

**CONFIRMED**

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING  
HELD ON THURSDAY 3 DECEMBER 2020  
VIRTUALLY VIA MICROSOFT TEAMS**

**Present:**

Vivienne Harpwood	Chairman (Acting Chair)
Mark Taylor	Independent Member (Capital / Estates)
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
Paul Mathias	Brewin Dolphin
Louise Richards	Workforce Planning Manager

**Apologies**

Alison Davies	Director of Nursing
Tony Thomas	Independent Member (Committee Chair)
David Myrddin-Evans	Brewin Dolphin

CF/21/17	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b> The Chair welcomed members to the Committee. Apologies for absence were noted as recorded above.
CF/21/18	<b>DECLARATIONS OF INTEREST</b> The Chair INVITED any declarations of interest in relation to items on the agenda. Trish Buchan declared an interest in Agenda Items 2.1 (Digital Project Coordinator) & 2.5 (PAVO Small Grants Scheme) as a trustee of PAVO, and in Item 2.2 (Appendix 6 – Artwork & pedometers) as a friend of the named artist.
CF/21/19	<b>MINUTES OF PREVIOUS MEETING HELD ON 1 JULY 2020</b>

	<p>The minutes of the meeting held on 1 July 2020 were RECEIVED and AGREED as being a true and accurate record, aside from the amendments below:</p> <p>Meeting Apologies: This should include apologies from Mark Taylor.</p>
CF/21/20	<p><b>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING</b></p> <p>The Committee discussed the following matters arising:</p> <p>Trish Buchan queried if an evaluation of the PAVO Small Grant scheme had been received in order to evaluate the impact of the scheme's first year, in order to inform the Committee's decisions regarding future years.</p> <p>The Head of Financial Services confirmed that an interim report had been received by the Committee for the February meeting with further interim updates received from PAVO. The Charity Manager added that these updates had been captured in Agenda Item 2.5, which outlined that a number of the PAVO small grants scheme projects had been delayed due to the impact of Covid-19 but are planned to be completed within the next few months. The Charity manager confirmed that a final report will be delivered once all of the first-year projects are complete.</p>
CF/21/21	<p><b>ACTION LOG</b></p> <p>The Committee RECEIVED and NOTED the Committee Action Log.</p> <p>The Charity Manager updated the Committee on the progression of the Health Participation Officer role (CF/19/53) will not proceed as initially planned. A task group has been established to achieve the objectives originally planned for the role and the Charity Manager will liaise with the group to determine how Charitable Funds may be able to support the delivery of these objectives.</p>
<b>ITEMS FOR APPROVAL, RATIFICATION OR DECISION</b>	
CF/21/22	<p><b>GENERAL BIDS FOR APPROVAL</b></p> <p>The Committee discussed the following Bids seeking approval from General Funds:</p> <p><b>1. Patient transfer scales</b></p>

The Charity Manager introduced the request from the Brynheulog Ward in Newtown, which is to support the weighing of bed bound patients. The scales have already been implemented at Brecon hospital and will make the process of weighing patients easier for staff and patients.

Mark Taylor queried whether this proposal and the following two needed to come to the Charitable Funds Committee for approval as the request was for under £10,000. Pete Hopgood highlighted that the £10,000 limit currently only applies to delegated local funds and all applications to General Funds would need to pass through the Committee.

Trish Buchan questioned if the item should be funded from a core budget. The Charity Manager outlined that the scales would be a welcome addition for the service as opposed to a necessary piece of equipment to fulfil the health board's obligations to patients. The Board Secretary also highlighted that all of the requests had received executive support prior to being presented to the Charitable Funds Committee.

The Committee APPROVED the funding.

## **2. Biomechanics for birth training**

The Charity Manager explained that the midwifery service had identified the training as a value-based opportunity to improve the service with this training, which was significantly more cost-effective than usual due to the impact of COVID.

The Committee APPROVED the funding.

## **3. Infant examination qualification**

The Charity Manager outlined that this proposal was again identified as a cost-effective and timely opportunity to improve the midwifery service, similarly to the previous proposal.

The Committee APPROVED the funding.

## **4. Digital project coordinator**

Pete Hopgood introduced the proposal, which will see the health board collaborating with PAVO to establish greater digital support for the public in accessing health services. This has been area of significant growth and priority throughout the COVID pandemic and the proposal will fund a post to coordinate this work between the health board and

	<p>PAVO. Vivienne Harpwood noted that this project could have a significant positive impact in Powys.</p> <p>The Committee APPROVED the funding.</p> <p style="text-align: center;"><b>5. Approved applications (for ratification)</b></p> <p>The Charity Manager introduced two bids which had previously been approved by the Committee via Chair’s action in the interim period between meetings. These bids were presented to the Committee for ratification.</p> <p>The first proposal, End of Life Care Programme, returned to the Committee as an addition to the previously part-approved project in July 2020. The additional request presents new information from the applicants with regards to their training plan for staff. This addresses specific questions from Committee members which had led to the initial proposal being part-approved.</p> <p>The second proposal was a request for additional funding for the Patti Ward Gardens Renovation Project in order to carry out additional accessibility works.</p> <p>The Committee RATIFIED both proposals.</p>
CF/21/23	<p><b>COVID RESPONSE FUND</b></p> <p>The Committee discussed the following bids seeking approval from the COVID Response Fund. These bids came to the Committee after receiving support from the executive team, being above the threshold for delegated approval for this fund (£5,000).</p> <p>Mark Taylor queried the total amount of funding that had been awarded from NHS Charities Together and how much of that had been used to date. The Charity Manager outlined that a total of £99,500 had been awarded as of December 2020, which was received in two separate instalments. Of this, £85,800 was committed or pending approval (which includes the current applications submitted to the Committee in this agenda item). The Charity Manager also noted that the remaining funding was expected to be fully allocated by the end of the calendar year.</p> <p>Mark Taylor asked whether there was a need to allocate additional resources to the fund from the Charity’s internal funds or if it would be necessary to communicate that the funding is almost entirely allocated. The Charity Manager assured the Committee that all communications with</p>

stakeholders outline the limited nature of the fund and that appropriate communication would be sent out once the fund is fully allocated. The Board Secretary also added that the fund does not preclude applications to the Charity's General Funds.

### **1. Chat Health Scheme (returning bid for approval)**

The Charity Manager outlined that the Chat Health bid was a returning proposal that aimed to address several key questions that the Committee raised during the previous Committee meeting, including crossover with other existing services.

Trish Buchan believed the updated proposal clarified the previous issues but queried whether the business case information contained in Section 5 (Options Appraisal) of the proposal, which outlines a potential failure to compete for future tenders and loss of existing service, was relevant to Charitable Funds. Pete Hopgood confirmed that there were no issues from a procurement perspective that would preclude further initiatives. After discussion the Committee agreed that this was not linked to Charitable Funds.

The Committee was satisfied overall with the updated proposal and APPROVED the funding.

### **2. Heart manuals / training (for approval)**

The Charity Manager introduced the proposal, which makes a request for items to support a remote cardiac rehabilitation programme for patients. The manuals and training would help to support patient recovery without the need for them to physically attend sessions, which have stopped due to the pandemic, and the request would support all localities of Powys.

The Board Secretary noted that the Director of Therapies was also very supportive of this application in the context of the Breathe Well programme.

Trish Buchan noted that the cardiac rehabilitation programme was a very popular community service that was likely sorely missed due to the disruption of the pandemic.

The Committee APPROVED the funding.

### **3. Venue hire (for approval)**

The Charity Manager presented the proposal, which supports the implementation of Emotional Support Groups and Dialectical Behavioural Therapy groups in the North locality.

	<p>Mark Taylor queried the reason for a cost difference between this proposal and a similar proposal for the South locality. The Charity Manager explained that the choices of venues was more limited in the North locality, meaning the Psychology department had to cost for a venue that was more expensive and which needed to be hired for the full day (7 hours) as opposed to hiring a venue for two and a half hours at a time in the South locality. Trish Buchan and the Board Secretary confirmed that venue hire had also previously been an issue for other Health Board meetings in the North locality and that this should be noted for future projects.</p> <p>The Committee APPROVED the funding.</p> <p><b>4. Approved applications (for ratification)</b></p> <p>The Charity Manager presented these in their entirety and invited queries for any specific applications.</p> <p>Mark Taylor queried whether or not the PTHB Estates Team had any involvement in the renovation work to take place at Machynlleth Health Centre. The Charity Manager confirmed that the Estates Team had been consulted for the survey of works to be carried out, which informed the application but that a local supplier was chosen to carry out the works once the application had been approved.</p> <p>The Committee RECEIVED the applications previously APPROVED under delegated authority by the GOLD Group and RATIFIED the applications.</p>
CF/21/24	<p><b>CHARITY ADMINISTRATION SUPPORT OFFICER BUSINESS CASE (FOR APPROVAL)</b></p> <p>The Board Secretary introduced the proposal for a new full-time member of staff, outlining the need for additional support for the Charity due to the increased scope and volume of work over the past 9 months. This is currently slowing the progress of the Charity's development and as the Charity Manager is the only full-time member of staff for the Charity, that means there is also a single point of failure and an additional staff member would also add resilience to the Charity's operations.</p> <p>Vivienne Harpwood noted that additional support for the Charity Manager would be a positive development.</p>

	<p>Trish Buchan also voiced support for the proposal and noted that the improved quality of work was reflected in the papers the Committee had received.</p> <p>Trish Buchan queried how the implementation of the new role would impact any reserves policy. The Head of Financial Services confirmed that any new posts would need to be reflected in the reserves policy.</p> <p>The Committee APPROVED the funding.</p>
CF/21/25	<p><b>EXPEDITURE PROFILE UNDER DELEGATED AUTHORITY SINCE LAST MEETING (1 JULY 2020)</b></p> <p>The Committee RECEIVED the expenditure approved under the £10k delegated authority limit between April and October 2020.</p> <p>The Head of Financial Services drew the Committee’s attention to the funding of a Telehealth Facilitator role, which was initially for a period of 6 months but since this approved request it has requested an additional extension, technically taking it above the delegated threshold across two requests. The Charity Manager added that this had been brought to his attention and it was felt that in this particular instance the second request was appropriate to be submitted for approval under delegated authority but initial requests for posts should come to the Committee for approval.</p> <p>Pete Hopgood noted there was a need to review existing policies and procedures to ensure that applicants cannot bypass them to fund above thresholds. ACTION: This will be picked up by the Charity Manager and Head of Financial Services.</p> <p>Mark Taylor noted that it would be beneficial for the Committee to receive and review guidance to clarify what is core and non-core expenditure in the context of charitable funds in addition to the delegated levels of authority for funds. With the changes to services and the Charity across the past year, the Committee agreed it would be a good time to review this for future reference.</p> <p>ACTION: The Charity Manager will take this forward to review at the next meeting.</p> <p>The Committee RATIFIED the expenditure.</p>
CF/21/26	<p><b>PAVO SMALL GRANTS SCHEME PROPOSALS (FOR RATIFICATION)</b></p>

	<p>The Charity Manager introduced the grant awards that PAVO’s grant committee had approved for the second phase of the scheme along with the list of proposals that were working towards a later completion date from stage one.</p> <p>The Head of Financial Services also highlighted that there would be also be a small administrative fee of 10% that would be paid to PAVO for their services.</p> <p><b>ACTION:</b> The Charity Manager will bring updated evaluation and feedback from PAVO to the next meeting.</p> <p>The Committee <b>RATIFIED</b> the Small Grant Scheme proposals.</p>
CF/21/27	<p><b>CHARITY RESERVES POLICY</b></p> <p>The Head of Financial Services presented the policy to the Committee which considers third sector best practice and the fact that the Charity holds significant investments with an investment manager, to enable the Charity to account for any potential financial downturn to ensure sufficient coverage. The reserves policy will be reviewed on an annual basis in September, once the previous year’s expenditure has been confirmed.</p> <p>Trish Buchan noted that she was very pleased to see a reserves policy implemented and queried what the procedure would be if the Charity needed to access a large amount of money. The Head of Financial Services confirmed that there is the ability to disinvest funds at any point.</p> <p>Mark Taylor asked if there would be an impact from specific designated funds being depleted completely. The Head of Financial Services outlined that we are not at that stage yet but we would need to plan for the eventuality of certain funds being fully depleted but securing fundraising, specifically fundraising for general purposes helps to mitigate that.</p> <p>The Committee <b>APPROVED</b> the policy.</p>
<b>ITEMS FOR DISCUSSION</b>	
CF/21/28	<p><b>CHARITY ACTIVITY &amp; INCOME REPORT</b></p> <p>The Charity Manager highlighted some of the key items from the report for the Committee, including new relationships with other Welsh NHS Charities to form new Wales-wide campaigns, the extension of funding for the COVID Response Fund and the opportunity to apply for further funding to</p>



	<p>initiate a strategic response to COVID. This last opportunity is being explored through the Regional Partnership Board as the focus is community partnerships and recovery. There will be additional information on this in the next few months.</p> <p>The Charity's social media reach and profile continues to grow and is expected to increase significantly with the addition of another member of staff. The Charity has also undertaken significant evaluation work, with audience feedback on the COVID Response Fund being very positive. The responses will help to shape Charity messaging and branding in the coming year.</p> <p>The Committee RECEIVED the report and NOTED the significant progress that had been made over the past 9 months.</p>
CF/21/29	<p><b>CHARITABLE FUNDS FINANCIAL SUMMARY REPORT</b></p> <p>The Head of Financial Services presented the report to the Committee which covers the period of the 1<sup>st</sup> April to the 31<sup>st</sup> October. Income over expenditure during this period has increased by £86,000 during the year and there are now statistical areas of comparison to previous years, which will be more relevant as the Charity continues to grow.</p> <p>The Committee RECEIVED the report and NOTED that the new format is much clearer.</p>
CF/21/30	<p><b>BREWIN DOLPHIN – INVESTMENT PROFILE</b></p> <p>Paul Mathias (Brewin Dolphin) joined the meeting to present this item and shared an updated version of the presentation previously submitted ahead of the meeting, with the new figures up to date as of the 30<sup>th</sup> November.</p> <p>The presentation outlined the Charity's long-term portfolio, which is balanced between income and growth and is globally diversified.</p> <p>Paul Mathias queried whether the Charity would be looking to make any drawdowns from the investment portfolio within the next three years. The Head of Financial Services responded that the ambition of the Charity was to increase expenditure on charitable activities and that a drawdown would eventually need to be made but that could not be quantified at this point in time.</p> <p>Paul Mathias highlighted that the timing of the Charity's investment was fortuitous and that Brewin Dolphin were able</p>

	<p>to maximise the investment at a period where the market had fallen. The overall fund value increased to £3.1m from the £2.8m that was given to Brewin Dolphin in February 2020. The overall income target for the current financial year is expected to be below the target of 3% that was initially set due to the lag of time between when the investments were made and the dates of dividends. This will correct itself moving forwards with a full financial year in the market.</p> <p>Paul Mathias invited questions from the Committee members. Vivienne Harpwood asked whether the UK's exit from the EU and the single market, with or without a deal, would have a significant impact on the Charity's funds. Paul Mathias assured the Committee that due to the diversified nature of the Charity's investments in overseas markets any negative effects on the UK economy from a no deal Brexit would be minimised. Brewin Dolphin will continue to monitor the wider economic situation and adjust investment accordingly.</p> <p>The Committee NOTED the quality of the presentation and thanked Paul Mathias for his contribution.</p> <p>Paul Mathias left the meeting.</p>
CF/21/31	<p><b>HEALTH AND CARE ACADEMY PRESENTATION</b></p> <p>The Workforce Planning Manager joined the meeting in order to present this item to the Committee ahead of submitting a funding proposal in the coming months. The blueprint of the Academy was presented along with the background to the project, which is unique among health boards.</p> <p>The project is a long-term plan which will begin with the transformation of the Basil Webb Building at Bronllys but this will be the first of many hubs across Powys that are planned to be launched over the next seven years. The project will provide access to state of the art practical and digital learning opportunities through collaboration between Powys Teaching Health Board, Powys County Council and PAVO.</p> <p>The Workforce Planning Manager outlined that there is a desire to submit a bid to the Committee in order to support some of the digital infrastructure and furnishings for the academy.</p> <p>Vivienne Harpwood noted that any proposal would need to outline how any funded elements are outside of the criteria</p>

	<p>of being core activities for the Health Board and therefore eligible to be funded via Charitable Funds.</p> <p>Mark Taylor noted that a supporting business model for the academy would need to be submitted alongside the proposal, in order to determine the project's long-term viability.</p> <p>Trish Buchan agreed with the need for a business case and requested that the Committee also receive additional information on the project's commitment to sustainability and its environmental policies.</p> <p>The Committee RECEIVED the information on the Health and Care Academy and welcomed a future funding proposal. The Committee also NOTED the huge potential and ambition of the project as a flagship educational programme for Powys.</p> <p>The Committee thanked the Workforce Planning Manager for her contribution.</p> <p>The Workforce Planning Manager left the meeting.</p>
<b>ITEMS FOR INFORMATION</b>	
CF/21/32	<p><b>ANNUAL ACCOUNTS &amp; REPORT 2019/20</b></p> <p>The Committee RECEIVED the final accounts and NOTED that it they had been approved by the Board in November, following a review by the Committee prior to the meeting.</p> <p>The Head of Financial Services thanked the Committee for approving the accounts outside of the meeting and noted that the final accounts would be signed by the Auditor General on the 15<sup>th</sup> December.</p>
CF/21/33	<p><b>GUIDELINES FOR GIFTS &amp; DONATIONS</b></p> <p>The Committee RECEIVED the guidelines document.</p>
CF/21/34	<p><b>ANY OTHER URGENT BUSINESS</b></p> <p>No other urgent business was declared.</p>
CF/21/35	<p><b>DATE OF NEXT MEETING</b></p> <p>Thursday 4 March 2021, 10am, Microsoft Teams Virtual Meeting</p>