over the next 12 months, thus providing a service to between 40 and 60 individuals. DBT is a longer-term intervention and we would hope to engage between 12 and 20 people over the course of the next year. So in total, this grant would enable us to provide a service in North Powys to an estimated 52 - 80 service users over the next 12 months. The anticipated long-term benefits would be that these vulnerable service users would be better equipped to cope with life stressors (including isolation associated with covid) and thus less likely to engage in behaviour that places themselves at risk and that would place additional demand on health and mental health services at this challenging time.

Sampson Abe
11/30/2020 15:10:34



What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities, cost per item and a total.

Funding to hire the Cowshacc Centre in Welshpool

1 day each week (10am – 4pm) @ £156 per day = x 50 weeks = £7800

The venue has wifi which will enable clients to attend the session via video conferencing (Microsoft teams) should they be unable to attend the group in person, such as due to shielding or self-isolating or should their personal preference be to access the group remotely.

How will you evaluate the success of this project? Try to think of ways that you might record the number of beneficiaries or capture photos or stories that showcase its impact.

The ESG and DBT groups have a number of outcome measures that are routinely administered. This project would also be evaluated via client feedback forums and through seeking feedback from referrers into the service. The project would offer to feedback on outcomes to the Learning and Development Group and via other Powys THB forums.

Contact details

Name: Dr Christopher Hartwright

Email address: christopher.hartwright1@wales.nhs.uk

Phone number: 07894 760690

Delivery address (if applicable): n/a

Declaration

I have read the PTHB Charity criteria and guidance document for this fund. ☒

I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found [here](#). ☒

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

Applicant

Name: Christopher Hartwright

Role: Consultant Clinical Psychologist

Sampson Abe
11/30/2020 15:30:34



GIG
NHS
Wales

Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

Signature: 	Date: 15/10/2020
Authorising manager/executive	
Name: Dr Geoff Watts	Role: Head of Psychology
Signature: 	Date: 15th October 2020

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

Sampson, Abe
11/30/2020 15:10:31

Appendix 4- Improved staff wellbeing area for Brecon Hospital

PTHB Charitable Funds COVID-19 Response	
Please choose which category this request falls under:	
Improving staff wellbeing	<input checked="" type="checkbox"/>
Improving patient wellbeing	<input type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>
Who will benefit from this funding? (max 150 words) <p>All staff on the wards in Brecon hospital need somewhere to go for their allocated break times. All staff will benefit from an improved area.</p>	
How will this funding enhance service provision? (max 150 words) <p>Having an improved staff area will benefit the well being of staff as well as ensuring that staff are able to have adequate nutrition/hydration during their shifts. Having appropriate breaks and such facilities can ensure staff are well rested to complete the rest of their shift, where their concentration is enhanced.</p>	
What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities and cost per item. (max 100 words) <p>2-seater sofa and chair (current ones are ripped and not fit for use) approx. £400 Blinds for window approx £100 Space saving table and 2/4 seats approx. £200 Work top replaced (current one stained) approx. £200 Fridge Freezer (only small fridge currently, no freezer) approx. £150</p>	

Sampson, Abe
 11/30/2020 15:10:34



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

Microwave, toaster, kettle (current ones very old) approx. £100

Contact details

Name: Elaine Scott

Email address: elaine.scott@wales.nhs.uk

Phone number: 01874 615740

Delivery address (if applicable): Epynt ward BWMH

Declaration

I have read the PTHB Charitable Funds COVID-19 response fund criteria and guidance document. ☒

I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found [here](#). ☒

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

Applicant

Name: Elaine Scott

Role: Ward Sr

Signature: EAScott

Date: 16-6-2020

Authorising manager/executive

Name: Nigel Beards

Role:

Signature: N. M. Beards

Date: 23.06.2020

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

Sampson, Abe
11/30/2020 15:10:34

Appendix 5 – Outdoor parasols for Bronllys canteen

PTHB Charitable Funds COVID-19 Response

Please choose which category this request falls under:

Improving staff wellbeing	<input checked="" type="checkbox"/>
Improving patient wellbeing	<input type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>

Who will benefit from this funding? (max 150 words)

All staff/visitors working at or visiting Bronllys Hospital site.

How will this funding enhance service provision? (max 150 words)

It will allow more people to use the canteen and obey by social distancing requirements, especially as more staff are returning to work on site.

Also, in hot weather it will allow more people to sit outside in hot weather/intense sun without the risk of sun burn, whilst improving Vitamin D uptake (which has multiple health benefits).

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities and cost per item. (max 100 words)

Outdoor furniture and two Parasols for the benches situated outside the canteen area. £79 x 2

Total request = £160

Contact details	
Name: Sarah Gray	
Email address: Sarah.gray2@wales.nhs.uk	
Phone number: 01874 712528	
Delivery address (if applicable): Canteen @ Bronllys Hospital	
Declaration	
I have read the PTHB Charitable Funds COVID-19 response fund criteria and guidance document.	<input checked="" type="checkbox"/>
I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found here .	<input checked="" type="checkbox"/>
I confirm that this funding will only be used for the purposes specified in this application.	<input checked="" type="checkbox"/>
Applicant	
Name: Sarah Gray Role: Senior Medicines Management Technician	
Signature:	Date: 26/06/20
Authorising manager/executive	
Name:	Role:
Signature:	Date:

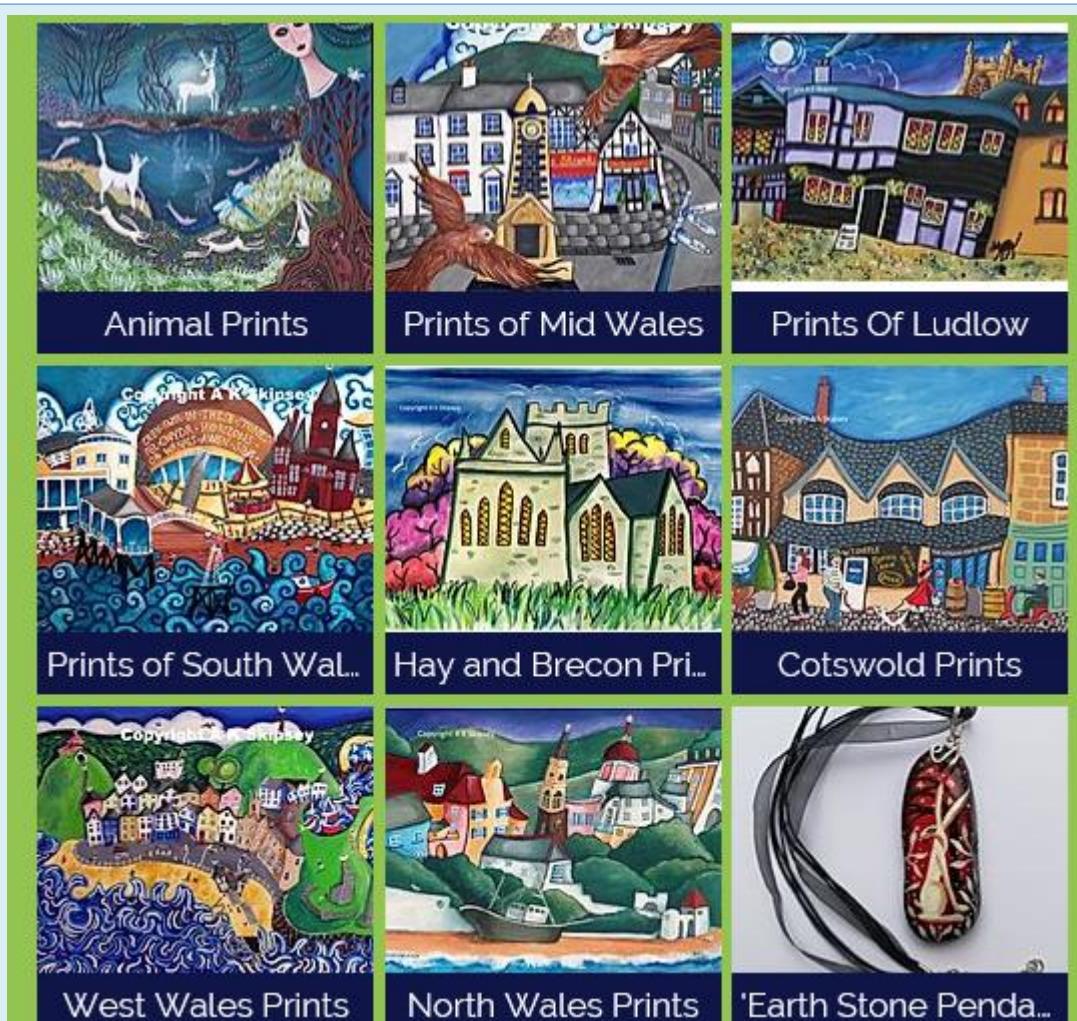
Please email this completed form to abe.sampson@wales.nhs.uk

Sampson Abe
11/30/2020 15:10:31

Appendix 6 – Art work and pedometers

PTHB Charitable Funds COVID-19 Response	
Please choose which category this request falls under:	
Improving staff wellbeing	<input checked="" type="checkbox"/>
Improving patient wellbeing	<input checked="" type="checkbox"/>
Other (please specify below)	<input checked="" type="checkbox"/>
Who will benefit from this funding? (max 150 words)	
<p>Art work - Staff & Patients and all people who enter the building -</p> <p>Pedometers- Patients – positive health and wellbeing (inspired by Sir Toms garden walk☺)</p>	
How will this funding enhance service provision? (max 150 words)	
<p>Art work – Improve the morale of the staff and patients who utilise the building. The art work is to be inspiring and motivational and represent the county of Powys (see example attached) The art work will incorporate the 'rainbows' that have been so inspirational and shown a sign of solidarity during Covid 19. The art work will also help to create a more welcoming and less sterile environment.</p> <p>Example of the artist's artwork below:</p>	

Sampson, Abe
11/30/2020 15:10:31



Pedometers

The CMHT were supporting patients to access badminton, gym and swimming activities at local leisure centre - which they can no longer access due to Covid 19 restrictions. We would like to start walk and talk sessions and hopefully bigger groups as the lockdown lift- we felt the pedometers would work as motivation to reach goals, measure progress and generally support patients to get active. This group can continue post Covid 19 and is of course free of charge .

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities and cost per item. (max 100 words)

Sampson Abe
11/30/2020 15:30:31

Art work (Bespoke Muriel in waiting room) £ 1000 (estimate based on previous work /price completed on the artist webpage)

Colourful and inspirational Pictures in clinic rooms x 8 £25 print (prices of art work for sale on web page)

Local Artist – Amanda Skipsey, who paints bright and whimsical art of local towns, people.

Pedometers – 15 @ 3.99 each from mountain warehouse (current retail price on Amazon)

Contact details

Name: Kelle Rees

Email address: kellehall@wales.nhs.uk

Phone number:01597 825888

Delivery address (if applicable): The Hazels CMHT, Temple Street, Llandrindod Wells. LD1 5HF

Declaration

I have read the PTHB Charitable Funds COVID-19 response fund criteria and guidance document.	<input checked="" type="checkbox"/>
--	-------------------------------------

I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found here .	<input checked="" type="checkbox"/>
---	-------------------------------------

I confirm that this funding will only be used for the purposes specified in this application.	<input checked="" type="checkbox"/>
---	-------------------------------------

Applicant

Name: Kelle Rees

Role: Team Leader

Signature: K m Rees

Date: 11/6/2020

Authorising manager/executive

Name:

Role:

Signature:

Date:

Appendix 7 – Tablet devices to support PABC (persons affected by cancer)

PTHB Charitable Funds COVID-19 Response

Please choose which category this request falls under:

Improving staff wellbeing	<input checked="" type="checkbox"/>
Improving patient wellbeing	<input checked="" type="checkbox"/>
Other (please specify below)	<input checked="" type="checkbox"/>
Partnership working and streamlining care for patients	

Who will benefit from this funding? (max 150 words)

Patients diagnosed with cancer, through treatment and beyond. There is mounting evidence that shows the more concerns people with cancer have, the more distressed they feel. However, it can be difficult for people to discuss what's worrying them, or for healthcare professionals to pick these concerns up. The Bracken Trust has 255 patients on its caseload and has been using the Holistic Needs Assessment (HNA), which is part of Macmillan's Recovery Package, for assessing patients' needs for many months. The HNA is a simple questionnaire, designed to support people living with cancer. It ensures people's physical, practical, emotional, spiritual and social needs are met in a timely and appropriate way, and that resources are targeted to those who need them most. It also highlights what needs are important to them.

How will this funding enhance service provision? (max 150 words)

The assessment, which can be completed on paper or electronically (eHNA), helps people to identify their greatest needs and concerns at a specific stage in the cancer pathway. The answers are used to inform the development of a care and support plan with a nurse or key worker.

The tablets / ipads will allow nursing staff at The Bracken Trust to complete the HNAs electronically with the patient during the actual assessment and enable staff to print a copy of the care plan which can be handed to the patient for them to share with other health professionals. This will avoid duplication of work. The tablets can also be used by therapy and counselling staff when carrying out a review of the assessment. They can also be sent electronically to the patient during COVID, so that an assessment can still be conducted and patient needs met. Cancer patients have been advised to shield since March and enabling these assessments to continue electronically during the pandemic and beyond will ensure that cancer patients will not be disadvantaged in any way as a result of shielding arrangements.

It will also enable a better audit of patient need and allow the service to develop in a

more informed and effective way.

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities and cost per item. (max 100 words)

4 tablets

Lenovo M10 Tablet, Octa-Core Processor, 2GB RAM, 32GB storage + Micro SD Card, Slot, 10.3 Inch Screen, 5 Megapixel Front camera, 8 Megapixel rear camera, Android 9.0, 12 Months Warranty @ £177.50 each

4 x £177.50 = £710

Additional information

The ICJ in Powys aims to develop a model where individuals diagnosed with cancer in Powys have access to the relevant support that they need. A significant part of this is done through a supportive conversation with the person affected by cancer (PABC), using the Holistic Needs Assessment as a tool. The HNA can be done paper based, but one aim of the ICJ is for partner organisations within the county to be able to offer them electronically. The Bracken Trust currently uses paper based HNA's, but during COVID, this has been extremely difficult. Getting funding for tablets will ensure that patients supported by the Bracken Trust can have eHNA's, which will enable patients to access the same service pre COVID, but without the need to have a face to face consultation.

The ICJ is a three year programme funded by Macmillan. There are three members of staff – 2 of which are hosted by PTHB (myself and a Project manager) and a Comms and Engagement Officer within PCC. There is a Strategic Programme Board, where partners sit and the Bracken Trust are one of those active partners. As stated above, one of the aims of the programme is for partners to be able to offer e-HNA's to PABC in Powys, so that they can be fully supported post diagnosis and beyond. By purchasing tablets, the Bracken Trust will be able to continue to offer this service.

Contact details

Name: Cerys Humphreys

Email address: cerys.humphreys@wales.nhs.uk

Phone number: 07870 363298

Delivery address (if applicable):

Declaration	
I have read the PTHB Charitable Funds COVID-19 response fund criteria and guidance document.	<input checked="" type="checkbox"/>
I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found here .	<input checked="" type="checkbox"/>
I confirm that this funding will only be used for the purposes specified in this application.	<input checked="" type="checkbox"/>
Applicant	
Name: Cerys Humphreys Role: Macmillan Programme Lead – Improving the Cancer Journey in Powys Signature: C Humphreys Date: 3 rd July 2020	
Authorising manager/executive	
Name: Signature:	Role: Date:

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

Sampson, Abe
11/30/2020 15:10:31

Appendix 8 – Furniture for outdoor staff area

PTHB Charitable Funds COVID-19 Response	
Please choose which category this request falls under:	
Improving staff wellbeing	<input checked="" type="checkbox"/>
Improving patient wellbeing	<input type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>
<p>Who will benefit from this funding? (max 150 words)</p> <p>During this pandemic staff have been using the garden for mental well-being and to support social distancing.</p>	
<p>How will this funding enhance service provision? (max 150 words)</p> <p>We currently have a wipeable garden set however there is limited shade in the garden</p>	
<p>What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities and cost per item. (max 100 words)</p>	

Sampson, Abe
11/30/2020 15:30:31

Garden parasol 2.1 meter 344 6317 – 45.00
Argos home Cast Iron Parasol Base 459 9737 - 36.00

Contact details

Name: Clare Robbins

Email address: Clare.robbins@wales.nhs.uk

Phone number: 01938 558936

Delivery address (if applicable): Maldwyn Ward, Welshpool Hospital. Salop Road. Welshpool. Powys SY21 7DU

Declaration

I have read the PTHB Charitable Funds COVID-19 response fund criteria and guidance document. ☒

I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found [here](#). ☒

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

Applicant

Name: Clare Robbins

Role: Senior Sister

Signature:



Date: 30/06/2020

Authorising manager/executive

Name: Judy Lloyd

Role: Clinical Services Manager

Signature:



Date: 7th July 2020

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

Appendix 9- Staff wellbeing equipment for Felindre Ward




PTHB Charitable Funds COVID-19 Response	
Please choose which category this request falls under:	
Improving staff wellbeing	<input checked="" type="checkbox"/>
Improving patient wellbeing	<input type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>
Who will benefit from this funding? (max 150 words) Ward staff, domestic staff, medical secretaries, admin clerk, as all of these use the staff room for their breaks.	
How will this funding enhance service provision? (max 150 words) Staff need a space where they can get away from the work environment to sit, relax and enjoy their food whilst on their breaks. When staff are happy at work they are more productive, and there are less sickness episodes. For staff to have a decent staff room with an outside area for those sunny days to enjoy will benefit the health board.	
What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities and cost per item. (max 100 words) Argos san diego table and 4 chairs 700/8995 £136.00, Morphy Richards microwave silver 295/5081 £49.99, Breville 4 slice toaster stainless steel 556/9175 £24.99, Tassimo coffee machine black 870/9217 £39.99, Breville stainless steel kettle 402/6224 £19.99, Argos 3 stainless steel jars 886/9470 £10.50 Plus delivery	

Sampson, ABE
11/30/2020 15:30:34



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

Contact details	
Name: CAROL WOODHOUSE	
Email address: carol.woodhouse@wales.nhs.uk	
Phone number: 2473	
Delivery address (if applicable):	
Declaration	
I have read the PTHB Charitable Funds COVID-19 response fund criteria and guidance document.	<input checked="" type="checkbox"/>
I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found here .	<input checked="" type="checkbox"/>
I confirm that this funding will only be used for the purposes specified in this application.	<input checked="" type="checkbox"/>
Applicant	
Name: CAROL WOODHOUSE	Role: FELINDRE WARD MANAGER
Signature: 	Date: 26.6.20
Authorising manager/executive	
Name: 	Role:
Signature:  Joy Gerfitt Assistant Director Mental Health & Learning Disabilities PTHB	Date: 3/7/2020

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

Sampson Abe
11/30/2020 15:10:34

Appendix 10 – Occupational therapy garden at Bronllys Hospital



PTHB Charitable Funds COVID-19 Response	
Please choose which category this request falls under:	
Improving staff wellbeing	<input type="checkbox"/>
Improving patient wellbeing	<input checked="" type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>
Who will benefit from this funding? (max 150 words)	
Patients	
How will this funding enhance service provision? (max 150 words)	
To re-open the enclosed OT garden situated between Felindre and Defynnog to grow plants and vegetables as part of a therapeutic gardening group facilitated by OT staff. There is currently no gardening group on the ward and research has shown the benefit of gardening on a person's mental well-being. It would enable us to promote healthy living on the ward, encouraging time spent in outdoor spaces, exercise and healthy eating and we could grow produce we could think use during a cooking group. The space is currently not used except for storage of the kiln which the potter uses and is overgrown, outdoor tap already in situ in the space.	
What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities and cost per item. (max 100 words)	

Sampson, Abe
11/30/2020 15:10:34

COVID Response Fund bids for
Approval & Ratification

Page 41 of 100

Charitable Funds Committee
3 December 2020
Agenda Item: 2.2



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

Greenhouse:

<https://www.argos.co.uk/product/8728047?clickSR=slp:term:greenhouse:6:16:1>

£50

Planters:

https://www.screwfix.com/p/forest-raised-bed-natural-0-9-x-1-8-x-0-14m/27297#product_additional_details_container

£32.99 Each x4 = £131.96

Raised bed:

<https://www.screwfix.com/p/forest-rectangular-agen-planter-natural-wood-320-x-400-x-1000mm/8153x>

£76.99 x 4 = £307.96

Shed:

<https://www.argos.co.uk/product/2755126?clickSR=slp:term:sheds:12:59:1>

£120

Garden hand tools;

<https://www.argos.co.uk/product/7904192?clickSR=slp:term:gardening tools: 1:987:1>

£12 each x 3 = £36.00

Watering can;

<https://www.argos.co.uk/product/5987317?clickSR=slp:term:watering can: 1:1:1>

£6 x 2 = £ 12.00

Folding table; (could be used for potting)

<https://www.argos.co.uk/product/7646223?clickSR=slp:term:folding table:3:1050:1>

£39.99

Compost

<https://www.bmstores.co.uk/products/jack-s-magic-all-purpose-compost-60l-295036>

£5.99 x 20 = £119.80

Vegetable Seeds;

<https://www.bmstores.co.uk/products/tomato-moneymaker-seeds-319293>

<https://www.bmstores.co.uk/products/onion-spring-ishikura-seeds-319276>

<https://www.bmstores.co.uk/products/onion-red-baron-seeds-323646>

<https://www.bmstores.co.uk/products/runner-bean-scarlet-emperor-seeds-319306>

<https://www.bmstores.co.uk/products/pepper-sweet-colour-spectrum-seeds-323648>

<https://www.bmstores.co.uk/products/courgette-romanesco-seeds-318384>

<https://www.wilko.com/en-uk/wilko-6-packs-in-1-all-year-round-vegetable-collection-seeds-pack/p/0339088>

£20.00

Flower seeds;

<https://www.bmstores.co.uk/products/penstemon-scarlet-queen-seeds-318490>

<https://www.bmstores.co.uk/products/nasturtium-alaska-mixed-seeds-323677>

<https://www.bmstores.co.uk/products/dahlia-figaro-mixed-seeds-323869>

<https://www.bmstores.co.uk/products/godetia-azalea-flowered-mixed-323882>

£20.00

Sampson Abe
11/30/2020 15:30:34



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

Gardening gloves;

<https://www.bmstores.co.uk/products/rolson-gardening-gloves-3pk-353854>

£3.00 X 2 = £6.00

Garden Hoe

<https://www.bmstores.co.uk/products/rolson-dutch-hoe-353831>

£5 X 2 = £10.00

Hose

<https://www.bmstores.co.uk/products/rolson-15m-hose-and-spray-nozzle-set-blue-3420982>

£6.99

Secateurs

<https://www.bmstores.co.uk/products/spear-and-jackson-secateur-353548>

£8.00 X 2 = £16.00

Fibre plant pots £1 x 10 = £10.00

<https://www.wilko.com/en-uk/wilko-24-pack-round-fibre-plant-pot-6cm/p/0330503>

Seed tray

<https://www.wilko.com/en-uk/wilko-40-pot-growing-tray/p/0445634>

£5.00 X 5 = £25.00

Contact details

Name: Millie Griffiths

Email address: Millie.Griffiths@wales.nhs.uk

Phone number: 2478

Delivery address (if applicable):

Declaration

I have read the PTHB Charitable Funds COVID-19 response fund criteria and guidance document. ☒

I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found [here](#). ☒

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

Applicant

Name: Millie Griffiths

Role: Occupational Therapist

Signature:

Date: 20/07/2020

Sampson, A
11/30/2020 15:10:34

Authorising manager/executive	
Name: Ruth DER RUC	Role: Head of Nursing QES MH
Signature: 	Date: 21.07.20

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

Sampson Abe
11/30/2020 15:10:31

Appendix 11 – Exterior shelter and ramp (Machynlleth Health Centre)

PTHB Charitable Funds COVID-19 Response

Please choose which category this request falls under:

Improving staff wellbeing	<input type="checkbox"/>
Improving patient wellbeing	<input checked="" type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>

Who will benefit from this funding? (max 150 words)

At the start of this pandemic, we changed our dispensary so that patients were served through a side window. This reduced the footfall in the building and also meant that vulnerable/shielding patients had access through the window whilst outdoors. Now the weather is being more unstable, we would like to make a shelter outside of this window.

We have introduced a text system where we text patients when their prescriptions are ready. This is to save patients coming to the practice when things are not ready. However, a large number of elderly patients do not have a mobile. We also have very busy times when the queue can be a number of patients long.

We have also put in a one-way system in the practice to ensure patients do not pass each other where possible. This means that two of our fire exits have now become patient exit points. We would like to install two ramps at these new exit points to help our patients vacate the building.

How will this funding enhance service provision? (max 150 words)

This funding will allow our patients to get their medications dispensed to them and be able to stand under a shelter not open to the wind/rain. This shelter is long enough to comply with the social distancing rules.

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities and cost per item. (max 100

words)	
The quotation is attached.	
Contact details	
Name: Lucy Cockram	
Email address: lucy.cockram@wales.nhs.uk	
Phone number: 07779639810	
Delivery address (if applicable):	
Declaration	
I have read the PTHB Charitable Funds COVID-19 response fund criteria and guidance document.	<input checked="" type="checkbox"/>
I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found here .	<input checked="" type="checkbox"/>
I confirm that this funding will only be used for the purposes specified in this application.	<input checked="" type="checkbox"/>
Applicant	
Name: Lucy Cockram	Role: Practice Manager
Signature: <i>Lucy Cockram</i>	Date: 27 July 2020
Authorising manager/executive	
Name:	Role:
Signature:	Date:

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

Appendix 11.1

COED DYFI TIMBER & CONSTRUCTION LTD

HAFOD Y GARREG, DERWENLAS, MACHYNLLETH, SY20 8TN

Ffôn: 01654 702114

Ffôn Symudol/Mobile: 0796 880 3922

T.A.W/V.A.T: 973444986

I:

Canolfan Iechyd Machynlleth

Lucy Cockram

Dyddiad: 14-7-20

ESTIMATE FOR ALTERATIONS AT CANOLFAN IECHYD MACHYNLLETH

GWAITH/WORK (CANOPIES AND RAMPS):

- Erect 10.6 metre long x 1.2 metre wide lean-to roof structure to side of building, covering pathway leading to reception window.
- Timber-framed with black painted corrugated roof (white inside).
- Erect 2 metre wide x 1.5 metre long canopy to exit near dispensary.
- Timber-framed with black painted corrugated roof (white inside).
- Fit wooden anti-slip ramps to the above exit door and to the other exit door to left of building.

Labour and Materials: £1,290.00

V.A.T: £258.00

Cyfanswm/Total: £1,548.00

BACS payment accepted:

NatWest Machynlleth

Coed Dyfi Timber & Construction Ltd Account: 84523123 Sort Code: 53-81-26

DUE FOR PAYMENT BY LAST DAY OF MONTH FOLLOWING DATE OF INVOICE.
THE GOODS COVERED BY THIS NOTICE SHALL REMAIN THE PROPERTY OF COED DYFI TIMBER LTD
UNTIL PAYMENT IS RECEIVED IN FULL.

Appendix 12– Staff wellbeing facilities (Welshpool Hospital)

COVID Response Fund bids for
Approval & Ratification

Page 47 of 100

Charitable Funds Committee
3 December 2020
Agenda Item: 2.2

PTHB Charitable Funds COVID-19 Response

Please choose which category this request falls under:

Improving staff wellbeing	<input checked="" type="checkbox"/>
Improving patient wellbeing	<input type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>

Who will benefit from this funding? (max 150 words)

The staff from the Respiratory, Palliative Care, and Psychology departments who are based in offices in the Training suite, at Welshpool Hospital site

How will this funding enhance service provision? (max 150 words)

n/a

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities and cost per item. (max 100 words)

A new fridge is needed to replace the existing fridge in the shared kitchen. The existing fridge is counter top and too small for current needs. A new under counter fridge will improve staff well-being as it will enable staff to bring in healthy nutritious meals, drinks, and snacks for their working day. Changes in provision of places to eat meals means staff are relying on food from home, and the need for somewhere to safely store this food is critical to the well-being.

1 x Hotpoint RLA36P.1 Fridge from Lyreco, code 12.940.839, £200

Contact details	
Name: Ali Edwards-Lewis	
Email address: Alison.edwards@wales.nhs.uk	
Phone number: 01686 623558	
Delivery address (if applicable): Training Suite, Welshpool Hospital	
Declaration	
I have read the PTHB Charitable Funds COVID-19 response fund criteria and guidance document.	<input checked="" type="checkbox"/>
I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found here .	<input checked="" type="checkbox"/>
I confirm that this funding will only be used for the purposes specified in this application.	<input checked="" type="checkbox"/>
Applicant	
Name: Ali Edwards-Lewis	Role: Palliative Care Secretary
Signature: <i>A.J. Edwards-Lewis</i>	Date: 29 th July 2020
Authorising manager/executive	
Name: Louise Hymers	Role: Macmillan Lead Nurse for Cancer and Palliative Care
Signature: <i>Louise Hymers</i>	Date: 29 th July 2020

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

Appendix 13 – Staff wellbeing facilities (Welshpool Hospital)

PTHB Charitable Funds COVID-19 Response

Please choose which category this request falls under:

Improving staff wellbeing	<input checked="" type="checkbox"/>
Improving patient wellbeing	<input type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>

Who will benefit from this funding? (max 150 words)

Our current fridge in our Kitchen in physiotherapy has broken a new fridge would benefit the whole physiotherapy department and the C.M.A.T.S. team approximately 15 staff. We use the fridge continuously every day and as our water fountain is currently waiting repair, we rely on donated cans of spring water which are much better when cold, for all the staff to hydrate after taking their masks off after treating patients. As we are a busy department the need of our own fridge for all our lunches is essential as there is not enough room in the other department fridges to share.

How will this funding enhance service provision? (max 150 words)

It is essential for the staff's general wellbeing and health during a very stressful time.

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities and cost per item. (max 100 words)

An Under-Counter fridge with small freezer compartment. Currently at ARGOS :- Hisense RL170D4BW21 Under Counter Fridge white £179.99.
Delivery: £6.99.

Contact details

Name: Lesley Gannon

Email address: Lesley.gannon@wales.nhs.uk

Phone number:01938 558930	
Delivery address (if applicable): Physiotherapy department, Victoria memorial Hospital, Salop Road, Welshpool, Powys SY21 7DU	
Declaration	
I have read the PTHB Charitable Funds COVID-19 response fund criteria and guidance document.	<input checked="" type="checkbox"/>
I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found here .	<input checked="" type="checkbox"/>
I confirm that this funding will only be used for the purposes specified in this application.	<input checked="" type="checkbox"/>
Applicant	
Name: Lesley Gannon Role: Physiotherapy technical instructor 3	
Signature:	Date:29/7/20
Authorising manager/executive	
Name: Andrew Pellow Role: Physiotherapy M.S.K. Team Lead	
Signature:	Date:29/7/20

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

Appendix 14- Assistive audio listening devices

Sampson Abe
11/30/2020 15:10:31

PTHB Charitable Funds COVID-19 Response	
Please choose which category this request falls under:	
Improving staff wellbeing	<input checked="" type="checkbox"/>
Improving patient wellbeing	<input checked="" type="checkbox"/>
Other (please specify below)	<input checked="" type="checkbox"/>
Improve communication between patient and care-giver	
Who will benefit from this funding? (max 150 words)	
<p>Staff – with the patient using a listening device, it will be easier to obtain an accurate clinical history, and staff will be more confident that the patient has correctly heard options or instructions without having to raise voice or repeat questions.</p> <p>Patients – improved dignity and independence if they are able to communicate with care-givers and family</p> <p>Patients family members – patient is more likely to hear conversation with their family members, if they are able to visit face-to-face</p>	
How will this funding enhance service provision? (max 150 words)	
<p>Improved accuracy of communication between patient and care-giver.</p> <p>Can allow for a more natural two-way rapport between patient and staff and therefore improve patients experience.</p>	
What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities and cost per item. (max 100 words)	

Sampson, A
11/30/2020 15:10:34



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

30 Assistive listening device £98.99 each;

<https://www.connevans.co.uk/product/27290607/91BE2020/Bellman-Maxi-Personal-Listener>

60 single use headphones (£14.89 each)

<https://www.connevans.co.uk/product/24699652/91BE9122/Bellman-Audio-Headphones---BE9122>

30 single use neckloop (£18.83 each);

<https://www.connevans.co.uk/product/23757224/91CNL75/Inductive-neckloop-75cm-with-3-5mm-stereo-plug>

These are to be supplied to the wards and therapies departments, and the devices to be used with patients who attend without their hearing aids, or if their hearing aid is faulty/lost.

Contact details

Name: Rachel Duprey

Email address: Rachel.Duprey@wales.nhs.uk

Phone number: 07815 929065

Delivery address (if applicable):

Declaration

I have read the PTHB Charitable Funds COVID-19 response fund criteria and guidance document.



I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found [here](#).




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



Applicant

Name: Rachel Duprey

Role: Professional Head of Audiology

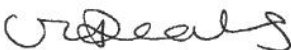
Signature: 

Date: 30/07/2020

Authorising manager/executive

Name: VIC DEANONS

Role: HEAD OF THERAPIES

Signature: 

Date: 6/8/20

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

Sampson Abe
11/30/2020 15:10:34

Appendix 15- Sensory garden, Ty Illtyd

PTHB Charitable Funds COVID-19 Response

Please choose which category this request falls under:

Improving staff wellbeing	<input checked="" type="checkbox"/>
Improving patient wellbeing	<input checked="" type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>

Who will benefit from this funding? (max 150 words)

The staff and patients would benefit greatly from this space, it will allow the opportunity for us all to enjoy the senses of the planted flowers and herbs. Mental Health affects us all and the well being of the staff and patients to enable recovery is well documented that outside space and growing and enjoying gardening improves mental health.

How will this funding enhance service provision? (max 150 words)

The staff are keen to explore the opportunities to use the space to practice mindfulness. But also, that it is a multi-functional space to allow patients to enjoy and practice mindfulness and for the staff to sit and with our patients in the open air during this time of COVID.

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities and cost per item. (max 100 words)

Sampson Abe
11/30/2020 15:30:31

We would require funding to purchase scented flowers and herbs. Compost and materials for raised beds.

Jasminum Nudiflorum 3 Ltr	x2 £25.98
Clematis "Vicki" 3 Ltr.	X2 £33.98.
Lonicera Japonica "Horwood Gem" 3 Ltr	x2 £25.98.
Wooden Planters 1m deep.	X2 £159.98.
Tulip bulbs Queensland (18)	x1 £6.99.
Tulip bulbs Queen of the night. (20).	X1 £6.99.
Tulip Madonna (20)	x1 £6.99.
Compost 40 ltr	x4 £200.00.
Roses David Austin Shrub	x2 £49.98.
Lavender per pot	x12 £23.88.
Lemon Balm per pot	x12 £23.88
Rosemary per pot	x 5 £9.95.
Bay Tree	x £69.98.
Clematis White Abundance	x £35.98.
Double Slatted Fence Panels pack of 4	x £372.00.
Timber square posts pack of 3	x £60.00.
Garden Gate	x £77.00.
Wooden Trellis pack of 3	x £90.00.

TOTAL £1279.54.

Contact details

Name: Catherine Arnold

Email address: Catherine.Arnold@wales.nhs.uk

Phone number: 01874 615050

Delivery address (if applicable): Ty Illtyd CMHT Brecon Powys

Declaration

I have read the PTHB Charitable Funds COVID-19 response fund criteria and guidance document.	<input checked="" type="checkbox"/>
I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found here .	<input checked="" type="checkbox"/>
I confirm that this funding will only be used for the purposes specified in this application.	<input checked="" type="checkbox"/>

Applicant

Name: C.E Arnold Role: Integrated Team Lead

Signature: Date: 14th August 2020.

Authorising manager/executive	
Name:	Role:
Signature:	Date:

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

Sampson, Abe
11/30/2020 15:10:31

PTHB Charitable Funds COVID-19 Response

Please choose which category this request falls under:

Improving staff wellbeing	<input type="checkbox"/>
Improving patient wellbeing	<input type="checkbox"/>
Other (please specify below)	<input checked="" type="checkbox"/>

To support research time to support the PAN COVID research study and time for review of other research activities for maternity in Powys, including writing for publication and scoping further research options.

Who will benefit from this funding? (max 150 words)

This will support the UK-wide research programme in to the impact of COVID-19 on pregnant women and their babies. So not only will it benefit Powys residents but will contribute to the UK findings.

This will also help to improve research capacity and capability in Powys and support Powys to be part of the large study, which will help with applications for future funding and to become a site for other research.

How will this funding enhance service provision? (max 150 words)

It will help maternity services in Powys to become more research active and it is known that where services are research active this leads to improved quality of care for service users. Powys struggles to be able to partake in large trials and studies and this has been identified as one that we can be involved with, we therefore need to identify and take opportunities to develop research capacity and capability.

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities and cost per item. (max 100 words)

Staff time for 1 x Band 6 midwife 1 day per week to be able to get the study off the ground in Powys. We have been accepted as a site but need the time to allow to review documents, advertise, commence recruitment and then complete the required actions for any one recruited.

Band	Initials	Surname	Estimated 0.2 WTE before Pay	Estimated 0.2 WTE with	Estimated Salary	Estimated On-Costs	Estimated Total Salary & On-Costs

			Awards	estimated 2.15% Pay Award			
			£	£	£	£	£
Band 6	EA	Glyn Jones	£ 4,263	£ 4,355	£ 3,484	£ 871	£ 4,355

Contact details

Name: Shelly Higgins

Email address: shelly.higgins@wales.nhs.uk

Phone number: 07772084323

Delivery address (if applicable):

Declaration

I have read the PTHB Charitable Funds COVID-19 response fund criteria and guidance document.



I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found [here](#).



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



Applicant

Name: Shelly Higgins

Role: Consultant Midwife

Signature: Shelly Higgins

Date: 21/8/2020

Authorising manager/executive

Name: Julie Richards
Health

Role: Head of Midwifery and Sexual

Signature:

J. Richards

Date: 21st August 2020

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

Appendix 17 – Provisions for OT kitchen on Felindre ward

PTHB Charitable Funds COVID-19 Response

Please choose which category this request falls under:

Improving staff wellbeing	<input type="checkbox"/>
Improving patient wellbeing	<input checked="" type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>

Who will benefit from this funding? (max 150 words)

All patients on Felindre ward.

How will this funding enhance service provision? (max 150 words)

OT kitchen on the ward currently has mis matched uncomfortable seating. I would like to make the kitchen well equipped and less clinical to encourage patients to engage in the space which can then be used to facilitate cooking groups (including a smoothie group, encouraging healthy eating if we had a blender as I have added to the item list being requested) as well as 1:1 kitchen assessments which will enable function to be assessed to aid discharges.

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities and cost per item. (max 100 words)

<https://www.argos.co.uk/product/7060861?clickSR=slp:term:KITCHEN TABLE AND CHAIRS:8:206:2> x1

£240

<https://www.argos.co.uk/product/8957313?clickSR=slp:term:table cloth:1:12:1> x1

£12

<https://www.argos.co.uk/product/8662990?clickSR=slp:term:seat pad:1:2:1> x2

£32

<https://www.argos.co.uk/product/5548536?clickSR=slp:term:breville blend active:1:4:1>

x1 **£19.99**

<https://www.argos.co.uk/product/9215384?clickSR=slp:term:cooking timer:1:441:1> x1
£8.99

<https://www.argos.co.uk/product/8619493?clickSR=slp:term:radio:6:80:1> x1
£19.99

<https://www.argos.co.uk/product/9174030?clickSR=slp:term:microwave:1:76:1>
x1 £39.99

Delivery cost: **£4.95**

Total: **£378**

Contact details

Name: Millie Griffiths

Email address: millie.griffiths@wales.nhs.uk

Phone number: 01874 712478

Delivery address (if applicable):

Felindre ward

Bronllys hospital

Bronllys

Powys

LD3 0LU

Declaration

I have read the PTHB Charitable Funds COVID-19 response fund criteria and guidance document.



I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found [here](#).



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



Applicant

Name: **Millie Griffiths**

Role: **OT**

Signature: MGriffiths

Date: 01/09/2020

Authorising manager/executive

Name:

Role:

Signature:

Date:

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

Appendix 18 – Supply boxes for Powys midwives

COVID Response Fund bids for
Approval & Ratification

Page 61 of 100

**Charitable Funds Committee
3 December 2020
Agenda Item: 2.2**

PTHB Charitable Funds COVID-19 Response

Please choose which category this request falls under:

Improving staff wellbeing	<input checked="" type="checkbox"/>
Improving patient wellbeing	<input type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>

To support ongoing supplies of healthy refreshments for Powys Midwives Caring for You Food / Personal Supplies Boxes as part of the Powys RCM Caring For You Action Plan (January 2020)

Who will benefit from this funding? (max 150 words)

The RCM Caring for You campaign encourages Midwives and MSW's to consider the importance of eating a healthy, balanced diet during working hours but the unpredictability of the onset of labour for Powys women makes this difficult to plan for (unlike a structured shift pattern in a DGH obstetric service).

During COVID19 adapted service plans, Powys Midwives have been extremely flexible to ensure safe services during a period with restricted travel or increasing women giving birth locally in Powys which led to some clients and Midwives going to alternate birth centres in Powys. Midwives caring for the clients often haven't been able to factor plans for the provision of healthy food. Intrapartum care was naturally going to be required for around 8 -12 hours and due to the flexibility of the care provided there are occasions where Powys Midwife haven't factored in the availability / arrangements for supply of healthy snacks / food to fuel themselves whilst offering the care to their clients.

How will this funding enhance service provision? (max 150 words)

Royal College of Midwives (RCM) launched the 'Caring for You' campaign in 2016 with the aim of improving the health, safety and wellbeing of RCM members (Midwives and Maternity Support Workers) in their workplaces across the UK. The ethos of RCM campaign is simple: healthy and well-rested midwives and maternity support workers are at the heart of the provision of safe, high-quality care for women and their families.

Powys Teaching Health Board was the first Maternity services in Wales to sign up to the RCM Caring for You Campaign in July 2016 and took the opportunity at the Powys RCM Branch AGM in January 2020 to refresh and review the Powys Action Plan. The review of the action plan was to ensure that the RCM Caring for You campaign is making a real difference to the working lives of Powys Midwives and MSW's, be aligned to the Health Board Values and Behaviours framework and promoting a positive working environment and enable the Powys Maternity

workforce to provide safe, high quality care to women and their families.

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities and cost per item. (max 100 words)

£500 funding is requested to cover the cost of the supplies through the Autumn and Winter period of 2020 as part of the COVID19 Resilience planning for Powys Maternity services. The Boxes were initial set up by Powys RCM branch in March 2020 and would welcome COVID19 charitable funds to maintain / restock through the remaining year.

The RCM Branch committee members have developed a standards food list that would be provided in an RCM Caring for You Food Box in each of the Powys Birth Centres / Midwifery teams (x8). The food has been identified as healthy and sustainable nutrition as well as a reasonable shelf life and appealing for a 24 hour period.

Contact details

Name: Suzanne Pardoe Bouchard

Email address: Suzanne.Pardoe-Bouchard@wales.nhs.uk

Phone number:

07779030838

Delivery address (if applicable):

Declaration

I have read the PTHB Charitable Funds COVID-19 response fund criteria and guidance document.	<input checked="" type="checkbox"/>
--	-------------------------------------

I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found here .	<input checked="" type="checkbox"/>
---	-------------------------------------

I confirm that this funding will only be used for the purposes specified in this application.	<input checked="" type="checkbox"/>
---	-------------------------------------

Applicant

Name: Suzanne Pardoe Bouchard

Role: Powys RCM Branch Chair

Signature: Sue

Date: 02/9/2020

Authorising manager/executive	
Name:	Julie Richards
Role:	Head of Midwifery and Sexual Health
Signature:	<i>J. D Richards</i>
	Date: 2nd September 2020

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

Sampson Abe
11/30/2020 15:10:31

PTHB Charitable Funds COVID-19 Response

Please choose which category this request falls under:

Improving staff wellbeing	<input type="checkbox"/>
Improving patient wellbeing	<input checked="" type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>

Who will benefit from this funding? (max 150 words)

All patients admitted to Felindre ward. It will increase their well-being and productivity during their admission regardless of length.

How will this funding enhance service provision? (max 150 words)

Currently the games room has limited games. This room was sorted out and due to missing pieces/broken games majority of items had to be got rid of. New board games requested so we can continue to assess through recovery through activity. They can also be used on weekends with ward staff facilitating the games.

New puzzle items requested as currently wooden boards are used which require supervision with roll up mats they are less of a risk.

As part of a star ward we run film nights however have limited DVDs therefore dvds have been put on this application to help keep film nights going where patients are able to attend and social distance.

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities and cost per item. (max 100 words)

<https://www.theworks.co.uk/p/jigsaws/puzzle-rolling-mat/5052089276024.html> x2 £7 each

<https://www.theworks.co.uk/p/jigsaws/jigsaw-puzzle-storage-and-sorter-tray/5052089276031.html> x1 £7

<https://www.theworks.co.uk/p/board-games/race-to-base-game/5052089277588.html> x1 £7

<https://www.theworks.co.uk/p/board-games/the-logo-board-game/5019150001152.html> x1 £20

<https://www.argos.co.uk/product/8624859?clickSR=slp:term:games>
table:4:2514:1 x1 £119.99

<https://www.argos.co.uk/product/7124989?clickSR=slp:term:bluetooth>
headphones:15:629:2 x4 £10.99 each

<https://www.argos.co.uk/product/3902679?clickSR=slp:term:board>
games:4:224:1 x1 £12

<https://www.argos.co.uk/product/3904323?clickSR=slp:term:board>
games:8:224:1 x1 £16

<https://www.argos.co.uk/product/8845982?clickSR=slp:term:table>
tennis bats:1:2:1 x2 £7.99 each

https://www.amazon.co.uk/LEGO-Marvel-Super-Heroes-Xbox/dp/B00CHHKJFA?ref=Oct_s9_apbd_omg_hd_bw_bFG0x67&pf_rd_r=2Y779NE56XHX6Y2E6FRH&pf_rd_p=5c6241af-86f0-5f74-b7c9-c4e91fef8ea3&pf_rd_s=merchandised-search-10&pf_rd_t=BROWSE&pf_rd_i=13978641031 x1
£20.98

https://www.amazon.co.uk/Sonic-SEGA-All-Stars-Racing-Xbox/dp/B005748ODO?ref=Oct_s9_apbd_simh_hd_bw_bFG0x67&pf_rd_r=2Y779NE56XHX6Y2E6FRH&pf_rd_p=28dd6280-3c45-5ac6-9849-540471dfe6cc&pf_rd_s=merchandised-search-10&pf_rd_t=BROWSE&pf_rd_i=13978641031 x1 **£13.33**

https://www.amazon.co.uk/FIFA-17-Standard-Xbox-360/dp/B01F5D1N48/ref=sr_1_35?dchild=1&qid=1600085788&s=videogames&sr=1-35 x1 £20

https://www.amazon.co.uk/Nintendo-Selects-Sports-Resort-Wii/dp/B00BMI4FQ4/ref=sr_1_2?dchild=1&keywords=wii+games&qid=1600085936&sr=8-2 x1 £19.99

https://www.amazon.co.uk/Ubisoft-3307211686182-Just-Dance-Wii/dp/B002O3W3V0/ref=sr_1_7?dchild=1&keywords=wii+games+just+dance&qid=1600086023&sr=8-7
x1 £19.89

https://www.amazon.co.uk/Just-Dance-2017-Nintendo-Wii/dp/B01IBJ3G3Y/ref=sr_1_6?dchild=1&keywords=wii+games+just+dance&qid=1600086044&sr=8-6
x1 £17.66

https://www.amazon.co.uk/Only-Fools-Horses-Complete-1-7/dp/B003ZYE93C/ref=sr_1_3?crd=YIVDNDXK3U6&dchild=1&keywords=only+fools+and+horses+box+set&qid=1600086171&srefix=only+fools%2Caps%2C319&sr=8-3
x1 £20.77

https://www.amazon.co.uk/Harry-Potter-Complete-8-film-Collection/dp/B01C450BKI/ref=sr_1_1?dchild=1&keywords=harry+potter+box+set&qid=1600086237&sr=8-1
x1 £34.99

https://www.amazon.co.uk/Disney-Pixar-Ultimate-Collection-DVD/dp/B001AP2BDS/ref=sr_1_4?dchild=1&keywords=pixar+box+set&qid=1600086322&sr=8-4
x1 £27.64

Total £451.09

Contact details

Name: Millie Griffiths

Email address: millie.griffiths@wales.nhs.uk

Phone number: 01874 712478

Delivery address (if applicable):

Felindre ward

Bronllys hospital

Bronllys	
LD3 OLU	
Declaration	
I have read the PTHB Charitable Funds COVID-19 response fund criteria and guidance document.	<input checked="" type="checkbox"/>
I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found here .	<input checked="" type="checkbox"/>
I confirm that this funding will only be used for the purposes specified in this application.	<input checked="" type="checkbox"/>
Applicant	
Name: Millie Griffiths	Role: OT
Signature: Mgriffiths	Date: 14/09/2020
Authorising manager/executive	
Name:	Role:
Signature:	Date:

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

Sampson, Abe
11/30/2020 15:10:31

PTHB Charitable Funds COVID-19 Response

Please choose which category this request falls under:

Improving staff wellbeing	<input checked="" type="checkbox"/>
Improving patient wellbeing	<input type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>

Who will benefit from this funding? (max 150 words)

During a recent team meeting staff identified the following items that could improve the well-being hub.

How will this funding enhance service provision? (max 150 words)

This will make the hub more self-contained to prevent the team having to go onto the ward for teaspoons

Staff would like a radio on their breaks to reduce the ward noise when they are relaxing

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities and cost per item. (max 100 words)

Argos Home 12 piece Teaspoon Set 852/3699 (*2 @ £3)
Bush DAB Radio 742/7545 (1 * £25)

Delivery £5.95

Total = £37

Contact details	
Name: Clare Robbins	
Email address: Clare.robbins@wales.nhs.uk	
Phone number: 01938 558936	
Delivery address (if applicable): Maldwyn Ward, Welshpool Hospital. Salop Road. Welshpool. Powys SY21 7DU	
Declaration	
I have read the PTHB Charitable Funds COVID-19 response fund criteria and guidance document.	<input checked="" type="checkbox"/>
I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found here .	<input checked="" type="checkbox"/>
I confirm that this funding will only be used for the purposes specified in this application.	<input checked="" type="checkbox"/>
Applicant	
Name: Clare Robbins	Role: Senior Sister
Signature: 	Date: 21/08/2020
Authorising manager/executive	
Name:	Role: Clinical Services Manager
Signature:	Date:

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

Sampson Abe
11/30/2020 15:10:31

PTHB Charitable Funds CV-19 Response Fund 2

Please choose which category this request falls under:

Increasing accessibility	<input checked="" type="checkbox"/>
Supporting adversely impacted groups	<input checked="" type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>

Who will benefit? Explain how the beneficiaries have been impacted by COVID-19 and try to estimate approximately how many people could benefit from the grant. (max 250 words)

Our under 1-year old babies, parents, carers, nursery staff and physiotherapists.

One of our most vulnerable patient groups are our under one-year olds. During this time babies endure the biggest changes of their lives and their physiotherapy input is essential to minimise lifelong harm. Adhering with the health board and national government guidelines to minimise patient contact and offer virtual consultation, requires the need for therapy dolls.

The therapy dolls will allow parents and carers to copy our specific movements in which we will demonstrate on the therapy doll. This will enable us to observe accurate assessment to minimise missing vital diagnosis for this age group. The dolls will allow specific clinical manoeuvres to be performed which will enable us to diagnose conditions which may need urgent referral for surgical intervention or imagery.

The therapy dolls will allow us to demonstrate accurate therapeutic positions, handling and movements for parents/carers to carry out with their own baby whilst having a virtual appointment. This will allow instant feedback about handling or movements and we can demonstrate again using the therapy dolls or adapt treatment using the therapy dolls to help the parents/ carer.

How will this funding enhance service provision and improve accessibility? What kind of difference can this grant make? Are there any potential long-term benefits? (max 250 words)

The funding for the therapy dolls will equip us to continue to deliver early intervention. Early intervention for premature babies and babies with neurological impairment is recommended by NICE guidelines (2017, NG72). Our role as paediatric physiotherapist's is to continue the essential quality of care through early intervention, in which we did prior to COVID -19 pandemic.

Our use of therapy dolls will continue our work in complying with PTHB health and care strategy for "start well".

During COVID-19 pandemic it is essential that our Powys babies and families continue to get the service they need. The use of therapy dolls along with the virtual use of attend anywhere would allow us to be confident that families and babies can still receive the early intervention physiotherapy care they need.

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities, cost per item and a total.

8 therapy dolls

Within the paediatric physiotherapy service for PTHB we have 14 staff members. 8 of these members deliver early intervention for the babies across the whole of Powys.

8 dolls would be needed for these 8 specialist physiotherapists.

One doll= £539.00

International shipping= £162.96

30% discount= saving of £1293.60

Total= £3181.36

(Therapy dolls are wipeable and can be cleaned with cinell wipes which we have in stock and will generate no extra cost for cleaning.)

How will you evaluate the success of this project? Try to think of ways that you might record the number of beneficiaries or capture photos or stories that showcase its impact.

We are designing a feedback form to capture parent/carers experience to improve/ continue/ change manage this type of intervention.

We plan to record videos using the dolls for home exercise / therapy programmes for the parents/ carers and nurseries.

We can design exercise programmes using the dolls with photos and send them out to families.

We plan to video specific clinical assessments, positioning, handling and treatment interventions using the dolls, which we can use as training material. This can be used by other paediatric physiotherapists across Wales through APCP committee.

We can use the therapy dolls to record training packages for our university students from Cardiff and Glyndwr for remote learning and training.

Contact details

Name: Helen Powell

Email address :helen.powell2@wales.nhs.uk

Phone number:07976448789

Delivery address (if applicable):ynys y plant, planation lane, newtown, Powys, sy16 1LH

Declaration

I have read the PTHB Charity criteria and guidance document for this fund. ☒

I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found [here](#). ☒

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

Applicant

Name: helen powell

Role: clinical specialist paediatric physiotherapist

Signature: helen powell

Date:21/09/2020

Authorising manager/executive

Name: REBECCA RANDELL **Role:** Head of Service.

Signature: Rebecca Randell

Date:21.09.2020

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

Sampson Abe
11/30/2020 15:10:34



PTHB Charitable Funds CV-19 Response Fund 2

Please choose which category this request falls under:

Increasing accessibility	<input checked="" type="checkbox"/>
Supporting adversely impacted groups	<input type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>

Who will benefit? Explain how the beneficiaries have been impacted by COVID-19 and try to estimate approximately how many people could benefit from the grant. (max 250 words)

The COVID-19 pandemic has affected the way in which hospital visiting takes place; vastly reducing the footfall to our inpatient units across Powys. We would like to purchase 4 iPads for our inpatient wards to support our patients' mental health through isolation with electronic communication devices so they can talk to family and friends whilst in hospital.

There are four mental health inpatient units in Powys: Felindre Ward in Bronllys, Crug Ward in Brecon, Tawe Ward in Ystradgynlais and Clywedog ward in Llandrindod Wells. Last year, PTHB provided mental health inpatient support to 275 people.

As well as improving communication with loved ones, an iPad on Felindre Ward would also help to facilitate a virtual version of our Patients' Council. Felindre Ward has held a patient's council on a regular basis for the past 10 years. The council meetings traditionally take place at least once a month, face to face, and provide inpatients the opportunity to discuss their hospital stay with peers who have lived experience of an inpatient setting and raise any issues with an independent party.

Unfortunately, due to COVID the patients' council has been unable to run effectively as there isn't dedicated ICT equipment available to facilitate the meeting online on the ward at the times required.

How will this funding enhance service provision and improve accessibility? What kind of difference can this grant make? Are there any potential long-term benefits? (max 250 words)

By purchasing an iPad for our wards, Felindre Ward's Patients' Council could take place online with a consistent and reliable internet connection (as the device would be owned and supported by PTHB ICT).

An iPad would also enable the patients' council to take place on a more regular basis and potentially on an on-call basis as patients' council members could be video called on an ad hoc basis, better meeting the needs of our inpatients.

Across all our Wards, the iPads would be used to facilitate video calling between inpatients and their loved ones. This additional contact would be beneficial to our inpatients' recovery journeys as they would feel less isolated and alone at what can be an incredibly challenging time for people experiencing a mental health crisis.

The iPads would also be used by patients with the support from our Ward Staff to access alternative wellbeing support such as online yoga classes, mindfulness applications and much more.

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities, cost per item and a total.

We are requesting the purchase of four 128GB WiFi enabled iPads and a protective case. The following quotation has been provided by ICT Purchasing (**Quote Reference: TW3645**)

Supplier XMA

- **MW772B/A IPAD 7TH GEN 10.2 WIFI 128GB SG £332.00**
- **GIPD-016-BLK SURV ALL-TERRAIN IPAD 10.2IN BLACK £36.97**

The cost per ward iPad & case is: £368.97

The total cost of this bid is: **£1,475.88**

How will you evaluate the success of this project? Try to think of ways that you might record the number of beneficiaries or capture photos or stories that showcase its impact.

Information on patient experience on our wards is captured in real time by their link workers and via discharge questionnaires.

All Ward Managers are happy to provide regular feedback to the Mental Health Partnership Officer on regularity of use and uses of the iPad. Due to confidentiality and the limitations on taking photos on our inpatient units, it is unlikely we will be able to capture photos of the devices in use.

The Patients Council on Felindre Ward capture patient experience and produce a rolling report to the Engage to Change Subgroup. The Patients' Council are happy to facilitate capturing a written patient story of how the iPad has supported our inpatients' admission to hospital.

Sampson Abe
11/30/2020 15:30:31



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

Contact details	
Name: Lucy Harbour	
Email address: lucy.harbour@wales.nhs.uk	
Phone number: 07870 362 874	
Delivery address (if applicable): Defynnog Ward, Bronllys Hospital	
Declaration	
I have read the PTHB Charity criteria and guidance document for this fund.	<input checked="" type="checkbox"/>
I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found here .	<input checked="" type="checkbox"/>
I confirm that this funding will only be used for the purposes specified in this application.	<input checked="" type="checkbox"/>
Applicant	
Name: Lucy Harbour Role: MH Partnership Participation Officer	
Signature: <i>L. Harbour</i>	Date: 25/09/2020
Authorising manager/executive	
Name: Ruth Derrick Role: Acting Assistant Director of MH&LD	
Signature: <i>[Signature]</i>	Date: 25/09/2020

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

Sampson Abe
11/30/2020 15:10:34

PTHB Charitable Funds CV-19 Response Fund 2

Please choose which category this request falls under:

Increasing accessibility

Supporting adversely impacted groups

Other (please specify below)

Who will benefit? Explain how the beneficiaries have been impacted by COVID-19 and try to estimate approximately how many people could benefit from the grant. (max 250 words)

Children and young people supported by the Community Paediatric and 14+ Service have been unable to access regular treatment for many months due to the Covid 19 crisis. Even now when things are improving, access to treatment is based on risk assessment and intervention kept to a minimum in order to provide the minimum risk to the client, their family and therapy staff. Face to face training of practical therapy skills for therapy staff also remains restricted in order to ensure staff safety.

Other means of providing treatment intervention, information and training are needed as an alternative to face to face.

How will this funding enhance service provision and improve accessibility? What kind of difference can this grant make? Are there any potential long-term benefits? (max 250 words)

This funding will help to allow high quality short films to be produced by the physiotherapy team. These will be used for 2 main reasons initially:

- **To make films of short exercise sessions, that children, young people and their families can access on a weblink so they can do these exercises at home rather than a session being delivered face to face.**
- **To provide training videos for physiotherapy staff in Powys and further afield to help with developing hands on skills.**

Specifically we are working on developing serial casting skills within our own team and also supporting BCUHB to set up their own serial casting service as part of the Bevan commission Adopt and Spread project.

This approach of making short films though could be adapted to many areas as a way of providing information and activity for clients and their families, and training materials for staff. This provides a short-term benefit during the Covid 19 crisis, by allowing an alternative to face to face treatment and training and so enhancing safety for everyone. But also allows us in the long-term to develop a library of educational, training and exercise resources that can go onto a website for clients and staff to access.

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities, cost per item and a total.

A good quality video camera, tripod and video editing software.

Camcorder/Memory Card Bundle= Cost £388.59

<https://www.currys.co.uk/gbuk/cameras-and-camcorders/camcorders/camcorders/digital-camcorders/sony-hdr-cx625-camcorder-black-10154743-pdt.html>

Tripod= Cost £69.99

<https://www.currys.co.uk/gbuk/cameras-and-camcorders/photography-accessories/camera-stands/manfrotto-compact-advanced-tripod-10010281-pdt.html>

Editing Software Adobe Premier Rush One Year Licence= Cost £119.49

https://www.ebuyer.com/991524-adobe-premiere-rush-subscription-licence-1-year-1-user-65297169?msclkid=407c0fab8a61e46dbdb50cf46dcc132&utm_source=bing&utm_medium=cpc&utm_campaign=PLAs%7C%7CSoftware%7C%7CSoftware%20Licensing%7C%7CMed&utm_term=4584207586443940&utm_content=PLAs%7C%7CSoftware%7C%7CSoftware%20Licensing%7C%7CDesign%20%26%20Illustration%20Licenses

Total Cost=£ 578.07

How will you evaluate the success of this project? Try to think of ways that you might record the number of beneficiaries or capture photos or stories that showcase its impact.

By the number and type of resources we are able to produce, and client/staff feedback received regarding these.

Contact details	
Name: Ellen Thompson	
Email address: ellen.thompson@wales.nhs.uk	
Phone number: 07867 906010	
Delivery address (if applicable):	
Declaration	
I have read the PTHB Charity criteria and guidance document for this fund.	
I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found here .	
I confirm that this funding will only be used for the purposes specified in this application.	
Applicant	
Name: Ellen Thompson Phyiotherapist	Role: Paediatric
Signature: <i>Ellen Thompson</i>	Date: 24.09.20
Authorising manager/executive	
Name: Rebecca Randell physio	Role: Head of paed & 14+
Signature: <i>Rebecca Randell</i>	Date: 24.09.20

Sampson, A
11/30/2020 15:30:31

PTHB Charitable Funds CV-19 Response Fund 2

Please choose which category this request falls under:

Increasing accessibility	<input type="checkbox"/>
Supporting adversely impacted groups	<input checked="" type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>

Who will benefit? Explain how the beneficiaries have been impacted by COVID-19 and try to estimate approximately how many people could benefit from the grant. (max 250 words)

Babies and toddlers who require physiotherapy treatment in the Machynlleth area will benefit. Prior to the Covid crisis the community paediatric physiotherapy service had access to a large enclosed room, in recent times this was the old physiotherapy gym and prior to this there was a dedicated paediatric physio room. This allowed the provision of safe assessment and treatment for babies and young children. There was plenty of floor space, and the room was secure and safe for babies or young children who wanted to crawl or run about and explore the environment, both those attending for treatment or siblings brought along to an appointment. It also allowed a suitable space for physiotherapy assessment of physical skills such as rolling and crawling. Such a safe space is no longer available and physiotherapy treatment now has to be provided in the main physiotherapy department. This is a very large space containing equipment and furniture that is potentially dangerous if young children try to climb onto it or explore it. Further more there is no way of containing small children, or providing a safe enclosed floor space for babies to play and receive physiotherapy assessment and treatment.

How will this funding enhance service provision and improve accessibility? What kind of difference can this grant make? Are there any potential long-term benefits? (max 250 words)

Sampson, Abe
11/30/2020 15:10:34

Currently the out-patient physiotherapy department is not a suitable environment in which to provide treatment for babies and toddlers. This funding will help to provide a much needed safe enclosed space. With the risks of Covid 19 currently, safe cleaning procedures are paramount. Having a contained area that can easily be cleaned will make cleaning procedures easier and enhance the safety of all patients using the out-patient physiotherapy department. For if small children had unlimited access to this large space it would be very difficult to adequately clean such a large area and all the furniture and equipment.

In the short-term safe cleaning is facilitated during the Covid 19 crisis, but in the longer term it is unlikely that planned building work at Ysbyty Bro Dyfi will be completed for several years. A dedicated paediatric therapy room is planned when this work is done, but in the meantime provision of the play pen will allow the physiotherapy out-patients department to be used safely as a temporary treatment area for as long as needed.

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities, cost per item and a total.

A single large, wipeable play pen with a set of wipeable floor mats. This can be easily assembled and taken down, and also easily stored in sections in the physiotherapy cupboard when not in use. It will be able to be thoroughly cleaned between patients.

Total cost=£144.99

<https://www.cannonsuk.com/products/cannons-uk-plastic-baby-den-playpen-with-games-station-large-panels-160cm-x-240cm?variant=12213875867717#>

How will you evaluate the success of this project? Try to think of ways that you might record the number of beneficiaries or capture photos or stories that showcase its impact.

Photographs to show the difference in the appropriateness of the treatment space with and without the play pen. Stories of babies and toddlers who have been able to access treatment, and how they have benefitted. Document number of babies and toddlers who have benefitted.

Contact details

Name: Ellen Thompson

Email address: ellen.thompson@wales.nhs.uk	
Phone number: 07867 906010	
Delivery address (if applicable):	
Declaration	
I have read the PTHB Charity criteria and guidance document for this fund.	<input checked="" type="checkbox"/>
I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found here .	<input checked="" type="checkbox"/>
I confirm that this funding will only be used for the purposes specified in this application.	<input checked="" type="checkbox"/>
Applicant	
Name: Ellen Thompson	Role: Paediatric Physiotherapist
Signature: <i>Ellen Thompson</i>	Date: 24.09.20
Authorising manager/executive	
Name: Rebecca Randell	Role: Head of paed & 14+ physio
Signature: <i>Rebecca Randell</i>	Date: 24.09.20

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

Sampson Abe
11/30/2020 15:10:31

PTHB Charitable Funds CV-19 Response Fund 2

Please choose which category this request falls under:

Increasing accessibility

☐

Supporting adversely impacted groups

☐

Other (please specify below)

☒

Even though the project is for the benefit of all staff, it's going to have the most impact for those staff/services that have most felt the pressures and strains of working under COVID-19. By targeting all staff, we are making sure the project isn't going to miss any individuals.

Who will benefit? Explain how the beneficiaries have been impacted by COVID-19 and try to estimate approximately how many people could benefit from the grant. (max 250 words)

We are seeking approval from charitable funds to cover the cost of purchasing a memorable pin and personal card from the CEO and Executive team for each member of staff who work for PTHB, as a thank you for their contribution in working together to tackle COVID-19. We recognize that every member of staff contributed to the quick planning and adjustments that enabled our services to be responsive. This involved staff working differently, with some services put on hold and some escalated at pace, allowing for focus on essential services. This has not gone unnoticed and the proposal to distribute a memorable pin and personal card, provides recognition for our staff's hard work and commitment in delivering services to our patients and local communities.

This submission is aligned to the funds strategic aim, which specifically states improve wellbeing for staff, volunteers and patients with support over and above that which is available through statutory funding. New to this phase of funding is a specific focus on groups that have been adversely impacted by COVID-19 and increasing accessibility throughout services. This project clearly aligns to both of these elements to be eligible.

How will this funding enhance service provision and improve accessibility? What kind of difference can this grant make? Are there any potential long-term benefits? (max 250 words)

There are vast amounts of employee engagement research, which states health and wellbeing of staff is fundamental in them being engaged in their work. Staff engagement is fundamental to delivering quality health care services, supporting staff to be engaged includes visible appreciation of their hard work and commitment. This has been even more prevalent in recent times during the COVID-19 epidemic. The memorable pin and personal card have been designed around PTHB values and behaviours and though small in nature represents the values and behaviours we pride ourselves with. It also acts as a reminder to each and every one of us, of how our HB values and behaviours have been and remain in action whilst we tackle COVID-19 together.

The pin and card can be kept for many years to come and a constant reminder of how we worked together to deliver our services locally to our patients and communities, working positively alongside our colleagues. According to Nita Clark et al, in 'working well – perspectives on good work and why it matters', a deep affinity for the organisation you work for, is often expressed by the strength of one's pride. The memorable pin and personal card is a way for us to celebrate our pride in union.

It is our intention to distribute the pins and cards with a personal thank you from the CEO and Executive team, thanking each individual member of staff for their efforts. It is expected that on receipt of the pin and card, each member of staff will take time to reflect on their contribution and feel a continued pride for working for PTHB.

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities, cost per item and a total.

We are seeking funds to purchase a memorable pin (enamel, size:22.9 x 25mm) and a bespoke designed thank you card for each member of staff. The memorable pin proof can be found in the attached document. The design company have been approached to:

- design and print the thank you card
- design the enamel pin
- attached the enamel pin to the card
- envelop the card and pin
- post to one singular address for wider distribution

Wider distribution of cards and pins will be picked up by the WOD team.

We are seeking further funds to cover the external postal cost for wider distribution.

Estimated Cost:

Enamel Pins - Butterfly clutch, Steel - 1.2mm thick, 5 Enamel Colours , individual poly bagged . - 0.42p each - £990.00 for 2250

Greeting Card and envelopes A5 x 2250 Full colour to outer, black inner with with Epoxy Badges Stainless Steel - 0.8mm thick, butterfly clutch, full colour print - 0.42p each 945.00 for 2250

Specification:

Stamped iron badge

Within 25 x 25mm, 1.2mm thick

Brass plated

Soft enamel infill - 6 colours

Butterfly clutch

Backing card - open size 210 x 296mm, folded to 210 x 148mm - 300gsm - printed in full colour to both sides

Supplied with white envelopes

Price includes VAT

Postage - £1,596 (first class)

Total charitable fund submission **£3,531.00 estimated cost**, including VAT but including print fees and postal charges.

Assistance has been obtained from the Procurement Department

How will you evaluate the success of this project? Try to think of ways that you might record the number of beneficiaries or capture photos or stories that showcase its impact.

We will run a comms campaign alongside the distribution, asking staff to share their experience of receiving the pins. This will be captured through video blogs and asking staff to take pictures and send them into the comms team to be added to the good news stories.

Contact details

Name: Louise Richards

Email address: Louise.k.richards@wales.nhs.uk

Phone number: 07779154838

Delivery address (if applicable): Bronllys Hospital	
Declaration	
I have read the PTHB Charity criteria and guidance document for this fund.	<input checked="" type="checkbox"/>
I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found here .	<input checked="" type="checkbox"/>
I confirm that this funding will only be used for the purposes specified in this application.	<input checked="" type="checkbox"/>
Applicant	
Name: Louise Richards Planning manager	Role: Joint Strategic workforce
Signature: Louise Richards	Date: 28/9/2020
Authorising manager/executive	
Name: Julie Rowles	Role: Director of WOD
Signature:	Date:

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

Sampson, Abe
11/30/2020 15:10:31

PTHB Charitable Funds CV-19 Response Fund 2

Please choose which category this request falls under:

Increasing accessibility	<input type="checkbox"/>
Supporting adversely impacted groups	<input checked="" type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>

Who will benefit? Explain how the beneficiaries have been impacted by COVID-19 and try to estimate approximately how many people could benefit from the grant. (max 250 words)

Powys has a total workforce of 2161 of which 837 of these are females who are 50 years or over. These women fall into the category of peri-menopausal or menopausal with the average age of a women experiencing menopause being 51. The symptoms from perimenopause and the menopause for some can be extremely debilitating and life changing. The list includes hot flushes, night sweats resulting in disturbed sleep and fatigue, low mood or anxiety, problems with memory and concentration- these vary in intensity from person to person.

Like most conditions, COVID-19 has had a huge impact on women who are at this stage of life. From not having access to the medication that some require to control their symptoms that allows them to function on a daily basis, to the emotional isolation and anxiety that has been echoed by the nation.

How will this funding enhance service provision and improve accessibility? What kind of difference can this grant make? Are there any potential long-term benefits? (max 250 words)

The M Word: Everything you need to know about the menopause by Dr Philippa Kaye is a complete one-stop guide to the peri-menopause and menopause, covering everything from understanding symptoms to managing relationships to which treatments really work. Discussing HRT as well as self-help and lifestyle tips. It covers all the key topics and contains real life quotes. It is written in a format that is educational not only to those who are at the peri-menopausal or menopausal stage but to all women and men.

Due to the detailed information and uplifting nature in which the book is written, it will be beneficial to staff members who are peri-menopausal or

menopausal, to refer to sections for reassurance and guidance, when this is not as easy to access in the current isolating climate due to COVID-19. It is also a fantastic book to educate those approaching the bracket to develop an understanding of what to expect and treatments/tips to combat symptoms. The menopause is a "taboo" subject that is not hugely talked about. Women themselves need educating on what to expect and a stronger understanding within the workplace towards employees going through this also needs reinforcing.

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities, cost per item and a total.

Book title:-

The M Word: Everything you need to know about the menopause by Dr Philippa Kaye x 20 copies (£9.99 each)

Total= £199.80

How will you evaluate the success of this project? Try to think of ways that you might record the number of beneficiaries or capture photos or stories that showcase its impact.

Team members within the Women and Children's Service are going to set up a virtual Menopause Café from October 2020 for any PtHB staff members (male or female) to join to be able to discuss concerns/stories surrounding the menopause. The aim is to host these on a monthly basis and encourage more members to get involved and offer increased support to fellow colleagues, especially during this very pressured and stressful time.

The monitoring of beneficiaries will be recorded as the book will be available to members to provide reassurance and guidance, giving them confidence to speak out about their symptoms and reach out and help other colleagues.

Contact details


Name: Sharon Davies


Email address: sharon.davies7@wales.nhs.uk

Phone number: 01597 828711

Delivery address (if applicable): Pelvic Health Service, Community Health Services, Waterloo Road, Llandrindod Wells, Powys LD1 6BH

Declaration	
I have read the PTHB Charity criteria and guidance document for this fund.	<input checked="" type="checkbox"/>
I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found here .	<input checked="" type="checkbox"/>
I confirm that this funding will only be used for the purposes specified in this application.	<input checked="" type="checkbox"/>

Applicant	
Name: Sharon Davies Role: Pelvic Health Programme Manager	
Signature: 	Date: 24 th September 2020

Authorising manager/executive	
Name: Julie Richards Role: Head of Midwifery and Sexual Health	
Signature: 	Date: 24 th September 2020

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

Sampson, Abe
11/30/2020 15:10:31

Appendix 2 – Outdoor seating for staff at Bronllys Hospital

PTHB Charitable Funds CV-19 Response Fund 2	
Please choose which category this request falls under:	
Increasing accessibility	<input type="checkbox"/>
Supporting adversely impacted groups	<input type="checkbox"/>
Other (please specify below)	<input checked="" type="checkbox"/>
<p>Who will benefit? Explain how the beneficiaries have been impacted by COVID-19 and try to estimate approximately how many people could benefit from the grant. (max 250 words)</p> <p>Ward staff, domestic staff, medical secretaries, admin clerk, as all of these use the staff room for their breaks. (around 45 staff)</p>	
<p>How will this funding enhance service provision and improve accessibility? What kind of difference can this grant make? Are there any potential long-term benefits? (max 250 words)</p> <p>Staff need a space where they can get away from the work environment to sit, relax and enjoy their food whilst on their breaks. When staff are happy at work they are more productive, and there are less sickness episodes. For staff to have an outdoor space for those sunny days to enjoy will benefit the health board.</p>	
<p>What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities, cost per item and a total.</p>	

Sampson, Abe
11/30/2020 15:10:34

Sampson, Abe
11/30/2020 15:10:31

COVID Response Fund bids for
Approval & Ratification

Page 91 of 100

Charitable Funds Committee
3 December 2020
Agenda Item: 2.2



Argos- Forest wooden 4 seater garden bench 171/8205 £94.99 each x2
=£189.99.

Argos- Forest garden round 8 seater picnic table 619/7711 £474.99.

Both are free delivery from Argos, Total £664.98

How will you evaluate the success of this project? Try to think of ways that you might record the number of beneficiaries or capture photos or stories that showcase its impact.

Photos of staff enjoying the outside space.

Contact details

Name: CAROL WOODHOUSE

Email address: carol.woodhouse@wales.nhs.uk

Phone number: 2473

Delivery address (if applicable): Felindre Ward, Bronllys Hospital, LD3 0LU

Declaration

I have read the PTHB Charity criteria and guidance document for this fund. ☒

I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found [here](#). ☒

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

Applicant

Name: CAROL WOODHOUSE Role: WARD MANAGER

Signature:

Date: 13.10.20

Authorising manager/executive

Sampson Abe
11/30/2020 15:10:34



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

Name: SHARAN SHARMAN

Role: Service manager
South Powys

Signature: 

Date: 14.10.2020

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

Sampson Abe
11/30/2020 15:10:31

PTHB Charitable Funds CV-19 Response Fund 2

Please choose which category this request falls under:

Increasing accessibility	<input checked="" type="checkbox"/>
Supporting adversely impacted groups	<input checked="" type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>

Who will benefit? Explain how the beneficiaries have been impacted by COVID-19 and try to estimate approximately how many people could benefit from the grant. (max 250 words)

We are seeking a grant to enable us to deliver emotional skills groups and dialectical behaviour therapy groups to high risk individuals in a safe way observing social distancing guidelines and covid risk policies and procedures. We do not currently have access to facilities that would be able to accommodate sufficient number of clients and facilitators (12+) to enable these groups to go ahead and we fear that this is likely to have an adverse impact on vulnerable and high risk clients in AMH services.

How will this funding enhance service provision and improve accessibility? What kind of difference can this grant make? Are there any potential long-term benefits? (max 250 words)

The funding will enable us to hire a large community venues in Brecon from which we can deliver emotional skills groups and dialectical behaviour therapy groups to clients who have significant difficulties with managing their emotions, impulsivity, self-harm and often also suicidal thoughts. With an appropriate venue in Brecon (Brecon Subud Hall) we anticipate running 4-6 emotion skills groups over the next 12 months, thus providing a service to between 40 and 70 individuals. DBT is a longer term intervention and we would hope to engage between 12 and 16 people over the course of the next year. So in total, this grant would enable us to provide a service in South Powys to an estimated 52 - 86 service users over the next 12 months. The anticipated long-term benefits would be that these vulnerable service users would be better equipped to cope with life stressors (including isolation associated with covid) and thus less likely to engage in behaviour that places themselves at risk and that would place additional demand on health and mental health services at this challenging time.



What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities, cost per item and a total.

Funding to hire the Subud Centre in Brecon

2 sessions each week (2.5 hours per session) @ £10 per hour = £50/week
x 48 weeks = £2400

The venue has wifi which will enable clients to attend the session via video conferencing (Microsoft teams) should they be unable to attend the group in person, such as due to shielding or self-isolating or should their person preference be to access the group remotely.

How will you evaluate the success of this project? Try to think of ways that you might record the number of beneficiaries or capture photos or stories that showcase its impact.

The ESG and DBT groups have a number of outcome measures that are routinely administered. This project would also be evaluated via client feedback forums and through seeking feedback from referrers into the service. The project would offer to feedback on outcomes to the Learning and Development Group and via other Powys THB forums.

Contact details

Name: Dr Christopher Hartwright

Email address: christopher.hartwright1@wales.nhs.uk

Phone number: 07894 760690

Delivery address (if applicable): n/a

Declaration

I have read the PTHB Charity criteria and guidance document for this fund. ☒

I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found [here](#). ☒

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

Applicant

Name: Christopher Hartwright

Role: Consultant Clinical Psychologist

Sampson Abe
11/30/2020 15:10:34



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

Signature:		Date:	14.10.2020
Authorising manager/executive			
Name:	Dr Geoff Watts	Role:	Head of Psychology
Signature:		Date:	14th October 2020

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

Sampson Abe
11/30/2020 15:10:31

PTHB Charitable Funds CV-19 Response Fund 2

Please choose which category this request falls under:

Increasing accessibility	<input checked="" type="checkbox"/>
Supporting adversely impacted groups	<input checked="" type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>

Who will benefit? Explain how the beneficiaries have been impacted by COVID-19 and try to estimate approximately how many people could benefit from the grant. (max 250 words)

The beneficiaries (PTHB staff) have been impacted by Covid-19 in many ways: new working patterns, shortage of staff due to staff isolating, wearing of additional PPE including facemasks on a daily basis, virtual meetings and social distancing compliance guidance. Staff on some wards have had to respond to the needs of people infected with the virus, at the same time as delivering non-COVID-19 health care. All these lead to increased anxiety, stress, burnout and so it's really important to do what we can, to help with staffs wellbeing during this difficult time.

Those who will benefit from the grant are PTHB Staff in all 10 hospital sites which consist of Ward based staff, Facilities – porters, catering, domestics, Admin and Estates – works etc which is approximately 1600 staff

• Ystradgynlais	• Knighton
• Brecon	• Llanidloes
• Bronllys	• Newtown
• Glan Irfon	• Welshpool
• Llandrindod-Wells	• Machynlleth

and 18 smaller outreach centres (Approximately 400 staff) where a lot of our Mental Health (MH) / Learning Disabilities (LD)/ Dentists(D) /Specialist nurses (SN)/ Health Visitors (HV)/Patient Services (PS) /Community and District nurses (DN)Psychology / Womens and Children services(W&C) are based.

• Antur Gwy (CAMHS & HVs)	• Antur Gwy Annexe (HVs)	• Llanfyllin & LlanfairvHC (DNs)
• Ty Illtyd (CAMHS)	• Childrens centre, Brecon	• Felindre Ward (MH)
• Ty Henry Vaughn (DNs)	• Talgarth & Hay MC (DNs)	• Montgomery HC (DNs)

• Hazels (MH)	• Maldwyn ward, Welshpool hospital	• Ynys-Y-Plant (CAMHS/W&C)
• Merlins (MH)	• Training Building Welshpool (MH/SNs/DNs)	• Presteigne GP practice
• Waterloo road (PS/W &C)	• Parc Street Clinic (LD, D, Psychology, LPMHSS))	• Brohafren (MHAS and LD)

How will this funding enhance service provision and improve accessibility? What kind of difference can this grant make? Are there any potential long-term benefits? (max 250 words)

Wellbeing Hubs have been established on each of the 10 main sites and following the previous support from Charitable funds we have extended the provision to the 18 outreach centres. The funding was sufficient to maintain supplies until the end of November.

These hubs have been welcomed by staff, improving morale and giving staff a sense of purpose and belonging. Our aim is to continue providing a suitable base for staff to take a wellbeing break and access up to date information whilst having a cuppa and light snack, whilst de-stressing.

The large display screens (TV monitors) supported by Charitable Funds have been a valuable source for up to date information, especially for those that may not access their emails on a daily basis; Chat2Change champions, continue to help manage the individual hubs capturing any feedback/comments/questions or concerns on the 'Thought Boards' . (See appendix 1 and 2)

We feel it is particularly important for staff morale to maintain these hubs, during the COVID-19 pandemic, especially in terms of supporting staff, who have to be present in their place of work, to have a space for them to go, to take time out from their work environment. As one staff member said **'Without a doubt, they are valuable and needed and appreciated.'**

The impact of COVID19 is clearly going to be felt long into future, both in terms of staff and services. These wellbeing hubs will become an important place for staff for the future, as we look beyond this pandemic, carefully returning to more normal or the 'new normal' services.

The aim of this bid is to secure **£5000** to be able to continue the provision of biscuits and refreshments for the 10 main sites and 18 outreach centres during COVID-19 operations that will take us to the end of March 2021.

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities, cost per item and a total.

Sampson Abe
11/30/2020 15:10:31

10 HOSPITAL WELLBEING HUBS			
	Unit price	Quantity required	Total Cost per month
BISCUITS INDIVIDUAL ASSORTED MINI PACKS (CASE 100)	8.06	40	322.40
STILL WATER ROUND BOTTLE 500ML (CASE24)	3.23	50	161.50
TEA BAGS (PACK 1000)	1.78	10	17.80
SUGAR PORTIONS WHITE (BOX 1000)	2.69	10	26.90
TIN COFFEE 750g	6.89	10	68.90
Milk (Box of 120)portions	2.61	40	104.40
Disposable cups (pack of 25)	0.64	40	25.60
Squash 1 litre bottles(lemon/orange)	0.43	40	17.20
	Total cost for one month		744.70
ALL PTHB OUTREACH CENTRES			
	Unit price	Quantity required	Total cost per month
BISCUITS INDIVIDUAL ASSORTED MINI PACKS (CASE 100)	8.06	9	72.54
STILL WATER ROUND BOTTLE 500ML (CASE24)	3.23	9	29.07
TEA BAGS (PACK 1000)	1.78	9	16.02
SUGAR PORTIONS WHITE (BOX 1000)	2.69	9	24.21
TIN COFFEE 750g	6.89	9	62.01
Milk (Box of 120)portions	2.61	9	23.49
Disposable cups (pack of 25)	0.64	18	11.52
Squash 1 litre bottles(lemon/orange)	0.43	18	7.74
	Total cost per month		246.6
£5000 to stock main and outreach sites			5 Months (£4955)

How will you evaluate the success of this project? Try to think of ways that you might record the number of beneficiaries or capture photos or stories that showcase its impact.

We will continue to evaluate the project through feedback, photos and by showcasing some of the stories via Powys announcements/ PTHB TV Monitors and PTHB Stay Well Facebook page and C2C.

Contact details

Name: Treena Davies

Email address:Treena.davies2@wales.nhs.uk

Phone number:01497851687 (home)

Delivery address (if applicable):

Declaration	
I have read the PTHB Charity criteria and guidance document for this fund.	<input checked="" type="checkbox"/>
I have read the FCP (INTERIM) – COVID 19 Decision Making & Financial Governance document found here .	<input checked="" type="checkbox"/>
I confirm that this funding will only be used for the purposes specified in this application.	<input checked="" type="checkbox"/>
Applicant	
Name: Treena Davies	Role: Workforce & OD Facilitator
Signature: <i>T. Davies</i>	Date: 23/10/20
Authorising manager/executive	
Name: Sarah Powell	Role: Assistant Director WOD
Signature: <i>T. Davies</i>	Date: 23/10/20
Signed on behalf of Sarah Powell	

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

Sampson, Abe
11/30/2020 15:10:31

AGENDA ITEM: 2.3

Charitable Funds Committee		DATE OF MEETING: 3 rd December 2020
Subject:	Charity Administrative Support Officer	
Approved and Presented by:	Board Secretary	
Prepared by:	Charity Manager	
Considered by Executive Committee on:	N/A	
Other Committees and meetings considered at:	N/A	

PURPOSE:

To present a business case for the creation of a new post to support the PTHB Charity, funded from the charity's General Funds.

RECOMMENDATION(S):

The Charitable Funds Committee is requested to APPROVE the creation of a new post, requested to help support the PTHB Charity Manager with growing administrative duties and responsibilities. The post will also help to facilitate the delivery of several key strategic objectives.

Approval/Ratification/Decision ¹	Discussion	Information
✓	x	x

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 outlines the business case for creating a new role, Charity Administrative Support Officer, to help fulfill the delivery of PTHB Charity's long-term strategic objectives.

The request is to fund the post via the Charity's General Funds, with the estimated annual cost of the role as a Band 4 FTE: **£27,365 - £30,196** (including ON costs).

Full details of the role, including job description and person specification can be found at **Appendix 1**.

DETAILED BACKGROUND AND ASSESSMENT:

The introduction of a Charity Manager earlier this year has led to a steady increase in the scope and reach of the Health Board's Charitable Funds with the addition of new internal and external communication channels, an increased public-facing presence and the development of new partnerships and commitments.

The scope of the Charity is planned to continue to grow over the next 12 months and beyond in line with its Annual Plan and strategic objectives. Implementing this additional post is part of the efforts to scale and adapt the Charity whilst ensuring its long-term viability and sustainability.

The Charity Administrative Support Officer will provide crucial support to both the Charity Manager and Board Secretary, ensuring that day to day administration for the Charity can continue to function to a high standard, free of delays with the increased volume of work.

Internal and external engagement for the PTHB Charity has continued to increase throughout 2020 thanks to a larger online presence, the introduction of new funding streams and greater general public awareness of NHS charities. This is excellent and part of the Charity's aims and objectives but it also means there are many more additional administrative requirements to ensure its operation and governance retain the same high standards that have been set. Processing funding applications, logging and recognising donations, and collating data for reports currently impacts the sustained development of new engagement opportunities.

There are also several emerging clerical and administrative opportunities that an additional staff member could now build upon, such as developing the Charity's stakeholder database, maintaining existing online resources, and undertaking research for communications and policy updates.

The Charity Administrative Support Officer will directly contribute to the delivery of the following long-term objectives identified by the Charity Manager:

1. Ensure strategy, planning and governance are efficient and effective.

- The new post will be able to take on a number of clerical and secretariat duties to help facilitate Committee meetings and reporting.
- Ongoing maintenance of existing policies and resources will be a key element of the role and will ensure effective governance and policy compliance continues.

2. Develop a timely and effective charitable response to health and wellbeing issues across Powys, such as the COVID-19 pandemic.

- The post will support the application process for new funding streams such as the COVID response fund, to maintain their timely nature and enable the Charity to continue to develop new projects and campaigns.

3. Create and implement an engaging communication strategy.

- Working with the Charity Manager, the post will be able to speed up the proliferation of key Charity messages internally and externally, guiding stakeholders to the correct information.

4. Develop and coordinate a comprehensive stakeholder network.

- Recording and logging updates from engagements, stakeholders and donations is a key area of growth for the Charity and will be vital for informing strategic development. The new post will be able to continue to develop and maintain this database as it expands.

For additional information on the role that the Charity Administrative Support Officer will take in expanding the work of the Charity, please refer to the summary of duties and responsibilities in the job description and person specification at **Appendix 1**.

NEXT STEPS:

If the post is supported by the Committee then it will continue to progress through the recruitment process with a view to appointing in January 2021.

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 align="center">Statement</p> <p align="center"><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	✓			
<p align="center">Statement</p> <p align="center"><i>Please provide supporting narrative for any risks identified that may occur if a decision is taken</i></p>				


Corporate	✓				
Operational	✓				
Reputational	✓				

Sampson, Abe
11/30/2020 15:41:33

Appendix 1 – Job description and person spec



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Charity Administrative Support Officer
Pay Band:	4
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	Corporate
Department:	Corporate
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	Charity Manager
Professionally Accountable to:	Board Secretary
<u>VALUES & BEHAVIOUR</u>	
<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.</p> </div> </div>	

Sampson Abe
11/30/2020 15:53:35

JOB SUMMARY / PURPOSE:

To provide support to the Charity Manager and Board Secretary in the ongoing development and implementation of the Health Board's charitable funds strategy as well as the corporate governance and assurance framework, ensuring due compliance with all statutory requirements.

The post holder will undertake a broad range of technical, administrative and clerical tasks to facilitate the day to day operation of the Health Board's Charity and provide support for the Corporate Services team.

DUTIES & RESPONSIBILITIES

Working with the Charity Manager to clearly and consistently communicate Charity policy and charitable grant information to non-charity staff throughout the Health Board to increase awareness.

Register and update donor contact details of the Charity's database in preparation for audit; record donations and grant details on the Health Charity's database and accurately record and safeguard financial and non-financial personal information.

The post holder will liaise with grant applicants on the submission of project proposals and evaluation reports. They will also liaise with clinical staff on behalf of donors, and appropriately sharing up to date information and data on service needs.

Managing letters and messages of thanks for donors and supporters, providing them in a timely manner.

The post holder will work with the Charity Manager and Board Secretary to ensure the efficient functioning of the Board's statutory committees and groups, ensuring compliance with corporate governance principles at all times.

The post holder will take a lead role in supporting and attending to the Board's Charitable Funds Committee, providing a comprehensive secretariat service:

Ensuring that a programme of Committee meetings is in place, with venues booked and hospitality arranged.

Working with the Charity Manager to ensure that Committee agendas are planned, agreed, produced to the highest quality and are distributed in a timely manner, in line with Health Board Standing Orders.

Issuing notices of meetings in accordance with Standing Orders.

Ensuring all relevant documents are published on the Health Board's website, or made available to the public.

To ensure the production and timely distribution of minutes, agendas and papers for the formal Committees of the Board for which they are the lead, which will include appropriate confidential filing and retention of papers.

Producing briefings for the Committee Chair that highlights key issues contained in papers and possible matters of conflict of interest.

Developing an annual forward business agenda for the committees.

Ensuring that follow-up action is taken for the Committee, ensuring that formal decisions of those committees are communicated to appropriate parties.

Supporting the Committee Chair to produce regular reports for the Board.

Supporting the Committee Chair to produce an annual report in line with Standing Orders.

Working with the Charity Manager and Board Secretary to support committees to undertake regular self-assessments (at least annually) of their efficiency and effectiveness.

There may be some exposure to emotional circumstances, for example when dealing with patient stories and formal business at Committee meetings.

Working with the Charity Manager and Board Secretary to ensure that the Committee works with good practice in all matters of corporate governance including adhering to all appropriate Welsh Government circulars.

The post holder will be required to comment on policies and propose changes to improve working practices.

The post holder will be expected to work without supervision and be responsible for effective time management to ensure work is complete within agreed deadlines.

Work with the Charity Manager and Board Secretary on a day to day basis ensuring correspondence is actioned and appropriate management action taken.

To work as part of a team in supporting staff during periods of annual leave, sickness or study leave within the Directorate of Corporate Governance.

Responsibility for Human Resources

To undertake all necessary mandatory training as set out in the mandatory training schedule.

To participate in appraisal/annual performance review, and identify any professional development needs.

There may be some exposure to emotional circumstances, for example when

ESR Position No: / Approval Date:

dealing with patient stories and Board and Committee meetings

<u>PERSON SPECIFICATION</u>			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Educated to A level standard.</p> <p>Achieved NVQ3/RSA3 or equivalent qualification in Administration.</p> <p>A high level of numeracy, written and spoken English.</p> <p>Understanding of databases and record management.</p>	<p>Understanding of Charity / NHS corporate governance</p> <p>Understanding of specialist CRM / data management software</p>	Application Form & pre-employment checks
Experience	<p>Previous office administration experience</p> <p>Experience of Minute taking and follow up action tracking</p> <p>Experience of programme or project management</p> <p>High level of IT skills and experience in all Microsoft Office applications</p>	<p>Previous NHS / public sector / voluntary organisation experience</p> <p>Experience of writing copy / generating social media content</p> <p>Good experience of customer care and customer relationships</p>	Interview / Application Form / References
Aptitude and Abilities	<p>Ability to prioritise tasks and manage competing demands on time, ensuring all deadlines are met</p> <p>Ability to meet agreed objectives and work independently deadlines</p> <p>Excellent written and verbal communication skills when dealing with complex and sensitive information</p> <p>Ability to understand issues involving complex, sensitive or contentious information and communicate them clearly</p>	<p>Ability to speak Welsh</p> <p>Shorthand / speed writing</p>	Interview

ESR Position No: / Approval Date:

	<p>and succinctly</p> <p>Able to work independently within delegated authority to make decisions using own initiative and problem solving</p> <p>Ability to work under pressure and to tight deadlines</p>		
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Aptitude and Abilities cont'd	<p>Well organised with the ability to quickly switch from one area of work to another</p> <p>Ability to act with tact and diplomacy</p> <p>Ability to establish effective relationships with senior managers</p> <p>Effective team player</p> <p>Ability to work under pressure and to deadlines</p>		
Values	Excellent interpersonal skills		Application Form Interview References
Other	<p>Ability to travel within geographical area</p> <p>Able to work hours flexibly</p>		Application Form & Interview

Sampson Abe
11/30/2020 15:53:35

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high-quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

ESR Position No: / Approval Date:

- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have **indirect contact** with patients / service users / children /vulnerable adults in the course of your normal duties. You will therefore not be required to apply for a Criminal Record Bureau Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the

content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Sampson, Abe
11/30/2020 15:53:35

You must highlight the post to which this job description applies showing relationship to positions **on the same level and, if appropriate, two levels above and below**. Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



Sampson Abe
11/30/2020 15:53:35

Sampson, Abe
11/30/2020 15:53:35

ESR Position No: / Approval Date:

Agenda item: 2.4

Charitable Funds Committee		Date of Meeting: 4th December 2020
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 April 2020 to October 2020.

RECOMMENDATION(S):

The Charitable Funds Committee is requested to NOTE items with a combined value of £55,747 attached that have been approved for expenditure during April 2020 to October 2020.

Approval/Ratification/Decision¹	Discussion	Information
✓		

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

Ratification of expenditure
approved under delegated
authority

Page 1 of 4

**Charitable Funds Committee
3 December 2020
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	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 Locality /Directorate Managers delegated with this responsibility in line with the Charitable Funds Strategy and Policy document.

DETAILED BACKGROUND AND ASSESSMENT:

Sampson Abe
11/30/2020 15:45:33

Ratification of expenditure approved under delegated authority

Page 2 of 4

**Charitable Funds Committee
3 December 2020
Agenda Item: 2.4**

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 £55,747 attached have been approved for expenditure during April 2020 to October 2020.

This listing is provided at Appendix A.

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 2019 meeting.

NEXT STEPS:

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

Sampson, Abe
11/30/2020 15:45:33

Ratification of expenditure
approved under delegated
authority

Page 3 of 4

Charitable Funds Committee
3 December 2020
Agenda Item: 2.4

Appendix A

Powys Teaching Health Board Charitable Funds Items Approved April to October 2020

Fund	Item	Reason for purchase	£	Approved
Items Approved April 2020				
Powys General Purposes	Digital Screens & licences	To deliver accurate and up to date information, to frontline staff who do not have access to technology.	25,937	Committee
Items Approved May 2020				
Bronllys Acute Funds	Garden furniture	To be able to have a well being area for the Crisis Team, while being close to respond to crisis calls.	400	J. Garfitt
Machynlleth - General Purpose	Hybrid Cushions	Additional items to provide pressure relief to inpatient as needed, and prevent further injuries.	762	J Crowl
Machynlleth - General Purpose	High trolley	To streamline the storage of equipment for Outpatients Clinics	499	J Crowl
Items Approved June 2020				
South & Mid Powys Community & Palliative Care	Automated entrance door for Pain and Fatigue Management building	To enable people with limited mobility to have easier access to and within the building	9,595	J Crowl
South & Mid Powys Community & Palliative Care	Telehealth Facilitator 6 months	To fund a Telehealth Facilitator until the end of licence period to support further work	9,127	J Marchant
Bronllys Acute Unit	Fridge/freezer & sofa	To brighten and enhance the staff room facilities for staff well being.	450	J. Garfitt
Llandrindod Wells Patients Home and Comforts	Large Bags for DN's	This will enable DN's to carry equipment to their car and between patients	182	J Crowl
Items Approved July 2020				
North Powys DNs	Huntleigh Dopplex Super II Machine	This will benefit the treatment of patients within their own homes or outside of a hospital setting	504	J Crowl
Llandrindod Claeuwen Ward	Pat Slide medical weighing Scale	To enable to weigh patient on arrival that are bed bound/palliative to avoid discomfort the need to transfer to chair weighing scales	2,634	J Crowl
Newtown General Purposes	Fridge for staff use Brynheulog Ward	To provide additional cold storage for staff food and refreshments	350	J Crowl
Items Approved August 2020				
Newtown General Purposes	Patient transfer scale	To enable to weigh patient on arrival that are bed bound/palliative to avoid discomfort the need to transfer to chair weighing scales	2,395	J Crowl
Items Approved September 2020				
Brecon General Purposes	TVs for Epynt ward	Replacement of TV's to prevent loneliness and boredom to patient and to bring a positive impact on caring & dignity	1,950	J Crowl
Items Approved October 2020				
Llandrindod EMI Ward	Patient Christmas Festivities - Clywedog Ward	Expenditure for decorations, food and presents for patients at christmas	100	J Garfitt
AMI Legacy	Newspaper	Inpatient newspaper, this will enable patients to keep up to date with the outside world. This will also provide a subject of communication within the ward.	94	J Garfitt
AMI Legacy	Welcome Pack	To welcome patients on the ward with the essentials needed for a stay	467	J Garfitt
General Purposes Brecon	Patient Christmas Festivities Epynt Ward	Expenditure for decorations, food and presents for patients at christmas	150	J Crowl
General Purposes Brecon	Patient Christmas Festivities Y Bannau Ward	Expenditure for decorations, food and presents for patients at christmas	150	J Crowl
TOTAL APRIL 2020 TO OCTOBER 2020			55,747	

Ratification of expenditure approved under delegated authority

AGENDA ITEM: 2.5

CHARITABLE FUNDS COMMITTEE		DATE OF MEETING: 3 rd December 2020
Subject :	PAVO Small Grants Scheme Report	
Approved and Presented by:	Charity Manager	
Prepared by:	Charity Manager	
Considered by Executive Committee on:	Not considered at time of reporting	
Other Committees and meetings considered at:	N/A	

PURPOSE:

To present an update on the PAVO Small Grant Scheme, with details on project underspends from 19/20 grants and PAVO's recommendations for grants to be awarded in 20/21.

PAVO's Small Grants panel has reviewed all project proposals and has presented its funding recommendations for the Charitable Funds Committee.

RECOMMENDATION(S):

The Charitable Funds Committee is requested to NOTE the underspend on grant proposals from 19/20 and APPROVE the continuation of those projects.

The Committee is also requested to APPROVE PAVO's recommendations for projects to be funded in 20/21.

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 Objectives:		
	1. Provide Early Help and Support	✓
	2. Tackle the Big Four	✓
	3. Enable Joined up Care	✓
	4. Develop Workforce Futures	x
	5. Promote Innovative Environments	x
	6. Put Digital First	x
	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 requested to APPROVE the proposed use of project underspends for delayed Small Grant Scheme projects from 19/20.

The Charitable Funds Committee is also requested to APPROVE PAVO's Small Grant Scheme 20/21 recommendations to fund 15 projects for a total of £19,236.70

A full summary of the projects underspends and funding recommendations can be found at Appendix 1 & 2.

DETAILED BACKGROUND AND ASSESSMENT:

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

Small grant scheme projects from 19/20 were impacted by the disruption of COVID-19, leading to several projects having an underspend at the end of the originally agreed grant period. These delayed projects have requested more time to continue to deliver their projects as intended, with one project (Friends of Ysgol Trefonnen) requesting a slight change to how their proposed underspend is used.

The Small Grant Scheme for 20/21 projects has also been impacted by COVID-19, with a panel review of applications taking place later in 2020. PAVO have requested that any newly funded proposals be given a full 12 months to deliver their proposed projects from the date of award.

NEXT STEPS:

The Committee's decisions on the Small Grants Scheme will be communicated to PAVO, who will manage the day to day administration and evaluation of the funded projects.

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	✓			

Statement

Please provide supporting narrative for any adverse, differential or positive impact that may arise from a decision being taken

Welsh Language	✓				
Risk Assessment:					
	Level of risk identified				<p align="center">Statement</p> <p align="center"><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	✓				

Appendix 1 – Small Grants Underspend 19/20 Projects

ORGANISATION	PROJECT	UNDERSPEND AMOUNT	REASON FOR UNDERSPEND
Llandrindod Wells Leg Club	New leg club in Rhayader	£660.00	Doctor's couch not purchased
Brecknock Play Network	Weekly Pop-up Play Session	£356.41	COVID-19 disrupted planned sessions, could they carry over the money to finish the programme once restrictions have been lifted
Calan DVS	Introduce Healthy Eating Cooking Sessions	£586.58	Final event was due to take place at the end of March. COVID lockdown prevented this. They have retained the funds. Asking if they can keep the funds to hold the event when lockdown is lifted.
BCA - Healthy Lives	Weekly Healthy Lives sessions	£1,099.00	COVID-19 disrupted planned outdoor workshops
Ysgol Trefonnen Friends	Zumba & Yoga sessions	£880.00	Instructor gave time for free, items not purchased as instructor brought all equipment with her
Ysgol Trefonnen Friends	Monthly lunch clubs	£345.10	Activities halted due to COVID

All groups will continue to deliver their originally planned activities later than intended, due to COVID-19. As their planned Zumba & Yoga sessions were delivered for no cost, Friends of Ysgol Trefonnen have proposed the following use for their £880 underspend for additional equipment and activities:

Value exercise mat x 10 - £6.29 each x 10 = £63

Portable music system = £200

Disco ball x 2 - £40 each = £80

Circular yoga mats x 10 - £13 each x 10 = £130

1000 glow sticks = £39

Fee for 6 sessions per term for 3 terms = £360

This means they will be able to deliver additional activities over and above what they had initially planned.

Appendix 2 – Small Grants Scheme Recommendations for Funding

Group	£	Project	Priority	Panel recommendation	Panel requirements
Arts Connection - Cyswllt Celf	£1,500.00	Setting up a Crafting Well group, which will run 10 weeks of activities for people with depression and mental health issues. Participants will be targetted through the Community Connector service in liaison with the local GP.	PREVENTION	Fund in full	
Bracken Trust Cancer Support	£1,380.00	"Moving Me" classes - allowing users of the Bracken Trust the opportunity to experience movement for pleasure and discovery, reconnecting with their physical selves and finding joy in being themselves.	PREVENTION	Fund in full	

Sampson Abe
11/30/2020 15:00:35

Credu	£600.00	Refreshments / Lunch club / Trips/ Christmas Meal for a group of carers / older people based in the Carno / Caersws area.	PROMOTION	Declined	Insufficient information contained in the application around the numbers of people benefitting. Following the request for further information, there was still insufficient information provided.
Dementia Friendly Newtown	£1,635.00	Virtual Reality Headset with ongoing support and training for staff. The headset will be used with patients with dementia within a 40 bed care home in Newtown. Additional costs for cleaning materials and disposable masks	PREVENTION	Fund in full	The panel insists that there is a risk assessment in place re use of equipment
Ecodyfi	£2,169.40	Social Prescribing support in Machynlleth area, specifically the 'Walking for Wellbeing' group. Funding will support an Outdoor Health Project Officer, and trained leaders to provide a nurturing, caring space for those with additional needs to connect with nature. People with mental / physical issues will be targetted.	PREVENTION	Fund in full	
Knighton Access Group	£469.00	Materials for a gardening project in the community with other local voluntary organisations. The project will bring together the whole community where physical activity will take place in a fun and informal way.	PREVENTION	Fund in full	

Knucklas Castle Community Land Trust	£1,158.21	Materials for a compost toilet with handwashing facilities at Knucklas Community Land Trust Project. The toilet will enable increased participation in the activities of the Project. The work will be undertaken by volunteers	PREVENTION	Fund in full	
Llanbister Community Hall Committee	£1,500.00	Develop & extend Community Catch-up Club by funding the hire of building; the wages of a staff member; 4 new tables; scrapbooks for a local history project that the club will run. The Club offers opportunities for people of all ages to come together through a varied programme of activities and events.	PREVENTION	Part fund - award £820; no funding for staff member at £680	
Llys Glanrafon Residents Association	£1,950.00	Recreation Equipment / Trip / Music Evening activities for residents of Llys Glan yr Afon in Newtown. The activities will demonstrate active involvement of the residents to combat the loneliness many residents feel, and will help them to maintain their independence, whilst also promoting a healthy lifestyle.	PREVENTION	Approved for funding	

Sampson Abe
11/30/2020 15:00:35

Mens Shed Newtown	£1,500.00	Weekly clay sessions for small groups of people with dementia, Parkinsons, sight impairment, autism, mental health and low self-esteem at Mid Wales Arts Centre. The funding will also cover the costs of the sessions. The group will then go on to sell their pieces at an open days and exhibitions to raise funds to continue the project.	PREVENTION	Approved for funding	
Mid & North Powys Mind	£1,440.00	Venue Hire for monthly Mums Matter groups to meet in Llandrindod, Llanidloes, Whitton, Newtown and Welshpool for a year.	PREVENTION	Decline	Requested information about how they were going to operate during the COVID-19 pandemic and how this would affect their costs. They are currently operating by Zoom, and they chose not to amend their costs for meeting room hire.
Ponthafren Association	£1,500.00	Contribution towards new gym equipment available to the Welshpool community via Ponthafren. Activities will be managed by the Service Manager and trained volunteers. Attendees will be assessed at the beginning of the course and then again after 3 months.	PREVENTION	Fund in full	The group were asked about operating during COVID-19 and the panel were fully satisfied that all aspects had been carefully considered in line with WG advice and risk assessed accordingly.
Royston Memorial Hall	£892.09	Short Mat Bowling Group - storage system for the safe transportation of mats, to encourage participation of	PREVENTION	Fund in full	

		group members, and increase numbers involved.			
Strictly Parkinsons's (South Powys)	£663.00	Production of a promotional video of the dance sessions held for people living with Parkinsons, patients , carers and family members. The video will sent to Doctor's surgeries, shown in nursing homes and day centres to interested parties who may like to get involved.	PROMOTION	Fund in full	
Teme Ithon Action Group	£600.00	10 week Yoga Course aimed at adults and older people in the village who may not be engaging in physical activity,	PREVENTION	Decline	No safeguarding, insurance or checks for volunteers / staff.
Tir Coed	£1,500.00	Materials for the creation of memory benches by groups who traditionally have problems accessing the outdoors and partaking of physical activity, including of elderly and young people with their carers.	PREVENTION	Fund in full	
Welshpool Community Transport	£2,000.00	To provide Taxi Tokens for a year to support individuals who cannot access public transport or who do not own a car in a rural area for a sparse and scattered ageing population. The tokens enable the individuals to go shopping, maintain friendships, visit the GP, and play a part in their community.	PROMOTION	Fund in full	

Wye Valley Mediation	£2,262.00	Funding to train 16 children in years 5 & 6 in Crossgates and Llanfaes primary schools to be trained as peer mediators. The introduction of the peer mediation service will support the mental health and wellbeing of the children who use the service and act as mediators.	PREVENTION	Declined	Previous year's monitoring report not received despite 5 attempts to contact. Evaluation was received 3/8/2020, with the explanation that the office had to move unexpectedly, and the coordinator had been through some difficult personal circumstances
Ystradgynlais Mind	£1,500.00	Introduction of 'chair yoga' sessions for people with mental health issues, and also expanding the provision to the wider community as a means of promoting and improving mental health and wellbeing.	PREVENTION	Part Fund - contribution of £100 for staff time given that the sessions will be delivered digitally	Contacted to ask about delivery during COVID-19, and informed that sessions would be carried out using Zoom. The panel felt that the staff time aspect should be reduced as it was being delivered digitally.

Sampson Abe
11/30/2020 15:00:35

Agenda item: 2.6

Charitable Funds Committee		Date of Meeting: 3rd December 2020
Subject :	APPROVAL OF RESERVES POLICY	
Approved and Presented by:	Head of Financial Services	
Prepared by:	Head of Financial Services	
Other Committees and meetings considered at:	None	

PURPOSE:

To receive a draft reserves policy for approval.

RECOMMENDATION(S):

The Charitable Funds Committee is requested to APPROVE the draft Reserves policy.

Approval/Ratification/Decision¹	Discussion	Information
✓		

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	×
	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 Charitable Funds Committee has requested a formal reserves policy be produced. This has been drafted by the Head of Financial Services.

DETAILED BACKGROUND AND ASSESSMENT:

The Charity to date has provided a Reserves declaration within the annual report and accounts each year. The Committee have requested that a formal Reserves policy be drafted for their approval. Upon approval this will be attached as an appendix to the Charitable Funds Policy and uploaded to the charity section of the PTHB website.

The available unrestricted reserves as at the 31st March 2020 totalled £3.258M. Compared to the target level of reserves within the policy of £0.708M, the Charity is holding significantly in excess of the target reserves but the recent appointment of the Charity Manager and strategy of the charity is to ensure the expenditure of available funds within a timely manner of receipt.

NEXT STEPS:

Charity reserves policy

Page 2 of 5

**Charitable Funds Committee
3 December 2020
Agenda Item: 2.6**

Sampson, Abe
11/30/2020 15:41:35

The approved policy is to be added as an appendix to the current Charitable Funds Policy and included within the Charity Section of the PTHB website.

Appendix A

Charitable Funds Reserves Policy

1.0 Introduction

Reserves are that part of a charity's unrestricted income funds which are freely available to spend on any of the charity's purposes. The reserves policy explains to existing and potential fundraisers, donors and other stakeholders why a charity is holding a particular amount of reserves. A good reserves policy gives confidence to stakeholders that the charity's finances are being managed and can also provide an indicator of future funding needs.

The reserves policy of a charity must be set out in its Annual Report. It should consider the charity's financial circumstances and other relevant factors. It is good practice to keep the reserves policy under review to ensure it meets the changing needs and circumstances of the charity.

Deciding on the level of reserves that a charity needs to hold is an important part of financial management and forward financial planning. Reserves levels which are higher than needed may tie up money unnecessarily. However, if reserves are too low then the charity's solvency and its future activities can be put at risk.

2.0 Policy

The Charity's current reserves policy is as follows:

'The reserves policy has the objective of ensuring that the Charity has sufficient funds available to maintain liquidity, cover unforeseen risks and provide for future opportunities.

The Charity relies heavily on income from donations, fundraising and legacies. These are unpredictable sources that can vary year to year. Therefore, the Charity needs sufficient reserves to be able to continue its activities in the event of fluctuations in its income.

The Charity has a target level of reserves of £0.708M. This is based on the following calculation, with average figures taken from the last three years of audited accounts:

- One year's administration cost (support costs, fundraising costs and investment management costs).
- 20% of the value of investments held.
- 25% of the grant funded activity expenditure.

The target level of reserves will be reassessed on an annual basis.

The Trustee will review the actual reserves held against the target at least annually, to ensure that sufficient funds are held within the Charity, whilst also continuing to utilise funds within a reasonable period of receipt.'

3.0 Target Level of Reserves

To establish the target level of reserves, a number of factors were considered:

- Anticipated levels of income for the current and future years;
- Anticipated levels of expenditure for the current and future years;
- Future needs, opportunities, commitments and risks. This includes looking at future plans, projects or other spending needs that cannot be met from the income of a single year's budget.

The vast majority of the Charity's income is from donations, fundraising and legacies. These are unreliable and unpredictable sources that can vary year to year. The Charity Manager is working on diversifying and broadening the sources of income through identifying new potential donors and raising awareness of the Charity in different spheres of influence. This should help provide more security of income; however, there can still be no guaranteed level of income for any year.

The Charity's expenditure is primarily driven by delegated funding approvals and those approved by the Charitable Funds Committee. These are entirely within the Charity's control and the level of approvals can be reduced or increased depending on the reserves available.

The Charity does have ongoing expenditure arising from the costs of the Charity Manager and Finance staff, the Investment Manager fee and Audit fees. The Committee can have little influence over these in the short term and so they should be considered when considering the reserves requirement.

The other large influence on the Charity's reserves is fluctuations in the investments, which can rise or fall in value on a monthly basis.

Taking the above into account and using average figures from the last three years of audited accounts, the calculation of the target level of reserves is as follows:

- The reserves should include one year's administration costs (support costs, fundraising costs and investment management costs), which would allow the Charity to continue to run for this period even if no income was received. The three-year rolling average together with the addition of annual funding for the Charity Manager Role is £0.074M.
- To insure against the risk of a large fall in the investments, the reserves should include 20% of the three-year rolling average value of the investments. This would allow for a significant fall in value and is based on the fact that during

2008/09, the investments of the charities fell by 27%. The amount included in the target is £0.572M.

- To allow the Charity to support larger projects that cannot be paid for with one year's worth of income and also to allow the Charity to continue to support projects if income was severely reduced, 25% of the grant funded activity expenditure should be included in reserves. Should income cease this would allow the Charity to continue to fund projects at its current rate for three months, or at a reduced rate for six months. The three-year rolling average is £0.062M.

Based on the above figures, the target level of reserves for the Charity would be £0.708M.

4.0 Management of Reserves

In order to maintain as low a level of reserves, it is important that:

- Expenditure plans are formulated for all the relevant funds.
- Monthly financial reports are produced for all funds and in this way overall expenditure is currently monitored.
- The value of fixed asset investments performance reviewed on a quarterly basis.
- Financial Performance reports are to be provided to the Charitable Funds Committee at each meeting

5.0 Review of Reserves Policy

The Charitable funds Committee will review the Reserves Policy on an annual basis to reflect the most recent financial information to update target reserves amount on a three-year rolling assessment.

Sampson, Abe
11/30/2020 15:49:35

AGENDA ITEM: 3.1

Charitable Funds Committee		DATE OF MEETING: 3 rd December 2020
Subject :	Charity Activity Report	
Approved and Presented by:	Charity Manager	
Prepared by:	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 fundraising, engagement and evaluation activity for the Charity in the period since the last Committee meeting.

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):

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

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:

Key activities for the Charity during the period include:

- **All Wales NHS Charities Campaign**
- **Expansion of COVID Response Fund**
- **Collaboration with Regional Partnership Board**
- **Facebook page launch (@PTHBCharity)**
- **Evaluation of the Charity's funding streams**
- **Supporting EOLC programme**

A more 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 progress areas 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	Statement
Age	✓				<p><i>Please provide supporting narrative for any adverse, differential or positive impact that may arise from a decision being taken</i></p>
Disability	✓				
Gender reassignment	✓				
Pregnancy and maternity	✓				
Race	✓				
Religion/ Belief	✓				
Sex	✓				
Sexual Orientation	✓				
Marriage and civil partnership	✓				
Welsh Language	✓				

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	✓				

Appendix 1

Charity Activity Report (July – November 2020)

Fundraising & Donations

The Charity has received support from a variety of donors which the majority of funding coming from larger, national appeals and well-coordinated local fundraising initiatives. The number of donations has gradually reduced from earlier in the year but is expected to increase slightly over the winter period. The ongoing all Wales NHS campaign will remain open for donations for the time being.

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

Date	Donation/Grant amount	Donor	Information
2 nd July	£163	Cardiff and Vale Health Board	Part of a Cardiff based fundraiser for all NHS Charities in Wales. Artwork sales were split between the charities. This funding is for the General Purposes of the Charity.
8 th July	£390	Glantawe Lions	Part of a local fundraising appeal, previously mentioned. This funding is for the General Purposes of the Charity.
10 th July	£4,885	Brecon RFC	Part of a local fundraising appeal and the second part of a fundraiser for the Charity by Brecon RFC. This funding is for the General Purposes of the Charity.
22 nd July	£3,316	All Wales NHS Charity Campaign	Funding from the ongoing campaign in collaboration with Wales' other NHS Charities. This funding is for the General Purposes of the Charity.
5 th August	£51.59	Just Giving	A tally of smaller general donations made to the Charity.

10 th August	£345	Brecon RFC	Part of a local fundraising appeal. This funding is for the General Purposes of the Charity.
18 th August	£50,000	NHS Charities Together	An additional allocation as part of the response to COVID-19 fund. This allocation will specifically focus on projects that increase accessibility and benefit groups that have been disproportionately affected by COVID-19.
21 st August	£1,918.77	All Wales NHS Charity Campaign	Funding from the ongoing campaign. This funding is for General Purposes.
September	£57,500	Local donor	PTHB was recognised as one of the beneficiaries following the sale of a local estate as a legacy gift. The funding has been designated for the general purposes of Machynlleth Hospital.
18 th October	£408	All Wales NHS Charity Campaign	Funding from the ongoing campaign. This funding is for General Purposes.
3 rd November	£100	Charities Trust / Barclays	Match funding from Barclays, supporting previous fundraising efforts from Llanidloes RFC. This funding is for General Purposes.
5 th November	£350	Sophia Tanner's Fundraiser	The Charity benefitted from a local fundraiser for three separate charities and received an equal share of the proceeds. The funding was raised specifically for the Newtown Branch Specialist Nursing Team in the Community.

Sampson Abe
11/30/2020 15:35

20 th November	£64	All Wales NHS Charity Campaign / PayPal Fund	Funding from the ongoing campaign. This funding is for General Purposes.
------------------------------	-----	--	---

In addition to the above donations, donations 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.

All Wales NHS Charities Collaboration

The impact of COVID-19 has seen an increase in public interest and support for NHS Charities, which has led to new opportunities for collaboration in Wales. Led by the Swansea Bay Health Charity, Welsh NHS Charities have established an all Wales fundraising campaign to support with COVID-19 which has raised over £185,000 to date. The PTHB Charity has received over £15,000 of funding from this campaign, which is steadily drawing to a close but will remain open across the winter months.

Following the success of the campaign and the increasing pressure on NHS Charities, an all Wales NHS Charities Group has been formed. The Group will enable greater collaboration and communication between Health Board Charities and the ability to campaign at a national level. The inaugural meeting was on the 9th September 2020 and the Group will continue to meet on a quarterly basis.

Communications & Engagement

The PTHB Charity has continued to gradually increase its online presence and engagement with the addition of a new Facebook page to accompany the existing Twitter, Just Giving and Work for Good social media channels as of November 2020. A bi-monthly Charity newsletter will also launch for December 2020. Ongoing staff and public surveys are currently running to provide valuable feedback for the development of a new campaigns and engagement strategy for 2021. Alongside the survey work, a number of marketing and creative design companies have also been reviewed as part of the shortlisting process for developing a

brand identity for the Charity. This work is a priority for the Charity as part of its annual plan and will help to support the delivery of key long-term objectives.

The Charity also participated in the campaign for the 'biggest thank you ever' on the 5th July, with health boards and NHS Charities across the UK. The campaign tied into the annual birthday celebrations for the NHS, many of which were impacted by COVID-19, offering a digital alternative for supporters to show their appreciation and share their stories.

Additional Governance Measures

An internal audit into the effectiveness of governance arrangements in place during the Phase 1 response to Covid-19 highlighted the following key points with regards to the Charity:

Charitable Funds

What we found

Our review identified the following:

- *Charitable donations are processed in accordance with the charitable objectives of the Charity.*
- *A Covid-19 Response Fund was ring-fenced from money received through NHS Charities Together. A bespoke application form was developed and all applications to this Fund were considered by the Gold Group.*
- *A Just Giving page was established to assist with increased public desire to donate to the health board.*
- *We were informed that donations were not used for PPE and / or essential equipment as this is provided for by the Welsh Government.*
- *A report on the amount of donations and expenditure was presented to the July Charitable Funds Committee, which separately identified the income received under the Covid-19 Response Fund.*
- *We were unable to identify if staff were reminded of their obligation to record gifts or hospitality, or if they were provided with guidance for when approached with donations.*

What could be done differently in future?

We suggest the following consideration as the organisation looks forward:

- *Ensuring staff are reminded of their obligation to record gifts or hospitality.*
- *Providing guidance for staff who are approached with donations.*

As highlighted in the audit, the significant increase in community gifts and donations to PTHB staff across 2020 led to the need for new measures to ensure correct governance procedure is being followed throughout PTHB. The Charity Manager created new guidance for all staff members to help outline the appropriateness of charitable gifts and donations along with the steps to correctly record them. A Good Governance of Gifts & Donations document was created in September 2020 in line with existing PTHB guidance and the Healthcare Financial Management Association (HFMA) recommendations.

Powys End of Life Care Programme

The CFC approved funding to support a holistic, renewed programme to improve End of Life Care across PTHB in July 2020. The Charity Manager is supporting the development of this ongoing programme in an advisory capacity as a member of the project steering group, which was established in October and continues to meet on a monthly basis.

NHS Charities Together Funding

The PTHB Charity has continued to benefit from the support of the UK membership body, NHS Charities Together (NHS CT), and its COVID-19 Fundraising Appeal. The PTHB Charity received a further grant of £50,000 in August to support staff and patient wellbeing as part of the response to COVID-19, in addition to the £49,500 received in May 2020. As of November 2020, over £86,000 of this funding has been committed across 38 individual projects throughout PTHB. All applications have been reviewed and approved by the COVID-19 GOLD Group, with all large proposals (over £5,000) also requiring support from the CFC before being approved. The funding has been used to support a variety of projects, from staff wellbeing facilities to online support programmes and assistive devices for patients and families. It is anticipated that the remainder of this funding will be committed by the end of the year. The response to a staff evaluation of the fund has been overwhelmingly positive, with the majority of applicants finding the process highly accessible.

In addition to the aforementioned funding, there is an additional opportunity for the PTHB Charity to apply for a further £50-100,000 from NHS CT to develop a programme to support community partnerships and aiding community recovery from COVID-19 across Powys. The fund has a strong focus on collaboration between multiple partner organisations and the PTHB Charity is exploring this opportunity through the Powys Regional Partnership Board for a programme which starts from April 2021.

COVID response fund applicant survey and feedback

Following submission of their proposals, applicants from the first stage of the COVID response fund were asked to complete an anonymous survey created by the PTHB Charity to evaluate the success of the scheme. The full results can be found below along with feedback from applicants and a selection of evaluation reports from successful projects.

Overall, the feedback was highly positive with applicants praising the ease of the process (all respondents found it either very accessible or accessible) and the good level of communication between themselves and grant administrators. The majority of applicants were applying for Charitable Funds for the first time and stated they would be more likely to apply again after their experience with the fund. This is important as many applicants stated that they were unsure of the existing processes and mechanisms to apply for funding. Elements of the grant scheme that were criticised included delays on decision making and the difficulty in procuring items. Respondents stated they would be keen to see future grant schemes retain the same level of communication, indicate timescales for the procurement process and focus on specific themes for a set period of time.

Sampson/Abe
11/30/2020 15:35

1. Have you been able to implement your proposal/project yet?

[More Details](#)

- Yes, it's been fully implemented
- It's started to be implemented
- No, not yet



2. How accessible did you find the application process?

[More Details](#)

- Very accessible
- Accessible
- Neither/unsure
- Not very accessible
- Very inaccessible



3. Would you be more likely to apply for future funding rounds after your experience of making this application?

[More Details](#)

- Much more likely
- Somewhat more likely
- The same as before
- Less likely
- I would not apply again



4. Was this your first application to the PTHB Charity?

[More Details](#)

- Yes
- No
- Unsure



5. Were you aware that you could apply for funding from the PTHB Charity before this funding scheme?

[More Details](#)

- Yes, I was very familiar with th...
- Yes, but I didn't know the proc...
- Unsure
- No, I had no idea



6. Is there anything in particular that you think worked well about the funding process?

"Having a direct contact to discuss the process with who was able to answer queries was really useful."	"Good communication, easy to complete forms"
"Application form wasn't onerous and easy to complete. Charity Manager (Abe) responsive and answered queries quickly."	"Very quick responses from email queries to both funding application team and finance"
"Ability to discuss with the Charity Manager about the proposal and likelihood of it being supported, before doing lots of application work. Nice simple form."	"I was impressed with the short space of time that the whole process took. From being informed that I could submit an application, to actually receiving the items that I requested funding for, was only a matter of 2-3 weeks."
"Benoit Javery was incredibly patient and helpful with me; promptly replying to any queries I had regarding my application."	

Sampson Abe
11/30/2020 15:35

7. Is there anything in particular that you think did not work well?

"The process of procurement finding the items from their sources didn't work as the limited companies that the health board uses to purchase goods from didn't have the required items."	"No, all good."
"The time period between sending the application and the funding being agreed. I appreciate it requires senior people in the organisation but the delay is frustrating."	"The part from application approval onwards. I had to chase up Finance initially in order to get the documentation/guidance for how to order goods from the Fund. I am still waiting for the goods to be ordered by Finance 2 weeks after they were submitted on Oracle. As it was a partnership application, the partners are emailing for updates quite regularly and I have to say that I'll chase it up, which doesn't look good!"

8. Is there anything that you would like to see from future funding streams?

"Greater awareness of funding availability and criteria necessary. It's the first time I have applied, and delighted to have been successful, thank you."	"A defined timescale for sending and receiving application/equipment."
"More examples/guidance of what the NHS Charities Together funding can be used for."	"Good communication and assistance with applications."
"Perhaps specific themes that the fund will support for a specific period of time."	

Sampson Abe
11/30/2020 15:35

9. Overall, how would rate the funding scheme?

[More Details](#)



8.86 Average Rating

Sampson Abe
11/30/2020 15:06:35

Appendix 2.1



Outcome of Charitable Funds support for

Florence Nightingale Foundation COVID19 Leadership support

Summary Project

Powys Teaching Health Board Charitable Fund received funding from the Florence Nightingale Foundation (5k) to offer Powys Registered Nurses and Midwives specific support for the additional and extraordinary leadership responsibilities during COVID 19 and our recovery from the crisis.

Why leadership support is important?

- Powys Senior Leadership team and frontline nurses and midwives have been responding to the demands and flexing services to respond to COVID-19 pandemic.
- Nursing and midwifery professionals are at the heart of responding to COVID-19 today, tomorrow and in the coming months ahead.
- It has been recognised this is undoubtedly the most challenging, difficult and pressurised time in generations for teams working in health and social care settings across Powys.
- Interventions to help maintain a balanced and positive mental health will be very important during and recovery stage of this crisis.
- It is also important to ensure workforce can continue to focus on the future.

Benefits to the organisation of this project?

During August and extended into September, Powys Nurses and Midwives have been keen to take up the offer of the sessions via on-line platform to deliver group leadership support in real time. Powys Nurses and Midwives have been able to access a psychologically safe space for nurses and midwives to explore leadership challenges, issues and concerns raised.

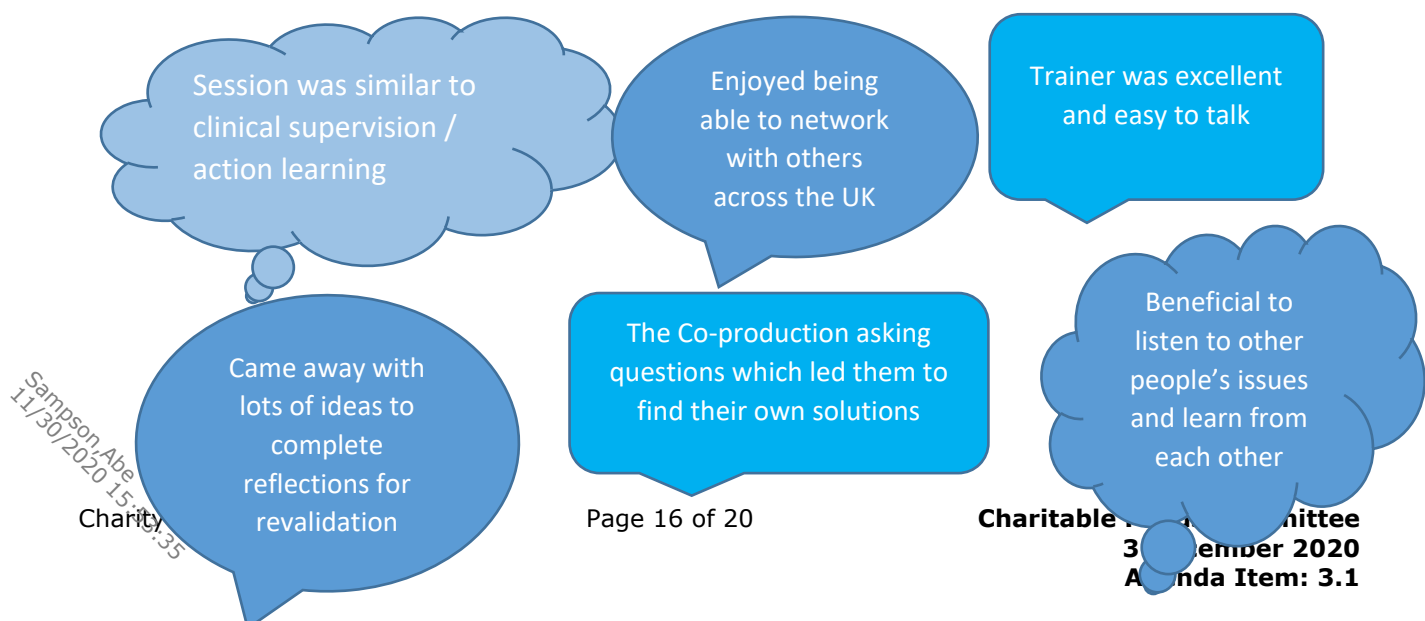
Sampson Abe
11/30/2020 15:35

The sessions have enabled the identification of strategies for self-development and selfcare in response to the immediate and future challenges.

Outcomes

- The offer of the Florence Nightingale leadership has been positively welcomed by Powys Nurses and Midwives across the Health Board
- The sessions enabled Powys nurses and midwives to articulate a narrative which demonstrates their leadership development and contribution to the Covid19 response
- To date 22 staff members have taken up the offer of the session during August package and there is positive indication that many plan to book onto September sessions.
- Powys Nurses and Midwives have reported positively in regards to the high quality of the Florence Nightingale sessions available to them without having to travel significant distances to access the sessions
- Powys Nurses and Midwives have reported how they will use the sessions towards their NMC revalidation reflections
- Many people reported the benefits of being able to share and explore challenges they have faced during COVID 19 and help reflect on experiences to inform with further preparation. One session included networking with practitioners in the Shetland Isle and London but with shared issues.

Staff feedback includes;



The issues were all different but we could
all relate to them

Conclusion and further actions.

The funding received from Charitable Funds has been instrumental in providing a platform for COVID19 leadership support to Powys Nurses and Midwives. The quality of the co-production methodology and facilitation provided by Florence Nightingale Foundation has been welcomed by Powys Nurses and Midwives with the added benefit that this could be accessed through digital platforms without the necessity to travel. A number of Powys Nurses and Midwives have indicated their intention to access the sessions offered during September for continued support, reflect and ongoing preparation with current demands of COVID 19.

The concept of co-production / shared action learning has been proactively received and should be considered as part of the Powys Nursing and Midwifery Professional leadership agenda.

Prepared by

Julie Richards

Head of Midwifery and Sexual Health

On behalf of Heads of Nursing and Midwifery forum

Sampson, Abe
11/30/2020 15:35

Appendix 2.3 – Feedback from all Wellbeing hubs

Llanidloes wellbeing hub

Thank you! Very much APPRECIATED!

Thankyou wonderful gesture. 

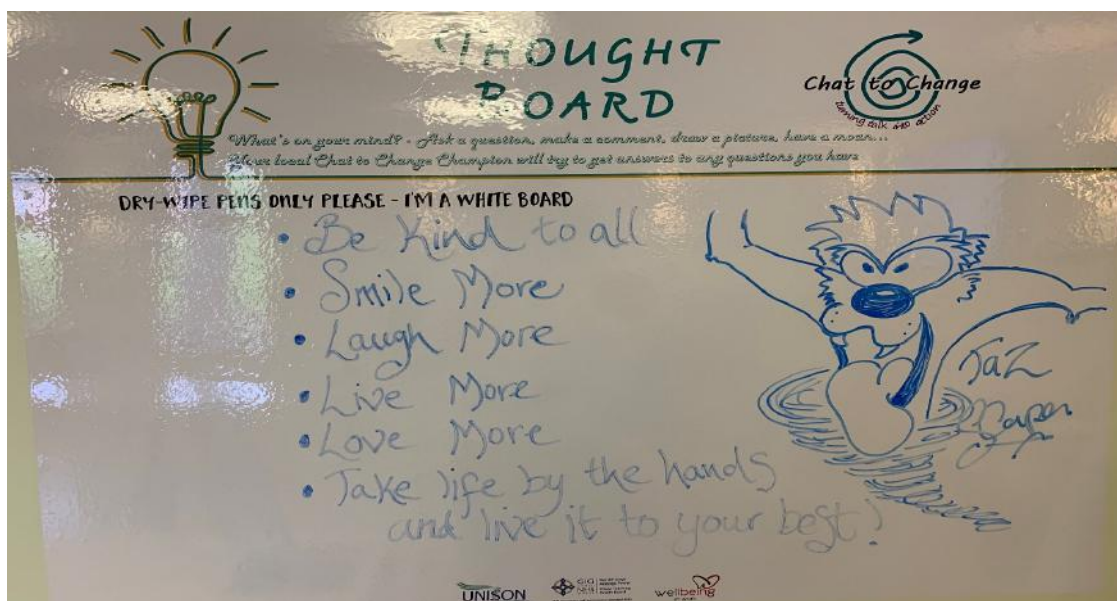
Big thanks for drinks and space!

Certainly positive feedback from many people here about tea coffee, fruit and biscuits.

Also positive comments from some areas who say they feel generally 'left out' –e.g. District and Community have been very positive about it. Can you pass on thanks from some of staff here.

Machynlleth wellbeing hub

Our Thought Board is being used by our resident artist.



It is however a 'place' as I hear people talking about going to the Wellbeing Hub and not just the staff dining room.

Welshpool Outreach hub

Just a note to say we all loving our Wellbeing Hub tea/coffee and biscuits. Especially around 3pm when the "afternoon slump" can hit and a biscuit and cuppa just really picks you up.

Sampson Abe
11/30/2020 15:35

Brohafren

We value our Wellbeing Hub and use it to "weigh in". Our tea, coffee and water and squash supplies keep us hydrated and, sometimes, you just "need" a biscuit....just because....and that's OK. So, what we are learning is that its OK to eat well but in these strange times what we don't need is to be hard on ourselves for having that biscuit. Many thanks to you, Treena, for carrying on the Hubs. Without a doubt, they are valuable and needed and appreciated.

Llansantffradd outreach wellbeing hub

Thank you for the wellbeing gifts for all staff in Llansantffraid building , they are very much appreciated, we love our wellbeing supplies, thank you very much!!

Waterloo road outreach wellbeing hub

Wellbeing hub have been very well received and staff are grateful of the gesture.

Ynysplant Outreach centre

Wow, thank you so much for the goodies.....there's not many in the building today, but those that are, have been bowled over!

Antwy Gwy outreach centre

We are very thankful for this act of kindness and wellbeing as to be honest we thought and felt that we had been forgotten! THANK YOU FOR THINKING OF US.

TyIlltyd outreach centre

Thank you for the supplies, much appreciated.

Felindre Ward outreach wellbeing hub

Thank you so much Treena, the team really appreciate it 😊

Brecon wellbeing hub

Sampson Abe
11/30/2020 15:35

For those who used it very grateful for the freebies, especially the biscuits and water. It goes very quickly.

All in all pretty well valued by staff.

Well used and lots of positive feedback on the Thought Board



Prepared by

Treena Davies
 Workforce Development Facilitator
 Workforce and Organisational Development

Sampson Abe
 11/30/2020 15:35

Powys THB Finance Department

Charitable Funds Financial Summary

Charitable Funds Committee

Period End October 2020 (Month 7)
FY 2020/21

Date Meeting: 4th December 2020

Sampson, Ape
11/30/2020 15:53:35



Subject:	CHARITABLE FUNDS FINANCIAL SUMMARY AT END OCTOBER 2020
Approved & Presented by:	Pete Hopgood, Interim Director of Finance
Prepared by:	Sarah Pritchard, Head of Financial Services
Other Committees and meetings considered at:	Board

PURPOSE:
This paper provides the Committee with an update Expenditure Profile of the Charitable Funds for the period from 1st April 2020 to 31st OCTOBER 2020.
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 2020 to 31st October 2020.• 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 31/03/20
Reported Closing Balance Period Ending 31 October 2020	3,481	↑
Movement in Closing Balance Compared Period Ending 31st March 2020 - Negative = reduction balance / Positive = increase in balance	86	↑

Income & Expenditure Movements	
Area	Value £'000
Total Expenditure: Period April 2020 to October 2020	224
Total Income: Period April 2020 to October 2020	309
Increase or (Decrease) In Fund Balance	86

Summary

- The opening balance at the 1st April 2020 was £3.336M during Months 1 to 7 this increased overall by £0.086m.
- Therefore the total income received in the period exceeded total expenditure for the same period by £0.086m.
- 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 31/03/20
Reported Closing Balance Period Ending 31 October 2020	2,033	
Movement in Closing Balance Compared Period Ending 31st March 2020 - Negative = reduction balance / Positive = increase in balance	162	

Balance Legacy Funds		
Financial KPIs :	Value £'000	Trend
Reported Closing Balance Period Ending 31 October 2020	1,448	
Movement in Closing Balance Compared Period Ending 31st March 2019 - Negative = reduction balance / Positive = increase in balance	-76	

Income & Expenditure Movements: General Funds	
Area	Value £'000
Total Expenditure: Period April 2020 to October 2020	138
Total Income: Period April 2020 to October 2020	300
Increase or (Decrease) In Fund Balance	162

Income & Expenditure Movements: Legacy Funds	
Area	Value £'000
Total Expenditure: Period April 2020 to October 2020	85
Total Income: Period April 2020 to October 2020	9
Increase or (Decrease) In Fund Balance	-76

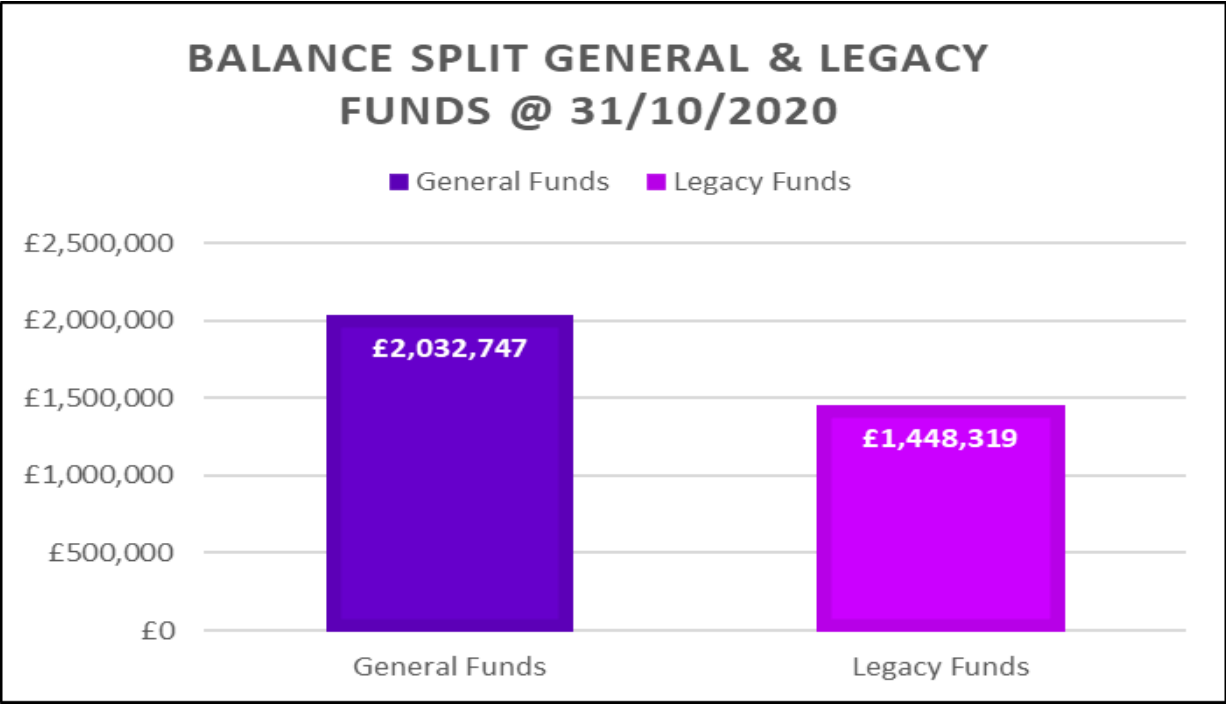
Expenditure Profile for 2020/21	Fund Balance 1st April 2020 to 31/03/2020 £	Income Received 1st April 2020 to 31 October 2020 £	Payments Made 1st April 2020 to 31 October 2020 £	Balance 31 October 2020 £	Balance 1st April 2020 Spent %	Fund Increase (+ve)/ Decrease (-ve) since 1st April 2020 %
Funds over 100K						
Welshpool General Purposes	£177,876	£12,730	£10,664	£179,942	6.00%	1.16%
Mental Health General Purposes	£353,626			£353,626	0.00%	0.00%
Funds between 50 - 100k						
Brecon General Purposes	£41,126	£267	£1,791	£39,601	4.35%	-3.71%
Knighton General Purposes	£72,038			£72,038	0.00%	0.00%
Llandrindod General Purposes	£54,740		£4,421	£50,319	8.08%	-8.08%
Ystradgynlais General Purposes	£75,493	£3,895		£79,388	0.00%	5.16%
Funds between 25-50k						
Newtown General Purposes	£18,395	£16,466	£16,964	£17,897	92.22%	-2.70%
Ystradgynlais Geriatric Ward	£52,588	£2,080		£54,668	0.00%	3.96%
Funds Under 25K						
Brecon	£22,602	£2,618	£1,051	£24,170	4.65%	6.93%
Bronllys	£23,332		£400	£22,932	1.71%	-1.71%
Builth	£2,223			£2,223	0.00%	0.00%
Llandrindod	£19,417	£3,030	£2,652	£19,794	13.66%	1.94%
Knighton	£3,188	£610		£3,797	0.00%	19.12%
Llanidloes	£2,389	£2,150	£635	£3,904	26.59%	63.43%
Machynlleth	£12,355	£62,374	£1,503	£73,227	12.16%	492.69%
Newtown	£27,646			£27,646	0.00%	0.00%
Welshpool	£48,998	£928	£462	£49,463	0.94%	0.95%
Ystradgynlais	£17,777	£4,180		£21,956	0.00%	23.51%
Women & Children's	£4,668			£4,668	0.00%	0.00%
Mental Health	£12,629		£409	£12,219	3.24%	-3.24%
POWYS WIDE						
Powys General Purposes	£780,073	£86,524	£70,904	£795,692	9.09%	2.00%
Covid General Purposes	£0	£99,500	£24,636	£74,864	0.00%	0.00%
Nursing Directorate	£1,397			£1,397	0.00%	0.00%
Palliative Care Fund	£40,334	£2,974	£1,648	£41,660	4.09%	3.29%
District Speech Therapy	£126			£126	0.00%	0.00%
Diabetes Services	£5,531			£5,531	0.00%	0.00%
Total	£1,870,564	£300,325	£138,142	£2,032,747	7.39%	8.67%

Sampson Abe
11/30/2020 15:53:35

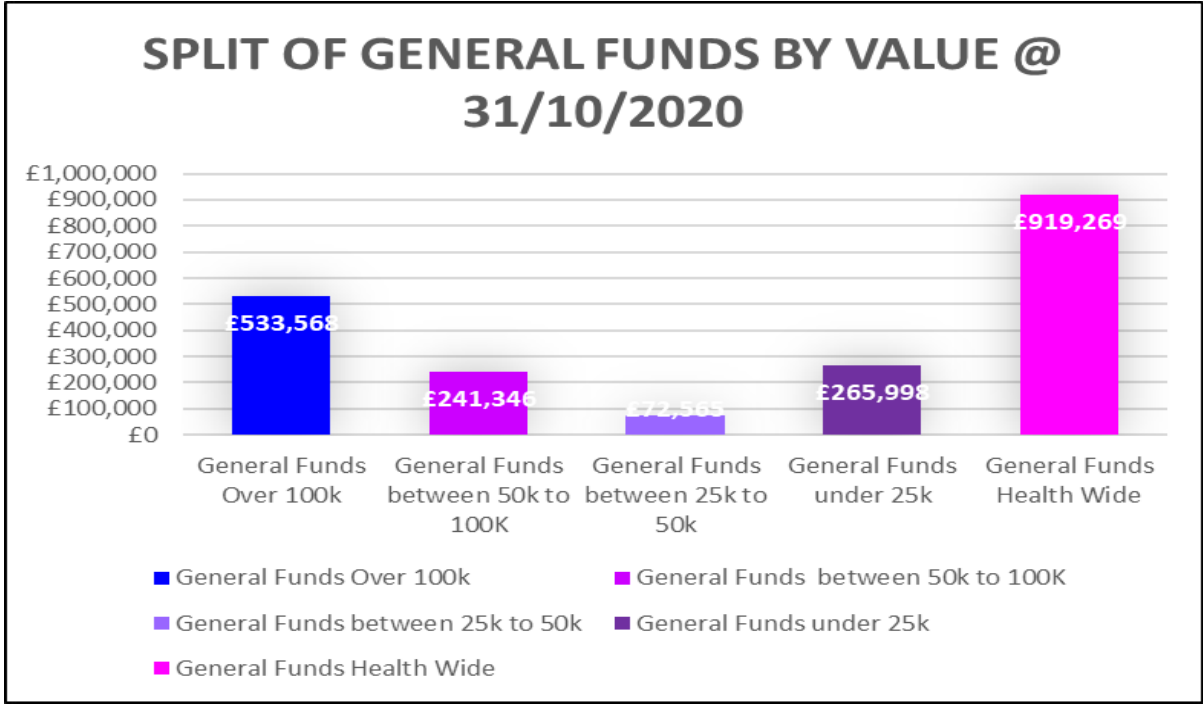
Expenditure Profile for 2020/21	Fund Balance 31/03/2020 £	Income Received 1st April 2020 to 31 October 2020 £	Payments Made 1st April 2020 to 31 October 2020 £	Balance 31 October 2020 £	Balance 1st April 2020 Spent %	Fund Increase (+ve)/ Decrease (-ve) since 1st April 2020 %
LEGACY FUNDS						
Brecon Training Legacy	£2,127			£2,127	0.00%	0.00%
AMI Legacy	£194,753		£57,489	£137,264	29.52%	-29.52%
Hazels Legacy	£271,640			£271,640	0.00%	0.00%
Mid & South Powys Community & Palliative Services	£1,056,285	£9,000	£27,996	£1,037,289	2.65%	-1.80%
Total	£1,524,804	£9,000	£85,485	£1,448,319	5.61%	-5.02%

Sampson Abe
11/30/2020 15:53:35

Balances Legacy and General Funds

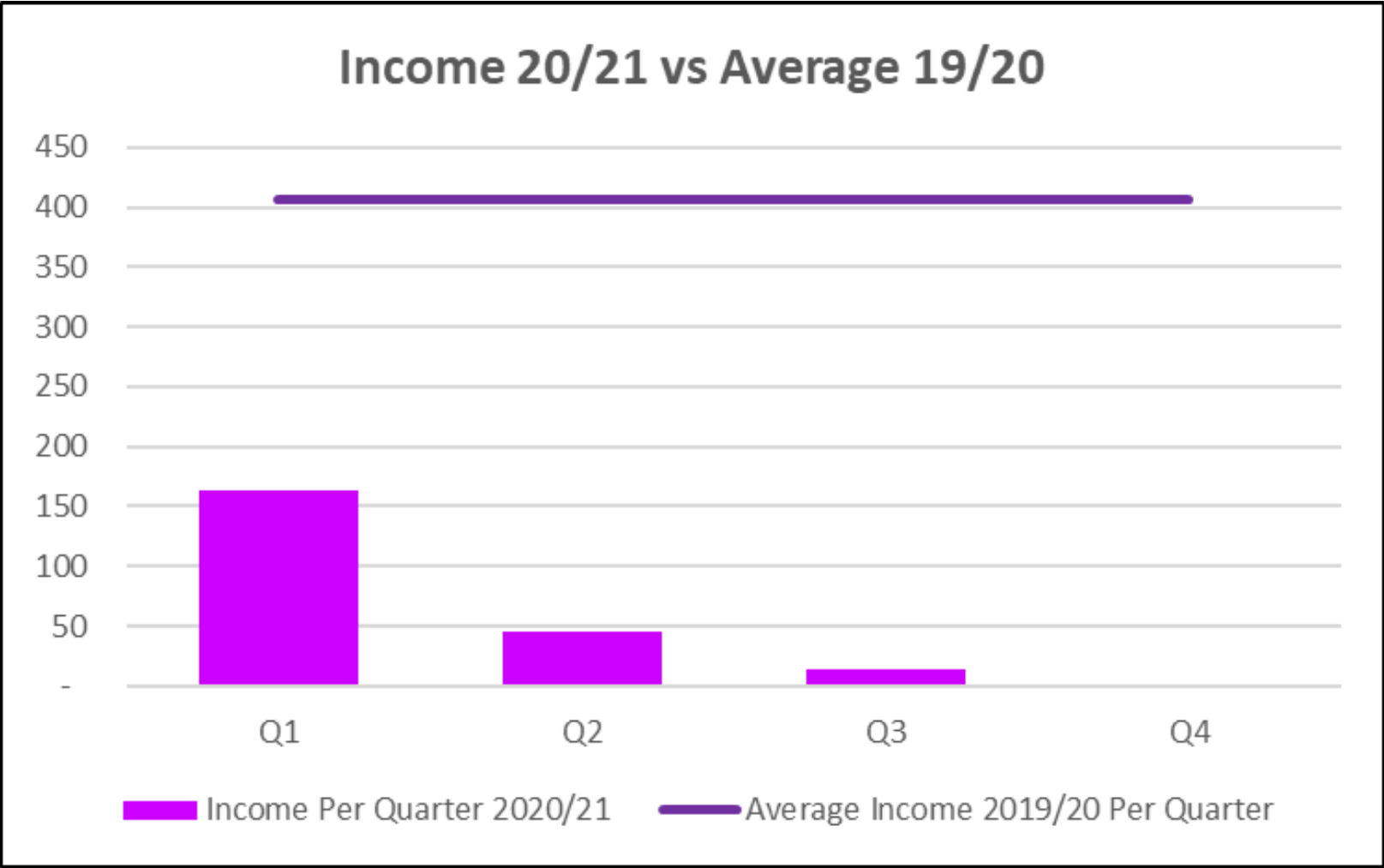


General Funds Split into Value of Fund

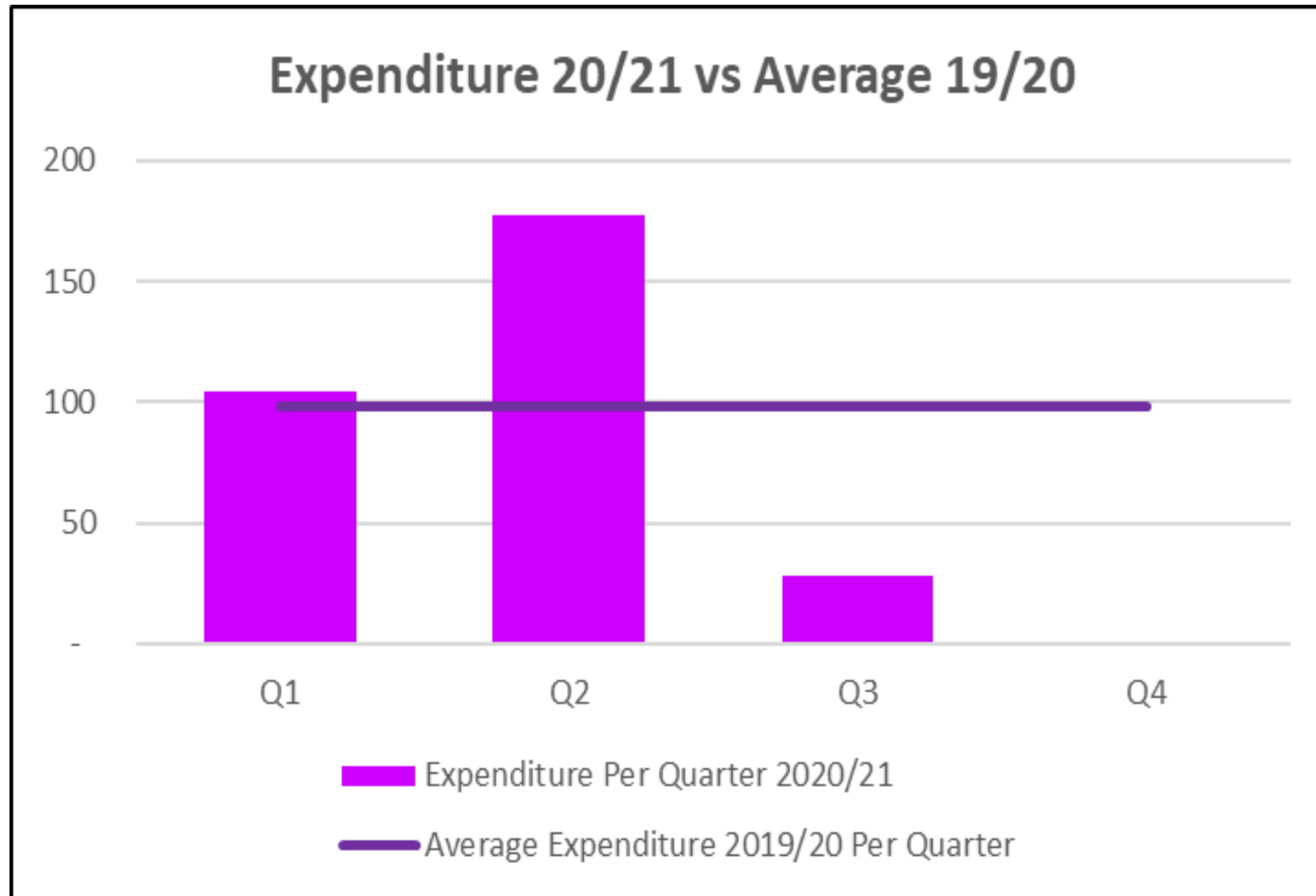


Type Fund	Values
General Funds	£2,032,747
Legacy Funds	£1,448,319
Total	£3,481,066

Type Fund	Values
General Funds Over 100k	£533,568
General Funds between 50k to 100k	£241,346
General Funds between 25k to 50k	£72,565
General Funds under 25k	£265,998
General Funds Health Wide	£919,269
Total	£2,032,747



Sampson, Abe
11/30/2020 15:53:35



Sampson, Abe
11/30/2020 15:53:35

- GENERAL FUNDS = From an amount of £1,870,564 held within General Purposes or designated funds at the 1st April 2020, income of £300,325 has been received and £138,142 of expenditure has been paid. This equates to 7.39% of funds held at 1st April 2020 have actually been spent.
- LEGACY FUNDS = From an amount of £1,524,804 of funds held within legacies at the 1st April 2020, £9,000 income has been received and £85,485 of expenditure has been paid. This equates to 5.61% of funds held at 1st April 2020 have actually been spent.
- COVID FUNDS = An amount of £99,500 has been received from NHS Charities Together during the year which has been put into a newly created COVID General Purposes Fund and an amount of £24,636 has been expended to 31st October 2020.
- The Comparative income figures for 2019/20 include the realised gain on investment received in 2019/20 which was an exceptional item of £1.258m.

Sampson, Abe
11/30/2020 15:53:35

Sampson, Abe
11/30/2020 15:53:35

POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND

David Myrddin-Evans & Paul Mathias

3 December 2020

Presentation Summary

K. Thompson: Abe
2020-08-15 15:53:35

- **Confirmation of Mandate**
- **Market Review & Outlook**
- **Fund Review**

Confirmation of Mandate

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

The aims are to be achieved through the following objectives:

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.

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.

Confirmation of Mandate

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. Such examples are:

- Investment in companies which provide alcoholic products
- Investment in companies which provide tobacco products
- Investment in companies which are involved in the Arms Trade
- Investment in companies which provide products which may conflict with the Health Board activities
- Investment in companies which have a poor record in human rights
- Investment in companies which have a poor record in child exploitation
- In addition, investment in companies that demonstrate compliance with the principles of the Equality Act 2018 should be supported.

Investment philosophy & cycle

The coronavirus outbreak was, and remains, a fast-moving situation that caused extreme market volatility

- As we headed into 2020, the global economy was in relatively good shape and our portfolio positioning reflected this anticipation, rather than an imminent recession. The coronavirus outbreak was, and remains, a fast-moving situation and caused extreme market volatility – by some measures the sharpest correction in equity markets ever witnessed.
- Monetary policy responded very quickly to the crisis. There have been interest rate cuts, bond buying programs were ramped up and liquidity support has been provided to an already robust financial system. These measures prevented this sudden fall in activity from turning into a financial crisis, however fiscal policy looks set to play a bigger role.
- The G20 pledged to inject over \$5 trillion into the global economy in fiscal policy, guarantee schemes and other measures, and there will be more to come as the depths of the fall in economic activity become apparent. The global economy is now expanding.
- Whereas with the global financial crisis, policymakers were concerned about the 'moral hazard' of bailing out those responsible for the economic damage, this crisis is more akin to a natural disaster and the danger is that the response from governments is insufficient.
- Capital values have recovered well since the depths of late March, but the outlook for dividends looks less certain, as domestically at least, the culture around their payment appears to have changed.

Investment philosophy & cycle

The coronavirus outbreak was, and remains, a fast-moving situation that caused extreme market volatility

- Markets have been looking closely at the risks of further waves of infection, and whilst we do not want to be complacent about how quickly economic normality can resume, there are reasons to be optimistic each suppression period will have a lesser impact on the economy.
- The authorities' understanding with regards to managing the trade-off between the hit to the economy and the strain on the healthcare system has increased over time.
- Most importantly, a vaccine has become much nearer, with three potentially viable candidates.
- Unemployment data show the crisis will have a lasting economic impact on the labour market, therefore continued fiscal stimulus is highly important and will need to be watched closely.
- Central banks are however signalling a "lower for longer" rates environment and so the attraction for equities has grown, with room for investor optimism to rise further.
- Market volatility is likely to remain elevated for the remainder of 2020 but we believe equities have scope to make further gains as economic growth resumes and have an overweight position here and in alternatives, with a corresponding underweight to fixed interest and cash.

Investment philosophy & cycle

Asset Class	Very		
	Underweight	Neutral	Overweight
Bonds			
Government Bonds	●		
Corporate Bonds			●
Equities			
UK			●
Overseas:			●
North America			●
Europe ex UK			●
Japan			●
Asia ex Japan			●
Emerging Markets			●
Alternatives			
Property			●
Other Alternatives			●
Cash			

Administration

Cashflows

- £84 received to cover LEI charge on 21 October 2019
- £2,804,000 received by CHAPS on 20 February 2020 following liquidation of CCLA portfolio

Income

- £49,007.84 received between 31/03/2020 and 31/10/2020
- £41,257.01 paid away to date as quarterly income payments

	Income Forecast	Income Target
Year to 31/03/21e	£74,126	£83,005

- The portfolio was not fully invested until 25 June 2020 due to the unprecedented level of market volatility, which benefited the portfolio performance significantly.
- In addition, there is a time lag between holding an asset and accruing the dividend on the 'ex-dividend' date and again a further time lag before physically receiving the income into the portfolio.

Trading

Initial investment

- Following receipt of the £2,804,000 inflow on 20 February 2020, we invested the monies over a number of months to smooth the impact of volatility in markets due to the Coronavirus pandemic. The monies were invested through a number of tranches in March, April and June.

Ongoing management

- Amidst the initial tranches, we also made changes to the portfolio as our views changed.
- We disposed of ITV due to its difficult competitive position, sold DS Smith following disappointing results and sold Prudential in order to fund the purchase of Legal and General, which is now our preferred life insurance company.
- We trimmed our exposure to commercial property as the fundamentals have deteriorated and we expect rent collections to remain below pre-COVID levels in the near future. The proceeds were added to infrastructure assets which we expect to benefit from hyper-accommodative monetary policy.
- We disposed of BT and also trimmed the iShares FTSE 100 ETF in order to introduce Antofagasta, to increase our exposure to a global rebound in economic activity.
- To increase our exposure to the Asia Pacific region and increase income, we disposed of Lloyds given the outlook for lower interest rates and thus lower profits in the banking sector, adding the proceeds to BNY Newton Asian Income Fund.

Trading (continued)

Ongoing management (continued)

- In October, we disposed of the position in the Vanguard Index-Linked Gilt ETF ahead of a potential change in calculation of RPI that would negatively impact the value of medium and longer-dated index-linked Gilts. We reinvested part of the proceeds into Aberdeen Standard Investments AAA Bond Fund, to maintain credit quality and benefit from an uplift in income yield. We invested the balance by topping up an existing position in Pimco Select UK Income Bond Fund.
- We disposed of the positions in Dodge & Cox US Stock Fund and Artemis US Select Fund, in order to introduce Fidelity US Quality Income ETF to generate additional income, and Baillie Gifford American Fund to increase the portfolio's exposure to the high-growth companies in the US.
- We trimmed a proportionately large position in St James's Place and reinvested the proceeds in RELX to take advantage of weakness in the share price which we believe presented a good opportunity to add exposure to the company.
- Finally, we trimmed the position in Janus Global Life Sciences Fund, to reduce risk around the US election, and added the proceeds to Europe and Emerging Markets that should benefit from a global rebound in activity.

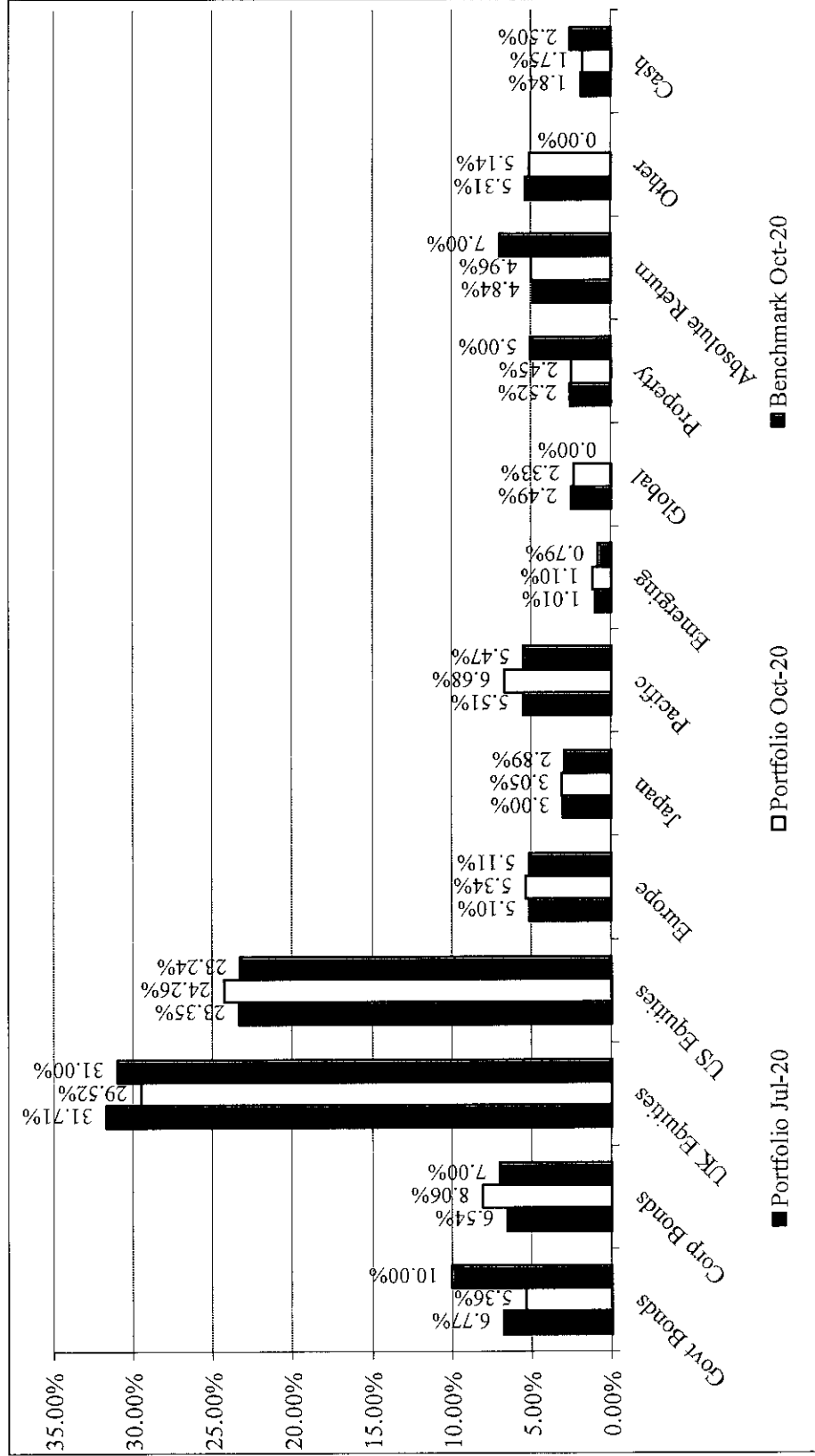
Data Table

Brewin Dolphin Investment Portfolio Summary							
30 October 2020							
	Govt Bonds	Book Cost	Market Value	% Holding	Benchmark	Yield	Gross Income
Fixed Interest		£ 125,726.33	£ 128,979.01	4.45%	10.00%	1.03% £	1,334.62
	Corp Bonds	£ 263,210.13	£ 270,522.66	9.34%	7.00%	3.01% £	8,139.59
	Accrued Interest	£ -	£ -	0.00%	0.00%	0.00% £	-
	Total Fixed Interest	£ 388,936.46	£ 399,501.67	13.79%	17.00%	2.37% £	9,474.21
UK Equities	UK	£ 838,134.62	£ 841,961.18	29.06%	31.00%	4.26% £	35,852.96
Overseas Equities	US	£ 679,936.17	£ 697,612.74	24.07%	23.24%	1.88% £	13,096.60
	Europe	£ 166,291.70	£ 175,705.50	6.06%	5.11%	2.84% £	4,993.81
	Japan	£ 80,209.13	£ 88,980.21	3.07%	2.89%	2.31% £	2,052.36
	Pacific	£ 191,785.81	£ 193,398.97	6.67%	5.47%	0.00% £	-
	Emerging	£ 59,837.78	£ 59,777.53	2.06%	0.79%	3.18% £	1,901.47
	Global	£ 13,954.30	£ 16,576.00	0.57%	0.00%	0.06% £	10.39
Alternatives	Total Overseas	£ 1,192,014.89	£ 1,232,050.95	42.52%	37.50%	1.79% £	22,054.63
	Property	£ 73,795.80	£ 69,383.73	2.39%	5.00%	3.07% £	2,128.52
	Absolute Return	£ 147,337.65	£ 146,499.08	5.06%	7.00%	3.40% £	4,977.66
	Other	£ 150,210.56	£ 159,671.55	5.51%	0.00%	4.51% £	7,204.00
	Total Alternatives	£ 371,344.01	£ 375,554.36	12.96%	12.00%	3.81% £	14,310.18
	Total Investments	£ 2,790,429.98	£ 2,849,068.16	98.32%		2.87% £	81,691.98
Cash	Deposit Ledger	£ 46,883.03	£ 46,883.03	1.62%	2.50%	0.00% £	-
	Income Ledger	£ 1,789.03	£ 1,789.03	0.06%		0.00% £	-
	Total Fund	£ 2,839,102.04	£ 2,897,740.22	100.00%			
	Ex Accrued Interest	£ 2,837,313.01	£ 2,895,951.19	100.00%	100.00%	2.82% £	81,691.98
Inception							
	Monthly	Quarterly	Six Monthly	20/02/2020			
Portfolio	-2.02%	-0.02%	2.08%	5.52%			
Benchmark	-2.13%	-0.37%	3.90%	-7.89%			
FT All Share	-3.82%	-3.16%	-1.95%	-22.41%			
FT All Stocks	-0.53%	-2.15%	-2.26%	3.67%			
LIBOR -1% (0.0% floor)	0.00%	0.00%	0.00%	0.00%			
Bank of England Base Rate	0.10%						
FTSE 100 Value	5577.27						

Update for month to 23rd Nov: Portfolio +8.83%; Benchmark +7.43% = £3,153,718.86

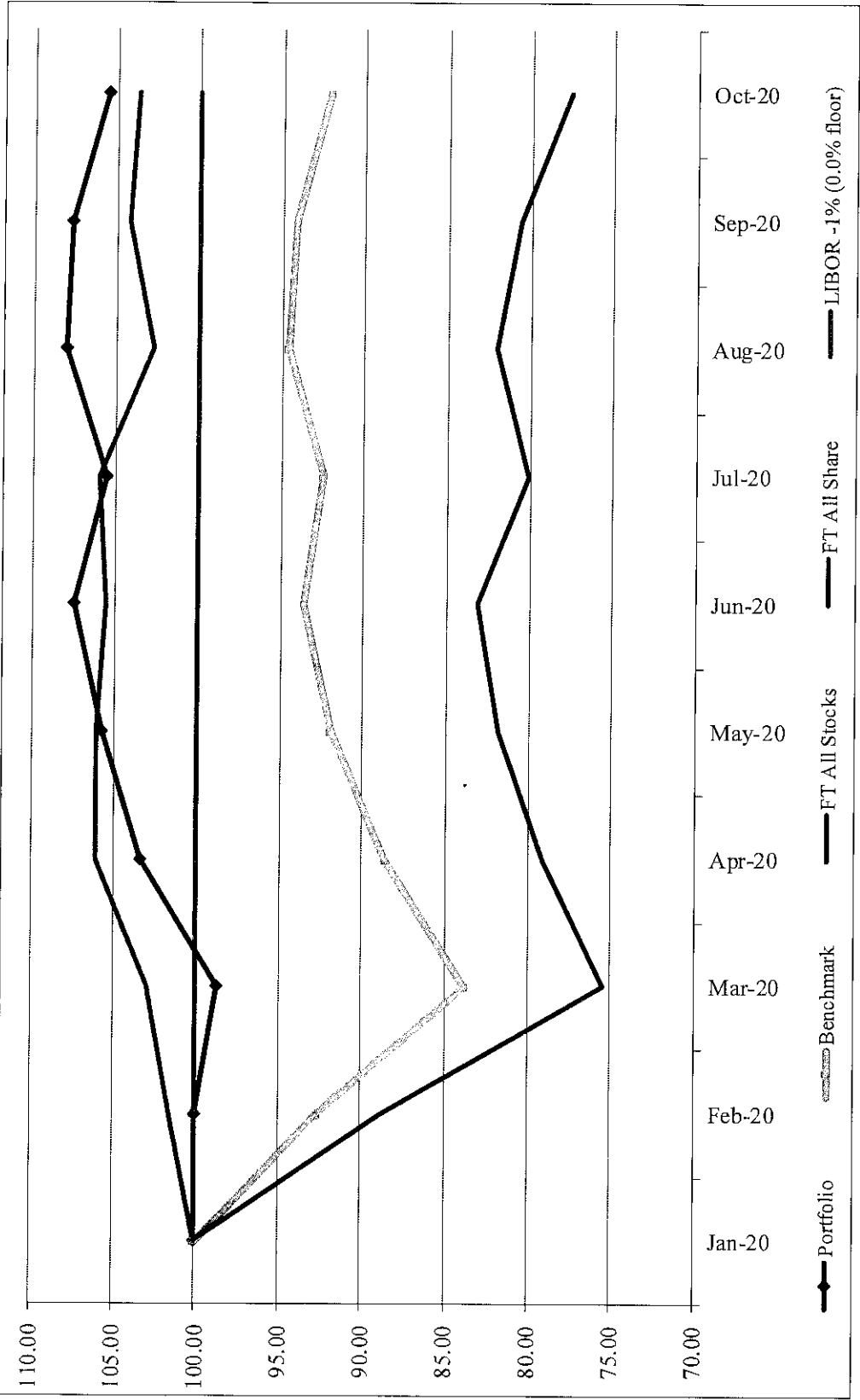
Source: Brewin Dolphin Limited *Past performance is not a guide to future performance. All figures used are total return.*

Fund structure through the year



Source: Brewin Dolphin Limited Past performance is not a guide to future performance. All figures used are total return.

Fund Performance



Source: Brewin Dolphin Limited *Past performance is not a guide to future performance. All figures used are total return.*

Performance Analysis to 30 October 2020

	Monthly	Quarterly	Six Monthly	Inception 20/02/2020
Portfolio				
Benchmark	-2.02%	-0.02%	2.08%	5.52%
	-2.13%	-0.37%	3.90%	-7.89%
Govt Bonds				
FT All Stocks	-0.51%	-1.74%	2.34%	1.40%
	-0.53%	-2.15%	-2.26%	3.67%
Corp Bonds				
iBoxx UK Sterling Corp All Mats	0.04%	0.79%	5.00%	4.89%
	0.19%	-0.19%	4.36%	1.81%
UK				
FT All Share	-3.53%	-3.00%	-2.36%	17.53%
	-3.82%	-3.16%	-1.95%	-22.41%
US				
FT North America	-3.02%	1.59%	5.73%	7.26%
	-2.75%	2.04%	11.54%	-1.91%
Europe				
FT Euro ex UK	-5.75%	-3.43%	10.40%	5.07%
	-6.06%	-3.35%	8.23%	-9.73%
Japan				
FT Japan	-1.37%	9.07%	10.20%	13.38%
	-1.77%	9.02%	8.83%	3.05%
Pacific				
FT Pac ex Japan	-0.75%	2.07%	4.42%	0.56%
	2.34%	5.47%	18.59%	4.42%
Emerging				
FT Emerging	-0.66%	-0.67%	9.34%	-1.98%
	2.39%	4.20%	18.39%	2.01%
Global				
FT World ex UK	1.02%	3.80%	7.89%	25.60%
	-2.91%	1.62%	10.90%	-3.26%
Property				
LA UK Direct Property	-4.15%	-3.30%	-3.79%	-10.92%
	-0.16%	-0.34%	-1.64%	-4.33%
Absolute Return				
IMA Targeted Absolute Return	0.14%	0.97%	4.84%	-1.10%
	-0.05%	0.52%	3.10%	-4.62%
Other				
Cash	5.06%	5.68%	9.70%	14.98%
	0.00%	0.00%	0.00%	0.00%
LIBOR -1% (0.0% floor)	0.00%	0.00%	0.00%	0.00%

Source: Brewin Dolphin Limited **Past performance is not a guide to future performance. All figures used are total return.**

POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND

For the period from 01/11/2019 to 31/10/2020
Generated on 23/11/2020

PORTFOLIO INFORMATION

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

CONTENTS

Cover Page
Asset Allocation
Holding Summary
Transaction Details
Important Information

A member of the London Stock Exchange authorised and regulated by the Financial Conduct Authority. Registered in England no. 2135676 at 12 Smithfield Street London EC1A 9BD. VAT registration Number: 690 8994 69. E. & O.E. For the purposes of Value Added Tax and Capital Gains Tax, it is recommended that this document be retained.

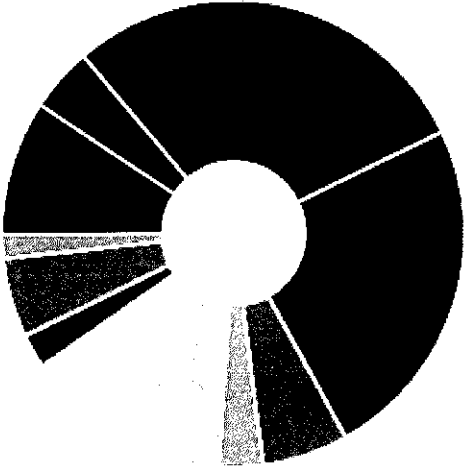


Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/11/2019 to 31/10/2020
All values and returns reported in British Pounds
Valuations as at today use the previous trading day's closing prices.
For backdated valuations prices are at the period end date.

Asset Allocation

Asset Allocation

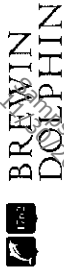
Asset Allocation	Market Value at 31/10/2020	% of Holdings
UK Bonds	270,522.66	9.34
Overseas Bonds	128,979.01	4.45
UK Equities	841,961.18	29.06
North American Equities	697,612.74	24.07
European Equities	175,705.50	6.06
Japanese Equities	88,980.21	3.07
Asia Pacific Equities	193,398.97	6.67
Emerging Market Equities	59,777.53	2.06
Global Investments	16,576.00	0.57
Absolute Return	146,499.08	5.06
Property	69,383.73	2.39
Other Investments	158,671.55	5.51
Cash	48,672.06	1.68
TOTAL	2,897,740.22	100.00



Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/11/2019 to 31/10/2020
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 %	Pft %
UK Bonds									
Bond Funds									
109,035	ABERDEEN STD FD MG ASI AAA BD INSTL S GBP DIS	POWYS0004	0.5404 GBP		58,802.58	58,922.51	1,015.22	1.72	2.03
11,145	PIMCO GLOBAL ADVIS SEL UK INC BD INSTL INC NAV	POWYS0004	10.19 GBP		106,279.95	113,567.55	4,145.48	3.65	3.92
940	TWENTYFOUR GLOBAL CORPORATE BOND I GBP DIS	POWYS0004	104.29 GBP		98,127.60	98,032.60	2,977.89	3.04	3.38
Sub Total UK Bonds					263,210.13	270,522.66	8,139.59	3.01	9.34
Overseas Bonds									
Index Linked Bonds									
4,660	XTRACKERS II XTRACKERS II GBL INFL-LKD B	POWYS0004	27.6779 GBP		125,726.33	128,979.01	1,334.62	1.03	4.45
Sub Total Overseas Bonds					125,726.33	128,979.01	1,334.62	1.03	4.45



Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/11/2019 to 31/10/2020
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 %
UK Equities									
Oil & Gas Producers									
14,400	BP ORD USD0.25	POWYS0004	1.966 GBP		48,287.51	28,310.40	2,338.75	8.26	0.98
4,235	ROYAL DUTCH SHELL 'B'ORD EURO.07	POWYS0004	9.29 GBP		44,562.18	39,343.15	2,138.79	5.44	1.36
Chemicals									
575	CRODA INTL ORD GBP0.10609756	POWYS0004	60.34 GBP		25,513.75	34,695.50	517.50	1.49	1.20
Mining									
2,795	ANTOFAGASTA ORD GBP0.05	POWYS0004	10.295 GBP		28,061.16	28,774.53	267.50	1.00	0.89
1,250	RIO TINTO ORD GBP0.10	POWYS0004	43.57 GBP		37,779.54	54,462.50	3,715.13	6.82	1.88
Support Services									
1,410	ASSTEAD GROUP ORD GBP0.10	POWYS0004	28 GBP		25,253.68	39,480.00	573.17	1.45	1.36
Household Goods and Home Construction									
19,510	TAYLOR WIMPEY ORD GBP0.01	POWYS0004	1.058 GBP		24,267.54	20,641.58	0.00	0.00	0.71
Pharmaceuticals & Biotechnology									
355	ASTRAZENECA ORD USD0.25	POWYS0004	77.66 GBP		25,832.22	27,569.30	766.80	2.78	0.95
2,800	GLAXOSMITHKLINE ORD GBP0.26	POWYS0004	12.918 GBP		38,288.20	36,170.40	2,240.00	6.19	1.25
Media									
2,035	RELX PLC GBP0.1444	POWYS0004	15.275 GBP		36,398.76	31,084.63	930.00	2.99	1.07

A member of the London Stock Exchange authorised and regulated by the Financial Conduct Authority. Registered in England no. 2135876 at 12 Smithfield Street London EC1A 9BD. VAT registration Number: 690 8994 69.
E: & O.E. For the purposes of Value Added Tax and Capital Gains Tax, it is recommended that this document be retained.



Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/11/2019 to 31/10/2020
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 %
UK Equities									
Gas, Water & Multiutilities									
4,960	NATIONAL GRID ORD GBP0.12431269	POWYS0004	9.19 GBP		43,971.40	45,682.40	2,409.07	5.29	1.57
Banks									
16,000	BARCLAYS PLC ORD GBP0.25	POWYS0004	1.0658 GBP		19,226.36	17,049.60	0.00	0.00	0.59
Non-Life Insurance									
3,645	HISCOX ORD GBP0.065 (DI)	POWYS0004	8.244 GBP		33,782.20	30,049.38	0.00	0.00	1.04
Life Insurance									
20,980	LEGAL & GENERAL GP ORD GBP0.025	POWYS0004	1.848 GBP		40,912.00	38,771.04	3,686.19	9.51	1.34
18,660	M&G PLC ORD GBP0.05	POWYS0004	1.4665 GBP		27,384.55	27,364.89	2,224.27	8.13	0.94
3,860	ST JAMES'S PLACE ORD GBP0.16	POWYS0004	8.992 GBP		36,744.36	34,888.96	776.00	2.22	1.20
General Financial									
1,630	ADMIRAL GROUP ORD GBP0.001	POWYS0004	27.5 GBP		34,884.20	44,825.00	2,404.25	5.36	1.55
Open Ended Collectives									
26,390	ISHARES CORE FTSE100 UCITS ETF GBP	POWYS0004	5.498 GBP		159,159.92	145,092.22	5,914.00	4.08	5.01
68,025	LINK FUND SOL LTD LF MITON UK MULT CAP INC B	POWYS0004	1.7318 GBP		107,825.09	117,805.70	4,931.54	4.19	4.07
Sub Total UK Equities					838,134.62	841,961.18	35,852.96	4.26	29.06

A member of the London Stock Exchange authorised and regulated by the Financial Conduct Authority. Registered in England no. 2135876 at 12 Smithfield Street London EC1A 9BD. VAT registration Number: 690 8994 69.
E. & O.E. For the purposes of Value Added Tax and Capital Gains Tax, it is recommended that this document be retained.

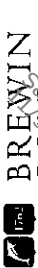


Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/11/2019 to 31/10/2020
All values and returns reported in British Pounds
Valuations as at today use the previous trading day's closing prices.
For backdated valuations prices are at the period end date.

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									
4,675	BAILLIE GIFFORD AMERICAN W1 DIS	POWYS0004	15.2 GBP		77,605.00	71,060.00	0.00	0.00	2.45
21,435	FIDELITY UCITS ICA US QUAL INC UCITS ETF GBP 1	POWYS0004	5.11825 GBP		116,533.80	109,666.82	2,723.45	2.48	3.78
219,580	JPMORGAN FUNDS LTD US EQUITY INC K GBP NET INC	POWYS0004	1.099 GBP		234,102.68	241,428.32	6,194.98	2.57	8.33
5,760	VANGUARD FUNDS PLC S&P 500 UCITS ETF USD DIS	POWYS0004	47.8225 GBP		251,894.69	275,457.60	4,178.17	1.52	9.51
Sub Total North American Equities						679,936.17	13,096.60	1.88	24.07
European Equities									
Open Ended Collectives									
112,885	BLACKROCK FM LTD CONTL EURP INC D UNITS INC	POWYS0004	1.5565 GBP		166,291.70	175,705.50	4,993.81	2.84	6.06
Sub Total European Equities						166,291.70	4,993.81	2.84	6.06
Japanese Equities									
Open Ended Collectives									
86,700	JUPITER UT MNGRS JAPAN INCOME Z GBP DIS	POWYS0004	1.0263 GBP		80,209.13	88,980.21	2,052.36	2.31	3.07
Sub Total Japanese Equities						80,209.13	2,052.36	2.31	3.07

A member of the London Stock Exchange authorised and regulated by the Financial Conduct Authority. Registered in England no. 2135876 at 12 Smithfield Street London EC1A 9BD. VAT registration Number: 690 8994 69.
E. & O.E. For the purposes of Value Added Tax and Capital Gains Tax, it is recommended that this document be retained.



BREWIN
DOLPHIN

Client report for POWY'S TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/11/2019 to 31/10/2020
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 %
Asia Pacific Equities									
Open Ended Collectives									
196,045,588	BNY MELLON FD MNGR ASIAN INCOME U GBP DIS	POWYS0004	0.9885 GBP		191,785.81	193,398.97	0.00	0.00	6.67
Sub Total Asia Pacific Equities					191,785.81	193,398.97	0.00	0.00	6.67
Emerging Market Equities									
Open Ended Collectives									
99,035	JPMORGAN AM UK LTD EMG MKTS INC C NET INC NAV	POWYS0004	0.6036 GBP		59,837.78	59,777.53	1,901.47	3.18	2.06
Sub Total Emerging Market Equities					59,837.78	59,777.53	1,901.47	3.18	2.06
Global Investments									
Open Ended Collectives									
700	JANUS HENDERSON JH GBL LIFE SCIENCES H1 GBP	POWYS0004	23.68 GBP		13,954.30	16,576.00	10.39	0.06	0.57
Sub Total Global Investments					13,954.30	16,576.00	10.39	0.06	0.57

A member of the London Stock Exchange authorised and regulated by the Financial Conduct Authority. Registered in England no. 2135876 at 12 Smithfield Street London EC1A 9BD. VAT registration Number: 690 8994 69.
E. & O.E. For the purposes of Value Added Tax and Capital Gains Tax, it is recommended that this document be retained.

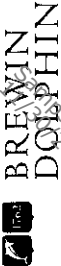


Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/11/2019 to 31/10/2020
All values and returns reported in British Pounds
Valuations as at today use the previous trading day's closing prices.
For backdated valuations prices are at the period end date.

Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
Absolute Return									
Bond Funds									
82,870	ARTEMIS FD MNGRS ARTEMIS SHT DATED GBL HIG	POWYS0004	0.9301 GBP		77,423.07	77,077.39	3,460.40	4.49	2.66
Single Manager									
71,650	BNY MELLON FD MNGR GBL DYNAMIC BD EXEMPT GRS 2	POWYS0004	0.9689 GBP		69,914.58	69,421.69	1,517.28	2.19	2.40
Sub Total Absolute Return					147,337.65	146,499.08	4,977.66	3.40	5.06
Property									
Closed Ended Collectives									
46,225	BLACKROCK FM LTD ISHARES GBL PROP SECS ECITY	POWYS0004	1.501 GBP		73,795.80	69,383.73	2,128.52	3.07	2.39
Sub Total Property					73,795.80	69,383.73	2,128.52	3.07	2.39
Other Investments									
Infrastructure Inv Trust									
45,825	HICL INFRASTRUCTU. ORD GBP0.0001	POWYS0004	1.758 GBP		76,089.92	80,560.35	3,780.56	4.69	2.78
47,090	INT PUBLIC PARTNER ORD GBP0.0001	POWYS0004	1.68 GBP		74,120.64	79,111.20	3,423.44	4.33	2.73
Sub Total Other Investments					150,210.56	159,671.55	7,204.00	4.51	5.51

A member of the London Stock Exchange authorised and regulated by the Financial Conduct Authority. Registered in England no. 2135876 at 12 Smithfield Street London EC1A 9BD. VAT registration Number: 650 8994 69.
E: & O.E. For the purposes of Value Added Tax and Capital Gains Tax, it is recommended that this document be retained.



2020-11-23 15:53:35
London Abe

Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/11/2019 to 31/10/2020
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 %
Cash									
Cash									
-57,923.78 GBP	Dealing	POWYS0004		0.00	-57,923.78	-57,923.78			-2.00
104,806.81 GBP	Deposit	POWYS0004		0.00	104,806.81	104,806.81			3.62
1,789.03 GBP	Income	POWYS0004		0.00	1,789.03	1,789.03			0.06
Sub Total Cash				0.00	48,672.06	48,672.06			1.68
TOTAL IN GBP				0.00	2,839,102.04	2,897,740.22	81,691.98	2.82	100.00

A member of the London Stock Exchange authorised and regulated by the Financial Conduct Authority. Registered in England no. 2135876 at 12 Smithfield Street London EC2A 9BD. VAT registration Number: 690 8994 69.
E. & O.E. For the purposes of Value Added Tax and Capital Gains Tax, it is recommended that this document be retained.



Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/11/2019 to 31/10/2020
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 01/11/2019 to 31/10/2020)

POWYS0004

Date	Transaction	Quantity	Security Name	Price	Net Amount
30/10/2020	FUND CLASS CONVERSION	167,170.00	BNY MELLON FD MNGR ASIAN INC INSTL W...	0.00 GBP	191,785.81
30/10/2020	FUND CLASS CONVERSION	196,045.59	BNY MELLON FD MNGR ASIAN INCOME U GBP...	0.00 GBP	-191,785.81
28/10/2020	PURCHASE	47,535.00	JPMORGAN AM UK LTD EMG MKTS INC C NET...	0.62 GBP	-29,329.10
28/10/2020	PURCHASE	18,190.00	BLACKROCK FM LTD CONTL EURP INC D UNITS...	1.57 GBP	-28,594.68
27/10/2020	SALE	2,435.00	JANUS HENDERSON JH GBL LIFE SCIENCES H1...	24.20 GBP	58,927.00
14/10/2020	PURCHASE	1,460.00	PIMCO GLOBAL ADVIS SEL UK INC BD INSTL...	10.24 GBP	-14,950.40
13/10/2020	PURCHASE	109,035.00	ABERDEEN STD FD MG ASI AAA BD INSTL S...	0.54 GBP	-58,802.58
13/10/2020	PURCHASE	4,675.00	BAILLIE GIFFORD AMERICAN W1 DIS	16.60 GBP	-77,605.00
12/10/2020	SALE	1,220.00	ST JAMES'S PLACE ORD GBP0.15	9.83 GBP	11,987.33
12/10/2020	SALE	460.00	VANGUARD INV UK LT UK INFLT LKD GILT...	156.74 GBP	72,100.40
12/10/2020	SALE	48,450.00	ARTEMIS FD MNGRS US SELECT I ACC NAV	2.68 GBP	129,763.64
12/10/2020	SALE	3,400.00	DODGE & COX WORLDW U S STOCK INC NAV	19.76 GBP	67,184.00
12/10/2020	PURCHASE	615.00	RELX PLC GBP0.1444	16.97 GBP	-10,434.48
12/10/2020	PURCHASE	21,435.00	FIDELITY UCITS ICA US QUAL INC UCITS...	5.44 GBP	-116,533.80
01/09/2020	EQUALISATION	0.00	BLACKROCK FM LTD ISHARES GBL PROP SECS...	0.00 GBP	541.04
01/08/2020	EQUALISATION	0.00	BLACKROCK FM LTD CONTL EURP INC D UNITS...	0.00 GBP	39.89
13/08/2020	PURCHASE	28,870.00	BNY MELLON FD MNGR ASIAN INC INSTL W...	1.18 GBP	-34,121.45

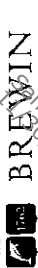
A member of the London Stock Exchange authorised and regulated by the Financial Conduct Authority. Registered in England no. 2135876 at 12 Smithfield Street London EC1A 9BD. VAT registration Number: 690 8994 69.
E. & O.E. For the purposes of Value Added Tax and Capital Gains Tax, it is recommended that this document be retained.



Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/11/2019 to 31/10/2020
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 01/11/2019 to 31/10/2020) POWYS00004

Date	Transaction	Quantity	Security Name	Price	Net Amount
12/08/2020	SALE	89,330.00	LLOYDS BANKING GP ORD GBP0.1	0.30 GBP	26,726.54
01/08/2020	EQUALISATION	0.00	JPMORGAN AM UK LTD EMG MKTS INC C NET...	0.00 GBP	80.33
01/08/2020	EQUALISATION	0.00	JPMORGAN FUNDS LTD US EQUITY INC K GBP...	0.00 GBP	193.45
01/08/2020	EQUALISATION	0.00	JUPITER UT MNGRS JAPAN INCOME Z GBP DIS	0.00 GBP	616.09
14/07/2020	SALE	18,845.00	BT GROUP ORD GBP0.05	1.13 GBP	21,303.27
14/07/2020	SALE	1,145.00	ISHARES CORE FTSE100 UCITS ETF GBP	6.02 GBP	6,896.45
14/07/2020	PURCHASE	2,795.00	ANTOFAGASTA ORD GBP0.05	10.04 GBP	-28,061.16
01/07/2020	EQUALISATION	0.00	BNY MELLON FD MNGR ASIAN INC INSTL W...	0.00 GBP	88.84
25/06/2020	SALE	12,900.00	BLACKROCK FM LTD ISHARES GBL PROP SECS...	1.59 GBP	20,549.70
25/06/2020	PURCHASE	2,200.00	HISCOX ORD GBP0.065 (DI)	7.56 GBP	-16,631.78
25/06/2020	PURCHASE	14,000.00	LLOYDS BANKING GP ORD GBP0.1	0.31 GBP	-4,325.56
25/06/2020	PURCHASE	17,350.00	INT PUBLIC PARTNER ORD GBP0.0001	1.68 GBP	-29,182.31
25/06/2020	PURCHASE	505.00	ADMIRAL GROUP ORD GBP0.001	23.00 GBP	-11,617.55
25/06/2020	PURCHASE	390.00	JANUS HENDERSON JH GBL LIFE SCIENCES H1...	23.87 GBP	-9,309.30
25/06/2020	PURCHASE	6,900.00	ARTEMIS FD MNGRS US SELECT I ACC NAV	2.44 GBP	-16,864.98
25/06/2020	PURCHASE	20,100.00	BNY MELLON FD MNGR ASIAN INC INSTL W...	1.18 GBP	-23,738.10
25/06/2020	PURCHASE	16,500.00	JPMORGAN AM UK LTD EMG MKTS INC C NET...	0.58 GBP	-9,578.25
25/06/2020	PURCHASE	7,950.00	BLACKROCK FM LTD CONTL EURP INC D UNITS...	1.57 GBP	-12,473.55



BREWIN
DOLEFIN
2020 15:53:35

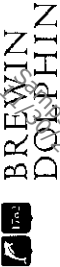
Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/11/2019 to 31/10/2020
All values and returns reported in British Pounds
Valuations as at today use the previous trading day's closing prices.
For backdated valuations prices are at the period end date.

Transaction Details (from 01/11/2019 to 31/10/2020)

POWYS00004

Date	Transaction	Quantity	Security Name	Price	Net Amount
25/06/2020	PURCHASE	1,600.00	VANGUARD FUNDS PLC S&P 500 UCITS ETF...	46.52 GBP	-74,426.96
25/06/2020	PURCHASE	15,435.00	ISHARES CORE FTSE100 UCITS ETF GBP	5.99 GBP	-92,500.41
25/06/2020	PURCHASE	21,725.00	JPMORGAN FUNDS LTD US EQUITY INC K GBP...	1.08 GBP	-23,463.00
25/06/2020	PURCHASE	18,000.00	JUPITER UT MNGRS JAPAN INCOME Z GBP DIS	1.02 GBP	-18,381.60
25/06/2020	PURCHASE	18,000.00	HICL INFRASTRUCTU. ORD GBP0.0001	1.72 GBP	-30,879.44
11/06/2020	PURCHASE	14,400.00	BP ORD USD0.25	3.35 GBP	-48,287.51
11/06/2020	PURCHASE	16,000.00	BARCLAYS PLC ORD GBP0.25	1.20 GBP	-19,226.36
11/06/2020	PURCHASE	5,100.00	ST JAMES'S PLACE ORD GBP0.15	9.47 GBP	-48,298.00
11/06/2020	PURCHASE	460.00	VANGUARD INV UK LT UK INFLT LKD GILT...	161.14 GBP	-74,124.40
11/06/2020	PURCHASE	10,750.00	BNY MELLON FD MNGR ASIAN INC INSTL W...	1.19 GBP	-12,804.33
11/06/2020	PURCHASE	12,100.00	ISHARES CORE FTSE100 UCITS ETF GBP	6.08 GBP	-73,565.08
11/06/2020	PURCHASE	33,635.00	JPMORGAN FUNDS LTD US EQUITY INC K GBP...	1.11 GBP	-37,435.76
11/06/2020	PURCHASE	54,415.00	ARTEMIS FD MNGRS ARTEMIS SHT DATED GBL...	0.91 GBP	-49,588.39
01/06/2020	EQUALISATION	0.00	LINK FUND SOL LTD LF MITON UK MULT CAP...	0.00 GBP	577.19
30/05/2020	EQUALISATION	0.00	BLACKROCK FM LTD CONTL EURP INC D UNITS...	0.00 GBP	646.67
01/05/2020	EQUALISATION	0.00	JPMORGAN AM UK LTD EMG MKTS INC C NET...	0.00 GBP	52.24
01/05/2020	EQUALISATION	0.00	JPMORGAN FUNDS LTD US EQUITY INC K GBP...	0.00 GBP	705.00
15/04/2020	SALE	8,250.00	SMITH(DS) ORD GBP0.10	2.88 GBP	23,762.30

A member of the London Stock Exchange authorised and regulated by the Financial Conduct Authority. Registered in England no. 2135876 at 12 Smithfield Street London EC1A 9BD. VAT registration Number: 690 8994 69.
E. & O.E. For the purposes of Value Added Tax and Capital Gains Tax, it is recommended that this document be retained.



Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/11/2019 to 31/10/2020
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 01/11/2019 to 31/10/2020)

POWYS00004

Date	Transaction	Quantity	Security Name	Price	Net Amount
15/04/2020	SALE	5,370.00	PRUDENTIAL GBP0.05	9.67 GBP	51,913.48
15/04/2020	SALE	50,800.00	ITV ORD GBP0.10	0.67 GBP	34,238.20
15/04/2020	PURCHASE	4,960.00	NATIONAL GRID ORD GBP0.12431289	8.87 GBP	-43,371.40
15/04/2020	PURCHASE	20,980.00	LEGAL & GENERAL GP ORD GBP0.025	1.95 GBP	-40,912.00
15/04/2020	PURCHASE	1,410.00	ASHTREAD GROUP ORD GBP0.10	17.91 GBP	-25,253.68
15/04/2020	PURCHASE	19,510.00	TAYLOR WIMPEY ORD GBP0.01	1.24 GBP	-24,267.54
15/04/2020	PURCHASE	18,660.00	M&G PLC ORD GBP0.05	1.47 GBP	-27,384.55
01/04/2020	EQUALISATION	0.00	BNY MELLON FD MNGR ASIAN INC INSTL W...	0.00 GBP	478.95
01/04/2020	EQUALISATION	0.00	BNY MELLON FD MNGR GBL DYNAMIC BD...	0.00 GBP	223.61
31/03/2020	EQUALISATION	0.00	TWENTYFOUR GLOBAL CORPORATE BOND I GBP...	0.00 GBP	337.40
23/03/2020	PURCHASE	75,330.00	LLOYDS BANKING GP ORD GBP0.1	0.31 GBP	-23,056.50
23/03/2020	PURCHASE	18,845.00	BT GROUP ORD GBP0.05	1.16 GBP	-21,947.89
23/03/2020	PURCHASE	1,250.00	RIO TINTO ORD GBP0.10	30.22 GBP	-37,779.54
23/03/2020	PURCHASE	2,800.00	GLAXOSMITHKLINE ORD GBP0.25	13.67 GBP	-38,288.20
23/03/2020	PURCHASE	5,370.00	PRUDENTIAL GBP0.05	8.17 GBP	-43,854.62
23/03/2020	PURCHASE	12,300.00	INT PUBLIC PARTNER ORD GBP0.0001	1.32 GBP	-16,192.72
23/03/2020	PURCHASE	1,125.00	ADMIRAL GROUP ORD GBP0.001	20.68 GBP	-23,266.65
23/03/2020	PURCHASE	4,235.00	ROYAL DUTCH SHELL 'B' ORD EUR0.07	10.52 GBP	-44,562.18

A member of the London Stock Exchange authorised and regulated by the Financial Conduct Authority. Registered in England no. 2135876 at 12 Smithfield Street London EC1A 9BD. VAT registration Number: 650 8994 69.
E. & O.E. For the purposes of Value Added Tax and Capital Gains Tax, it is recommended that this document be retained.



2020-2020 15:53:35

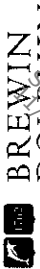
Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/11/2019 to 31/10/2020
All values and returns reported in British Pounds
Valuations as at today use the previous trading day's closing prices.
For backdated valuations prices are at the period end date.

Transaction Details (from 01/11/2019 to 31/10/2020)

POWYS0004

Date	Transaction	Quantity	Security Name	Price	Net Amount
23/03/2020	PURCHASE	50,800.00	ITV ORD GBP0.10	0.60 GBP	-30,602.92
23/03/2020	PURCHASE	1,360.00	JANUS HENDERSON JH GBL LIFE SCIENCES H1...	18.20 GBP	-24,752.00
23/03/2020	PURCHASE	9,885.00	PIMCO GLOBAL ADVIS SEL UK INC BD INSTL...	9.43 GBP	-91,329.55
23/03/2020	PURCHASE	45,700.00	BNY MELLON FD MNGR ASIAN INC INSTL W...	0.98 GBP	-44,996.22
23/03/2020	PURCHASE	30,750.00	BLACKROCK FM LTD ISHARES GBL PROP SECS...	1.34 GBP	-41,112.75
23/03/2020	PURCHASE	3,400.00	DODGE & COX WORLDW U S STOCK INC NAV	14.80 GBP	-50,320.00
23/03/2020	PURCHASE	38,925.00	BLACKROCK FM LTD CONTL EURP INC D UNITS...	1.26 GBP	-48,967.65
23/03/2020	PURCHASE	28,925.00	LINK FUND SOL LTD LF MITON UK MULT CAP...	1.37 GBP	-39,621.47
23/03/2020	PURCHASE	1,675.00	VANGUARD FUNDS PLC S&P 500 UCITS ETF...	37.48 GBP	-62,780.67
23/03/2020	PURCHASE	69,750.00	JPMORGAN FUNDS LTD US EQUITY INC K GBP...	0.91 GBP	-63,360.90
23/03/2020	PURCHASE	24,700.00	JUPITER UT MNGRS JAPAN INCOME Z GBP DIS	0.85 GBP	-20,960.42
23/03/2020	PURCHASE	11,500.00	HICL INFRASTRUCTU. ORD GBP0.0001	1.42 GBP	-16,363.20
06/03/2020	PURCHASE	8,250.00	SMITH(DS) ORD GBP0.10	3.23 GBP	-26,658.81
06/03/2020	PURCHASE	1,445.00	HISCOX ORD GBP0.065 (DI)	11.87 GBP	-17,150.42
06/03/2020	PURCHASE	355.00	ASTRAZENECA ORD USD0.25	72.76 GBP	-25,832.22
06/03/2020	PURCHASE	1,420.00	RELX PLC GBP0.1444	18.28 GBP	-25,964.28
06/03/2020	PURCHASE	575.00	CRODA INTL ORD GBP0.10609756	44.37 GBP	-25,513.75
03/03/2020	PURCHASE	17,440.00	INT PUBLIC PARTNER ORD GBP0.0001	1.65 GBP	-28,745.61

A member of the London Stock Exchange authorised and regulated by the Financial Conduct Authority. Registered in England no. 2135876 at 12 Smithfield Street London EC1A 9BD. VAT registration Number: 650 8994 69.
E. & O.E. For the purposes of Value Added Tax and Capital Gains Tax, it is recommended that this document be retained.



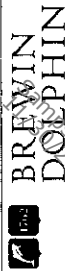
BREWIN
DOOLPHIN
Alexander Doolphin
2020/2020 15:53:35

Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/11/2019 to 31/10/2020
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 01/11/2019 to 31/10/2020)

POWYS0004

Date	Transaction	Quantity	Security Name	Price	Net Amount
03/03/2020	PURCHASE	1,385.00	JANUS HENDERSON JH GBL LIFE SCIENCES H1...	20.53 GBP	-28,434.05
03/03/2020	PURCHASE	41,550.00	ARTEMIS FD MNGRS US SELECT I ACC NAV	2.38 GBP	-98,922.24
03/03/2020	PURCHASE	61,750.00	BNY MELLON FD MNGR ASIAN INC INSTL W...	1.24 GBP	-76,693.50
03/03/2020	PURCHASE	71,650.00	BNY MELLON FD MNGR GBL DYNAMIC BD...	0.98 GBP	-70,138.19
03/03/2020	PURCHASE	35,000.00	JPMORGAN AM UK LTD EMG MKTS INC C NET...	0.60 GBP	-21,063.00
03/03/2020	PURCHASE	28,375.00	BLACKROCK FM LTD ISHARES GBL PROP SECS...	1.90 GBP	-53,969.25
03/03/2020	PURCHASE	47,820.00	BLACKROCK FM LTD CONTL EURP INC D UNITS...	1.61 GBP	-76,942.38
03/03/2020	PURCHASE	940.00	TWENTYFOUR GLOBAL CORPORATE BOND I GBP...	104.75 GBP	-98,465.00
03/03/2020	PURCHASE	39,100.00	LINK FUND SOL LTD LF MITON UK MULT CAP...	1.76 GBP	-68,780.81
03/03/2020	PURCHASE	4,660.00	XTRACKERS II XTRACKERS II GBL INFL-LKD B	26.98 GBP	-125,726.33
03/03/2020	PURCHASE	2,485.00	VANGUARD FUNDS PLC S&P 500 UCITS ETF ...	45.07 GBP	-114,487.06
03/03/2020	PURCHASE	94,570.00	JPMORGAN FUNDS LTD US EQUITY INC K GBP...	1.17 GBP	-110,741.47
03/03/2020	PURCHASE	44,000.00	JUPITER UT MNGRS JAPAN INCOME Z GBP DIS	0.94 GBP	-41,483.20
03/03/2020	PURCHASE	16,325.00	HICL INFRASTRUCTU. ORD GBP0.0001	1.77 GBP	-28,847.28
03/03/2020	PURCHASE	28,455.00	ARTEMIS FD MNGRS ARTEMIS SHT DATED GBL...	0.98 GBP	-27,834.68

BREWIN
DOLPHIN
London Abe
2020 15:53:35

Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND

For the period from 01/11/2019 to 31/10/2020

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.

Important Information

Please note that this is an ad hoc valuation that has been prepared for discussion purposes only. As this is not a formal valuation report, no representation is made as to its completeness or accuracy, and no reliance should be placed on the figures quoted. No liability will be accepted by Brewin Dolphin for any errors or inaccuracies in the valuation.

Please refer to the following for any FTSE information displayed in this valuation. Source: FTSE International Limited ("FTSE") © FTSE 2017. "FTSE®" is a trade mark of the London Stock Exchange Group companies and is used by FTSE International Limited under licence. All rights in the FTSE indices and/or FTSE ratings vest in FTSE and/or its licensors. Neither FTSE nor its licensors accept any liability for any errors or omissions in the FTSE indices and/or FTSE ratings or underlying data and no party may rely on any FTSE indices, ratings and/or data underlying data contained in this communication. No further distribution of FTSE data is permitted without FTSE's express written consent. FTSE does not promote, sponsor or endorse the content of this communication.

Any MSCI information displayed in this valuation may only be used for your internal use, may not be reproduced or redisseminated in any form and may not be used as a basis for or a component of any financial instruments or products or indices. None of the MSCI information is intended to constitute investment advice or a recommendation to make (or refrain from making) any kind of investment decision and may not be relied on as such. Historical data and analysis should not be taken as an indication or guarantee of any future performance analysis, forecast or prediction. The MSCI information is provided on an "as is" basis and the user of this information assumes the entire risk of any use made of this information. MSCI, each of its affiliates and each other person involved in or related to compiling, computing or creating any MSCI information (collectively, the "MSCI Parties") expressly disclaims all warranties (including, without limitation, any warranties of originality, accuracy, completeness, timeliness, non-infringement, merchantability and fitness for a particular purpose) with respect to this information. Without limiting any of the foregoing, in no event shall any MSCI Party have any liability for any direct, indirect, special, incidental, punitive, consequential (including, without limitation, lost profits) or any other damages. (www.msci.com)

Risk warning

This presentation is intended for the Trustees of the Powys Teaching Local Health Board Charitable Fund only and should not be distributed in whole or in part to any third party.

The value of investments and any income from them can fall and you may get back less than you invested. No investment is suitable in all cases. If you are unsure about the suitability of a particular investment please contact us for advice.

Past performance is not a guide to future performance. The value of investments can fall and you may get back less than you invested.

The information contained in this presentation has been taken from public sources and is believed to be reliable and accurate but, without further investigations, cannot be warranted as to accuracy or completeness. The opinions expressed in this document are not necessarily the views held by Brewin Dolphin Ltd. No Director, representative or employee of Brewin Dolphin Ltd accepts liability for any direct or consequential loss arising from the use of this document.

We or a connected person may have positions in or options on the securities mentioned herein or may buy, sell or offer to make a purchase or sale of such securities from time to time. In addition we reserve the right to act as principal or agent with regard to the sale or purchase of any security mentioned in this document. For further information, please refer to our conflicts policy which is available on request or can be accessed via our website at www.brewin.co.uk.

Restricted Advice

Whilst Brewin Dolphin looks across a wide range of financial products and services in order to meet your needs and objectives, we will not review all retail investment products in the market. As such we offer a 'Restricted Advice' service.

Sampson, Abe
11/30/2020 15:53:35

POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND

ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2020

Sampson, Ape
11/30/2020 15:53:35



GIG
NHS

Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

Contents

	Page
Reference and Administrative Details	2 - 4
Trustee Annual Report	5-15
Statement of Trustee Responsibilities	16
Independent Examiner's Report	17
Statement of Financial Activities	18
Balance Sheet	19
Statement of Cash Flow	20
Accounting Policies and Notes to the Accounts	21-31

Sampson, Abe
11/30/2020 15:53:35

Powys Teaching Local Health Board Charitable Fund
Annual Report and Accounts for the Year Ended 31st March 2020

Trustee Arrangements

Powys Teaching Local Health Board Charitable Fund (the Charity) is registered with the Charity Commission; Powys Teaching Local Health Board (Powys THB) is designated as Corporate Trustee.

The members of Powys THB who served during the financial year to 31st March 2020 were as follows

Powys Teaching Local Health Board Board Members 2019/2020			
Chair Vivienne Harpwood			
Vice Chair Mel Davies			
Chief Executive Carol Shillabeer			
Independent Members		Officer Members	
Third Sector	Trish Buchan	Executive Medical Director	Wyn Parry
Trade Union	Susan Newport	Executive Director of Nursing	Rhiannon Jones (to 14 th July 2019) Katrina Rowlands – (Interim -from 15 July 2019 to 20 January 2020) Alison Davies (From 20th January 2020)
University	Frances Gerrard	Executive Director of Planning & Performance	Hayley Thomas
Legal	Duncan Forbes (to 7 th August 2019) Vacant (8 th August 2019 to present)	Executive Director for Public Health	Stuart Bourne
Finance	Anthony Thomas	Executive Director of Therapies and Health Sciences	Rhiannon Jones (Interim – to 14 th July 2020) Vacant (from 15 th July 2019 to 6 th January 2020) Claire Madsen (from 7 th January 2020)

Powys Teaching Local Health Board Charitable Fund
Annual Report and Accounts for the Year Ended 31st March 2020

Powys Teaching Local Health Board Board Members 2018/2019			
Estates	Vacant (from 1 st April 2019 to 2 nd July 2019) Mark Taylor (from 3 rd July 2019)	Executive Director of Finance and IT	Eifion Williams (to 30 th June 2019) Pete Hopgood – Interim (from 1 st July 2019)
Community	Owen James	Executive Director of Workforce and Organisational Development	Julie Rowles
Local Authority	Matthew Dorrance	Director of Primary Community Care and Mental Health	Patsy Roseblade (Interim – to 14 th April 2019) Vacant (from 15 th April 2019 to 10 th June 2019) Jamie Marchant (from 11 th June 2019)
Information, Communications & Technology	Ian Phillips		
Associate Members			
Powys County Council Director of Social Services – Alison Bulman			

In order to assist the Corporate Trustee to fulfil its statutory duties under this registration, a Charitable Fund's Committee has been established with delegated powers to manage the Charity.

Charitable Funds Committee Membership

Current

Owen James	- Independent Member - Chairperson
Tony Thomas	- Independent Member
Trish Buchan	- Independent Member
Mark Taylor	- Independent Member (from 3 rd July 2019)
Eifion Williams	- Interim Director of Finance & IT(to 30 th June 2019)
Pete Hopgood	- Interim Director of Finance & IT(from 1 st July 2019)
Rhianon Jones	- Executive Director of Nursing and Therapies (to 14 th July 2020)

Powys Teaching Local Health Board Charitable Fund
Annual Report and Accounts for the Year Ended 31st March 2020

Katrina Rowlands - Interim Executive Director of Nursing
(From 15th July 2019 to 20th January 2020)

Alison Davies - Executive Director of Nursing
(from 20th January 2020)

Registered Office

The registered office of the Charity is Bronllys Hospital, Bronllys, Brecon, Powys, LD3 0LS.

Registration Number

The Charity is registered with the Charity Commission – Registered Number 1057902.

Bankers

Barclays Bank
57 Frogmore Street
Abergavenny
Gwent
NP7 5AT

Internal Auditors

NHS Wales Shared
Services Partnership
Audit & Assurance Services
4-5 Charnwood Court
Heol Billingsley
Parc Nantgarw
Cardiff
CF15 7QZ

Investment Advisors

CCLA Investment
Management Ltd
80 Cheapside
London
EC2V 6DZ

Independent Examiners

Auditor General for Wales
Wales Audit Office
24 Cathedral Road
Cardiff
CF11 9LJ

Brewin Dolphin Ltd
12 Smithfield Street
London
EC1A 9BD

Sampson Abe
11/30/2020 15:53:35

Trustee Annual Report

Foreword

The Charity was formally created on 28th May 2004 by a 'Deed of Arrangement' which replaced the Powys Health Care NHS Trust Charitable Fund, which had been in existence since 26th July 1996.

The Charity's annual report and accounts for the year ending 31st March 2020 have been prepared by the Corporate Trustee in accordance with Part VI of the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2005. The Charity's report and accounts include all the separately established charitable funds for which the Local Health Board is responsible.

Administrative Details

The Charity has an umbrella registration with the Charity Commission under which funds are registered together under a single 'main' registration number. There are a total of 76 individual funds maintained within the accounting records as at the 31 March 2020, and the notes to the accounts distinguish the types of funds and disclose separately all material funds.

Charitable monies donated to the Charity are accepted, held and administered as funds and property held on trust for purposes relating to the health service in accordance with the National Health Service Act 1977 and the National Health Service and Community Care Act 1990.

Trustee

Powys THB is the Corporate Trustee of the Charitable Fund governed by the law applicable to Local Health Boards, principally the Trustee Act 2000 and also the law applicable to Charities, which is governed by the Charities Act 2011.

The chair and independent members of the Board are appointed by the Welsh Government and the executive directors are appointed by the Board.

The Corporate Trustee devolves responsibility for the on-going management of the charity to the Charitable Funds Committee which administers the fund on behalf of the Corporate Trustee. Details of the Corporate Trustee and its Charitable Funds Committee are disclosed on pages 2 to 4.

Sampson:AKW
11/30/2020 15:53:35

Principal Charitable Fund Advisor to the Board

Under a scheme of delegated authority approved by the Corporate Trustee, the Executive Director of Finance of Powys THB has responsibility for the management of the Charity, and the Head of Financial Services is the principal officer overseeing the day-to-day financial management and accounting for the charitable fund and its specific charitable accounts during the year.

Professional Advisors

The principal professional advisors to the Corporate Trustee are detailed on page 4.

Structure Governance and Management

The Charity's unrestricted fund was established using the model declaration of trust. All funds held on trust as at the date of registration were either part of this unrestricted fund or registered as separate restricted funds under the main Charity. Subsequent donations and gifts received by the Charity that are attributable to the original funds are added to those fund balances within the existing Charity. Where funds have been received which have unique specific restrictions set by the donor, new restricted funds have been established.

The current structure of the individual funds reflects the fact that the majority of income and expenditure is focused where patients receive services. Operational managers exercise control over the funds donated to their management area. The charitable funds available for spending are allocated to service areas within Powys THB's management structure. There are, for example, specific allocations made for individual wards and for specific service areas such as Palliative Care and Brecon Cardiac Services.

Members of the Powys THB and its Charitable Funds Committee are not individual Trustees under Charity Law but act as agents on behalf of the Corporate Trustee.

Acting for the Corporate Trustee, the Charitable Funds Committee is responsible for the overall management of the Charitable Funds. The Committee is required to:

- control, manage and monitor the use of the fund's resources for the public benefit having regard to guidance issued by the Charity Commission,

Sampson Abe
11/30/2020 15:53:35

Powys Teaching Local Health Board Charitable Fund
Annual Report and Accounts for the Year Ended 31st March 2020

- provide support, guidance and encouragement for all its income raising activities whilst managing and monitoring the receipt of all income,
- ensure that 'best practice' is followed in the conduct of all its affairs fulfilling all of its legal responsibilities,
- ensure that the approved Investment Policy incorporated within the Charitable Funds Policy approved by the Teaching Local Health Board as Corporate Trustee is adhered to and that performance is regularly reviewed whilst being aware of ethical considerations,
- keep the Corporate Trustee fully informed on the activity, performance and risks of the charity.

Powys THB is the main beneficiary of the charity and is a related party by virtue of being the charity's Corporate Trustee. By working in partnership with Powys THB, the charitable funds are used to best effect and so when deciding upon the most beneficial way to use charitable funds, the Corporate Trustee has regard to its main activities, objectives, strategies and plans. The Corporate Trustee fulfils its legal duty by ensuring that funds are spent in accordance with the objectives of each fund that has been designated to respect the specific wishes of each donor.

The accounting records and the day-to-day administration of the fund is dealt with by the Finance Department located at Bronllys Hospital, Brecon, Powys, LD3 0LS.

Risk Management

The Charity operates under the same Standing Financial Instructions (SFI's) and Financial Control Procedures (FCP's) that are applied to Powys THB's main operations. Income and Expenditure is monitored for each individual fund to ensure that spending and firm financial commitments remain within available fund limits.

The committee has considered potential risks to which the charity is exposed. There are no major risks that have been identified other than those associated with the normal fluctuations in the value of investments and the level of reserves available to mitigate the impact of such losses. This has been carefully considered and there are procedures in place to review the investment policy and also to ensure that both spending and firm financial commitments remain in line with resources available.

Sampson, A
11/30/2020 15:53:35

Objectives and Strategy

The Charitable Funds Committee is an important mechanism for ensuring the effective and appropriate use of charitable donations made to the Teaching Health Board. Powys THB formally reviewed its charity strategy during 2019/20 which was approved by the Corporate Trustee in July 2019. This strategy is for a period of one year.

The strategy is called 'Making a Difference' and aims to articulate how the Charitable Funds Committee on behalf of the Corporate Trustee can have a more strategic approach to the use of charitable donations. There are five key strategic aims, including the development of local plans and policies that offer flexibility locally, working in partnership/collaboration and a focus on outcomes and publicising success and benefit.

The Charity's main fund has NHS wide objectives as follows:

"The Trustee shall hold the Trust fund upon trust to apply the income, and at their discretion, so far as may be permissible, the capital, for any charitable purpose or purposes relating to the National Health Service, wholly or mainly for the services provided by Powys Teaching Local Health Board (hereinafter referred to as "the objects")."

This means that the fund can be used for the benefit of patients and staff who receive or help deliver the services provided by Powys THB in accordance with the Deed of Trust.

The Charity is funded by donations and/or legacies received from patients, relatives and friends, the general public and other external organisations. The Corporate Trustee fulfils its legal duty by ensuring that funds are spent in accordance with the objects of each fund. The trustee respects the wishes of our donors to benefit patient care and advance good health and welfare of patients and staff and ensuring that all expenditure fulfils public benefit criteria. The practice of the Charity is to provide support to the Powys THB by the following means: -

Patients' Expenditure: by purchase of small equipment, and the provision of services and facilities not normally provided by or additional to the normal NHS provision.

Staff Expenditure: by supporting staff to provide more effective services to patients, through (for example)

Powys Teaching Local Health Board Charitable Fund
Annual Report and Accounts for the Year Ended 31st March 2020

additional education and training opportunities;
and facilitating and promoting research.

Medical Equipment: by purchase of equipment in addition to that normally provided by the NHS.

When there are changes in the delivery of a service, or when for some other reason it becomes impractical to maintain a separate fund, the Corporate Trustee has ultimate discretion, in accordance with Section 96 of the NHS Act 1977, to apply the charitable funds. Its objective, however, is to continue to respect the donor's wishes.

Annual Review: Our Activities

During the year to 31st March 2020, the Charity continued to support a wide range of charitable and health related activities benefiting both patients and staff. In general they were used to purchase additional goods and services to support the activities of patient care and staff welfare and training.

The funds made available from charitable means were an important addition to the funding made available from the NHS. These funds were applied to a variety of initiatives, which included:

- Enhanced welfare and amenities available to patients and staff,
- Purchase of additional medical equipment,
- Enabling staff to attend courses, not normally funded by the NHS or Statutory/Mandatory Training, which updated them on the new ideas and modern techniques in their specialty.

Income

Voluntary income consists of donations and legacies from patients and their relatives and friends. Total income of £208,687 received during 2019/20 included £71,344 which related to two legacies.

Donations in 2019/20 include an amount of £12,048 received from various Leagues of Friends associated with Powys Hospitals (2019: £11,766).

The generosity of all those who made a donation or legacy is greatly appreciated. An analysis of total income is given below.

Sampson, Ape
11/30/2020 15:53:35

Powys Teaching Local Health Board Charitable Fund
Annual Report and Accounts for the Year Ended 31st March 2020

	2019/20	2018/19
	£	£
Interest and Dividends	81,295	119,559
Donations	56,048	70,041
Legacies	71,344	21,730
	<u>208,687</u>	<u>211,330</u>

Expenditure

Expenditure on charitable activities and Support Costs in 2019/20 was £453,803 (2019: £322,160).

An analysis of expenditure (excluding Fundraising costs) is shown below:

	2019/20	2018/19
	£	£
Staff Education, Welfare and Amenities	95,005	34,120
Patient Education, Welfare and Amenities	298,087	167,656
Medical Equipment	41,783	81,180
Support Costs	18,928	19,650
	<u>453,803</u>	<u>302,606</u>

Raising funds costs of £0 (2019: £19,554) have been incurred and details are included which are detailed in notes 6 & 7 of the accounts.

Gain/Loss on Investment Assets

The Charity changed its Charity Investment arrangements during the year and the sale of its previous investment with CCLA Ltd during October 2019 saw the Charity experience a realised Gain of £0.181M.

An amount of £2.804M was invested via Brewin Dolphin Ltd in February 2020 and at the 31st March 2020 the unrealised loss on Investment totalled £0.037M. Unrealised gains and losses are calculated as the difference between the market value of the investment at the year end and opening carrying value. Since the investments have not physically been sold, this change in valuation

remains an unrealised gain/loss until a sale transaction realises the value and it becomes a realised gain/loss.

Elements of Funds Held

Expenditure was undertaken from the charity's unrestricted and restricted income funds, these funds comprise two elements:

- **The General Purposes Fund**, which is constituted of funds received by the Charity with no particular preference expressed by donors. Applications can be made to this fund from any service area within Powys THB. Expenditure from this fund is targeted on projects in areas that do not have available Designated Funds to pay for them.
- **Designated Funds**, which usually contain donations where a particular part of a Hospital or Health Board activity was nominated by the donor at the time their donation was made. Whilst their nomination is non-binding on the Trustee, the designated funds reflect these nominations and are overseen by Service Managers who can make recommendations on how to spend the money within their designated area. Service Managers' recommendations are duly considered and these funds can be spent at any time with the prior approval of the Charitable Funds Committee or Locality/Directorate Managers.

Reserves Policy

The charity's reserves policy takes account of both Restricted and Unrestricted income funds. The aim of the Trustee is to maintain a minimum cash equivalent reserve of £150,000, with the balance subject to regular review by the Head of Financial Services. Where it becomes apparent that excess balances are being held, income and expenditure plans are reviewed, and if appropriate these additional balances are placed on investment following advice from our Investment Advisors. Monies will be placed on investment to maximise income held on those balances whilst there is no expenditure commitment confirmed for them. However the Trustee encourages fund managers to utilise the majority of fund balances in accordance with funds held within a given financial year for the benefit of patients and staff.

Sampson, Ape
11/30/2020 15:53:35

A Review of our Finances, Achievements and Performance

The net assets of the Charitable Funds as at 31st March 2020 were £3,260,339 (2019: £3,361,455). Overall net assets decreased by £101,116 (2019: £96,070 increase).

The charity continues to rely on donations and legacies and investment income as the main sources of income. Total incoming resources decreased by £2,643 compared with the previous financial year. Legacy income increased by £49,614.

Expenditure of £453,803 has increased compared with the previous year (2019: £322,160). The total charitable expenditure on direct charitable activity, including support costs was £453,803 across a range of programmes.

Purchase of new medical equipment

The total spend on providing new equipment for Powys THB of £41,783 (2019: £81,180) represents a vital and valuable contribution to enhancing the provision of clinical care ranging from purchases of small items of rehabilitation equipment through to items for District Nursing Teams to support management of patients within their own homes.

Provision of Staff Education, Welfare and Amenities

Of the total Staff Education, Welfare and Amenities expenditure in year of £95,005 (2019: £34,120), the Charity contributed £23,092 (2019: £31,070) towards the provision of education and training for Powys THB staff undertaking further professional education and training.

Provision of Patient Education, Welfare and Amenities

A significant amount of expenditure £298,087 (2019: £167,656) has been charged under this heading in the year from small initiatives such as increased patient activities at day hospitals to the development of patient garden areas at Brecon Hospital and a dedicated palliative care suite at Bronllys Hospital.

Performance Management

The Charity has no direct employees and so relies upon Powys THB Board Members and staff through the Charitable Funds Committee or Directorate Managers to review the appropriateness of requests for equipment, training and all charitable expenditure. For equipment purchases, funded by the Charity, the applicant must

Powys Teaching Local Health Board Charitable Fund
Annual Report and Accounts for the Year Ended 31st March 2020

advise what difference the proposal will make and what benefit it will provide. The Charity requires all Service Managers to provide an expenditure request form for approval by their Directorate Manager prior to expenditure being incurred. All expenditure incurred was reported to the Charitable Funds Committee which reviewed expenditure levels against the funds held.

Investments

The Charitable Trustee has considered potential risks to which the Charity is exposed. There are no major risks that have been identified other than those associated with the normal fluctuations in the value of investments. The Trustee believes these risks are appropriately managed. Independent investment advisors (Brewin Dolphin Limited) have been appointed, and investments are held in a diversified fund of investments, including 11% in fixed interest bonds.

The Corporate Trustee invests the funds of the Charity with Brewin Dolphin Ltd via a Portfolio arrangement. At the year-end 49%, 11%, 7% and % were invested in Equities, Fixed Income, Alternatives and Other Investments respectively with the remaining 30% held as cash assets.

The Corporate Trustee continues to consider its exposure to the fluctuations in the value of its equity based investment, and receives a quarterly investments performance report at each Charitable Funds Committee meeting.

The charity during 2018/19 undertook a re-tender of its investment manager services. This has resulted in a change of Investment Management services to Brewin Dolphin Ltd.

During the year an realised gain of £0.181M and unrealised loss of £0.037M was recognised in the accounts.

In line with the ethos of promoting patient wellbeing, the Corporate Trustee attempts to ensure that all investments are ethically and environmentally sound, and are not opposed to the "purpose" of the charity. The performance of the investments are regularly monitored and reported on a quarterly basis by our Investment Managers.

The strategy of the Corporate Trustee is that funds are spent within a timely manner after receipt. There has, however, been a significant investment of funds that have been built up over many years. The strategy aims to address this by requiring service managers supported by the Senior Locality teams/Directorate

Powys Teaching Local Health Board Charitable Fund
Annual Report and Accounts for the Year Ended 31st March 2020

Managers to fully consult and discuss with their teams, areas of service development and provision that can utilise the balance of funds held to ensure the expenditure of monies is achieved in a timely manner from when the donation is received.

Our Future Plans

The review of achievements, performance and finances should be seen in the context of the Trustee vision to assist Powys THB to deliver health services that meet the needs of all its citizens.

The direction of the Charity will be shaped by the future provision of services and the need to redesign patient care. Powys THB is currently considering a number of proposed service direction changes as outlined within its published Integrated Medium Term Plan 2019-22. The THB has set a vision of a 'Healthy Caring Powys' with eight objectives for delivery, across the whole life course, 'Start Well – Live Well – Age Well'.

The Charity has approved a strategy called "Making a Difference". This strategy aims to outline how the Charitable Funds Committee and therefore Trustees will work with partners, donors, staff and other stakeholders to add benefit to the population of Powys receiving health care services. As such, income and expenditure plans will be the subject of continual review to ensure that future needs are prioritised accordingly.

The charity has appointed a Charity Manager to assist in the leadership, direction and management for all of the Health Board's Charity's expenditure, income generation and communication activities. The Charity Manager will take responsibility for developing long term strategic plans for expenditure and fundraising which will benefit staff, patients, families and the population of Powys as well as representing the Charity in various contexts to develop and maintain relationships with key partners and stakeholders.

A Big Please and Thank You

On behalf of the patients and staff who have benefited from improved services due to donations and legacies, the Corporate Trustee would like to thank all patients, relatives, friends and staff who have made charitable donations.

Powys THB has a clear view of how health services should be delivered in this rural area. Making this vision happen involves all Powys THB's partners, staff, patients, carers and the community and we invite you to join us to make this a reality. If you want to

Powys Teaching Local Health Board Charitable Fund
Annual Report and Accounts for the Year Ended 31st March 2020

know more about how to help by making a donation please contact
Abe Sampson, Charity Manager at abe.sampson@wales.nhs.uk.

Professor V M Harpwood
Chair
Powys Teaching
Local Health Board

Mrs C Shillabeer
Chief Executive
Powys Teaching
Local Health Board

Sampson Abe
11/30/2020 15:53:35

**Powys Teaching Local Health Board Charitable Fund
Annual Report and Accounts for the Year Ended 31st March 2020**

**Statement of Trustee responsibilities in respect of the Trustee's Report
and the financial statements**

Under charity law, the Trustee is responsible for preparing the Trustee Report and the financial statements for each financial year which show a true and fair view of the state of affairs of the charity and of the excess of income over expenditure for that period.

In preparing these financial statements, generally accepted accounting practice entails that the Trustee:

- selects suitable accounting policies and then applies them consistently;
- makes judgements and estimates that are reasonable and prudent;
- states whether the recommendations of the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- states whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements;
- prepares the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The Trustee is required to act in accordance with the trust deed and the rules of the charity, within the framework of trust law. The Trustee is responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the Trustee to ensure that, where any statements of accounts are prepared by them under section 42(1) of the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision. The Trustee has a general responsibility for taking such steps as are reasonably open to it to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

The Trustee is responsible for the maintenance and integrity of the financial and other information included on the Powys Teaching Local Health Board website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The Trustee confirms that it has met the responsibilities set out above and complied with the requirements for preparing the accounts. The financial statements set out on pages 18 to 31 attached have been compiled from and are in accordance with the financial records maintained by the Trustee.

By Order of the Trustee

Signed:(Chair)

Date:.....

Signed:(Chief Executive)

Date:.....

Powys Teaching Local Health Board Charitable Fund
Annual Report and Accounts for the Year Ended 31st March 2020

Report of the independent examiner to the trustee of Powys Teaching Local Health Board Charitable Fund

I report on the accounts of Powys Teaching Local Health Board Charitable Fund for the year ended 31 March 2020, which are set out on pages 18 to 31.

Responsibilities and basis of report

As the charity's trustee, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act). You are satisfied that the accounts are not required to be audited by charity law and have chosen instead to have an independent examination.

I report in respect of my examination of your charity's accounts as carried out under section 150(3) of the Act; In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the accounts present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable requirements concerning the form and content set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Adrian Crompton
Auditor General for Wales
Date: XX 2020

24 Cathedral Road
Cardiff
CF11 9LJ

Sampson Abe
11/30/2020 15:53:35

Powys Teaching Local Health Board Charitable Fund
Annual Report and Accounts for the Year Ended 31st March 2020

Powys Teaching Local Health Board Charity Statement of Financial Activities for the year ended 31 March 2020

		Unrestricted	Restricted	Endowment	Total
	Note	funds	Income	funds	Funds
		£000	£000	£000	2019/20
					£000
Incoming resources from generated funds:					
Donations and legacies	3	128	0	0	128
Charitable activities		0	0	0	0
Other trading activities		0	0	0	0
Investments	5	81		0	81
Other		0	0	0	0
Total incoming resources		209	0	0	209
Expenditure on:					
Raising Funds	6	0	0	0	0
Charitable activities	7	454	0	0	454
Other		0	0	0	0
Total expenditure		454	0	0	454
Net gains / (losses) on investments	13	144	0	0	144
Net income / (expenditure)		(101)	0	0	(101)
Transfer between funds	18	0	0	0	0
Net movement in funds		(101)	0	0	(101)
Reconciliation of Funds					
Total Funds brought forward	19	3,359	2	0	3,361
Total Funds carried forward		3,258	2	0	3,260

Powys Teaching Local Health Board Charity Statement of Financial Activities for the year ended 31 March 2019

		Unrestricted	Restricted	Endowment	Total
	Note	funds	Income	funds	Funds
		£000	£000	£000	2018/19
					£000
Incoming resources from generated funds:					
Donations and legacies	3	91	0	0	91
Charitable activities		0	0	0	0
Other trading activities		0	0	0	0
Investments	5	120		0	120
Other		0	0	0	0
Total incoming resources		211	0	0	211
Expenditure on:					
Raising Funds	6	20	0	0	20
Charitable activities	7	302	0	0	302
Other		0	0	0	0
Total expenditure		322	0	0	322
Net gains / (losses) on investments	13	207	0	0	207
Net income / (expenditure)		96	0	0	96
Transfer between funds	18	0	0	0	0
Net movement in funds		96	0	0	96
Reconciliation of Funds					
Total Funds brought forward	19	3,263	2	0	3,265
Total Funds carried forward		3,359	2	0	3,361

Sampson, A
11/30/2020 15:53:35

Powys Teaching Local Health Board Charitable Fund

Annual Report and Accounts for the Year Ended 31st March 2020

Powys Teaching Local Health Board Charity Balance Sheet as at 31 March 2020

		Unrestricted	Restricted	Income	Endowment	Total	Total
	Note	funds	funds	funds	funds	31 March	31 March
		£000	£000	£000	£000	2020	2019
		£000	£000	£000	£000	£000	£000
Fixed assets:							
Investments	13	2,765	2	0		2,767	3,011
Total fixed assets		2,765	2	0		2,767	3,011
Current assets:							
Debtors	14	3	0	0		3	2
Cash and cash equivalents	15	591	0	0		591	389
Total current assets		594	0	0		594	391
Liabilities:							
Creditors: Amounts falling due within one year	16	101	0	0		101	41
Net current assets / (liabilities)		493	0	0		493	350
Total assets less current liabilities		3,258	2	0		3,260	3,361
Creditors: Amounts falling due after more than one year	16	0	0	0		0	0
Total net assets / (liabilities)		3,258	2	0		3,260	3,361
The funds of the charity:							
Endowment Funds	19					0	0
Restricted income funds	19		2			2	2
Unrestricted income funds	19	3,258				3,258	3,359
Total funds		3,258	2	0		3,260	3,361

The notes on pages 20 to 30 form part of these accounts

Signed :

Name :(Chair of Trustees)

Date :

Sampson, Ape
11/30/2020 15:53:35

**Powys Teaching Local Health Board Charitable Fund
Annual Report and Accounts for the Year Ended 31st March 2020**

**Powys Teaching Local Health Board Charity Statement of Cash Flows
for the year ending 31 March 2020**

	Note	Total Funds 2019-20 £000	Total Funds 2018-19 £000
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	17	(267)	(257)
Cash flows from investing activities:			
Dividend, interest and rents from investments	5	81	120
Proceeds from the sale of investments	13	3,192	0
Purchase of investments	13	(2,804)	0
Net cash provided by (used in) investing activities		469	120
Change in cash and cash equivalents in the reporting period		202	(137)
Cash and cash equivalents at the beginning of the reporting period	15	389	526
Cash and cash equivalents at the end of the reporting period	15	591	389

Sampson, Abe
11/30/2020 15:53:35

Powys Teaching Local Health Board Charitable Fund

Annual Report and Accounts for the Year Ended 31st March 2020

Note on the accounts

1 Accounting Policies

(a) Basis of preparation

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at fair value.

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. There are no material uncertainties affecting the current year's accounts.

In future years, the key risks to the Charity are a fall in income from donations or investment income but the trustees have arrangements in place to mitigate those risks (see the risk management and reserves sections of the annual report for more information).

The Charity meet the definition of public benefit entity under FRS 102.

(b) Funds structure

Where there is a legal restriction on the purpose to which a fund may be put, the fund is classified either as:

- A restricted fund or
- An endowment fund.

Restricted funds are those where the donor has provided for the donation to be spent in furtherance of a specified charitable purpose. The Charity's restricted funds tend to result from donations or legacies for specified purposes.

Endowment funds arise when the donor has expressly provided that the gift is to be invested and only the income of the fund may be spent. These funds are sub analysed between those where the Trustees have the discretion to spend the capital (expendable endowment) and those where there is no discretion to expend the capital (permanent endowment).

The charity has no permanent endowment funds.

Those funds which are neither endowment nor restricted income funds, are unrestricted income funds which are sub analysed between designated (earmarked) funds where the Trustees have set aside amounts to be used for specific purposes or which reflect the non-binding wishes of donors and unrestricted funds which are at the Trustees' discretion, including the general fund which represents the charity's reserves. The major funds held in each of these categories are disclosed in note 19.

Sampson, ABE
11/30/2020 15:53:35

Powys Teaching Local Health Board Charitable Fund
Annual Report and Accounts for the Year Ended 31st March 2020

(c) Incoming resources

Income consists of donations, legacies, income from charitable activities and investment income.

Donations are accounted for when received by the charity. All other income is recognised once the charity has entitlement to the resources, it is probable (more likely than not) that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Where there are terms or conditions attached to incoming resources, particularly grants, then these terms or conditions must be met before the income is recognised as the entitlement condition will not be satisfied until that point. Where terms or conditions have not been met or uncertainty exists as to whether they can be met then the relevant income is not recognised in the year but deferred and shown on the balance sheet as deferred income.

(d) Incoming resources from legacies

Legacies are accounted for as incoming resources either upon receipt or where the receipt of the legacy is probable.

Receipt is probable when:

- Confirmation has been received from the representatives of the estate(s) that probate has been granted
- The executors have established that there are sufficient assets in the estate to pay the legacy and
- All conditions attached to the legacy have been fulfilled or are within the charity's control.

If there is uncertainty as to the amount of the legacy and it cannot be reliably estimated then the legacy is shown as a contingent asset until all of the conditions for income recognition are met.

(e) Incoming resources from endowment funds

There are no endowment funds within the Charity.

Sampson Abe
11/30/2020 15:53:35

Powys Teaching Local Health Board Charitable Fund
Annual Report and Accounts for the Year Ended 31st March 2020

(f) Resources expended and irrecoverable VAT

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to each category of expense shown in the Statement of Financial Activities. Expenditure is recognised when the following criteria are met:

- There is a present legal or constructive obligation resulting from a past event
- It is more likely than not that a transfer of benefits (usually a cash payment) will be required in settlement
- The amount of the obligation can be measured or estimated reliably.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

(g) Recognition of expenditure and associated liabilities as a result of grants

Grants payable are payments made to linked, related party or third party NHS bodies and non NHS bodies, in furtherance of the charitable objectives of the funds held on trust, primarily relief of those who are sick.

Grant payments are recognised as expenditure when the conditions for their payment have been met or where there is a constructive obligation to make a payment.

A constructive obligation arises when:

- We have communicated our intention to award a grant to a recipient who then has a reasonable expectation that they will receive a grant
- We have made a public announcement about a commitment which is specific enough for the recipient to have a reasonable expectation that they will receive a grant
- There is an established pattern of practice which indicates to the recipient that we will honour our commitment.

The Trustees have control over the amount and timing of grant payments and consequently where approval has been given by the trustees and any of the above criteria have been met then a liability is recognised. Grants are not usually awarded with conditions attached. However, when they are then those conditions have to be met before the liability is recognised.

Where an intention has not been communicated, then no expenditure is recognised but an appropriate designation is made in the appropriate fund. If a grant has been offered but there is uncertainty as to whether it will be accepted or whether conditions will be met then no liability is recognised.

(h) Allocation of support costs

Support costs are those costs which do not relate directly to a single activity. These include staff costs, costs of administration, internal and external audit costs. Support costs have been apportioned between charitable activities on an appropriate basis. The analysis of support costs and the bases of apportionment applied are shown in note 10.

(i) Fundraising costs

There has been £0K fundraising costs incurred by the Charity during 2019/20 (2018/19 £20K). This relates to investment management costs.

Sampson Abe
11/30/2020 15:53:35

Powys Teaching Local Health Board Charitable Fund

Annual Report and Accounts for the Year Ended 31st March 2020

(j) Charitable activities

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs, where not wholly attributable, are apportioned between the categories of charitable expenditure in addition to the direct costs. The total costs of each category of charitable expenditure include an apportionment of support costs as shown in note 7.

(k) Debtors

Debtors are amounts owed to the charity. They are measured on the basis of their recoverable amount.

(l) Fixed Asset Investments

Investments are a form of basic financial instrument. Fixed Asset investments are initially recognised at their transaction value and are subsequently measured at their fair value (market value) at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposal throughout the year. Quoted stocks and shares are included in the Balance Sheet at the current mid price market value quoted by the investment analyst, excluding dividend. The SORP recommends that the bid price market price be used in valuing stocks and shares, although the difference between the bid and mid market price is not material. Other investments are included at the trustees' best estimate of market value.

The main form of financial risk faced by the charity is that of volatility in equity markets and investment markets due to the wider economic conditions, the attitude of investors to investment risk and changes in sentiment concerning equities and within particular sectors or sub sectors. Further information on the charity's investments can be found in note 13.

(m) Cash and cash equivalents

Cash at bank and in hand is held to meet the day to day running costs of the charity as they fall due. Cash equivalents are short term, highly liquid investments, usually in no notice interest bearing savings accounts.

(n) Creditors

Creditors are amounts owed by the charity. They are measured at the amount that the charity expects to have to pay to settle the debt.

Amounts which are owed in more than a year are shown as long term creditors.

(o) Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening carrying value. Unrealised gains and losses are calculated as the difference between the market value at the year end and opening carrying value.

Sampson Abe
11/30/2020 15:53:35

Powys Teaching Local Health Board Charitable Fund

Annual Report and Accounts for the Year Ended 31st March 2020

2. Related party transactions

During the year none of the trustees or members of the key management staff or parties related to them has undertaken any material transactions with the Powys Teaching Local Health Board Charitable Funds.

Board Members (and other senior staff) take decisions both on Charity and Exchequer matters but endeavour to keep the interests of each discrete and do not seek to benefit personally from such decisions. Declarations of personal interest have been made in both capacities and are available to be inspected by the public.

The Charitable Trust Fund has made payments to Powys Teaching Health Board of £0.261M. As at 31 March 2020 the total owed to the Health Board was £0.087M (2019: £0.000M), and owed by the Health Board was £0.000M (2019: £0.000M).

3. Income from donations and legacies

	Unrestricted	Restricted	Endowment	Total	Total
	funds	Income	funds	2019-20	2018-19
	£000	funds	funds	£000	£000
	£000	£000	£000	£000	£000
Donations	56	0	0	56	67
Legacies	72	0	0	72	24
Grants	0	0	0	0	0
	128	0	0	128	91

4. Role of volunteers

Like all charities, the THB Charity is reliant on a team of volunteers for our smooth running. Our volunteers perform the following role:

- Fund advisors – there are about 13 THB staff who manage how the charity's designated funds should be spent. These funds are designated (or earmarked) by the trustees to be spent for a particular purpose or in a particular ward or department. Each fund advisor has delegated powers to spend the designated funds that they manage in accordance with the trustees wishes subject to the approval of their Locality General Manager or the Charitable Funds Committee. The trustees determine through it Strategy the key aims that expenditure should be utilised for. Fund advisors who spend more than £10,000 are required to seek approval from the Charitable Funds Committee setting out what they intend to spend the money on and the difference it will make to the patients and staff of the THB services.

In accordance with the SORP, due to the absence of any reliable measurement basis, the contribution of these volunteers is not recognised in the accounts.

Sampson Abe
11/30/2020 15:53:35

Powys Teaching Local Health Board Charitable Fund
Annual Report and Accounts for the Year Ended 31st March 2020

5. Gross investment income

	Unrestricted funds £000	Restricted Income funds £000	Total 2019-20 £000	Total 2018-20 £000
Fixed asset equity and similar investments	81	0	81	120
Short term investments, deposits and cash on deposit	0	0	0	0
	<u>81</u>	<u>0</u>	<u>81</u>	<u>120</u>

6. Analysis of expenditure on raising funds

	Unrestricted funds £000	Restricted Income funds £000	Total 2019-20 £000	Total 2018-20 £000
Fundraising office	0	0	0	0
Fundraising events	0	0	0	0
Investment management	0	0	0	20
Support costs	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>20</u>

7. Analysis of charitable activity

	Grant funded activity £000	Support costs £000	Total 2019-20 £000	Total 2018-20 £000
Medical research	0	0	0	0
Purchase of new equipment	42	1	43	82
Building and refurbishment	0	0	0	0
Staff education and welfare	95	5	100	40
Patient education and welfare	298	13	311	180
	<u>435</u>	<u>19</u>	<u>454</u>	<u>302</u>

8. Analysis of grants

The charity does not make grants to individuals. All grants are made to the Health Board to provide for the care of NHS patients in furtherance of our charitable aims. The total cost of making grants, including support costs, is disclosed on the face of the Statement of Financial Activities and the actual funds spent on each category of charitable activity, is disclosed in note 7.

The trustees operate a scheme of delegation for the majority of the charitable funds, under which fund advisors manage the day to day disbursements on their projects in accordance with the directions set out by the trustees in charity standing orders and financial instructions. Funds managed under the scheme of delegation represent ongoing activities and it is not possible to segment these activities into discrete individual grant awards.

Sampson Abe
11/30/2020 15:53:35

Powys Teaching Local Health Board Charitable Fund **Annual Report and Accounts for the Year Ended 31st March 2020**

9. Movements in funding commitments

	Current liabilities £000	Restricted Non-current liabilities £000	Total 31 March 2020 £000	Total 31 March 2019 £000
Opening balance at 1 April (see note 16)	41		41	85
Movement in liabilities	60		60	(44)
Closing balance at 31 March (see note 16)	101	0	101	41

As described in notes 7 and 8, the charity awards a number of grants in the year. Many grants are awarded and paid out in the same financial year.

10. Allocation of support costs

Support and overhead costs are allocated between fundraising activities and charitable activities. Governance costs are those support costs which relate to the strategic and day to day management of a charity.

	Raising funds £000	Charitable activities £000	Total 2019-20 £000	Total 2018-19 £000	Basis
Governance					
External audit	0	2	2	2	Charged to Central Fund
Finance and administrative	0	4	4	4	Charged to Central Fund
Other professional fees					
Total governance	0	6	6	6	
Finance and administrative	0	13	13	33	Charged to Central Fund
Other professional fees	0	0	0	0	Charged to Central Fund
Other costs	0	0	0	0	Charged to Central Fund
	0	19	19	39	
	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total Funds 2019-20 £000	Total Funds 2018-19 £000
Raising funds	0	0	0	0	20
Charitable activities	19	0	0	19	19
	19	0	0	19	39

11. Trustees' remuneration, benefits and expenses

The charity does not make any payments for remuneration nor to reimburse expenses to the charity trustees for their work undertaken as trustee.

Sampson, Ape
11/30/2020 15:53:35

Powys Teaching Local Health Board Charitable Fund

Annual Report and Accounts for the Year Ended 31st March 2020

12. Auditors remuneration

The External auditors remuneration of £1,650.00 (2018-19: £1,650.00) related solely to the Audit of the Statutory Annual Report and Accounts.

The Internal Auditors remuneration of £0 (2018-19: £0) seeks to provide the Health Board with assurance that operational procedures are compliant with the Health Board's Charitable Funds Policy and Guidance, along with its underlying Standing Financial Instructions, and wider NHS Charities guidance. A full review was undertaken during November 2015 and the report received 'yellow' assurance which indicates :
"The Board can take reasonable assurance that arrangements to secure governance, risk management and internal control, within those areas under review, are suitably designed and applied effectively. Some matters require management attention in control design or compliance with low to moderate impact on residual risk exposure until resolved"

13. Fixed asset investments

Movement in fixed assets investments

	Total 2019-20 £000	Total 2018-19 £000
Market value brought forward	3,011	2,804
Add: additions to investments at cost	2,804	
Less disposals at carrying value	(3,192)	
Add net gain / (loss) on revaluation	144	207
Market value as at 31st March	2,767	3,011

Fixed Asset by Type

	Total 2019-20 £000	Total 2018-19 £000
COIF Charities Investment Fund Investment Fund	0	2,848
COIF Charities Fixed Interest Fund	0	163
Brewin Dolphin Ltd Portfolio	2,767	0
	2,767	3,011

All investments are carried at their fair value.

The Charitable Trustee has considered potential risks to which the Charity is exposed. There are no major risks that have been identified other than those associated with the normal fluctuations in the value of investments. The Trustee believes these risks are appropriately managed. Independent investment advisors (Brewin Dolphin Ltd) have been appointed, and investments are held in a diversified fund of investments, including 11% in fixed interest mainly government stock

The Corporate Trustee invests the funds of the Charity with Brewin Dolphin Ltd via a Portfolio arrangement. At the year-end 49%, 11%, 7% and % were invested in Equities, Fixed Income, Alternatives and Other Investments respectively with the remaining 30% held as cash assets.

The Corporate Trustee continues to consider its exposure to the fluctuations in the value of its equity based investment, and receives a quarterly investments performance report at each Charitable Funds Committee meeting.

The charity during 2018/19 undertook a re-tender of its investment manager services. This has resulted in a change of Investment Management services to Brewin Dolphin Ltd with the investment with CCLA Ltd being sold during October 2019 and a new portfolio investment with Brewin Dolphin Ltd in February 2020.

During the year an realised gain of £0.181M unrealised loss of £0.037M was recognised in the accounts.

In line with the ethos of promoting patient wellbeing, the Corporate Trustee attempts to ensure that all investments are ethically and environmentally sound, and are not opposed to the "purpose" of the charity. The performance of the investments are regularly monitored and reported on a quarterly basis by our investment managers.

Powys Teaching Local Health Board Charitable Fund
Annual Report and Accounts for the Year Ended 31st March 2020

14. Analysis of current debtors

Debtors under 1 year	Total 31 March 2020 £000	Total 31 March 2019 £000
Accrued income	0	0
Other debtors	3	2
	<u>3</u>	<u>2</u>

15. Analysis of cash and cash equivalents

	Total 31 March 2020 £000	Total 31 March 2019 £000
Cash in hand	591	389
Notice deposits (less than 3 months)	0	0
	<u>591</u>	<u>389</u>

No cash or cash equivalents or current asset investments were held in non-cash investments or outside of the UK.

16. Analysis of liabilities

	Total 31 March 2020 £000	Total 31 March 2019 £000
Creditors under 1 year		
Trade creditors	101	41
Other creditors	0	0
Accruals	0	0
	<u>101</u>	<u>41</u>
Creditors over 1 year		
Trade creditors	0	0
Other creditors	0	0
Accruals	0	0
	<u>0</u>	<u>0</u>
Total creditors	<u>101</u>	<u>41</u>

Sampson, Ape
11/30/2020 15:53:35

Powys Teaching Local Health Board Charitable Fund
Annual Report and Accounts for the Year Ended 31st March 2020

17. Reconciliation of net income / expenditure to net cash flow from operating activities

	Total 2019-20 £000	Total 2018-19 £000
Net income / (expenditure) (per Statement of Financial Activities)	(101)	96
Adjustment for:		
Depreciation charges	0	0
(Gains) / losses on investments	(144)	(207)
Dividends, interest and rents from investments	(81)	(120)
Loss / (profit) on the sale of fixed assets	0	0
(Increase) / decrease in stocks		
(Increase) / decrease in debtors	(1)	18
Increase / (decrease) in creditors	60	(44)
Net cash provided by (used in) operating activities	(267)	(257)

18. Transfer between funds

There has been no transfer between funds during the year

19. Analysis of funds

a. Analysis of endowment fund movements

	Balance 1 April 2019 £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2020 £000
Endowment Funds	0	0	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

There are no endowment funds in operation within the Charity

Sampson, ABE
11/30/2020 15:53:35

Powys Teaching Local Health Board Charitable Fund **Annual Report and Accounts for the Year Ended 31st March 2020**

b. Analysis of restricted fund movements

	Balance 1 April 2019 £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2020 £000
Restricted Funds	2	0	0	0	0	2
	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>

The objects of the restricted funds are as follows:

There is a small capital in perpetuity donation which specifies that the capital amount is to be invested and any income from this is to be utilised by the Charity. The original donation amount cannot be discharged and must remain as an investment.

c. Analysis of unrestricted and material designated fund movements

	Balance 1 April 2019 £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2020 £000
Unrestricted Funds	3,359	209	(454)	0	144	3,258
	<u>3,359</u>	<u>209</u>	<u>(454)</u>	<u>0</u>	<u>144</u>	<u>3,258</u>

The objects of the unrestricted funds are as follows:

The unrestricted Funds usually contain donations where a particular part of a Hospital or Health Board activity was nominated by the donor at the time their donation was made. Whilst their nomination is non-binding on the Trustee, the designated funds reflect these nominations and are overseen by Service managers who can make recommendations on how to spend the money within their designated area. Service Managers' recommendations are duly considered and these funds can be spent at any time with the prior approval of the Charitable Funds Committee or Locality/Directorate Managers.

The AMI Legacy and Hazels Legacy funds relate to a legacy left to the Charity to Hazel's Clinic, Llandrindod Wells and to Bronllys Hospital, relating to mental health services. The Mental Health Directorate has a strategy in place to utilise these funds which is actively monitored by the charitable funds committee.

The Mid and South Powys Community & Palliative Services fund relates to a legacy left with the specific request that the fund is to be used for the health provision to the population within the vicinity of mid and south Powys including Builth and Bronllys with an emphasis that it is to be used in the area of palliative medicine and community services. A strategy for this legacy is currently being implemented and will be monitored by the Charitable Funds Committee.

Sampson Abe
11/30/2020 15:53:35



Grant Thornton

An instinct for growth™

Carol Shillabeer
Chief Executive
Powys Teaching Local Health Board
Bronllys Hospital
Brecon
Powys
LD3 0LS

Grant Thornton UK LLP
6th floor, 3 Callaghan Square,
Cardiff, CF10 5BT

T +44 (0)29 2023 5591
F +44 (0)29 2038 3803
www.grant-thornton.co.uk

6 November 2020

Dear Carol

Charitable Funds Accounts - 2019/20 independent examination

We have now completed our examination of the Annual Report and Accounts and, subject to consideration by the Health Board's Audit and Charitable Funds Committees will be asking the Auditor General for Wales to sign the Independent Examiner's Report without any additional comments or actions required.

I believe the following steps now need to be taken:

1. Board / Trustee certification

The annual report and accounts now need formal committee review, Board approval and signatures.

2. Certification by the Auditor General for Wales

To be provided after completion of the first step, but before the January submission deadline.

Yours sincerely

A handwritten signature in blue ink that reads "Grant Thornton UK LLP".

Barrie Morris (Director)
For and on behalf of Grant Thornton UK LLP

Sampson, Abe
11/30/2020 15:53:35

AGENDA ITEM: 4.2

Charitable Funds Committee		DATE OF MEETING: 3 rd December 2020
Subject:	Staff guidelines for Gifts & Donations	
Approved and Presented by:	Charity Manager	
Prepared by:	Charity Manager	
Considered by Executive Committee on:	N/A	
Other Committees and meetings considered at:	N/A	

PURPOSE:

To present the Gifts & Donations guidance document created by the PTHB Charity for staff members.

RECOMMENDATION(S):

The Charitable Funds Committee is requested to NOTE the Gifts & Donations Guideline document at Appendix 1.

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):

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

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 document at Appendix 1 has been compiled to summarise the key steps for staff members to take with regards to correctly logging and accepting donations from members of the public.

DETAILED BACKGROUND AND ASSESSMENT:

The significant increase in community gifts and donations to PTHB staff across 2020 led to the need for new measures to ensure correct governance procedure is being followed throughout PTHB. The recommendation to remind staff of their obligations regarding donations was highlighted in the recent Advisory Review Report for Governance Arrangements During COVID-19 Pandemic.

The Charity Manager created new guidance for all staff members to help outline the appropriateness of charitable gifts and donations along with the steps to correctly record them.

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	✓			
<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><i>Please provide supporting narrative for any risks identified that may occur if a decision is taken</i></p>				

Appendix 1



Sampson, Abe
11/30/2020 15:35:23

Staff Guidelines for Gifts &
Donations

Page 4 of 14

Charitable Funds Committee
3 December 2020
Agenda Item: 4.2



Introduction

2020 has seen large growth in the number of donations to the Powys Teaching Health Board and the PTHB Charity (charity no. 1057902). The COVID-19 pandemic has galvanised support for the NHS and led to a number of community and nationwide fundraising initiatives which will benefit PTHB.

There has been a remarkable amount of support shown for the NHS in Powys, which is appreciated enormously. At the same time, we must ensure that all of these donations and gifts are managed and recorded properly. This document provides general guidelines for staff to support this process.

The Donation Process

The single element most fundamental to good practice with donations is that all donations must be **accurately documented**.

When documenting donations, the following should always be included:

- ✓ What has been donated and, if possible, its value.
- ✓ Details of the donor, including contact information
- ✓ Date of receipt
- ✓ Any conditions that have been attached to the gift (where possible, this should come in writing from the donor)

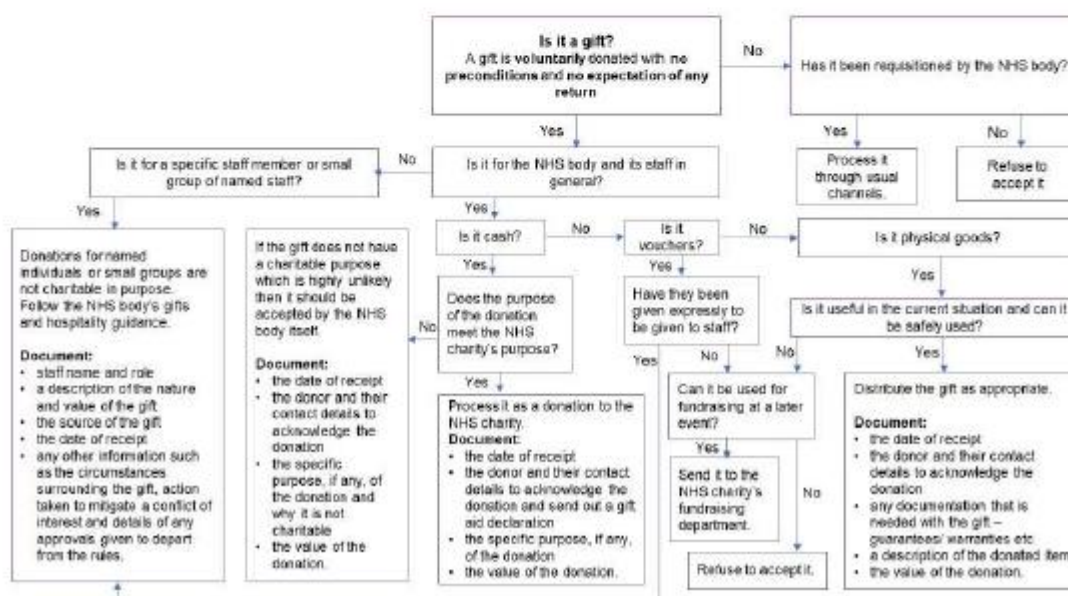
Once recorded, the above information should then be passed on to the Powys Teaching Health Board Charity, who will be able to process and advise on all donations and gifts.

The Charity Manager can be reached through the following channels:

✉ abe.sampson@wales.nhs.uk

☎ 07929 783 293

For greater clarity on how to process different types of gifts and the considerations that should be made please refer to the accompanying flowchart, created by the **Healthcare Financial Management Association (HFMA)**.



A helpful flowchart created by the HFMA.

Donations to the Powys Teaching Health Board

Donations are generally either made to the health board itself or to its staff members in the form of gifts. All donations to the Powys Teaching Health Board are managed through the PTHB Charity and therefore, must meet the criteria for acceptance in order to comply with charity law and regulation.

Donations to the Powys Teaching Health Board and PTHB Charity must:

- not place the Health Board or the Charity under an inappropriate obligation.
- be accurately recorded.
- be for public benefit, reaching as many people as possible. Donations cannot be accepted for named individuals or families but they can be accepted for the benefit of a particular ward or area of the organisation.

Donations to the Charity must also be in line with the following charitable purposes:

Patients Expenditure facilities not normally purchased or paid for by or in addition to the normal NHS provision to improve patient and community wellbeing.

Staff Expenditure a) motivation of staff by improving staff facilities and by providing services that improve staff wellbeing.
b) education of staff by providing education over and above what would normally be provided by the NHS.

Where possible, donors should be encouraged to make a general-purpose donation as gifts with restrictions or conditions attached can be more difficult to use. The flexibility of a general donation can allow the Charity to prioritise the greatest need and respond to any emerging issues as they arise, such as the impact of COVID-19 on staff and patients.

Gifts for Individuals

Donors may also want to leave gifts directly to individual PTHB staff members. There are greater restrictions on the kinds of gifts that can be accepted by health board staff members. **Before** accepting any gifts, hospitality, honoraria or sponsorship, employees should always familiarise themselves with the **PTHB Standards of Behaviour policy** (accessible via staff intranet) and obtain permission from their Executive/Assistant Director.

Gifts for individuals are treated separately to general donations for the benefit of the health board, particular services or service areas. A gift is an item of personal value, given by a third party e.g. a patient or a supplier. This

definition of gifts includes prizes in draws and raffles at sponsored events/conferences.

Employees and Independent Members have a personal responsibility to volunteer information regarding offers of gifts, hospitality, honoraria and sponsorship, including those offers that have been declined. These details must be recorded on a Gifts, Hospitality, Honoraria and Sponsorship Form (<http://nwww.powysthb.wales.nhs.uk/corporate-and-resource>) and submitted for inclusion on the PTHB register.

Gifts up to the value of £25 may be accepted from service users and relatives as a mark of their appreciation e.g. for the care that has been provided. This, however, does not include gift vouchers/ cards. There is no requirement to declare such gifts up to this value, other than where several small gifts are received to the value of £25 from the same or closely related source in a 12-month period. Where gifts are provided to a group of staff, it is the responsibility of the Line Manager to declare the gift if over the value of £25.

A common-sense approach should be applied to the valuing of gifts using an actual amount if known, or an estimate that any reasonable person would make as to its value.

Personal gifts of cash from service users or their relatives are not acceptable. These may only be accepted as a donation to an appropriate Charitable Fund and recorded as such. PTHB's Charity Manager can provide advice regarding the mechanism for appropriately receipting such items in accordance with the Institute of Fundraising Code.

It is an offence to accept any money, gift or consideration as an inducement or reward from a person or organisation holding or seeking to hold a contract with the health board. Such gifts should be refused and if they have already been received, they should be returned clearly advising why they cannot be accepted. The appropriate Executive/Assistant Director and the Corporate Governance Team should be advised immediately.

As outlined in the [PTHB Standards of Behaviour policy](#):

Any acceptance of a gift needs to be justified. Think about the context in which the offer has been made, and the effect on your position. For example, is the gift likely, or could it be seen as likely, to influence you? The onus is on you to make sure that the acceptance of a gift will not be misconstrued.

Sampson Abe
11/30/2020 15:45:23



Fundraising

Many members of the public have been fundraising for the NHS during the COVID-19 pandemic and set up fundraisers of their own to support staff and patients. Fundraisers in Powys should liaise with the PTHB Charity, who will be able to provide support and advice.

Fundraisers can also contribute to the national COVID-19 fundraising campaign being co-ordinated by NHS Charities Together, of which the PTHB Charity is a member.

The funds from this appeal are distributed evenly to NHS charities across the UK through a series of grants.

Managing Gifts

There has been a significant increase in the number of gifts to health boards and NHS staff during the COVID-19 pandemic.

All gifts should be recorded on a Gifts, Hospitality, Honoraria and Sponsorship Form.

<http://www.powysthb.wales.nhs.uk/corporate-and-resource>

Many of these gifts come in the form of food and other essential supplies to support staff to stay well and help carry out their roles. These kinds of gifts will be allowed as long as they are given freely and do not:

- place the Health Board or staff members under any obligation
- have the potential to influence any future contractual relationships with the organisation/individual
- act in conflict with the Health Board's values and behaviours framework or place PTHB into disrepute

Conflicts of Interest

In order to manage potential conflicts of interest, any gifts for individual staff members from contractors, suppliers or commercial organisations should be declined unless below a value of £6.

Gifts from other sources may be accepted if they are non-cash/voucher gifts at less than £25 value. This threshold also applies to multiple gifts over a 12-month period. Cash and vouchers for individuals should always be declined.

Gifts over £25 of value can be accepted on behalf of the PTHB Charity to benefit all staff as long as they are recorded and the Charity notified.

If staff are unsure of any conflicts of interest, then they should always seek advice from their executive/assistant director.

Wishlists

Some health boards have created wishlists of items to support staff and patients using websites such as Amazon.

Powys Teaching Health Board does not currently have a wishlist system but any staff wanting to set one up can discuss it with the PTHB Charity.

Processing donations

All cash donations to the Health Board must be processed through the PTHB Charity. This includes donations to Hospitals, Wards and Services.

In the first instance, donors should always be encouraged to donate online. Anyone can donate to the PTHB Charity through the designated Just Giving page:

justgiving.com/pthbcharity

For larger donations or those wishing to avoid the transaction fees of an online platform there is also the option to donate via BACS, with details available from the PTHB Charity Manager.

Donations can also be made via cheque. All cheques should be returned along with a completed donation form, which can be found and downloaded at:

www.powysthb.wales.nhs.uk/donations

Cheques should be made out to Powys Teaching Health Board Charitable Fund and posted to the following address:

Powys Teaching Health Board Charitable Fund
Finance Department
Bronllys Hospital, Bronllys
Brecon
Powys
LD3 0LU

Donations can also be taken in person and held securely by the Administration Department of a local hospital.

Care must be taken to ensure the correct information is recorded and an official receipt is provided to the donor.

Recording Donations & Gifts

All donations & gifts should be recorded, with the donation also acknowledged in writing. During the COVID-19 pandemic, this may be delayed but should be carried out at the earliest possible opportunity.

The following information must be recorded:

- ✓ the type of donation – cash or gifts in-kind
- ✓ the date of receipt
- ✓ the name and contact details of the donor
- ✓ the purpose of the donation
- ✓ the intended recipient
- ✓ the value of the donation
- ✓ what was done with the donation

Gift aid can also be claimed on many cash donations if a gift aid declaration is completed. Declaration forms can be obtained from the PTHB Charity or the Finance department.

Remember, that there is a difference between donations accepted for the benefit of the health board or its services and gifts given personally to staff members.

The following gifts for individuals **should not** be accepted by PTHB staff:

- × **Personal gifts of cash or vouchers** - these can only be accepted as donations to the PTHB Charity for the wider benefit of staff
- × **Gifts likely to be over the value of £25** – these can be accepted as raffle prizes for the PTHB Charity for the wider benefit of staff
- × **Gifts from potential suppliers, contractors and commercial organisations** - unless they are low cost/promotional gifts under £6 in total value
- × **Any sponsorship accepted without prior approval of the appropriate executive/assistant director**
- × **Hospitality which may be seen to compromise professional judgement or integrity**

All gifts offered to staff or individuals should be recorded on a Gifts, Hospitality, Honoraria and Sponsorship Form and submitted for inclusion on the PTHB register of interests.



Record

Ensure it is appropriate to accept the donation or gift.

This may require input from your executive/assistant director.

Make a note of some basic information about the donation and the donor including:

Name and contact details for the donor, the method of donation, the amount, and whether they have specified how the donation should be used.



Thank

Take the time to thank the donor for their contribution, no matter how big or small.

Provide them with a receipt of donation if it is appropriate. They will also receive a formal thank you from the PTHB Charity.

Taking a photo of the handover is a great way to acknowledge the good deed (as long as you obtain consent).



Notify

Once you have the information you need, contact the PTHB Charity to pass on the donation information.

You can do this by contacting the Charity Manager.

Alternatively, complete a gifts, hospitality, honoraria & sponsorship form if you are processing a personal gift.

Frequently Asked Questions

The following table addresses some of the most common questions that you may have regarding donations. If you have a question that has not been answered by this document or if you want to discuss donations in further detail, feel free to contact PTHB Charity Manager, Abe Sampson:

✉ abe.sampson@wales.nhs.uk

☎ 07929 783 293

Questions	Answers
Where can gifts and donations be received?	<p>Gifts and donations can be received at the Administration Department of any local hospital. Once receipted, they should be stored securely until they can be forwarded to the PTHB Charity Manager or Finance Department at Bronllys Hospital.</p> <p>Any posted donations can be sent to the following address to be processed:</p>

	Powys Teaching Health Board Charitable Fund, Finance Department, Bronllys Hospital, Bronllys, Brecon, Powys, LD3 0LU
Can donors request that their money used for a specific item or project?	<p>Yes, donors can ask for their donation to be used for a specific purpose, for example to buy a piece of equipment or to go to a designated service or staff group.</p> <p>They should make this clear when making the donation and the Health Board will do its very best to meet those wishes. There are, however, certain restrictions on what can legally be supported. If we cannot fulfil the request for any reason, we will contact the donor to discuss this. They can then either make a different request or, if preferred, we will return the donation.</p> <p>If a donor would like their donation to be used wherever it is most needed to improve facilities or services for patients and staff, they do not need to indicate any fund with the donation. The donation will then be put into the General Purposes Fund for Powys as a whole.</p>
How should I document the receipt of a gift/donation?	<p>Receipts for donation to the health board should be completed by the Administration Department where possible.</p> <p>If it is not possible, staff should endeavour to provide a receipt on letter headed paper, documenting the name of the donor, the amount of the donation, its purpose, the date that the donation was made and a signature from the receiving staff member and the donor themselves. Two copies of the receipt will be needed, one for the donor and one retained for the health board.</p>
How should gifted goods be distributed?	<p>Goods should be retained until the PTHB Charity advises on distribution.</p> <p>Where this is not possible due to disruption through the pandemic or in the case of perishable goods (which should be distributed as quickly as possible) these gifts should still be logged.</p>
What about any vouchers that have been gifted?	Vouchers should not be accepted on an individual basis but where vouchers are donated for staff in

	<p>general, then they should be used by the PTHB Charity to raise funds for future use – for example, through a raffle.</p> <p>Where the above is not possible either due to the number of vouchers or the wishes of the donor then they should be distributed fairly and transparently to benefit as many staff as possible.</p> <p>Holding vouchers until a decision can be made on their use is also a valid option.</p>
What about donated equipment?	Staff should seek the up to date advice on donations of equipment of before accepting it, which they can do through the PTHB Charity.
Can I refuse to take a donation?	<p>Yes, if there are conditions attached to a donation that cannot be met, place the health board under any undue obligation or if interactions/transactions with the donor would place the health board in to disrepute then the donation should be politely declined.</p> <p>Staff should always consult with the PTHB Charity if unsure on any donations.</p>