

Charitable Funds Committee


Thu 04 March 2021, 10:00 - 12:00

Microsoft Teams Meeting

Agenda

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

0 min

 CF Committee Agenda 040321.pdf (2 pages)

1.1. Welcome and apologies

Vivienne Harpwood

1.2. Declarations of interest

Vivienne Harpwood

1.3. Minutes from the previous meeting held on for approval

Vivienne Harpwood

 CF_Item_1.3_Unconfirmed Minutes_03Dec20.pdf (12 pages)

1.4. Charitable Funds Action Log

Vivienne Harpwood

 CF_Item_1.4_Action Log.pdf (6 pages)

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

0 min

2.1. General bids for approval

Decision Abe Sampson

 CF_Item_2.1_Bids for Approval.pdf (45 pages)

2.2. COVID response fund

Decision Abe Sampson

 CF_Item_2.2_Applications to COVID response fund.pdf (30 pages)

2.3. Brand identity work proposal

Decision Abe Sampson

 CF_Item_2.3_COWSHED Brand Identity Proposal.pdf (37 pages)

2.4. Expenditure approved under delegated authority

Decision Sarah Pritchard

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

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10:00 - 10:00
0 min

3. ITEMS FOR DISCUSSION

3.1. Charity activity report

Discussion *Abe Sampson*

 CF_Item_3.1_Charity Activity Report.pdf (7 pages)

3.2. Charitable funds financial summary

Discussion *Sarah Pritchard*

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

3.3. Information on charitable funds delegation levels

Discussion *Abe Sampson*

10:00 - 10:00
0 min

4. ITEMS FOR INFORMATION

4.1. Terms and conditions for grant holders

Information *Abe Sampson*

 CF_Item_4.1_Terms and conditions for grant holders.pdf (6 pages)

4.2. Investment manager's report

Information *Sarah Pritchard*

 CF_Item_4.2_Investment Manager's Report.pdf (27 pages)

10:00 - 10:00
0 min

5. OTHER MATTERS

5.1. Any other urgent business

Vivienne Harpwood

5.2. Date of next meeting: 2nd June 2021

Vivienne Harpwood

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**POWYS TEACHING HEALTH BOARD
CHARITABLE FUNDS COMMITTEE
THURSDAY 04 MARCH 2021
10.00AM – 12.30PM
VIRTUAL MEETING**



**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 1. Horizon project 2. Research midwife 3. Additional wellbeing support sessions for staff 4. Improving the cancer journey books	Attached	Charity Manager
2.2	COVID response fund 1. Approved applications (for ratification)	Attached	Charity Manager
2.3	COWSHED brand identity work proposal	Attached	Charity Manager
2.4	Expenditure approved under delegated authority since the last meeting (for ratification)	Attached	Director of Finance & IT
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

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3.3	Information on charitable fund delegation levels	Presented	Charity Manager
4	ITEMS FOR INFORMATION		
4.1	Terms and conditions for grant holders	Attached	Charity Manager
4.2	Investment managers update report	Attached	Head of Financial Services
5	OTHER MATTERS		
5.1	Any other urgent business	Oral	Chair
5.2	Date of the next meeting: <ul style="list-style-type: none"> 2nd June 2021 		

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UNCONFIRMED

**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	WELCOME & APOLOGIES FOR ABSENCE The Chair welcomed members to the Committee. Apologies for absence were noted as recorded above.
CF/21/18	DECLARATIONS OF INTEREST 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	MINUTES OF PREVIOUS MEETING HELD ON 1 JULY 2020

	<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>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING</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>ACTION LOG</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>
ITEMS FOR APPROVAL, RATIFICATION OR DECISION	
CF/21/22	<p>GENERAL BIDS FOR APPROVAL</p> <p>The Committee discussed the following Bids seeking approval from General Funds:</p> <p>1. Patient transfer scales</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>5. Approved applications (for ratification)</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>COVID RESPONSE FUND</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</p>

assured the Committee that all communications with 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)

	<p>The Charity Manager presented the proposal, which supports the implementation of Emotional Support Groups and Dialectical Behavioural Therapy groups in the North locality.</p> <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>4. Approved applications (for ratification)</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>CHARITY ADMINISTRATION SUPPORT OFFICER BUSINESS CASE (FOR APPROVAL)</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>EXPENDITURE PROFILE UNDER DELEGATED AUTHORITY SINCE LAST MEETING (1 JULY 2020)</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>PAVO SMALL GRANTS SCHEME PROPOSALS (FOR RATIFICATION)</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>ACTION: The Charity Manager will bring updated evaluation and feedback from PAVO to the next meeting.</p> <p>The Committee RATIFIED the Small Grant Scheme proposals.</p>
CF/21/27	<p>CHARITY RESERVES POLICY</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 APPROVED the policy.</p>
ITEMS FOR DISCUSSION	
CF/21/28	CHARITY ACTIVITY & INCOME REPORT

	<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 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>CHARITABLE FUNDS FINANCIAL SUMMARY REPORT</p> <p>The Head of Financial Services presented the report to the Committee which covers the period of the 1st April to the 31st 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>BREWIN DOLPHIN – INVESTMENT PROFILE</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 30th 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</p>

	<p>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 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>HEALTH AND CARE ACADEMY PRESENTATION</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</p>

	<p>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 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>
ITEMS FOR INFORMATION	
CF/21/32	<p>ANNUAL ACCOUNTS & REPORT 2019/20</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 15th December.</p>
CF/21/33	<p>GUIDELINES FOR GIFTS & DONATIONS</p> <p>The Committee RECEIVED the guidelines document.</p>
CF/21/34	<p>ANY OTHER URGENT BUSINESS</p> <p>No other urgent business was declared.</p>
CF/21/35	<p>DATE OF NEXT MEETING</p>

	Thursday 4 March 2021, 10am, Microsoft Teams Virtual Meeting
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Key:

Completed
Not yet due
Due
Overdue

CHARITABLE FUNDS COMMITTEE ACTION LOG (March 2021)

CF Minute	Meeting Date	Action	Responsible	Progress	Completed
CF/21/25	3 December 2020	The Charity Manager will bring additional guidance and information on the context for core and non-core expenditure in addition to the set delegation levels for the Committee to review.	Charity Manager	<u>04 March 2021</u> Information on the delegation levels will be presented at the meeting with clarity on core vs non-core guidelines to be shared following an internal review of charity governance. This will either be circulated between meetings or at the next Committee meeting.	

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Charitable Funds Committee Action Log
March 2021

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Charitable Funds Committee
4 March 2021
Agenda item: 1.4

CF/21/26	3 December 2020	Charity Manager to bring updated feedback from PAVO small grants scheme to the next Committee meeting.	Charity Manager	<u>04 March 2021</u> Due to their current commitments, PAVO have requested some additional time to complete their latest report. As this will miss the timing of the meeting the Charity manager will circulate the report to the Committee members via email once it is ready.	
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.	
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.	

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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>					

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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.	
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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
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	

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AGENDA ITEM: 2.1

Charitable Funds Committee		DATE OF MEETING: 4 th March 2021
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:

- **Horizon project**
- **Research midwife**
- **Additional wellbeing support for staff**
- **Improving the cancer journey book sets**

Approval/Ratification/Decision ¹	Discussion	Information
✓	x	x

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

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

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

EXECUTIVE SUMMARY:

This paper is to request the Charitable Funds Committee approve funding for the following applications to the General Funds:

- **Horizon project - £35,000**
- **Research midwife - £19,992**
- **Additional wellbeing support for staff - £10,000**
- **Improving the cancer journey book sets - £2,997**

DETAILED BACKGROUND AND ASSESSMENT:

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

Items over £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.

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):

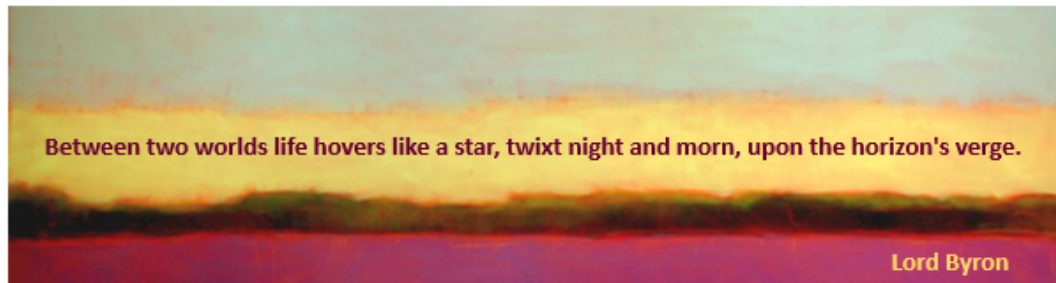
IMPACT ASSESSMENT				
Equality Act 2010, Protected Characteristics:				
	No impact	Adverse	Differential	Positive
Age	✓			
Disability	✓			
Gender reassignment	✓			
Pregnancy and maternity	✓			
Race	✓			
Religion/ Belief	✓			
Sex	✓			
Sexual Orientation	✓			
Marriage and civil partnership	✓			
Welsh Language	✓			
<p 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 align="center">Statement</p> <p><i>Please provide supporting narrative for any risks identified that may occur if a decision is taken</i></p>				

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Appendix 1 – Horizon project

HORIZON



PTHB Charitable Funds Large Application Form

1. 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"/>

PTHB Staff and Volunteers

Enhanced opportunities and means of supporting service users and patients; upskilled in using creative interventions for therapeutic purposes; access to new ways of engaging meaningfully and effectively with service users and patients; CPD (digital storytelling); new referral pathways opened up.

Recruitment of volunteers with lived experience in mental health and/or of the health board will be encouraged to engage as mentor's / 'buddies' and to support participatory activities.

PTHB Patients / Service Users

Focus on engagement with: -

- i. acute mental health unit at Felindre Ward, Bronllys Hospital – in-patients
- ii. people living with cancer, their families and unpaid carers
- iii. children & young people with mental health diagnoses
- iv. end of life care; bereavement; loss & grief
- v. suicide & self-harm prevention; substance mis-use prevention

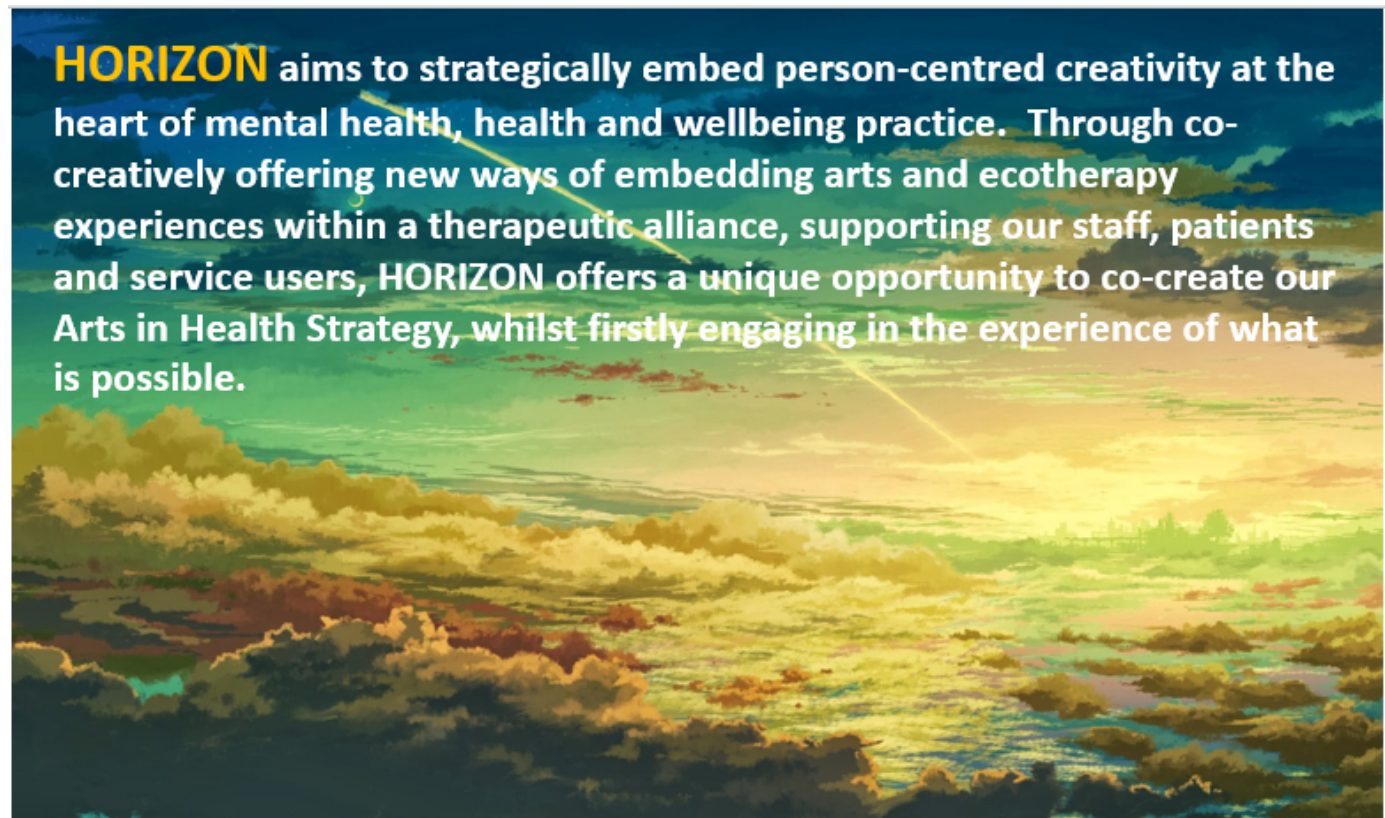
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Community & other

Arts & cultural organisations; ecotherapy organisations / enterprises; artists & creative practitioners – opportunity to establish and grow links with and services provided within health and care settings; employment, contracting & commissioning opportunities augmenting sustainable business plans.

Third sector organisations delivering services in support of mental health – enhanced profile, reach into communities, range of services offered, increased referral pathway and joint working links.

2. Project summary – Provide a brief summary of the proposal and outline what it aims to address.



Horizon is a project that will:

- Create the first ever PTHB Arts in Health Strategy for our patients, staff and partners.
- Approach strategy development through measurable creative, artistic endeavours with our patients, staff and partners. As co-creators, we will engage in the “doing” together which will help us not only demonstrate tangible results in what is possible, but also to understand what works, before we create the strategy.
- This project is creative, therapeutic and offers a unique focus now/at this time to bring some light and wellbeing to augment key areas of our health and care strategy. It creates a common language of personally meaningful creative expression and uniquely will reach across Directorates and teams, from Mental Health, to Occupational Therapy, to Children and Young People to our older patients, to adults and families living with serious health conditions.

HORIZON will work closely with services and health professionals to support the co-curation of creative arts and eco-therapy interventions between mental health service users, patients, creatives and arts practitioners.

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HORIZON will focus on people's needs in the following areas of high priority: -

- i. acute mental health unit at Felindre Ward, Bronllys Hospital – in-patients
- ii. people living with cancer, their families and unpaid carers
- iii. children & young people with mental health diagnoses
- iv. end of life care; bereavement; loss & grief
- v. suicide & self-harm prevention; substance mis-use prevention

HORIZON will consult and engage with, support and nurture the creativity of, mental health and other related patients and service users of all ages, their families, carers and health care staff. Artists will collaborate with individuals and/or groups, to devise therapeutic creative arts experiences with the intention of improving people's mental health, health and wellbeing.

A strategically focused, action learning-based arts in health development project designed to involve the delivery of bespoke health and wellbeing service user / patient centred arts and ecotherapy interventions / experiences, with emphasis on addressing mental health issues / associated conditions and inequalities and the formation and adoption of creative pathways within health services and social settings across Powys.

The learning gained through the life of HORIZON will inform the production of a sustainable and embedded '**Powys Creative Arts, Health and Wellbeing Strategy**' for the Powys Teaching Health Board in collaboration with Powys County Council, endorsed by the Mental Health Partnership Board and Regional Partnership Board.

Central to the strategic development plan is: -

- service improvement through effective partnership working with individual work streams across the Health Board
- establishment of collaborative working internally within the Health Board and externally within local, national and international communities to bring the latest thinking and innovations to the PTHB, PCC in partnership with Third Sector creative arts organisations for the benefit of patients, service users and staff.

Expected Outcomes:

- Shared understanding gained between patients/service users, staff and partners of the power of creativity to underpin mental health, health and wellbeing
- Increased sense of wellbeing through accessing creative arts and therapeutic activities, which makes a tangible difference for people
- Opportunities for people to participate directly in helping to shape and develop PTHB's Arts in Health Strategy and related Action Plan, contributing directly to the evidence of what works and why
- Increased resilience and self-awareness in managing mental health, health and wellbeing
- Staff upskilled in the importance to health and wellbeing of facilitating and collecting patient stories, their associated experiences and supporting the voice of patients/service users to be heard
- Embedding a culture of shared work practice, creating therapeutic alliances, collective understanding and knowledge of each other's professional approaches for the mutual benefit of enhanced person-centred mental health and health related services

3. Background – Outline any relevant information that will provide context for the proposal, including the need and any previous proposals or projects.

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Context

The recent appointment of a new Arts in Health Coordinator² role to the PTHB, supported by the Arts Council of Wales, demonstrates the commitment of the PTHB to uniquely developing work in this area and represents the first opportunity to launch and implement a new focus on arts in health for Powys.

The AHC is responsible for supporting PTHB to develop, embed and implement a *Powys Creative Arts, Health and Wellbeing Strategy*, with the supportive investment of Powys County Council as a key strategic partner.

Need

The positive role of the arts in improving the health and wellbeing of service users, patients and staff is well documented, increasingly acknowledged as effective and increasingly used within occupational health, therapeutic treatments, clinical and hospital settings.

Covid-19 project position statement

HORIZON will consider, respond to and routinely plan mitigations around the risks and realities which the Covid-19 pandemic presents to all aspects of society and community life. The project content will be dynamic and agile, be planned for and delivered digitally, remotely and in accordance with physical distancing rules and government guidelines.

Due to the Covid-19 crisis being experienced worldwide and throughout public life, HORIZON will pledge to look into the future whilst recognising, acknowledging and responding to ongoing circumstances.

HORIZON will work with services, focusing on people's needs in areas of key priority as described above in **1.** and **2.**

Previous proposals / projects

Powys Teaching Health Board and Powys County Councils Arts Service have tested a range of arts and health interventions and projects in collaboration with arts and ecotherapy providers in recent years. However, a joined up and strategically planned approach has not yet been planned, properly resourced or delivered.

HORIZON aims to draw upon knowledge, professionalism and lived experience within the field of mental health care to explore creative, practical and effective means of engaging with, caring for, supporting and treating people living with mental distress.

The HORIZON proposal embodies an ambitious, innovative and person-centred approach – looking to learn from, understand and accommodate need.

A strong arts & health partnership – Strategic Positioning

- 2017 PTHB & PCC alliance & close partnership publishes the first integrated Health and Care Strategy for Powys and in Wales. Direct links to Future of Well-being Generations Act (2016).
- 2020 – PTHB Arts in Health Co-ordinator recruited to develop, embed & implement Powys Arts, Health and Well-being Strategy working collaboratively with PCC through Arts & Culture Commissioning Officer.
- PTHB links outcomes of project strategically with the [Together for Mental Health Delivery Plan](#), 1.3, “Improving/promoting Mental Health and Resilience”. Plan is aligned with Health/Care Strategy for Powys and builds on joint partnership commitment. Co-production is embedded in our partnership working and we are committed to learning alongside service users/patients, from new experience of working alongside and in support of artists and creative pursuits demonstrating value and increase in mental health and well-being.

² The Arts in Health Co-ordinator (AHC) role is already in place (2.5 days per week) and initially funded specifically by the PCC (Sep 2020 – 22), the post holder (Lucy Bevan) also works for Powys County Council as Arts & Culture Commissioning Officer, thereby enhancing cross working opportunities, facilitating joint strategic initiatives, and sharing of resources.

people, supporting creativity within a therapeutic context.

- Covid-19 has helped us recognise the importance of arts, ecotherapy and creativity in the balance of mental health, health and maintaining wellbeing.

Horizon directly meets the needs of Powys Teaching Health Board's Integrated Medium-Term Plan aligning with core objectives and enabling wellbeing by:

- ▶ Promoting and supporting mental health/wellbeing and managing ill health through a focused series of measurable interventions, providing creative opportunities for learning and development for patients, staff and partners
- ▶ Enabling joined up care, by promoting innovative therapeutic artistic and creative outlets for sharing in our mutual need for wellbeing, supporting shared understanding of resilience and self-care
- ▶ Transforming in partnership through creatively based working with one another in mutually beneficial ways at the edge of care, linking what works and what matters for our patients, staff and partners with our integrated medium and longer-term planning for holistic care and support

Links to national & local strategic aims & objectives

- **Social Services and Wellbeing (Wales) Act (2014)**
- **Well-being of Future Generations (Wales) Act 2015**
A healthier Wales
A more equal Wales
A Wales of cohesive communities
A Wales of vibrant culture and thriving Welsh language
- **The Health and Care Strategy for Powys – A Vision to 2027 and beyond**
Welling, effective services to treat and support people suffering from mental health problems
- **Together for Mental Health Delivery Plan 2019 – 22**
Support to staff and compassionate care approaches
Learn from good practice and mistakes
- **Welsh Government A Healthier Wales: Our Plan for Health and Social Care 2018**
- **Integrated Medium Term Plan – PTHB Corporate Plan**
- **Powys County Council's Corporate Improvement Plan 2020 -25 Vision 2025**
- **Improving Clinical Quality: PTHB Framework for Action 2020-23**
Goal 1 Dimensions of Clinical Quality – 1c Experience
Goal 4 – 3.0 staff training

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

Project providers: - project management, partner organisations, practitioner, freelancers involved & their role in HORIZON.

1. Lead Project Management (Partner One): Powys Teaching Health Board (PTHB)
Role: Freda Lacey (Mental Health Partnership Manager) & Lucy Bevan (Arts in Health Coordinator)
Function/s: strategic guidance, action planning, partnership & collaboration
2. Partner Two: Powys County Council (PCC)
Role: Lucy Bevan (Arts & Culture Commissioning Officer)

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Function/s: project management, link facilitator / connection mediator

3. Partner Three: Powys arts partner organisations & professional practitioners (Please refer to *APPENDIX 01: HORIZON Outline Project Proposal Plan, section 5.1*)

Role: arts providers

Function/s: arts & health expertise; participation & co-production; arts activity delivery

4. Partner Four: Freelance Project Navigator

Role: research, planning, coordination, facilitation, administration

5. Partner Five: Freelance documentary filmmaker / producer

Role: Tamara Gordon

Function/s: project documentation; participant facilitation; evaluation

6. Partner Six: Arts Coordinator, Digital Storytelling Trainer & Facilitator; Artist & Mentor

Role: Prue Thimbleby

Function/s: health staff & arts practitioner training; facilitation

Project organisation / governance structure

HORIZON will formally sit within the remit of the Powys Mental Health Planning and Development Partnership Board (PMHPDPB) and regularly report at quarterly meetings. Publicity about progress and updates will be provided through regular external communication, website and social media and internal communication channels with staff and volunteers. A Communications Map will outline a clear, deliverable outreach and marketing plan.

HORIZON will periodically present to the Powys Public Service Board for awareness, interest and information.

Updates will also be provided to the Regional Partnership Board as required.

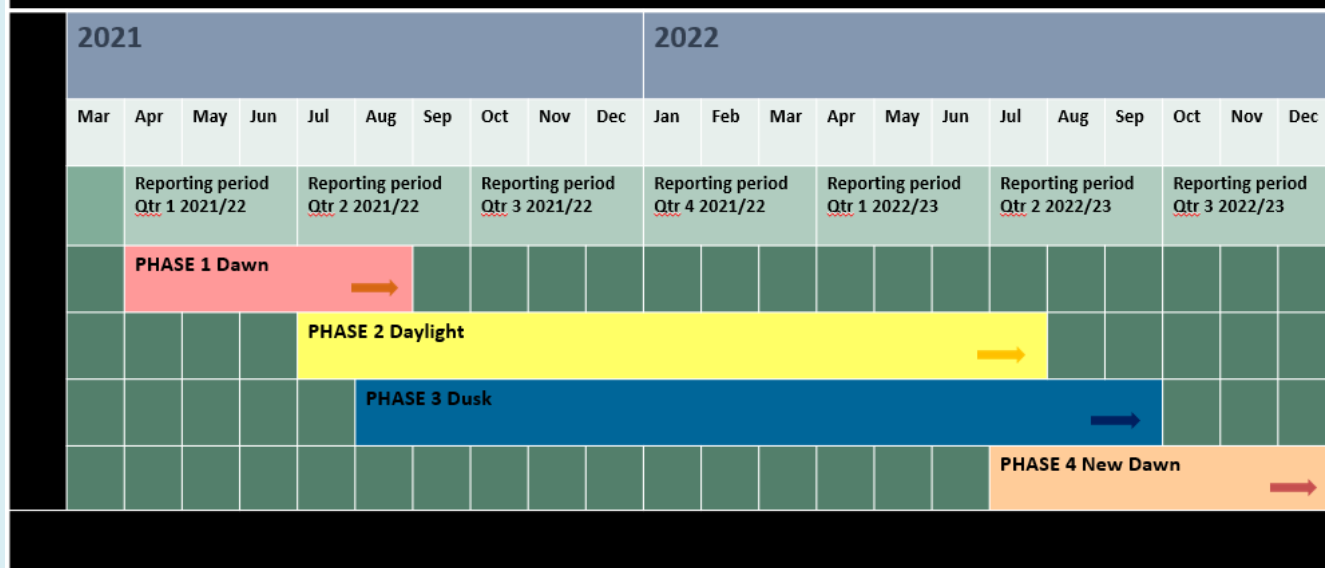
HORIZON will also be accountable to and provide regular Project Progress Update Reports (PPUR) to the Mental Health and Learning Disabilities Senior Management Team within PTHB.

Regular reporting to Wales Arts Health & Wellbeing Network (WAHWN) and the Arts Council of Wales Cross Party Working Group will be undertaken and appropriate opportunities to gain national profile will be sought.

HORIZON Project Programme / Timescale

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HORIZON Strategic Arts in Health Project led by Powys Teaching Health Board in partnership with Powys County Council and Powys arts organisations / sector



HORIZON plans to focus on five key areas of need within mental health services (outlined above).

Since our aim is to genuinely co-produce arts interventions with service users and health professionals, we do not yet have fixed programming plans, identified art forms or determined creative outcomes – this activity will take place in **Phase 1 DAWN**.

Government regulations and guidance allowing, locations will be chosen to account for Covid-19 restrictions and to suit creative activities and will include use of arts organisation venues, cultural and open spaces throughout the county as well as community hospital and health settings.

Illustrative EXAMPLES of possible pairings or matches between beneficiaries and providers are described below and will act as starting points for relationship agreements and the establishment of 'creative cohorts'.

Each participant 'grouping', or 'creative cohort' will follow a shared series of steps whilst the creative journey and destination outcomes may vary according to the unique mapping of each group.

- **Step 1 Engagement** – introducing and bringing people together to share ideas, aspirations and issues (services users / participants, arts facilitators and health care staff)
- **Step 2 Design** – creative cohorts will co-curate their activity programme and may engage in some taster sessions
- **Step 3 Delivery** – workshops & activities delivered: participants engaging in 'journey journaling' inc. digital story capture / filming
- **Step 4 Reflection** – production of digital stories, completion & curation of arts works, film, images for exhibition and participant evaluation

Different creative routes will be embraced in determining a programme of activities to best suit the needs of each grouping.

Phase 1 DAWN

Planning; mapping exercise; engagement & service user consultation; idea forming; commissioning

family
health patient
care support
INDIVIDUAL
community
artist
creative agent / producer
service user
group

Phase 2 DAYLIGHT

Project activity delivery; relationship building; active monitoring, documentation; evaluation.

Activities will be generated from the involvement of HORIZON Scanners and Voyagers with service users.



Example 1. – individuals or groups of patients accessing Primary or Secondary Tier Mental Health Care are teamed with an artist enabler, a health professional and an arts organisation ‘producer’ to explore, determine & design positive creative interventions / experiences which will lead to therapeutic benefits, a more creatively fulfilled life and sustainable rehabilitation path.

Patient experiences will be creatively self-documented and/or captured in such a way as to enable patient stories to be shared as part of service improvement planning and in addressing health inequalities.

Likely outcomes may include: - improved confidence, motivation, increased POSITIVE outlook and well-being, with less dependence on clinical interventions or traditional medical health care services.

The arts & cultural organisations, the artists and creativity offer

HORIZON will seek to actively build relationships, share and develop working practice and establish connections between health and social care services, patients / service users, communities and the arts and cultural sector.

HORIZON will draw upon a pool of *arts practioners* experienced in working innovatively in health and care settings.

HORIZON Voyagers will be involved in art form choice and artist selection.

Example artist practitioners

Cai Tomos – dance artist & psychotherapist www.caitomos.com / <https://symud.cymru>

Catrin Webster – visual arts <https://catrinwebster.com/>

• Emma Benyon – writing <https://emmabeynoncreativewriting.com>

• Jamila Walker – <http://www.jamilawalker.webeden.co.uk/>

- Marion Cheung – visual arts <http://www.marioncheung-artist.com/gallery>
- Megan Jones – graduate illustrator / maker <https://www.meganelinor.co.uk/schedule>
- Tessa Waite – visual arts <https://tessawaite.com/cv/>
- Tanya Walker (Brown) – musician / singer songwriter / vocal coach – choir leader

Potential PRIMARY partner provider organisations / arts in health collaborators

- Celf <http://www.celfogwmpas.org/>
- Fathom Trust <https://fathomtrust.com/>
- Mid Wales Arts Centre <https://midwalesarts.org.uk/>
- Peak <https://peak.cymru/>

Potential key partner provider organisations / arts in health collaborators

- Arts Connection <https://artsconnection.org.uk/>
- Bleddfa Centre <https://bleddfacentre.org/>
- Impelo <https://www.impelo.org.uk/>
- Music Now Wales <https://www.livemusicnow.org.uk>
- Oriel Davies Gallery <https://oriel Davies.org/>
- Other music, theatre and arts organisations

Phase 3 DUSK

Production of DRAFT Powys Creative Arts, Health & Wellbeing Strategic Intention; digital tales capture – recording, editing & production; ongoing review & evaluation; sustainability modelling

Phase 4 NEW DAWN (during and beyond project term)

Publication of Powys Creative Arts, Health & Well-being Strategy & implementation; Action Plan demonstrating sustainability and resilience; public exhibitions x 2 (at y Gaer, Brecon and Oriel Davies Gallery, Newtown); arts in health symposium (in association with Wales Arts Health & Wellbeing Network <https://wahwn.cymru/> and Arts Council of Wales).

phase 1 DAWN

- mapping exercise
- 360° CONSULTATION
- research & planning
- service user, staff & stakeholder engagement
- activity co-curation & commissioning

phase 2 DAYLIGHT

- project activity delivery
- creative co-production
- active documentation, monitoring & evaluation
- strategic planning

phase 3 DUSK

- production of DRAFT **Powys Creative Arts, Health & Wellbeing Strategic Intention**
- digital tales capture
- sustainability modelling

phase 4 NEW DAWN

- **Powys Creative Arts, Health & Wellbeing Strategy** publish
- Implementation
- **Action Plan**
- public exhibitions x 2
- arts in health symposium

the undercurrent continuum

*training consultation & engagement listening / learning research & evaluation advocacy
strategic development action planning reflection fundraising / resource planning*

Aspirational goals – when we reach the **HORIZON**...

- an effective, transformative Powys Creative Arts & Well-being Strategy embedded and implemented in Powys
- service users accessing creative and eco-therapeutic experiences, that are freely available, thereby experiencing improved mental health and general well-being
- health and social care staff, carers and communities equipped to recognise, collectively embrace and support people experiencing mental health distress and seek to be creative, hopeful, confident and connected
- national supportive networking channels strengthened
- creative arts and health practice is emboldened and continues to innovate, push boundaries and gain recognition
- improved, efficient, creative use of resources within mental health

How we will measure success

- service user & patient feedback reveals and evidences health and well-being benefits – lived experience
- mapping exercise undertaken – compendium of arts & health provision produced and used for referrals
- numbers of mental health and social care service users engaging in creative pursuits as part of their regular health and care package, treatment or therapeutic recovery plan
- number of training sessions delivered / delegates attending
- a draft Powys Creative Arts & Well-being Strategy produced, adopted for implementation in partnership by PTHB and PCC
- arts providers closely linked into health and care service delivery action plans
- 2 x iCREATE (working title) exhibitions presented featuring digital stories, creative journals, artworks and film stills (oversized moment images)
- 1 x arts & health symposium 'capture & connect' event scheduled and promoted (July 2022)
- Evaluation Report, including recommendations, produced and adopted
- digital stories and creative journals being presented in executive decision-making settings
- ability to seek and attain further funding to support longer-term arts in health initiatives

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*We shall not cease from exploration
And the end of all our exploring
Will be to arrive where we started
And know the place for the first time.*

T.S. Eliot, *Four Quartets*

Evaluation & Legacy – Detail your plans for evaluating the project and explain the project's sustainability.

Key project aims / outcomes contributing to legacy planning include: -

- co-design of innovative therapeutic arts experience models
- improved well-being and rehabilitation for service users
- 3-way co-production of services including service user, health professional & artist / arts organisation relationship building
- employment and Continued Professional Development for artists
- mapping of existing arts and health activity in Powys
- production of resources inc. digest of creative & cultural well-being opportunities in Powys
- upskilling of volunteers in creative arts in health practice
- robust and creative evaluation leading to the creative development, advocacy and implementation of a Powys Creative Arts, Health & Well-being Strategy, Intention Policy & Action Plan (led by PTHB, owned in partnership with Powys County Council)
- 2 x associated Arts in Health showcase exhibitions & advocacy events (launching strategy).
- Arts in Health symposium event

Evaluation is actively embedded throughout project plan, intrinsic to activity journey mapping and legacy planning.

- Evaluation methodologies will include capturing patients' stories, video diaries, film journaling, artwork outputs inc. public exhibitions
- HORIZON is strategically positioned, linking closely to national & local strategic aims & objectives
- Production of *Fundraising & Resourcing Action Plan* as part of future planning and strategy implementation
- Strategic Business Plan delivery
- Future commitment to strategic delivery – Powys Teaching Health Board & Powys County Council; included in future Powys Health Care Strategy Action Plan

A key priority is to co-produce the HORIZON project from the outset, facilitating patients/service users of all ages, families / carers, and NHS staff in actively engaging in planning and development. This approach is designed to build an effective and attainable arts in health delivery model owned by, and with the investment of, services, health professionals and partners.

HORIZON Scanners – an Advisory, Steering & Engagement Group will be established whose function will include / provide: -

- strategic planning
- mapping & consultation
- information sharing

- patient and service user lived experience
- connection building
- idea scanning, issue solving & practical pathway forming
- design of CPD needs
- contributing to detailed project activity planning & commissioning
- monitoring, evaluation & review

Beyond the project term and into the future, the continuation of the group will involve its function and membership being reviewed and re-modelled to suitably take the lead on strategy implementation, delivery, ongoing monitoring & review and planning. A key role and responsibility will entail **advocacy**.

Additionality

Alongside HORIZON core project delivery, a training element will be presented for artists and health care workers to share experiences, learn from each other, explore collaborative and creative working with health care patients / service users and acquire the necessary understanding, skills and knowledge required to develop, deliver and sustain high quality arts in health & wellbeing services across Powys.

Whilst acknowledging the vastness and depth of existing expertise and experience of staff throughout the Powys Teaching Health Board, a strong focus will be placed on augmenting the skill set of NHS staff with additional creative intervention tools to aid the patient experience in the field of mental health.

Where necessary, support for a cultural change in thinking, understanding the value of creativity, capacity to explore and create opportunities for patients / service users will be intrinsically accounted for.

Sustainability

HORIZON aims to successfully demonstrate proof of concept and, as such, the project could lead to accessing new external funding opportunities as well as establishing new projects that build on the foundations of the model. Whilst the fundamental outcome is developing the Powys Arts in Health Strategy, the onward development and commissioning of creative or ecotherapy related wellbeing activities needs to engender collective buy-in and focus which supports sustainability and continuity at grassroots/community levels with statutory and other partners providing strategic enabling support and guidance in whatever way is needed.

The body of academic research grows in documenting the value of the arts in health and well-being, local and national government policies increasingly recognise, measure and guide direction in respect of the arts in relation to health and wellbeing priorities. The heightened profile and importance of this area of work, its impact and reach is increasingly being considered as a high priority for investment across the public, charitable and private sectors.

HORIZON, as a strategically driven, tried and tested arts in health organisational collaboration between the Health Board and Local Authority, alongside patients and partners, will provide a strong footing from which to develop best practice, secure future investment, where this is needed, and ultimately bring benefits to our communities.

A direct link to Powys County Council's Arts & Cultural commissioning service and its close association with community arts providers, funders and the wider sector, affords HORIZON an advantageous position in continuing to build on a strong collaborative future relationship with the Local Authority and other partners.

Throughout the life of HORIZON, the undercurrent continuum will include: -

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research
listening learning
reflection creativity explore
engagement consultation
strategic development
evaluation
training
resourcing fundraising
action planning
advocacy
wellbeing

*The real voyage of discovery consists not in seeking new landscapes,
but in having new eyes.*

Marcel Proust

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

Please refer to – **HORIZON Project Proposal Income & Expenditure BUDGET SUMMARY** below.

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HORIZON : Strategic Powys Arts & Health Project

Project applicant: Powys Teaching Health Board led in partnership with Powys County Council

Project Proposal Income & Expenditure BUDGET SUMMARY

Budget period

From: March / April 2021

To: December 2022



HORIZON INCOME – summary

Category	Item	Amount £	Notes / further details
Cash	Funding application to Powys Teaching Health Board Charitable Fund	£35,000	Majority contribution to HORIZON Project Development/Delivery Plan (application submitted; outcome tbd)
	Other income	£12,000	Powys County Council's Arts & Culture Commissioning Service
	Total Income	£47,000	

Note: Budget expenditure and Covid-19

Depending on Covid-19 regulations, guidelines and restrictions throughout the project delivery period, should physical sessions and social contact in venues not be allowable, venue, travel & gallery costs allocation will be re-assigned to digital, projection and video-based provision / facilitation (infrastructure, programmes & licences) and re-costed.

HORIZON EXPENDITURE



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Category	Item	Amount £	Notes / further details
Expenditure	Staff costs incl. overheads	£8,300	Staffing & project management costs
	Artist commissioning	£17,500	Activities for participants (workshops; sessions; activities)
	Materials and resources	£2,150	Materials; equipment; PPE; workshop costs / expenses; training resources
	Venue hire	£3,500	70 x sessions @£50 venue hire rate
	Story Telling Methodology/Approach	£5,000	<i>Sharing Digital Storytelling Methodology/Approach</i>
	Exhibition costs	£2,300	Gallery fees, printing, framing, on-line & printed brochure / leaflet
	Marketing and communications	£1,000	Marketing & Communications Plan
	Travel	£800	tbd – participant travel cost support
	Evaluation costs	£4,700	Monitoring, evaluation, digital recording, editing
	Other (please specify)	£1,750	Contingency
	Total expenditure/Budget	£47,000	
	Powys County Council	+£12,000	Additional funding secured from PCC Arts and Culture Service to support strategic partnership approach. Amount has been agreed by the Portfolio Holder for Arts and Culture to contribute towards

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	Contribution		collaboration on the creation of the Powys Arts in Health Strategy.
	Total amount requested from PTHB Charitable Funds	£35,000	

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Contact details	
Name: Lucy Bevan – PTHB Arts in Health Coordinator	
Email address: lucinda.bevan@wales.nhs.uk	
Phone number:	
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: Lucy Bevan Role: Arts in Health Coordinator Signature:  Date: 24 February 2021	
Approving manager/executive	
Name: Freda Lacey Role: Mental Health Partnership Manager Signature:  Date: 24 February 2021	

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

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Appendix 2 – Research midwife

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 type="checkbox"/>

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

This proposal is for funding to support implementation of a research midwife to PTHB.

Having a dedicated research midwife would ensure that PTHB is developing research capacity and capability. The post would ensure that time is dedicated to seeking opportunities to take part in larger trials and research as well as gaining experience shadowing key people in the midwifery academic/research arena and developing research ideas to be led in Powys. This would support PTHB in being in a stronger position when applying for competitive research funding. The role would also support the audit agenda within Women and Children's Service to further promote evidence-based practice and identify areas for further research.

Staff would benefit through working in a research active culture and environment and service users will benefit by receiving care from a team that are involved in research and contributing towards evidence-based care. This will also provide an opportunity for multidisciplinary working in contributing to the research agenda on a wider Health Board level. Additionally, it will enable opportunity to identify opportunities to present at conferences and network with others on an All-Wales level.

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

There are a number of key political drivers for development and progression of a research midwife post in Powys.

The Maternity 5-year Vision for Wales (Welsh Government 2019) states within the 'Skilled multi-professional team' principle that there should be:

- a commitment for maternity research to be supported across Wales
- an increase in local and national research activities across Wales with ongoing funding support from Health and Care Research Wales
- a midwifery research lead in Health Boards to support the development and engagement in research activities.

In October 2020 the Royal College of Midwives published their Research Strategy highlighting the necessity for midwives to be research active and ensuring that services build research capacity, collaborate with others to strengthen research agendas and influence both locally and nationally to ensure midwifery is a key feature in developing and deciding research priorities.

For women and babies to receive high-quality care, practice must be underpinned by evidence. Where services are research active this leads to improved quality of care for service users.

In November 2020 the Health Inspectorate Wales National Maternity Review was published and this further sets direction in one of its recommendations as;

'Consider the implementation of champion midwives to support further innovation and research'

To be able to develop capacity and capability relating to research there needs to be investment in time and finances to fund a post that can have dedicated time to deliver the requirements in Powys. Other Health Boards have research midwives in post who are able to lead on this work.

Maternity services in PTHB have started to develop some research capability through the recent Dads research study, which looked at the experience of 15 men when they became fathers, from a mental health and well-being perspective. This was a piece of research done in collaboration with Mind. Additionally, we have begun to make links with the Clinical Trials Unit in Cardiff as well as research colleagues across Wales. Again, a dedicated post for research will support these relationships and opportunities to grow further.

Previous funding through the Welsh Government Integrated Care Fund was supported towards research time specifically for the Dads study. However, as this funding was not competitive in research terms it was not eligible for the study portfolio and therefore did not generate income through recruitment. This funding has ceased from the perspective of supporting research time.

Further funding was sought through COVID-19 Charitable funds and was successful in September 2020 and that was to support some research time (1 day per week) to include leading on the PAN-COVID research study which is a UK wide study looking and pregnancy and neonatal outcomes. This has commenced and is the first study of this sort that maternity services have signed up for. The money from the bid has supported the midwife to gain an understanding of what is involved and the background and processes. Additionally, time is being used for writing for publication and dissemination from the Dads study and gaining opportunities to link with other research midwives in Wales.

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

The project will involve recruitment of a research midwife – the post is going through job evaluation currently (anticipated Band 6 and costed as such). This post would be a fixed term post for 7.5 hours per week for two years.



JDPS_Research
Midwife_Draft v0.1.doc

A specific workplan will be devised and will include:

- Focus on building the midwifery research portfolio
- Being the key link for the Assets Based Breastfeeding (ABA-trial) randomised trial (through Birmingham University), which Powys has been identified as a site for – to enable PTHB to be actively involved we need to ensure investment of time. This study is looking at peer support models of care to potentially increase breastfeeding initiation and maintenance.
- Shadowing Cardiff University Researcher Heather Strange for the NETUNE study looking at the non-invasive pregnancy testing process for women and midwives.
- Embedding a research culture within maternity services and Women & Children's services and wider within PTHB aiming to build research capacity
- Identify opportunities for PTHB to be a site for midwifery-related or community-based midwifery research
- Identify and recruit eligible participants to studies
- Submission of data to study sites and leading on progress monitoring of studies
- Critical appraisal of research protocols, assess participant eligibility and provide accurate information and ongoing support to participants in regard to recruitment and participation in research – ensuring a culture of true informed consent
- Participate in and support development of research strategies pertinent

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to PTHB

- Identify opportunities to conduct primary research in Powys
- Pursue development of 1 small-scale research study in PTHB
- Seek funding opportunities
- Gain support from the Research Design and Conduct Service in Wales to obtain support with research ideas and support for funding applications
- Have the opportunity to attend research specific training courses for example Social Research Association training in qualitative research methods and qualitative analysis techniques
- Link with the Centre for Clinical Trials at Cardiff University to have the opportunity to shadow researchers
- Be an active member of the All-Wales Research Midwife forum
- Develop and maintain regular links with the research and innovation hub
- Powys does not have obstetric services in-county, making it challenging to sign up to and take part in larger clinical trials in relation to obstetric interventions. Therefore, aim to Work with PTHB and neighbouring Health Board colleagues to establish the opportunity for Powys to be a sub-site for some larger randomised controlled trials. We have previously had tentative discussions with Aneurin Bevan Health Board about this and would be keen to explore further should funding support this. This would enable us to support larger trials, potentially with obstetric input by being involved in the recruitment of Powys clients and potentially delivering interventions locally. This has the potential to generate income through recruitment of participants for portfolio research. Again, this would support the capacity building within Powys for research.
- Obtain shadowing and networking opportunities with other research midwives
- Gain service user thoughts on research topics within PTHB
- Be actively involved in the audit agenda within maternity services and the wider Women and Children's services
- Lead and conduct audits over the 2-years in post including dissemination of key findings with PTHB
- Identify opportunities to disseminate findings through conferences and journal publications
- Contribute to maternity annual report

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

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It is hoped that this opportunity would pump prime a post that would become sustainable in the future through other funding sources such as Health and Care Research Wales Funding calls including 'Research for Patient and Public Benefit' or 'Research Time' awards.

Alternatively, if income is generated by being able to be a site for portfolio research, payment is received per recruitment and this could potentially be utilised to fund towards a post. An initial opportunity for this is anticipated through the Asset Based Breastfeeding study through Birmingham University.

It is anticipated that this research midwife post opportunity will enable confidence building with applying for funding and if a study can be designed during this two-year period and funding bids successful then this will support ongoing staff costs to complete the research and continue to build research capacity and capability.

Some key expected outcomes would be:

- Successful progress with the ABA Breastfeeding trial as a site in Powys
- Progression of development of a primary research project that can be led in Powys
- Completion and write up of 2 audits per year
- Established links with research midwifery colleagues and established member All-Wales research group
- Completion of relevant training programmes

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

This post would be a fixed term post for 7.5 hours per week for two years.

Research midwife post - £24.22 per hour (salary and on costs)
7.5 hours per week for two years = £18,891.60

Social Research Association training courses: £1100 (£220 per course)
<https://the-sra.org.uk/SRA/Training/SRA/Training/Training.aspx?hkey=ea703304-e41c-44e7-bbb1-60187018bb87>

5 most relevant courses for example:

Conducting online focus groups

Public involvement in research

Introduction to evidence reviews


Research and evaluation project management

Design and conducting interviews

Total request = £19,991.60

Contact details

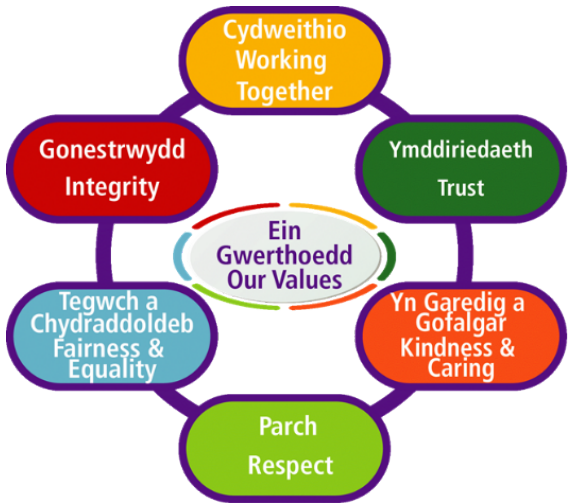
Name: Shelly Higgins

Email address: shelly.higgins@wales.nhs.uk	
Phone number: 07855377948	
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:	Shelly Higgins
Role:	Consultant Midwife
Signature:	<i>Shelly Higgins</i>
Date:	25/11/2020
Approving manager/executive	
Name:	Jamie Marchant
Role:	Executive Director Primary, community Care & Mental Health
Signature:	
Date:	11.12.2020

Appendix 2.1 – Research midwife job description

POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Research Midwife
Pay Band:	TBC
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	Women and Children's

Department:	Maternity
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	Operational Team Lead
Professionally Accountable to:	Consultant Midwife
<u>VALUES & BEHAVIOURS</u>	
<div></div> <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>	

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JOB SUMMARY / PURPOSE:

- Clinical Research is essential for improving patient care and finding new treatments. The research midwife is at the heart of this process: acting as the patient advocate, maintaining patient safety, and ensuring the patient is supported throughout the research study.
- The role is varied, interesting, dynamic and often challenging, and requires a wide range of clinical skills and experience. The research midwife co-ordinates the day to day management of the research portfolio, requiring a flexible, adaptable approach with good communication and organisational skills.
- The post holder will work within the PTHB Maternity team, but have links with the Research and Development and Innovation teams promoting the entry of patients into research with supervision and within agreed competencies. The purpose of the post is to identify and raise awareness of clinical trials, increase the number of patients recruited into trials, to provide information and support for those involved in research projects and scope and identify opportunities for primary research within Powys maternity services.
- Central to this role is the recruitment, education and monitoring of the patient entering a clinical trial. The maintenance of accurate and comprehensive records is an essential aspect of this post. The post-holder will be expected to work alongside the local research networks to provide best care to our patient groups. The post-holder will actively promote research amongst clinicians, service users and the wider NHS.

DUTIES & RESPONSIBILITIES

Professional Responsibilities

- Work as part of a multi-disciplinary team within maternity services and linking with Research and Development team.
- Maintain effective communication with patients, carers and professionals to ensure high quality service delivery.
- Scope opportunities for portfolio studies for Powys to be a site for and initiate registration as a potential site.
- Manage and oversee a portfolio of research studies within maternity services.
- Maintain links with finance to access costings for participation in studies.
- Scope opportunities for primary research to be conducted within Powys Maternity service.
- Identifying suitable patients for entry into clinical studies by linking with the named midwives. Use relevant clinical knowledge to identify patients suitable for clinical research using inclusion and exclusion criteria and utilising NHS records.

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- Facilitate recruitment into a number of research studies ensuring all study timelines are met.
- Complete relevant documentation including consent forms, information sheets and study site files.
- Act as a resource and role model for all aspects of research clinical practice in order to optimise patient care and clinical practice.
- Ensure the environment is suitable for patient care and research processes, recognising the importance of privacy, dignity and diversity.
- Responsible for the care of research participants within the relevant sphere of practice and use opportunities to provide health promotion and patient education.
- Provide ongoing information, education and support to patients (and their significant others) regarding clinical studies and specific trial treatments and procedures.
- Provide continuity of care to patients and their carers throughout the research study. Provide specific advice and support of complex information as appropriate. Refer to other specialists as required to ensure optimum patient care.
- Maintain accurate patient data, complete Case Record Forms, including the use of electronic data capture systems and ensure relevant information is recorded in patients' medical notes
- Undertake clinical procedures (eg phlebotomy, questionnaire completion) appropriate to level of training on research participants as required.
- Contribute to the monitoring of clinical standards within the research team.
- Work within NMC Code demonstrating accountability for own actions and awareness of own limitations.
- Utilise Information Governance guidance for the handling of sensitive patient data.
- Undertake detailed governance reviews of research and development projects. This will involve reviewing and comparing complex information on issues such as risk assessment, data protection, consent, NHS Indemnity, Intellectual Property and funding. This requires applying knowledge to interpret and make judgements on study acceptability.
- Be responsible for the delivery of allocated research studies.
- Participate in Good Clinical Practice (GCP) training, keeping up to date with any changes in legislation or practice.
- Contribute to study set up, recruitment planning and study delivery.
- Be responsible for promoting the appropriate referral and recruitment of patients to clinical research studies. Work with research teams and investigators to develop strategies to overcome barriers to recruitment and to solve other problems relating to specific studies.
- Communicate complex information to patients, carers and the multi-disciplinary team regarding the research, gaining consent to participate in research where appropriate.

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- Work with other departments within PTHB to ensure that research specific investigations and procedures are undertaken as required by the protocol, in order to establish eligibility and safety of patients within research.
- Ensure that data is transcribed accurately where required and assist with the maintenance of the Trial Master File.
- Respond to data queries generated by the study coordinating team within a timely manner.
- Ensure the recording & reporting of adverse and serious adverse events that occur whilst the participant is in the research study to the study co-coordinator/Principal Investigator (PI) and R&D team in line with the study protocol, local policies and regulatory requirements.
- Assess and evaluate the progress of on-going studies, maintaining accurate records of the status of studies and providing regular updates to the department on the status of the studies.
- Escalate on-going study performance issues to the Consultant Midwife and R&D team.
- Co-operate with external and internal audit, data monitoring and quality assurance by working with R&D, sponsors, study monitors and external bodies.
- Assist with study close down and the preparation of results of research for presentation as posters, abstracts, papers or scientific presentations.
- Contribute to the preparation of the maternity annual report and provide regular updates on progress within maternity research.

Professional Development and Education

- Attend relevant meetings within PTHB and provide regular research progress reports. These reports will influence actions and decision on future research.
- Liaise as required with outside agencies including, Health and Care Research Wales, Universities and clinical trials unit
- Contribute to the development of new research proposals as appropriate.
- Required to keep up to date with policy developments especially in Welsh Government and NIHR (UK).
- Advocate for research and provide education and training on research projects to interested parties as required.
- Be a member of the All-Wales Research midwife forum and contribute to associated work streams.

Quality

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- Support and participate in study audits within research and development actively feeding back on lessons learnt and improving the service provided.
- Be an active member of the Women and Children's audit group, contributing to the PTHB audit agenda.
- Support and lead on audit within maternity services, evaluate results and present these within maternity and Women and children's services.
- Through audit, identify opportunities for research.
- Participate in task and finish groups developed through PTHB and Health and Care Research Wales, evaluating work to positively introduce change.
- Ensure all staff adhere to relevant legislation including the UK policy framework for health and social care research and Good Clinical Practice (GCP).

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Appendix 3 – Wellbeing support for staff

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 type="checkbox"/>
Community	<input type="checkbox"/>
Other (specify below)	<input checked="" type="checkbox"/>
Primary Care GP Practice Staff	
Project summary – Provide a brief summary of the proposal and outline what it aims to address. (max 200 words)	
<p>The project aims to secure additional wellbeing support for the staff groups indicated above through the provision of the following:</p> <ol style="list-style-type: none">1. Externally provided virtual wellbeing workshops, which cover managing your own wellbeing (for all staff), and how to support staff wellbeing (for managers).2. The extension of the NOSS counselling service to include an out of hours support line to enable staff to contact a counselling professional in the evenings, at night and at the weekend. <p>In addition, the project seeks to support the wider workforce in the GP practices, who currently have limited access to Occupational Health services. Due to Covid-19, the staff within GP practices are facing increased pressures and have little access to direct wellbeing support and therefore extending our internal staff offer to the practices will help support the wider community healthcare system</p> <p>The project is therefore seeking £10,000 to provide workshops and counselling services through to at least July 2021 (this will be extended if funds have an underspend).</p>	
Background – Outline any relevant information that will provide context for the proposal, including the need and any previous proposals or projects. (max	

500 words)

Steps have been undertaken during Covid-19 to develop and increase the wellbeing support offer for staff. The initial phase of this has been to improve the ability for staff to look after their own wellbeing through the improved availability of engaging wellbeing resources. This includes the wellbeing SharePoint site due to be launched on 1st December, and the Florence automated text messaging service trial launched on the 23rd November.

The second phase focusses on the initiatives available for staff where they can utilise the help and support of others, this ranges from the more general in the form of workshops with a subject matter expert, to the specific where individuals can gain support on a one-to-one basis. The responsibility to deliver this provision would have been undertaken by Occupational Health or through Workforce and Organisational Development Facilitators, and include the direct delivery of workshops, coaching and team development. The continuing Covid-19 situation has meant that resource in both areas is unavailable to provide this support.

Staff Counselling

The staff counselling service in PTHB is through an external contract delivered by Network of Staff Supporters Ltd (NOSS). This is an in-hours service that provides counselling sessions on referral from the Occupational Health service. Currently, referrals to this service due to stress and anxiety have at least doubled in comparison to the same month in 2019, with the Occupational Health Service also receiving a high volume of ad hoc calls where staff just need to talk.

The Occupational Health Service has not had an increase in staffing, which remains at 2.25 FTE. Data also shows that a high proportion (65%) of staff who are engaging in formal counselling are also remaining in work, rather than taking sick leave. Importantly, it should also be noted that staff can only access the counselling service Monday to Friday during normal 'office' working hours, not in the evening or at weekends, which given the busy work environment may be the specific times when staff wish to contact a counselling specialist.

GP Practices

Staff in GP practices are supported by Occupational Health but this has been limited to vaccinations and basic support. Covid-19 has however had a significant impact upon this staff group, with very little opportunity for wider support or access to counselling or wellbeing services. The staff in GP practices play a critical role in ensuring that communities receive the healthcare provision that they need, but are feeling significantly under pressure and have therefore requested the support of PTHB in terms of accessing wellbeing opportunities.

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

The solution for the above issues relevant to this bid, are found in two initiatives.

1. Wellbeing Workshops

Staff already have access to a wide range of self-help resources but there is a lack of opportunity to engage with subject matter experts, to ask questions and discuss what actions can be taken to support wellbeing. The total approach of the whole project will be to deliver a range of interesting workshops that utilise our internal expertise. This includes the dietetics service who will be delivering four different topics, starting with 'Eating Well Over Winter'.

As described, staff experiencing stress and anxiety is of concern and therefore the project will implement a number of virtual workshops delivered by NOSS. These workshops will include:

- Managing stress and wellbeing – this is open to all staff
- Managing staff stress and wellbeing – this is open to managers and supervisors

A trial workshop of each has been delivered to members of Chat2Change, the Wellbeing at Work Group and Trade Union Colleagues, with a positive evaluation.

Workshops can begin immediately in January, with the intention to deliver four workshops of each subject per month from January until April 2021. Workshops will be open for a minimum of 10 participants.

1b. In addition to the shorter-term delivery of sessions through NOSS, the project would seek to support the internal training and development of in-house wellbeing trainers to enable the delivery of workshops to be undertaken internally, and therefore be more sustainable.

2. NOSS Out of Hours Service

The project seeks to ensure that staff have access to specialist counselling support when they need it. The proposal therefore is to fund the implementation of an out of hours help line that any staff member can access between 5pm and 8am the following day. During these times, they will be able to speak directly to a qualified counsellor for a therapeutic conversation. Staff will also be able to call the number to ask a question, check an appointment etc, these calls would not be charged.

Following any out of hours therapeutic counselling sessions, NOSS will inform the Occupational Health department to ensure that the staff member is supported through the normal approach to arrange in-hours counselling if required.

The project would seek to activate the out of service from January to April 2021 to cover the winter months. Because the service does not currently exist, it is difficult to anticipate the level of usage, so this period will be utilised as a

trial period to understand if the service should be in place for longer. The service works on a no call, no fee basis so if staff do not use the service, PTHB will not be charged.

Primary Care GP Practice Staff

The project seeks to include the staff from GP practices, allowing access to the range of wellbeing support including the workshops and NOSS counselling service, both in and out of hours.

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

Basic Evaluation

Wellbeing Workshops:

Participants will be asked to complete evaluation forms about the usefulness and quality of the training delivered. A follow up evaluation will be made during April/May 2021 to understand how participants have utilised the training to improve their own situations or support others.

Whilst delivery of the workshops is being delivered by the external provider, appropriate internal trainers will be trained in the delivery of wellbeing workshops so that workshops can continue without the requirement to pay for external provision.

NOSS Out of Hours Service:

Basic evaluation will be captured by the numbers who access the service, which will enable an understanding of whether there was and remains a demand for an out of hours service, and therefore whether there is a need for longer-term funding.

Impact Evaluation

Staff absence due to work related stress is currently monitored by Occupational Health and reported to the Wellbeing at Work group acting as a stress management steering group. This provides three main measures, the number of staff off sick due to stress, the number accessing counselling and also the percentage of staff that remain in work whilst engaged in counselling support.

The wellbeing support offer would seek to reduce the overall level of sickness absence and an increase the percentage of staff that remain in work whilst accessing counselling support. Because of the increase in availability and accessibility of counselling, it would be expected that there would be an increase in people accessing this service.

Due to the sensitivity of the subject it is difficult to access qualitative information about the impact of the service from those who have accessed it.

Summary

From the above we will capture the following:

- **Overall satisfaction scores for each workshop (target 85%)**
- **Qualitative information about longer term usage of the course (after 3 months)**
- **Sickness Absence rate due to work related stress**
- **Number of staff accessing counselling**
- **Number of staff accessing the out of hours service**
- **Percentage of those accessing the service who have remained in work**

In terms of sustainability, the project has two main aims. The first is to ensure staff have the additional support needed during the busy winter months at a time when Covid-19 is most prevalent. The introduction of a vaccination may mean that there is no long-term requirement.

Secondly, the aim is to trial the impact of these services to provide the evidence that they could be either form part of a bid for recovery funding over the next two years, or form part of core funding.

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

Item	Number	Cost per item	Total Cost
Wellbeing Workshops	8 per month over 4 months	£9.40 per person per session (minimum 10 per session)	32 sessions at £94 + VAT £3000 + VAT
Stress Management Train the Trainer	2 people trained	£1000	£2000
NOSS Out of Hours Service	Demand unknown	£98 + VAT per therapeutic Session Budget 15 calls per month	3 Months £4500-£5000 approximate
		Total	£10000

Due to not knowing the demand for the out of hours service, costings can only be approximate. Uptake will be monitored monthly with any excess funding either increasing the number of workshops, or enabling the out of hours service to continue for additional months or weeks.

Location: Powys wide
Hospital / Clinic: N/A
Requested By: Dr Jeremy Tuck
Fund Account No/Description: General Funds
Date: 04/02/2021

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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):

The Improving the Cancer Journey Programme (ICJ) is a three-year programme, funded by Macmillan, and delivered in partnership by PTHB, PCC and Macmillan. The third sector organisations PAVO, the Bracken Trust and Credu sit upon the ICJ's Strategic Programme Board and the programme team has also engaged with a number of other organisations.

The aim of the ICJ is to develop a sustainable, supportive, integrated community model of care to support people living with cancer (PLWC) in Powys. The essence of this scoping and development programme is to make sure everyone with cancer will have the opportunity to have a conversation about all their needs and concerns and get the support that's right for them.

At the heart of the supported conversation is the holistic needs assessment which helps people who are living with cancer identify what most concerns them at the time so that, with the support of a professional, they can be helped to access the support that would best address these concerns. The concerns may be financial, emotional, physical, spiritual and / or practical and the support provided may range from advice, signposting and self-management right the way through to referrals into the most appropriate service(s.)

Because we don't have a District General Hospital (DGH) in Powys, our residents who are diagnosed with cancer can travel to one of more than 17 hospitals across both England and Wales in order to receive the acute phase of their care. DGH's also tend to be the location where cancer information services are located.

The purpose of this application for Charitable Funds is to secure funding for quality assured books that our residents who are diagnosed with cancer, their carers, family and friends will be able to access via their local library, thus meeting a need for information and providing it closer to home.

Macmillan have produced a Core Books List to help cancer information centers and public libraries improve the quality and reliability of the cancer books they stock. The list includes books about cancer itself and people's experience of living with cancer.

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Bids for Approval

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**Charitable Funds Committee
04 March 2021
Agenda Item: 2.1**

PTHB's Lead Nurse for Cancer and Palliative Care and PCC's Principal Librarian have both reviewed this Core Books List and we would like to request funding to enable us to purchase 4 sets of these books and to fund materials that would raise awareness of their availability. These books would be housed at our main libraries and available on request at any of the 18 libraries in Powys, meaning that people who are living with cancer, their friends, families and carers would be able to access quality assured information on a local basis.

We would seek to raise the awareness of the availability of these books with the staff groups who most commonly come into contact with PLWC as well as those who are delivering holistic needs assessments, providing these staff groups with information leaflets which they can share with the PLWC they meet. PLWC can also 'self refer' by going directly to the library themselves. If they are not already a member, joining has been made even easier than before, with no proof of address being required.

We are basing this approach on the National Reading Agency's Books on Prescription Approach. The Reading Agency have developed lists for mental health, dementia and children and have shown that there is evidence to suggest that reading can improve health and wellbeing and that guided self-help works and is more effective than unguided self-help. These schemes have been running since 2013 and were evaluated in 2018/19. The evaluation³ found that 90% of people reported that they found their book helpful, 89% of health professionals surveyed said it helps people understand more about their condition and 89% of health professionals surveyed said it helped them support people outside of consultation time.

Powys Libraries have agreed to monitor usage of the books on the list and the Improving the Cancer Journey Programme will seek feedback via surveys. As part of this, we will also seek suggestions of others books that could be made available so that, in the future, this becomes a reading list compiled by the people of Powys.

Our funding request relates to the criteria within the NHS Charitable Funds Policy & Guidance (the Guidance) as outlined below:

<https://readingagency.org.uk/adults/impact/reading-well-books-on-prescription-evaluation-201819.html>

(a) the health of the population: Having quality assured literature with high reviews from the readership contributes toward an improved health literacy and “improving health literacy is a key influence on people’s health behaviours and, therefore, their health and wellbeing.⁴” It is envisaged that through supporting our population to be better able to have open and honest conversations about cancer and loss, because they have access to the resources that help gain this knowledge, it will increase the ability for the community to provide support for each other.

(b) the benefit of patients and/or carers: the books range in topics from helping people to live with cancer, treatment, symptoms and side effects, survivorship, advanced cancer and end of life, bereavement, diet and nutrition, books for carers and families and the list also includes some books on specific tumour sites. Some of the books have been authored by people who are sharing their personal experience of cancer. Each book has an average star rating of more than 4/5.

(c) the benefit of staff in delivering their service: as part of the ICJ programme and, together with the approved funding for promotional materials, we will seek to ensure that staff groups who come into contact with PLWC are aware of the availability of these books and will be able to tell PLWC about them. This includes staff groups within the Health Board, GP Surgeries, the Council, the third sector organisations we are working with and we will also use our networks to ensure the cancer teams who provide the acute phase of treatment to our patients are also aware and able to signpost PLWC to our local libraries for this quality assured information. The evaluation of the Reading Well’s Books on Prescription service found that 89% of health professionals surveyed said it helped them support people outside of consultation time.

(d) the Health Board’s core values: at the centre of PTHB’s 6 core values is “truly integrated care centred on the needs of the individual” and personalized care is at the heart of the ICJ programme. Should the holistic needs assessment identify that the PLWC could have their concerns addressed by having quality assured information, this funding request will enable us to meet this need and to provide this care closer to home.

(e) the Health Board’s strategic goals: Meeting the needs of people affected by cancer is a national, strategic priority⁵. Cancer has also been identified as one of the ‘Big 4’ priorities within PTHB and the Local Authority’s joint Health and Care Strategy⁶, as well as a partnership priority by the Powys Regional Partnership Board (PRPB) - a strategic commitment to improve clinical outcomes and patient experience, for people living with cancer.

⁴ <https://www.england.nhs.uk/shared-decision-making/why-is-shared-decision-making-important/shared-decision-making-to-improve-health-outcomes/>

⁵ Wales Cancer Network (2016) **Cancer Delivery Plan for Wales 2016-2020**.

⁶ Powys County Council and Powys Teaching Health Board (2017) **The Health and Care Strategy for Powys – a Vision to 2027 and Beyond**.

The Single Cancer Pathway (SCP) programme of work is also progressing nationally – a key workstream of which will be person centred care (which includes the requirement of offering patients a HNA in line with the recently developed optimal pathways).

Our funding request is aligned with the priorities within the Guidance as follows:

(a) the enhancement of facilities for patients, carers or staff, where this would be in addition to the statutory provision ordinarily afforded by the NHS;	✓
(b) the purchase or replacement of equipment, where this would be in addition to or in advance of the statutory provision otherwise afforded by the NHS, and	✓
(c) for the training and development of staff employed by the Health Board, where this would be in addition to the mandatory provision ordinarily afforded by the NHS;	✗
(d) development of service provision via research and development or pilot Schemes;	✗
(e) prevention or awareness raising work that can positively impact local health and wellbeing.	✓

Description of item requested (please attach supporting documentation e.g. EDOF form/quotes:

We are asking for funding for:

Books - £2,594.15

4 sets of the 51 books listed upon Macmillan's Core Booklist. We are also asking for a 30% contingency to allow for fluctuating prices between the time of estimating costs and the time of purchase, the uncertainty around prices quoted at standard price as actual price may vary and also to enable books that are potentially lost or damaged to be restocked.

Item	Total
------	-------

4 Copies of the Books available on Askews	£966.56
4 copies of the books available on Waterstones	£602.38
4 copies of the remaining books at standard price quoted	£426.56
Sub Total	£1,995.50
Contingency	£ 598.65
Total	£2,594.15

Promotional Materials – £402.54

As part of the ICJ, we have a dedicated Communications and Engagement Officer, hosted by PCC, and have established a number of channels, including our own soon to be launched website, via which we are able to share and disseminate information we develop. These will all be used to promote the availability of books on prescription for PLWC.

In addition, we are asking for funding for the design and printing of posters and leaflets so as to raise the awareness of the availability of these books within the community. These quotes are based upon using PCCs internal services which represent a far more affordable option than going out to external providers. These materials will be targeted at the place most likely to have the greatest impact at the time and depending on external circumstances. For example, if infection control procedures permit it, leaflets could be shared to PLWC via the health services they access. If the COVID situation does not allow for this, we could place leaflets within the library books that are collected, following the existing 3 day quarantine procedures.

Item	Total
Design £30 per hour * 5 hours	£150
Posters – <ul style="list-style-type: none"> 250 English A4 posters double sided 150 Welsh A4 posters double sided. 	£ 96
Leaflets – 3,000	£156.54
Total	£402.54

Estimated Cost (If known):

Total cost: £2,996.69

Has assistance been obtained from the Procurement Department

We have not asked for assistance from the procurement department. PCC Libraries obtain a discount from Askews – the list price for the books would be £1,571.12 and can be purchased via Askews for £966.56. We will seek to obtain the best price possible for the remaining books.

Using in house PCC design and print services is a well established channel for securing high quality, value for money promotional materials.

Ongoing Revenue Costs (if Applicable)

For completion by Fund Manager:

Comments on Proposal:

Signed:

Date:

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

Funding request supported (delete as appropriate)

Signed:

Date:

AGENDA ITEM: 2.2

Charitable Funds Committee		DATE OF MEETING: 4 th March 2021
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 Committee is also requested to NOTE the 7 bids with a combined value of £13,456 attached that have been approved for expenditure under delegated authority as part of the COVID Response Fund up to March 2021.

Approval/Ratification/Decision ¹	Discussion	Information
✓	x	x

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

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

Strategic Objectives:	1. Provide Early Help and Support	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 Committee is requested to RATIFY 7 proposals that have been approved under delegated authority by the PTHB Executive Team as part of the COVID Response Fund.

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 and a third grant of £50,000 in January 2021.

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.

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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 the proposals approved under delegated authority can be found at **Appendix 1-7**.

NEXT STEPS:

None as a result of this paper.

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

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

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	None	Low	Moderate	High	Please provide supporting narrative for any risks identified that may occur if a decision is taken
Clinical	✓				
Financial	✓				
Corporate	✓				
Operational	✓				
Reputational	✓				

Appendix 1

Jones, Shania
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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)

COVID-19 has led to the interruption of psychological therapy for many patients, and has eliminated the option of face-to-face sessions for the majority of patients as a result of limited clinical space and the need for social distancing. Consequently, most psychology sessions and psychological therapy has moved to being delivered online via Attend Anywhere. For some patients this is not an option from their home for a number of reasons, meaning psychological input has been postponed or delayed. By using this grant to increase access to online therapy, we hope to benefit the number of patients under the care of the psychology service who currently are unable to receive any form of input or intervention.

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 allow increased access to psychology and psychological therapies and services and support provision of care from the psychology service. Many individuals either do not have an internet connection, or a connection of adequate quality in order to attend remote sessions. In addition, they may not have access to a laptop or a home computer, their home environment may not be an appropriate or safe space to engage in therapy for various reasons and the use of remote sessions may place additional financial burden on patients, for example where they become reliant on mobile data to attend a remote session.

The use of funding to provide iPads to be used within clinic settings means patients can still attend vital psychological care, without facing such additional personal costs and in a safe and an appropriate space. This would also improve our equality of access, as patients from lower socio-economic backgrounds, who have been personally affected by COVID-19 (such as loss

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of employment), or who do not have the equipment needed are not at a disadvantage in being able to attend appointments

The use of iPads would allow patients to still use clinic space to attend their remote session; as clinical space that allows social distancing is very limited, patients could still utilise the smaller available rooms to attend remote appointments without this concern with clinicians delivering sessions from an appropriate location. This also removes difficulties in patients having a suitable environment for therapeutic work and would protect confidentiality. The psychology department does not currently have spare devices (such as iPads or laptops) for clients to use. Additionally, laptops can be more difficult to clean between sessions and so the risk of covid cross contamination may be higher with laptops compared with iPads.

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

5 x iPads to cover each locality (Bronllys, Ystradgynlais, Llandrindod, Newtown and Welshpool) at a cost of £550 per item.

5 x iPad stands at a cost of £40 per item.

Total cost: £2950

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 hope to track the number of patients attending remote sessions pre and post implementation of iPads to see if this increases, as well as monitor number of patients opting for this.

Monitoring of waiting list to look at how this reduces (i.e. able to offer appointments more quickly).

Patient feedback in use of iPads/remotely delivered therapy.

Contact details

Name: Dr Christopher Hartwright

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

Phone number: 07894 760690

Delivery address (if applicable): n/a

Declaration

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NHS
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Addysgu Powys
Powys Teaching
Health Board



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NHS
WALES

Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

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: DR CHRISTOPHER HARTWRIGHT	Role: CONSULTANT CLINICAL PSYCHOLOGIST
Signature: 	Date: 4/11/2020
Authorising manager/executive	
Name: Dr Geoff Watts	Role: Head of Psychology
Signature: 	Date: 5th November 2020

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

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Appendix 2

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)	
<p>Many patients under the care of the adult psychology service and wider adult mental health services have been adversely impacted by COVID-19, both with regards to their wellbeing but also in their ability to attend appointments. As a result of the pandemic and in order to ensure care is accessible, the majority of support is now delivered remotely, especially for a large number of patients who also present with physical health conditions and are therefore shielding/considered vulnerable. Staff are committed to continuing to provide mental health support, which is now more essential due to many individuals feeling isolated, depressed or who may have been personally affected by COVID-19 such as job losses.</p> <p>Part of this involves using psychological outcome measures to monitor wellbeing, specific psychological difficulties and levels of risk. Currently, the ability to do this is limited, with measures having to be completed via telephone or video call and consequently taking additional time for both patient and clinician. This also has issues with regards to patients who struggle with reading, who have hearing difficulties or who struggle to process verbal information, resulting in essential data not being collected. It also places additional demands on individuals who may be highly distressed or anxious. This grant would allow us to purchase an online database tool for remote collection of information. This would then support those who struggle with any hearing impairments or are unable to process verbal information and ensure their clinical time is focused on their support and care.</p>	

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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 use of an online database system will enable both staff and patients to complete our measures securely and remotely, at a time convenient to them. The system- POD- has been created by the Anna Freud Centre, and thus meets required security needs for NHS services and is already adopted by trusts such as Norfolk and Suffolk NHS Foundation Trust.

The system can be accessed by any internet enabled device, such as laptop or smartphone, meaning patients could log in and complete any measures prior to their appointments. This is beneficial in that it reduces the time spent on this within sessions, but also would allow the clinician to review the information before meeting with the patient, ensuring any concerns around risk or wellbeing can be addressed promptly with meaningful discussion and action.

By having online access, patients who have any hearing difficulties or who may not be able to process verbal information can still complete measures. It also means patients would not have to do so when feeling distressed, anxious or when trying to focus on therapeutic work. The system also allows tracking of 'progress', further allowing both patient and staff to review what is working well for the patient or address any concerns or barriers to interventions.

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

Purchase of an online, outcome measure database software (POD) created by the Anna Freud National Centre for Children and Families at a cost of £3600 (inclusive of VAT).

Training days for staff to use the database at £500 per day.

Total cost: £4100

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 project will be evaluated in different ways:

1. We will evaluate the percentage of clients who complete outcome measures as part of their engagement with the psychology service
2. We will evaluate the effectiveness of psychological interventions via the POD software
3. Outcome data will enable the psychology department to respond quickly to client needs and risks though detecting changes in presentation earlier.
4. The psychology service will be able to draw of outcome data to inform service developments in light of COVID.

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Powys Teaching
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Powys Teaching
Health Board

5. Client and staff satisfaction with the POD software will be evaluated through a client and staff survey.
6. We anticipate this system of outcome monitoring will significantly enhance the efficiency with which data is collected and analysed, thus freeing up clinician time and reducing the risks of missing data.

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:
DR CHRISTOPHER HARTWRIGHT

Role: CONSULTANT CLINICAL
PSYCHOLOGY

Signature:

Date:
4/11/2020

Authorising manager/executive

Name: Dr Geoff Watts

Role: Head of Psychology

Signature:

Date: 5th November 2020

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

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Appendix 3

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)

Parents, children and extended families of Pre -school children with complex additional needs will benefit directly from this funding.

During the COVID 19 pandemic this group of families have found increasing isolation as services that they receive weekly/ fortnightly have been reduced, with Portage Home visiting reduced to one face to face contact a month. Some families have received less than this. These families are already isolated within their communities due to the fact that they may be the only child with complex and special needs within their rural community. Also, it's been identified that some families have poor literacy skills or do not have access to IT equipment which forms a barrier to be able to part take in our virtual groups.

Providing a group for these families on Teams will enable parents to have support from other families with children with additional needs, who are experiencing the same or similar difficulties. It will enable us to enlist the help of other supporting organisations with us sharing links and introductions to these families. Holding a group virtually enables the wider family to attend; such as grandparents who often struggle with offering support, this then enables these family members to gain the skills required to support and acknowledge the barriers having a child with complex and special needs may bring. The intention is to offer this support in a virtual way to enhance the face to face home visits that we have had to reduce due to Covid 19 restrictions.

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 enable us to support these families in being welcomed, involved and engaged within our virtual group "Little Steps" which is supporting families with additional needs. It is vital we provide this group virtually because these families have suffered a reduction of services during the COVID-19 pandemic and the lockdown period due to not having very little face to face support. Providing a virtual group is supporting these families to attend within a rural community of Powys and enables families from South Powys who are unable to travel to North Powys to attend these groups.

When attending these groups, families place foundations of friendship and support from other families attending with children with additional needs, which is vital for the families journey up until the child attends a school setting and for years beyond that. The thermos insulated cups are provided to allow parents/ carers to enjoy a hot drink safely within the group and hopefully the families will use them when attending future groups i.e the buggy walk, brighter beginnings group. The aim of our group is to nurture the families, increase their confidence, and form strong relationships to enable the families to feel able to access future groups that will be run by Powys Teaching Health Board.

By purchasing these Ipads we can loan these to families that have no access to ICT equipment so they are able to attend this group- therefore removing a barrier to participation. The bubbles and craft materials will allow the Portage Home Visitor or Nursery Nurse to model an activity or resource which the family can then produce themselves at home.

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

2 x Ipads & tough cases for the ipad - **£1,150**
 50 x thermos mugs **£9.97 each- amazon**
 100 x packs of 2 biscuits **£14.50 for box of 20 packs- amazon**
 100 x small bottles of bubbles **£8.95 box of 24 bottles - BakerRoss**
 Craft materials **£150 assorted Baker Ross**
1 x dvd player £20.00

Total - £1,940

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.

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To measure the success of this project we will ask the families to complete online evaluation forms at the end of each monthly group with the exception of any families who are illiterate; we will then ask for verbal feedback through a telephone call. We will be able to capture feedback from the parents following the lockdown period earlier this year which was extremely isolating for these families, having a negative impact on the families grieving process in accepting the additional learning needs for their children. Our accessible virtual group will continue support through the ever changing government guidelines and restrictions, having a positive impact for all.

Our interactive group will prompt support and discussion and we will respond to the parents needs by adapting group sessions to support topics they may suggest within our work remit, with ongoing evaluation which sometimes may be verbal statements collected with parents' permission. With consent, parents may be asked to share pictures or videos of their children during group sessions.

Additionally, it is hoped that the impact these sessions have on the families can be demonstrated and the families will be encouraged to share their stories.

Contact details

Name: Kirsty Jones

Email address: kirsty.jones4@wales.nhs.uk

Phone number: 01938 555 137

Delivery address (if applicable): Health visitors, Welshpool health centre, Salop Road, Welshpool SY21 7ER

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: Kirsty Jones

Role: Community Nursery Nurse

Signature: K.Jones

Date: 04/11/2020

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06/01/2021 14:21:36

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

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

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Appendix 4

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"/>

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 additional memorable pins and personal cards to be distributed to hosted services and bank staff who have contributed in tackling 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 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)

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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 additional memorable pins (enamel, size:22.9 x 25mm) and a bespoke designed thank you card for these additional staff. The memorable pin proof can be found in the attached document. The design company have been approached to:

- produce the additional pins and cards at a cost of:

Quoted Cost:

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

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

Total: £960.00 plus VAT for 800

Exact Specification as previous pins funded through charitable funds:

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

Postage - £600 (first class)

Total charitable fund submission **£1,560.00 estimated cost**, 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	Role: Joint Strategic workforce Planning manager
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

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Appendix 5

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)

It is acknowledged that COVID restrictions/ lockdowns have had an impact on peoples physical and psychological wellbeing particularly those with existing long-term health conditions. During the pandemic, The Pain and Fatigue Management Service is using online platforms to continue to deliver our interventions. One of the options we offer at the centre are craft and nature-based activities. The beneficiaries of this project are people who would select this option in collaboration with the clinician in accordance with their goals. The craft and nature-based sessions were traditionally face to face so we aim to deliver these in a more innovative way. We will do this via a Teams group and sending out resource packs prior to the sessions. This will enable people who may otherwise not have the materials or means to purchase these to take part.

These sessions allow the practical application of the tools and techniques which we encourage participants to develop through our interventions.

The therapeutic benefits of these purposeful activities can be linked to the 5 ways to wellbeing; Connect, Learn, Active, Notice, Give. Evidence has shown that implementing these into daily living can influence health and wellbeing.

The aim is for the project to run once a month with introductory sessions running every 8 weeks. There are 10 places available for each cohort and prediction of 40 people per year. There is potential for this number to increase should this project be successful and with the potential to role this format out more widely.



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 Pain and Fatigue Management Service in Powys provides services to people who want to live life more fully but are hindered in doing so by persistent pain and / or chronic fatigue. The service provides innovative solutions for people across Powys, a mainly rural county in mid-Wales.

The services core aim is to continually improve services and support users in the simplest and most effective ways including whilst being fully supported by an experienced clinical team. The innovative and transformative approach to technology means the team is able to provide an integrated digital service that benefits our users and enables our team to work in an agile, flexible and sustainable manner during the pandemic.

The introduction of a Craft and Nature based intervention via an online programme will allow the clinicians and the users of our service to explore the principles of art to support the development of psychological flexibility through the exploration of different mediums.

The result of providing intervention will highlight a range of mental wellbeing benefits for participants derived from a combination of three key components: i) the natural environment; ii) the meaningful activities; iii) the social context.

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

The items being requested will make up an individual art pack that will be sent to clients who have signed up to the project.

Items	Total Cost (£) exc. VAT
Sketch pad	39.38
Pen	22.00
Sketching pencils	7.08
Coloured pencils (watercolours/drawing pencils)	3.68
Rubber	2.40
Scissors	14.00
Sharpener	2.40
Blue tack	23.20
Glue stick	3.60
Packet of pumpkin seeds	12.00
Padded Envelopes	52.97
Total Cost (£) exc. VAT	182.71

VAT	101.48
Total Cost (£)	284.19

Based on 40 people accessing the scheme this would be £7.10 per person excluding postage. These costs are based on costs provided by NHS Wales Shared Services Partnership - Procurement Services.

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 the ongoing evaluation of the project, the team will be required to provide regular updates to the Management Team to include reflecting on what has been learnt and the challenges faced. These updates are provided in a variety of ways including:

- Activity reports including attendance, DNAs, dropout rates
- Compliments / Concerns
- Outcomes including clinical outcomes and examples of art work
- Feedback of art pack including contents, usefulness, engagement

The team will identify what their “definition of done” so that the outcomes are clearly defined from the start and to ensure that the **effectiveness**, efficiency, impact and sustainability of the project is captured.

An evaluation report of the impact of the effectiveness of pilot with a particular focus on:

- Audit the uptake of Craft and Nature based intervention
- Evaluate course through participant feedback
- Presentation of participant story
- Evaluation of clinical notes

Gather anecdotal evidence and experiences from participants who have attended the course, acknowledging what has gone well and areas for improvement and development.

Contact details

Name: Clare Clark

Email address: clare.clark@wales.nhs.uk

Phone number: 01874 712499



Delivery address (if applicable): Pain and Fatigue Management Service, Bronllys Hospital, Bronllys, Brecon, 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 .	<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 Clark	Role: Advanced Practitioner
Signature: 	Date: 25.11.2020
Authorising manager/executive	
Name: Gethin Harries	Role: Clinical team lead
Signature: 	Date: 25.11.2020

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

Jones, Shania
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Appendix 6

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 a recent team meeting staff identified the following items that could improve the well-being hub.</p>	
<p>How will this funding enhance service provision? (max 150 words)</p> <p>This will make the hub more self-contained to prevent the team having to go onto the ward for dinner plates and bowls. Staff would also like a radio on their breaks to reduce the ward noise when they are relaxing.</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>	

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COVID Response Fund bids for
Approval & Ratification

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Charitable Funds Committee
4 March 2021
Agenda Item: 2.2



Argos home Ditsy Dot porcelain 12 piece dinner set (*2 x £20) £40
Delivery £3.95

BUSH Retro wireless DAB radio – sage green 852/3723 £50
Delivery £3.95

Total - £97.90

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: 09/12/2020

Authorising manager/executive

Name:

Role: Clinical Services Manager

Signature:

Date:

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

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COVID Response Fund bids for
Approval & Ratification

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Charitable Funds Committee
4 March 2021
Agenda Item: 2.2

Appendix 7

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 the staff in the maternity services: including midwives, maternity support workers, support and admin staff

The Health and Wellbeing of Powys midwives will in turn continue to ensure the quality and safety of care for Powys Women and families

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

Improve staff wellbeing and greatly help them to feel appreciated for their work throughout the pandemic. Continuing to provide incredible services to the families of Powys. By being kind to the workers we can foster a nurturing environment that will transmit to the clients and other staff.

As well as requesting feel good items this is also supporting a local business in Powys. They have been kind enough to facilitate the items at wholesale prices as they love the idea of providing their beautiful pampering items to all the midwives and staff as a thank you.

The vitamin D3 will also improve staff health and immune response in this pandemic. Vitamin D3 has been proven since before the pandemic to increase your resistance to disease. This is an increase safe dose of 50mcg (2,000iu)

This concept of reflects a continuation of kindness month for NHS staff during November and the HIW National Maternity review report to ongoing recognition of staff wellbeing.



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

Earthbound Organics – based in Dolau Llandrindod Wells -these are all cost



Wholesale price
list-NEW.pdf

price, will attach pricing so you can see the reduction agreed

55 x Rejuvenating cream @ £7.85/ item = £431.75

55 x Lip balm @£2.05/item = £112.75

55 x hand cream @£8.10/item = £445.50

Mad Diet – Pure Vitamin D3 with NO additives or bulking agents

Pack of 60 tablets currently £13.99 x 2 packs per person = £1,538.90

Total requested = £2,528.90

Contact details

Name: Suzanne Pardoe-Bouchard

Email address: Suzanne.pardoe-bouchard@wales.nhs.uk

Phone number: 07779 030838

Delivery address (if applicable): PTHB Offices, Waterloo Road, Llandrindod Wells

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: Suzanne Pardoe-Bouchard Role: Clinical supervisor for midwives, chair of the Royal College of midwives Powys Branch

Signature: S Pardoe-Bouchard

Date: 2nd December 2020

Authorising manager/executive

Name: Julie Richards **Role:** Head of Midwifery and Sexual Health

Signature:

J. D. Richards

Date: 02. 12.2020

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

The Sunshine Vitamin – taken from Maddiet.co.uk

Vitamin D didn't quite make it into the 'Big 4' but it was close. In the West vitamin D deficiency is soaring, with anywhere between 40 and 60 per cent of us not getting enough and in certain populations that rises to as much as 75 per cent!

The latest health advice is that all Scots over the age of one should be taking vitamin D supplements year round, but particularly in autumn and winter. Government guidelines also recommend folk living in other parts of the UK supplement with vitamin D during the darker months, or if spending time indoors during the current crisis, as it is difficult to get enough of this nutrient from food alone.

But vitamin D deficiency isn't just a problem in the UK, as studies show that people living in warmer countries such as Australia and even UAE often don't get enough of the sunshine vitamin!

Vitamin D is both a nutrient we eat and it is made by our body. When sunshine hits our skin it synthesises vitamin D from the cholesterol in our skin and is transported to the liver where it is converted into the hormone form. Unfortunately climate change and our fear of skin cancer have meant that we don't get access to enough sunshine to keep our levels of vitamin D topped up.

Increased cloud cover in the northern hemisphere is definitely having an impact on our vitamin D levels. In parts of Scotland it has increased by 16 per cent in recent years, so we simply don't get the amount of sunlight we used to. Plus when it does appear we immediately slap on sunscreen which prevents the synthesis of vitamin D

in the body. Today we are so conscious of skin cancer many of us won't set foot outside in summer without some skin protection.

The problem is if we are low on cholesterol or sunshine then we don't get enough vitamin D. Plus to add insult to injury, we are no longer eating foods that are rich in vitamin D like organ meat, oily fish or full-fat milk. Effectively, it's a double whammy – we are not consuming enough or getting enough sunshine to allow our body to make it. As a result we are seeing diseases like rickets, which virtually disappeared in the early 20th century, becoming a public health concern in the UK.

But it's not just rickets; lack of vitamin D has a knock-on effect on how our body absorbs calcium and magnesium – one of our 'Big 4'. Vitamin D also activates genes that regulate the immune system and neurotransmitters – like serotonin, the happy hormone that affects brain function. This is why some people suffer from seasonal affective disorder (SAD) in the darker months – low vitamin D due to lack of sunshine interferes with serotonin levels in our brains. And with heavy sunscreen usage and a micronutrient deficient diet some of us are turning summer into winter.

There are various studies linking low vitamin D levels to mental health problems and I have listed these at the back of the Mad Diet book. If we don't get enough many of us get depressed – even those who do not normally suffer from mental health issues.

Vitamin D deficiency is also associated with obesity. Italian researchers at the University of Milan conducted a study on 400 overweight and obese people who were put on a low-calorie diet and then divided into three groups. One group took no vitamin D supplements, while the other two groups took either 25,000IU per month, or 100,000IU per month. After six months participants in both vitamin D groups had lost more weight than those who hadn't taken the supplements.

Another study published in the *American Journal of Clinical Nutrition* in 2014 showed that healthy levels of vitamin D were associated with weight loss in overweight women. In fact, the link between vitamin D and weight loss is slowly starting to gain interest in the scientific community with many more studies currently underway. Foods high in vitamin D include oily fish, beef liver, cheese, mushrooms and egg yolks, so it is a good idea to eat more of these foods – especially in the winter months. Plus when the sun comes out – get outside and soak some up! Obviously it's important to protect your skin but before you slather on your sunscreen spend around 15 minutes enjoying the midday sun on your bare skin before covering up or applying sunscreen. If you have darker skin then you can enjoy a bit longer without sunscreen.

In the UK the RDA for vitamin D is just 400IU and 600IU per day in the US and Canada, but research shows this is grossly inadequate. A study published in 2014 titled, "A Statistical Error in the Estimation of the Recommended Dietary Allowance for Vitamin D" has created shock waves in the scientific community as researchers

on both sides of the Atlantic have evidence to prove government guidelines are wrong by a factor of 10! Taking an additional 50 micrograms (2000IU) as a daily supplement will help to top up your vitamin D level to ensure you get closer to the levels now recommended by scientists.

It is important to note our bodies can't metabolise vitamin D without sufficient magnesium levels and we need adequate vitamin K2 as well. Studies now show that low magnesium levels make vitamin D ineffective and with so many of us deficient in magnesium we must be sure to get enough of this mineral in our diet. Vitamin K2 is produced by bacteroides in the intestines so keeping a healthy balance of gut flora is vital so these wee microbes can produce enough K2. Small amounts of menaquinone (K2) is also found in certain animal and fermented foods like high-fat dairy, egg yolks, and organ meats. Those following a vegan lifestyle or folk suffering from dysbiosis should ensure adequate intake of K2 when supplementing with vitamin D. You can find out more about magnesium rich foods and probiotics for gut health on the "science bit" on our website.

[View Product](#)

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AGENDA ITEM: 2.3

Charitable Funds Committee		DATE OF MEETING: 4th March 2021
Subject:	Cowshed brand identity proposal	
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 business case for the development of the PTHB Charity's brand identity to help meet its strategic and long-term ambitions, to be funded from General Funds.

RECOMMENDATION(S):

The Charitable Funds Committee is requested to APPROVE the funding of the work proposal to enable the development of a new outward facing brand that will be a key foundation for the charity's engagement work, helping to facilitate the delivery of several key strategic objectives.

Approval/Ratification/Decision¹	Discussion	Information
✓	X	X

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

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

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

EXECUTIVE SUMMARY:

This paper outlines the case for developing new branding to help fulfill the delivery of PTHB Charity's long-term strategic objectives.

The request is to fund the work via the Charity's General Funds, with a cost of £6,510.

Full details of the Cowshed proposal can be found at **Appendix 1**.

DETAILED BACKGROUND AND ASSESSMENT:

A unified brand identity for the charity is a key priority as the scope and reach of the Health Board's Charitable Funds steadily increases with the addition of new internal and external communication channels, an increased public-facing presence and the development of new partnerships and commitments.

The development of a brand identity is an element of the following long-term objective identified in the Charity's annual plan:

1. Create and implement an engaging communication strategy.

- a. Create a new brand identity for the Charity with input from key stakeholders (PTHB staff, third sector partners, service users, beneficiaries and local residents).

The development of a brand will also directly and indirectly contribute to the following outputs which fall under the above objective:

Establish a public fundraising presence and generate new fundraising opportunities for the Charity.

Produce effective and engaging campaigns to widen the Charity's reach and engage new audiences.

Brand development will include the creation of new logos, typefaces and imagery for the Charity's use across internal documents, social media and other digital platforms (including any future website). These will be based on a specific tone and messaging which reflects the Charity's existing and target audiences as well as engagement objectives.

The work will also include guidelines for the use of the brand in various scenarios and provide a platform from which to build campaigns and communications going forwards.

Cowshed were approached following a review of several marketing and PR companies. Their key strengths compared to competitors include:

1. The benefit of having worked with a multitude of partners which includes both the public sector (having directly undertaken work for PTHB) and the third sector on both brand development and communications campaigns.
2. The skillset and resource to carry out a variety of creative branding work, including video and web development, in-house.
3. Demonstrating a clear understanding of the unique contextual factors and strengths of a health charity based in Powys.
4. Being competitively priced in comparison to other competitors with less flexible cost rates for registered charities.

For additional information on Cowshed's approach and a breakdown of costs please refer to **Appendix 1**.

NEXT STEPS:

If the work proposal is supported by the Committee, the Charity Manager will work with Cowshed to develop the initial brand concept and guidelines based on feedback and input from the charity's key stakeholders. This is estimated to take around 6-8 weeks.

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	✓				





Campaigns that work.
Clients we love.
Causes we believe in.

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Who we work with

 UNHCR The UN Refugee Agency		 Banc BANC DATYCHU CYMRU DEVELOPMENT BANK OF WALES	 Llywodraeth Cymru Welsh Government	 Gofal Cymdeithasol Cymru Social Care Wales	 Ynnddiriedolaeth Genedlaethol National Trust
 Cymru Wales	 Wales Cooperative Centre Canolfan Cydwelthredol Cymru	 WWF		 MORGAN QUARTER	 COMIC RELIEF
 CYMRAEG	 Give DIFF erently	 Gwasanaeth Mabwysiadu Cenedlaethol National Adoption Service	 STREET CHILD	 play wales chwarae cymru	 United Purpose U Out of poverty
 Cadwyn	 LaSalle INVESTMENT MANAGEMENT	 Princes Gate	 KCA KEEP A CHILD ALIVE	 janssen	 FOR CARDIFF

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Our services

Working with Cowshed you get everything under one roof. We are a multi-skilled team built of phenomenal talent. We make sure we deliver award winning brand strategy, campaigns and creative.

Campaigns

- Strategy and evaluation
- Insight and data analytics
- Fully integrated campaigns
- Multi-lingual campaigns
- Key messaging and tone of voice
- Media, influencer and stakeholder relations
- Copywriting and editing
- Local, national and international news
- Breaking news
- Marketing and digital
- Social media promotion and management
- Media buying

Creative

- Branding
- Design
- Videography and photography
- Web development
- Search and online reputation

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The brief

You want to partner with a creative agency who can support you with brand development and beyond.

Key deliverables are:

1. Comprehensive insight work into other health charities.
2. Brand development including how you look and what you sound like.

On the next few slides, you'll find what we know so far about other health charities.

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What we
know already

Joseph Shufflet
06/07/2021 12:21:36

Health charities in Wales

Of the six other local health boards in Wales, only four of their health charities have their own brand identity - Betsi Cadwaladr University Health Board, Cardiff and Vale University Health Board, Hywel Dda University Health Board and Swansea Bay University Health Board.

Of these, Hywel Dda Health Charity is the only charity that doesn't have its own website, and Betsi Cadwaladr University Health Board is the only health board that has a unique Welsh name and identity for its health charity, Awyr Las.

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Awyr Las / Blue Sky (Betsi Cadwaladr UHB)

<https://awyrlas.org.uk/>

Awyr Las, which means 'Blue Sky' in Welsh, is your local NHS Charity. Awyr Las helps ensure that people across North Wales benefit from better NHS services when they need them the most.

What do they do?

They have their own mascot but no consistent use of branding on their website or campaigns, such as Keep The Beats or Light Up Christmas.

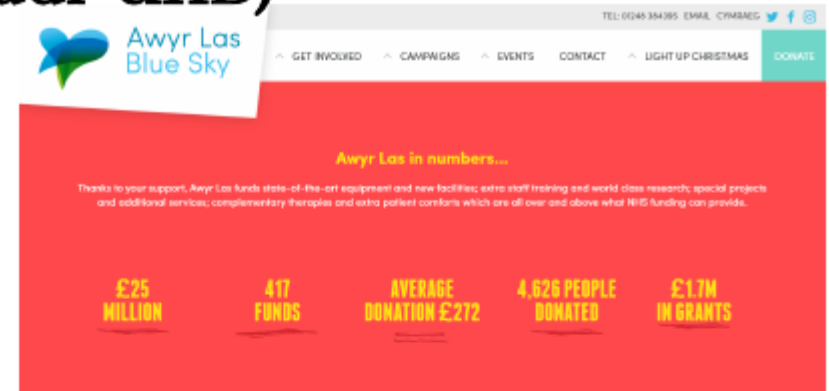
Their fundraisers have been covered recently in North Wales regional and national outlets: North Wales Chronicle, The Bangor Aye, Rhyl Journal, Leader Live, Wales 247, In Your Area

Channels used:

Twitter – 3.3k followers

Facebook – 12.1k followers

Instagram – 620 followers



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Hywel Dda Health Charities

[s/healthcare/services-and-teams/hywel-dda-health-charities/](https://healthcare/services-and-teams/hywel-dda-health-charities/)

Hywel Dda Health Charities is the official charity of Hywel Dda University Health Board. The aim of our charity is to make a positive difference to the health, wellbeing and experience of NHS patients, service users and staff across Carmarthenshire, Ceredigion and Pembrokeshire.

What do they do?

The branding is a little more consistent with the green and navy running throughout.

Their fundraisers and donations have been covered recently in regional and national Welsh outlets as well as charity trade pubs: Charity Today News, In Your Area, South Wales Guardian, Western Telegraph.

Channels

Twitter – 1.1k followers

Facebook – 5.1k followers

YouTube



Virtual fundraising pack

**Virtual
fundraising
pack**



Jones Shenja
06/01/2021 12:21:36

Cardiff and Vale Health Charity

<https://healthcharity.wales/>

Cardiff & Vale Health Charity is the official charity of Cardiff and Vale University Health Board. We manage more than 300 funds for equipment, research, treatment and patient care, so that your donations can support work and projects that are over and above NHS funding.

What do they do?

No consistent use of branding on their website, other than stars and the colour pink. Seren the Star is their mascot and Nathan Wyburn is a patron of the charity. They have been covered recently in South Wales regional outlets.

Channels

Twitter – 3.2k followers

Facebook – 7k followers



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06/01/2021 12:21:36

Swansea Bay Health Charity

<https://swanseabayhealthcharity.wales/>

Swansea Bay Health Charity supports patients, staff and services within Swansea Bay University Health Board. We manage around 275 funds for equipment, research, training and patient care.

The charity does not replace NHS funding but uses the generous donations received from patients, their families, staff and local communities to provide above and beyond what the NHS can provide.

What do they do?

They don't have any presence on social media or much media coverage but they are the only health board to have a strapline, which ties nicely into their logo.



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Compared to the health charities in Wales, other NHS health charities outside of Wales have a more consistent use of their branding across their website and social, as well as using bolder and more striking colours.

Some of these charities also have their own taglines, similar to Swansea Bay. Similarly to most health charities in Wales, all of the following charities are named after the hospitals which they support rather than having a separate identity like Awyr Las.

The messaging for South Tees, St George's and Nottingham Hospitals Charity also emphasises how they are your local charities and how your support helps the hospitals. The only Welsh health charity with similar messaging is Awyr Las.

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NHS Charities Together

<https://www.nhscharitiestogether.co.uk/>

NHS Charities Together is the new trading name of The Association of NHS Charities, a membership organisation representing, supporting and championing 240 NHS Charities across the UK.

What do they do?

Their branding is the most consistent and uses rainbows a lot, which is well recognised as a symbol of the NHS.

Channels

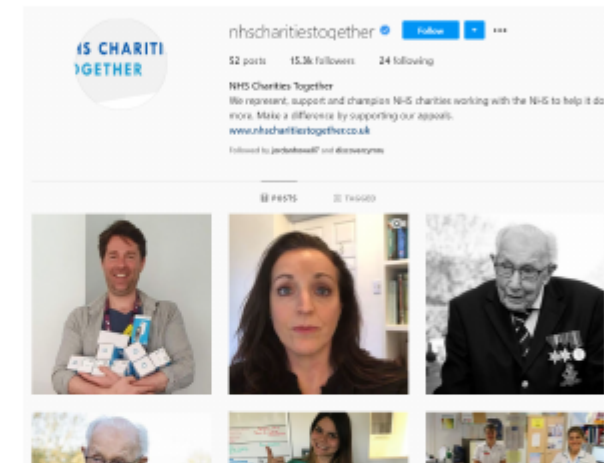
Facebook – 10.9k followers

Twitter – 9.3k followers

Instagram – 15.3k followers

LinkedIn

NHS CHARITIES TOGETHER



Jones Shenja
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South Tees Hospitals Charity

<https://www.southtees.nhs.uk/about/fundraising/>

Raising funds to enhance the services South Tees Hospitals NHS Foundation Trust provides to one million people across the region. Together we do the amazing.

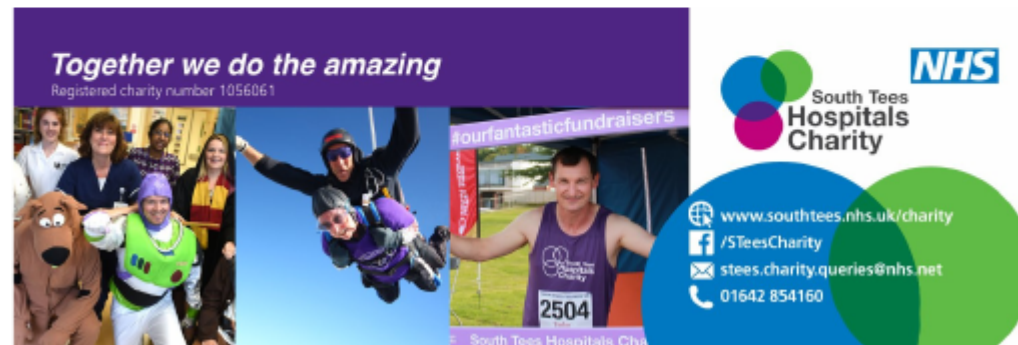
What do they do?

They have very consistent and vibrant branding across channels and fundraising materials, such as their kidney appeal, and have their own tagline: 'together we do the amazing'.

Channels

Facebook – 1.7k followers

Twitter – 2.1k followers



Jones Shenja
06/01/2021 12:21:36

Leicester Hospitals Charity

<https://www.leicesterhospitalscharity.org.uk/>

<https://dothemproud.com>

Leicester Hospitals Charity exists to support patients, their carers, and the NHS staff who look after them in Leicester, Leicestershire, Rutland and beyond.

What do they do?

They have their own mascot 'Dr Fox' and their branding is pretty consistent with the orange. Their children's hospital appeal also has its own consistent brand identity and strapline 'do them proud.'

Channels

Facebook – 1.3k followers

Twitter – 2.5k followers

Instagram – 428 followers

LinkedIn

YouTube



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Nottingham Hospitals Charity

<https://www.nottinghamhospitalscharity.org.uk/>

Welcome to your local charity at the heart of Nottingham University Hospitals NHS Trust, supporting the best health care for all our patients.

What do they do?

Their branding is pretty consistent across the website, and they use the tagline 'at the heart of your care' which links in nicely with the logo.

Channels

Facebook – 5.3k followers

Twitter – 6.3k followers

Instagram – 1.5k followers

YouTube



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06/01/2021 12:21:36

St. George's Hospital Charity

<https://www.stgeorghospitalcharity.org.uk/>

St George's Hospital Charity – helping the hospitals. Your support for the hospital charity creates extra equipment and facilities for St George's Hospital and Queen Mary's Hospital in south west London, helping to improve the patient experience. We can make a real difference for patients thanks to you.

What do they do?

Consistent and bold branding and colours across their website

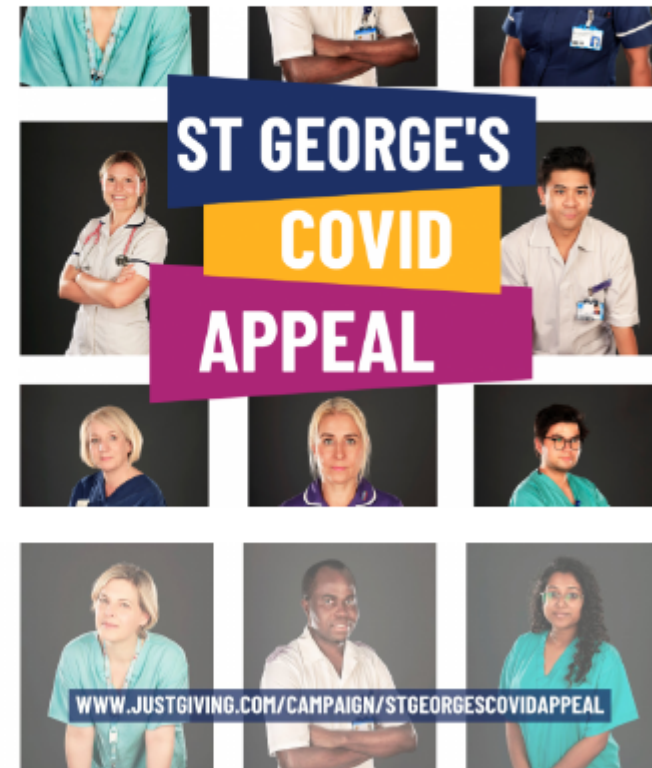
Channels

Facebook – 2.3k followers

Twitter – 3k followers

YouTube

Jones Shenia
06/01/2021 12:21:36





Why us?

Our aim is to make an impact, enhance reputations and deliver tangible results.

Since 2014 we've built our reputation through working with some of the most highly recognised names in the charity, private, public health and creative sectors.

We change behaviours. Our campaigns change behaviours and promote social mobility. We've increased adoption enquiries in Wales by 36% in the past two years. We've encouraged 20 landlords to switch their properties to a social housing scheme to help house those who are at risk of homelessness. And throughout our three year partnership with Public Health Wales, there are fewer smokers and fewer people overweight.

Since March 2020, we've been working with Welsh Government to support the COVID-19 pandemic. We develop their Keep Wales Safe message house and have been instrumental in delivering a reassurance campaign for the teaching profession, pupils and parents. The profession in Wales has the highest level of confidence in their government across the whole of the UK (We realise that's not exactly saying much, but we're proud of it nonetheless!)

We're one of only eight approved agencies on the National Procurement Service Framework. This means we've been through the rigorous process to gain approval and you know you can trust our process, our ethics and those of our supply chain.

Jones Shenja
06/01/2021 12:21:36

Why us?

We know people. We are networked across all sectors, including business transformation, regeneration, public health and politics. As far as 'proper businesses' are concerned, we have bags of experience there too. We developed the key messages, tone of voice and marcomms strategy for the launch of the Development Bank of Wales. We still work with them today on media relations. We are the creative agency for the Cardiff Business Improvement District, FOR Cardiff – and have been so for the past four years.

We have great links into the hardest to reach communities. We delivered specific comms work for communities in 29 different languages across the country, but we also set up Wales' first Black, Asian and Minority Ethnic Internship for the creative sector. Our partnerships with Race Council Wales, BAWSO and community connectors across the whole of Wales means that our campaigns work – no matter which community you live in, no matter what your race or religion or language.

Jones, Shenja
06/01/2021 12:21:36

Why us?

We are creative. Our Creative Director and Strategist have developed brand tone, narrative and design for some of the largest organisations in Wales including Visit Wales, Transport for Wales, Development Bank of Wales, Social Care Wales and Creative Cardiff.

We are currently working with Education Workforce Council and Welsh Government on a national project to research, design and develop a new brand, website and communication plan for a Wales wide recruitment campaign for the education workforce. It's been two years in the making, and activity will go live in the next few months. We are also working with the Centre for Innovative Ageing and Institute for Creative Ageing Industries to design and develop a brand and strategy and website for their flagship innovation centre, The Awen Trust.

We designed and developed brands for Run Wales and Zero Racism Wales. Both brands and campaigns were brought to fruition in a matter of weeks. The campaigns involved brand development, key messaging, stakeholder and influencer outreach, web development, digital marketing, video creation and media relations.

James Shenja
07/01/2021 12:21:36

Why us?

We put people first. Because our work is based on insight and behaviour change models, we think people first. That means that we'll always know - and make sure - our brand and comms is flexible enough to change with audiences and attitudes.

Language is everything. Three members of the Cowshed team have Welsh as their first language. We are also the only agency in Wales to have a specific role in house to help us deliver campaigns and brands that are Welsh first. After all, with around 850,000 people in Wales speaking Welsh, it's a market that we can not ignore.

We have passion, purpose and integrity at our core. We only work with clients we love and causes we believe in. Helping develop a brand for Powys Teaching Health Board Charity is certainly a cause we believe in.

Jones Shenja
06/01/2021 12:21:36



Our approach

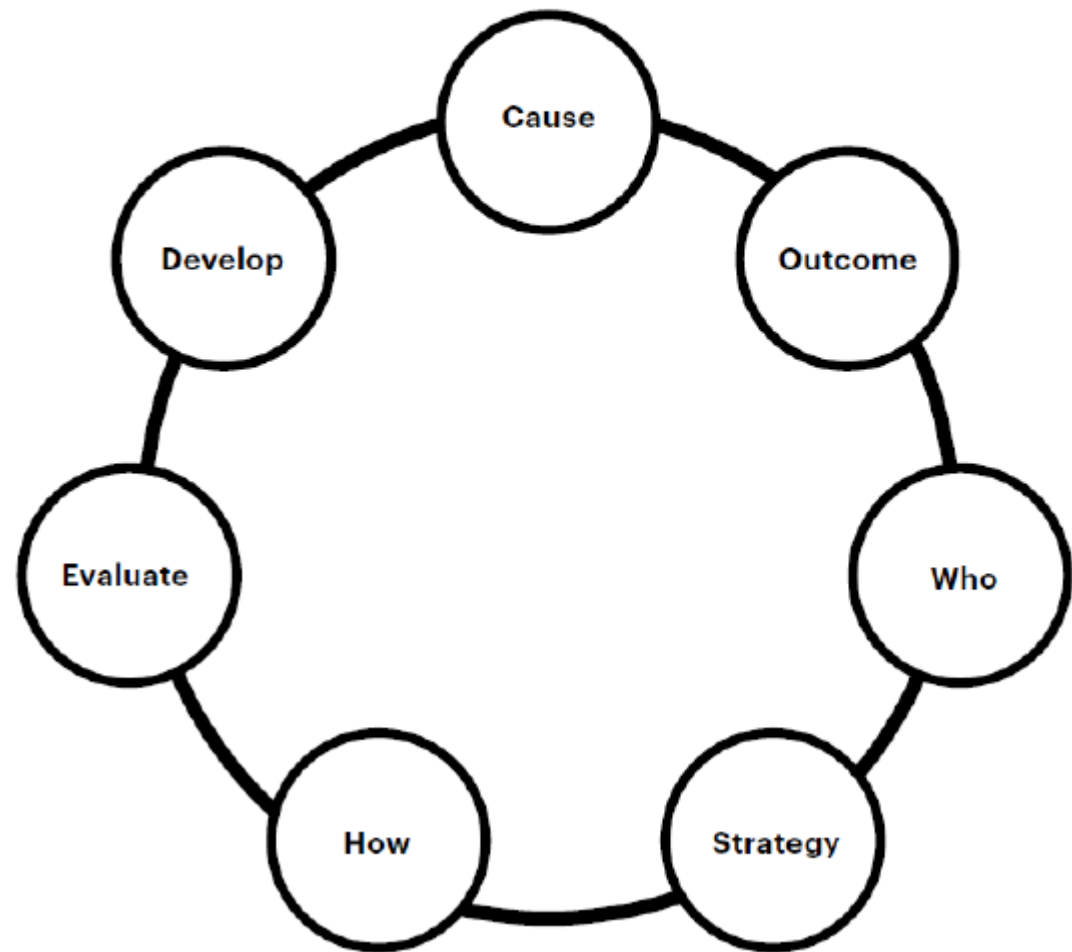
John Shania
06/04/2021 12:2

Cowshed campaign methodology

We have our own methodology as to how we develop campaigns and brands that will work. It starts and ends with the cause and circles back to this, through a development phase so that we never rest on our laurels.

This methodology is tried and tested. It's been rubber stamped by the Government Communication Service and it's another part of our armour that we're really proud of.

We'll get into the development of this in relation to your brand on award of contract.



Jones Shenja
06/01/2021 12:21:36

How we'll do it

01

Insight gathering

- Explore existing insight with you and understand where the opportunities are.
- Set up a focus group or 121s for background knowledge and development
- Develop name / brand and key messaging document

02

Develop the brand

We'll develop the overall tone, brand logo and key messages with our expert team. We'll provide logo concepts, templates and brand guidelines.

03

Develop a marcomms strategy

We'd love to help you develop your comms strategy when the time is right.

Jones Shenja
06/01/2021 12:21:36

Costs

Jones Smith
06/01/2021 12:21:36

Costs

Our charitable day rates are:

£500 a day for Creative

£475 a day for general campaign management, copywriting, media relations, website, social media and digital advertising.

Research,	2 days @ £475	£950
Develop the creative (logo, assets, brand guidelines)	8 days @ £500	£4,000
Meetings / reporting	1 days @ £475	£475
TOTAL exc. VAT		£5,425

Jones Shenja
06/01/2021 12:21:36

Your team



Vicki Spencer-Francis (CIPR Chartered Practitioner)
Managing Director

Vicki's career in PR started in London at Channel 4 as an entertainment publicist where she managed press for The Big Breakfast, T4, 4Music, Queer as Folk and Family Guy. A jump to Granada Sky Broadcasting on the Southbank saw her launch the UK's first digital channels, Granada Plus and Men and Motors and from there the BBC beckoned where she launched Cbeebies and CBBC channels onto our screens. A stint at Comic Relief was the most informative role of her career and one that set her up for a life of purpose driven comms.

Back in Wales, and after spells in Welsh Government and as Director of Comms at some of Wales' largest charities, she set up Cowshed in 2014 to create integrated behaviour change campaigns that make a real difference to the people they serve. Put simply, Cowshed exists to create campaigns that work for clients we love and causes we believe in - a purpose proudly written on a wall at their Cardiff HQ.

With her team of 20, Vicki has led award winning campaigns for Welsh Government, United Nations Refugee Agency, Comic Relief, BBC and National Trust. In this most shitty of years, Cowshed made No 9 in the Fast Growth 50, was recognised as one of the Top 50 most exciting companies to work for in Wales and won tonnes of awards.

Vicki has a strong commitment to be a driving force of change in the industry and started Wales' first Black, Asian and Minority Ethnic Internship PR programme at Cowshed in 2019. To date this scheme has helped five amazing recruits into roles in the industry. Vicki is a Chartered PR, MCIPR and WIPR Mentor.



Ben Freeman
Creative Director

Ben has over 20 years of experience as a designer specialising in brand identity and art direction. Ben joined cowshed from Smörgåsbord, where he worked as a senior designer involved in creating high-profile brands and campaigns for clients including Visit Wales, Cadw, Capital Law and Transport for Wales.

Whilst at Smörgåsbord Ben was also heavily involved in the Cymru/Wales nation rebrand. The aim was to provide a platform for the Welsh nation across a wide range of industry sectors; seeking to engage, inform, invite, challenge and support in equal measure. Ben worked on Visit Wales' Year of Discovery, Year of Legends and Year of the Sea campaigns as well as Welsh Government's business pillar known as Trade & Invest. In February of this year Ben designed a business campaign for Trade & Invest which ran heavily across London tube stations.

Prior to joining Smörgåsbord in 2015 Ben worked independently designing visual identities for the furniture designer Bethan Gray, Llanerch Vineyard and Bolin Webb. With a keen interest for collaboration, he is well-experienced in commissioning and directing photographers, film-makers, illustrators and animators.

At cowshed, Ben is currently leading on the creation of Awen Institute's visual identity, modernising the Royal Marines Charity's website and digital assets, and created brands for a number of our campaigns including Zero Racism Wales and Run Wales.

Jones Shania
06/01/2021 13:21:06

Your team



Rhian Drummond

Creative Copywriter

Rhian has eight years agency experience as a creative copywriter. An English Literature graduate and seasoned writer, Rhian started out as a digital copywriter before carving out a niche as a conceptual copywriter. With clients spanning across many different sectors, she has become adept at digesting the most complex of briefs and uses a combination of compelling concepts and concise copy to create campaigns that strike a chord with audiences across TV, radio, print and digital.

From behavioural change campaigns for Apprenticeships Wales to thought-provoking, hard-hitting awareness campaigns for Organ Donation Wales, Rhian has been responsible for the ideas and tone of a number of the Welsh Government's award-winning campaigns. Some of her previous clients include Public Health Wales, Transport for Wales, Orsted, the Welsh Rugby Union and Mitsubishi Motors. In the 2019 Drum Roses Creative Awards, Rhian's clients picked up seven awards between them – including the prestigious 'Chair Award' (Mitsubishi Motors – Human Sanctuary).



Llinos Dafydd

Welsh Language Creative Copywriter

Llinos has 15 years' experience working in the communications industry as a journalist and editor. She has edited magazines including Lingo Newydd for Welsh learners and WCW for primary age children. She is currently the editor of the online news service for secondary school age girls, Lysh Cymru.

As a journalist, Llinos has contributed articles for the BBC, Golwg and Nation Cymru. She is passionate about Welsh and seeing the language thrive on new platforms such as social media and online marketing. Her passion for creative writing continues outside of work as she writes poetry with over 30 awards to her name.

Llinos provides a 'Welsh first' perspective to all the copy we produce within Cowshed, ensuring that we think about bilingualism throughout campaign activity.

Your team



Nektaria Bogris
Senior Designer

Nektaria is an award winning, multidisciplined integrated designer with 6 years’ experience.

Technically she is fantastic, a natural creative, full of ideas and concepts and extremely passionate for getting design right for her clients. She is experienced in Adobe Creative Suite, print management and a range of other design, video and web software. She brings a fresh eye to clean, accessible design and a sharp attention to detail.

Nektaria has worked on fully integrated campaigns and branding projects across B2B and B2C for Social Care Wales, FOR Cardiff, Development Bank of Wales and Cymraeg Byd Busnes.

Nektaria builds valuable, longstanding relationships with our clients to not only deliver content by campaign, but to plan and execute large scale design work from annual reports and website design, to brand and identity.



Maris Latham
Junior Graphic Designer 

Maris is a bilingual graphic and typographic designer with a love for typography. A passionate, determined and dedicated individual, striving to create meaningful work that generates a positive impact. Maris has experience in multiple design agencies including branding, advertising and marketing spanning over three years, with a clear insight into the industry.

She has fully immersed herself within Cowshed, working on live campaigns and branding for Social Care Wales, FOR Cardiff and ISCA.



Martyn Jones
Web Developer

A seasoned web developer with over 13 years of coding experience, Martyn is extremely proficient in developing bespoke themes and templates, building CMS systems and designing and developing web-based applications and widgets.

He has worked across B2B and B2C and has historically increased web visitors and sales by up to 1600%.

From research and discovery through to technical review and testing, Martyn drives Cowshed’s digital projects forward and ensures all client expectations are exceeded.



Diolch!

If you have any questions, please contact
vicki@wearecowshed.co.uk

Cowshed Communication LTD
Park House, 1st Floor, Greyfriars Rd,
Cardiff CF10 3AF T: 029 2078 9321
www.wearecowshed.co.uk

Jones, Shania
06/01/2021 12:21:36

Jones Shenja
06/01/2021 12:21:36



Agenda item: XX

Charitable Funds Committee		Date of Meeting: 4th March 2021
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 November 2020 to January 2021.

RECOMMENDATION(S):

The Charitable Funds Committee is requested to NOTE items with a combined value of £9,197 attached that have been approved for expenditure during November 2020 to January 2021.

Approval/Ratification/Decision¹	Discussion	Information
✓		

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

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

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

EXECUTIVE SUMMARY:

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

DETAILED BACKGROUND AND ASSESSMENT:

It is a requirement that all items of expenditure are notified to the committee for information at its next available committee meeting. Items with a combined value of £9,197 attached have been approved for expenditure during November 2020 to January 2021.

This listing is provided at Appendix A.

Jones, Sharon
06/01/2021 12:21:36

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.

Jones, Shania
06/01/2021 12:21:36

Appendix A

Powys Teaching Health Board
Charitable Funds
Items Approved November 2020 to January 2021

Fund	Item	Reason for purchase	£	Approved
<u>Items Approved November 2020</u>				
Machynlleth General	Corner steps with weight bearing handrails	A new piece of equipment to introduce a new exercise/assessment method for rehabilitation.	1,006	J Crowl
General Purposes Knighton	Cottage View Xmas Festivities	For inpatients presents and Xmas food	150	J Crowl
General Purposes Welshpool	Office equipment (printer/projector/Display boards)	To provide training material/information sessions in the community. Specific donation for this.	842	J Crowl
Ystradgynlais General Purposes	Patient activities for 3 months (Tawe Ward)	purchases to enable patients to engage in activities on the ward	180	J Garfitt
Llandrindod Clywedog Ward	Patient activities for 3 months	purchases to enable patients to engage in activities on the ward	180	J Garfitt
<u>Items Approved December 2020</u>				
AMI Legacy	AMI Xmas Festivities	For inpatients presents and Xmas food	250	J Garfitt
Claerwen Ward	Claerwen Xmas	For inpatients presents and Xmas food	120	J Crowl
Claerwen Ward	2 x Rechargeable Cameras	A new camera is needed for wounds monitoring to enable clinicians (eg Doctors on Ward round) to view progress without requiring the dressings to be removed and possible opportunity to introduce infection.	200	J Crowl
Claerwen Ward	Printer for Cameras	Introduce ability to print quality photographs of wounds for monitoring progression	90	J Crowl
Brecon General Fund	Quickmove Transfer and Transport Aid	To improve rehabilitation of the patient with arm weakness	895	J Crowl
AMI Legacy	OT activities	To improve facilitation of cooking group and purchase essential resources for art & crafts and gardening.	450	J Garfitt
Welshpool General Purposes	Xmas Festivities Maldwyn Ward	For inpatients presents and Xmas food	50	J Crowl
<u>Items Approved January 2021</u>				
Welshpool General Purposes	M9 Trauma Trolley	To purchase a fully electric transfer stretcher, to enable patient to be moved in a more comfortable way.	4,784	J Crowl
TOTAL NOVEMBER 2020 TO JANUARY 2021				
			9,197	

Jones, Shania
06/01/2021 12:21:36



AGENDA ITEM: 3.1

Charitable Funds Committee		DATE OF MEETING: 4th March 2021
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 and engagement activity for the Charity in the period since the last Committee meeting.

Approval/Ratification/Decision¹	Discussion	Information
x	✓	x

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

¹ 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:

- **Fundraising and key donations**
- **Appointment of a Charity Administrative Support Officer**
- **Expansion of COVID Response Fund**
- **Development of a brand creation plan and engagement growth**

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	<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>
Age	✓				
Disability	✓				
Gender reassignment	✓				
Pregnancy and maternity	✓				
Race	✓				
Religion/ Belief	✓				
Sex	✓				
Sexual Orientation	✓				
Marriage and civil partnership	✓				
Welsh Language	✓				
Risk Assessment:					
	Level of risk identified				<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	✓				

Jones, Shania
06/01/2021 12:21:36

Appendix 1

Charity Activity Report (December 2020 – February 2021)

Fundraising & Key Donations

NHS Charities Together continues to be a large source of income for the Charity. With the additional funding being distributed from the COVID-19 national fundraiser. There are still funds to be accessed from this campaign later in the year (approximately £100,000) which will focus on community partnership and recovery. In addition to this, there are plans to continue the annual NHS Big Tea initiative in 2021 after a smaller scale celebration in 2020. There is the potential to explore a collaborative fundraising campaign with NHS Charities Together, which the Charity will explore further in March.

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

Date	Donation/Grant amount	Donor	Information
December	£342	Menter Iaith	Received as part of a COVID-19 fundraiser held by Menter Iaith held in lieu of their annual 'Ras yr Iaith' challenge.
December	£2,100	NHS Charities Together/Starbucks	Additional funding from Starbucks to support NHS Charities with COVID resilience. This funding was distributed via NHS Charities Together.
January	£853	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.
January	£50,000	NHS Charities Together	An additional allocation as part of the response to COVID-19 fund. This is the third phase of funding. This allocation does not have a specific focus but like the second phase of funding, there is a priority for projects that increase

			accessibility and benefit groups that have been disproportionately affected by COVID-19.
January	£650	Individual fundraisers	Donations made in memory of a patient for the benefit of Welshpool palliative care service.
February	£500	Dyfed Powys Police Sport & Rec Association	General funds donation, which came from additional funds from members who had paid their contributions despite being unable to participate in sports.

Additional 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.

Appointment of Charity Administrative Support Officer

Following a targeted recruitment plan across January and February, the Charity appointed a new Charity Administrative Support Officer on the 18th February. Interest for the role was high, with a good level of engagement on posts advertising the role and 20 applications in the two-week span in which it was advertised. These were shortlisted to 4 applicants for interview who all scored highly, with one clear and obvious candidate standing out from the rest.

With experience of both the existing PTHB Corporate Governance team, a background of working in the third sector, and an excellent comms skillset, Shania Jones will be starting in the post from approximately April 2021, with the opportunity to transition between her existing role as Committee Secretary and this new role.

Charity Brand Development

Finding a marketing partner has been a priority for the Charity in the past two months as part of its annual plan as it forms a key part of the delivery of several long-term objectives.

After shortlisting to three marketing and creative design companies to develop a brand identity for the Charity, Cowshed Marketing were identified as the best candidate based on the following criteria:

1. The benefit of having worked with a multitude of partners which includes both the public sector (having directly undertaken work for PTHB) and the third sector on both brand development and communications campaigns.
2. The skillset and resource to carry out a variety of creative branding work, including video and web development, in-house.
3. Demonstrating a clear understanding of the unique contextual factors and strengths of a health charity based in Powys.
4. Being competitively priced in comparison to other competitors with less flexible cost rates for registered charities.

The work proposal they have developed will enable the development of a new outward facing brand that will be a key foundation for the charity's engagement work, helping to facilitate the delivery of several key strategic objectives.

In conjunction with this work, the Charity's social media engagement continues to grow with over 7,786 tweet impressions on Twitter over the past three months (25% growth over the previous period), 130 unique visits to the Charity's profile and a 15% growth in followers during the period. In conjunction Facebook has also seen moderate growth, reaching over 1,000 people organically across a 28-day period in January and February. The Charity is currently seeing the highest engagement on posts with a focus on partnerships and funding opportunities, which will drive much of its social media content.

Expansion of COVID Response Fund

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 January to support staff and patient wellbeing as part of the response to COVID-19, in addition to the £99,500 received in 2020. As of February 2021, the initial £99,500 of this funding has been committed across 45 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, the PTHB Charity will 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 will start later in 2021, spanning a two-year period.

Upcoming projects and partnerships

Expanding upon the number of third sector partnerships and external partnerships is a particular area of focus for the Charity, with the aim of expanding the scope of the funding proposals and potential projects presented to the Committee. There are a number of upcoming strategic proposals which focus on collaborations with third sector partners that can address gaps in particular funding/project areas (based on applications over the previous 18 months) and engage audiences that are missing from current engagement such as projects with children and young people, creative collaborations in addition to advocacy and prevention work.

In order to ensure there is greater clarity and guidelines for Committee members, PTHB staff and the public, the Charity Manager will undertake a comprehensive governance and funding review from a charitable perspective to help address any gaps in governance and procedures following the changes of the past 12 months, which have impacted service delivery and numerous processes, such as holding virtual committee meetings and changes in consideration for core and non-core expenditure. This will be prepared for the next charitable funds Committee Meeting in June.

Jones Shenja
06/01/2021 12:36

Powys THB Finance Department

Charitable Funds Financial Summary

Charitable Funds Committee

Period End December 2020 (Month 9)
FY 2020/21

Date Meeting: 4th March 2021

Jones Shania
06/01/2021 12:21:36



Subject:	CHARITABLE FUNDS FINANCIAL SUMMARY AT END DECEMBER 2020
Approved & Presented by:	Pete Hopgood, Director of Finance
Prepared by:	Sarah Pritchard, Head of Financial Services
Other Committees and meetings considered at:	None

PURPOSE:
This paper provides the Committee with an update Expenditure Profile of the Charitable Funds for the period from 1st April 2020 to 31st December 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 December 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 December 2020	3,474	↑
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 December 2020	224
Total Income: Period April 2020 to December 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 9 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 December 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 December 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 December 2020	138
Total Income: Period April 2020 to December 2020	300
Increase or (Decrease) In Fund Balance	162

Income & Expenditure Movements: Legacy Funds	
Area	Value £'000
Total Expenditure: Period April 2020 to December 2020	85
Total Income: Period April 2020 to December 2020	9
Increase or (Decrease) In Fund Balance	-76

Jones S
06/01/2024

Executive Summary: Breakdown Balances General Funds

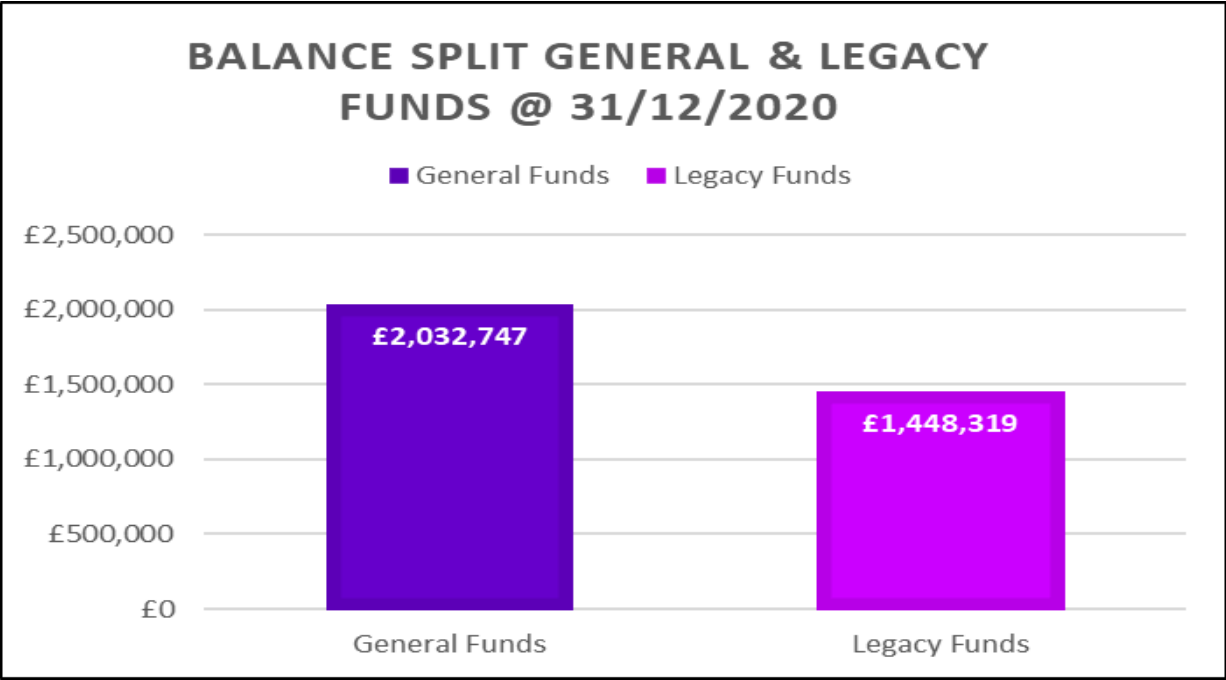
Expenditure Profile for 2020/21	Fund Balance 31/03/2020 £	Income Received 1st April 2020 to 31 December 2020 £	Payments Made 1st April 2020 to 31 December 2020 £	Balance 31 December 2020 £	Balance 1st April 2020 Spent %	Fund Increase (+ve)/ Decrease (-ve) since 1st April 2020 %
Funds over 100K						
Welshpool General Purposes	£177,876	£13,300	£11,064	£180,113	6.22%	1.26%
Mental Health General Purposes	£353,626	£0	£0	£353,626	0.00%	0.00%
Funds between 50 - 100k						
Ystradgynlais Geriatric Ward	£52,588	£5,955	£0	£58,543	0.00%	11.32%
Knighton General Purposes	£72,038	£385	£150	£72,273	0.21%	0.33%
Llandrindod General Purposes	£54,740	£0	£4,605	£50,135	8.41%	-8.41%
Ystradgynlais General Purposes	£75,493	£4,063	£180	£79,376	0.24%	5.14%
Funds between 25-50k						
Newtown General Purposes	£18,395	£16,627	£17,516	£17,506	95.22%	-4.83%
Brecon General Purposes	£41,126	£317	£1,932	£39,510	4.70%	-3.93%
Funds Under 25K						
Brecon	£22,602	£2,603	£1,292	£23,914	5.71%	5.80%
Bronllys	£23,332	£0	£0	£23,332	0.00%	0.00%
Builth	£2,223	£0	£0	£2,223	0.00%	0.00%
Llandrindod	£19,417	£3,030	£2,772	£19,674	14.28%	1.33%
Knighton	£3,188	£225		£3,412	0.00%	7.04%
Llanidloes	£2,389	£2,150	£0	£4,539	0.00%	90.01%
Machynlleth	£12,355	£62,748	£2,202	£72,902	17.82%	490.06%
Newtown	£27,646	£943	£462	£28,126	1.67%	1.74%
Welshpool	£48,998	£0	£0	£48,998	0.00%	0.00%
Ystradgynlais	£17,777	£325	£0	£18,102	0.00%	1.83%
Women & Children's	£4,668	£0	£0	£4,668	0.00%	0.00%
Mental Health	£12,629	£0	£1,089	£11,539	8.63%	-8.63%
POWYS WIDE						
Powys General Purposes	£780,073	£87,726	£75,654	£792,144	9.70%	1.55%
Covid General Purposes	£0	£101,600	£28,243	£73,357	0.00%	0.00%
Nursing Directorate	£1,397	£0	£0	£1,397	0.00%	0.00%
Palliative Care Fund	£40,334	£2,774	£2,068	£41,040	5.13%	1.75%
District Speech Therapy	£126	£0	£0	£126	0.00%	0.00%
Diabetes Services	£5,531	£0	£0	£5,531	0.00%	0.00%
Total	£1,870,564	£304,769	£149,230	£2,026,104	7.98%	8.32%

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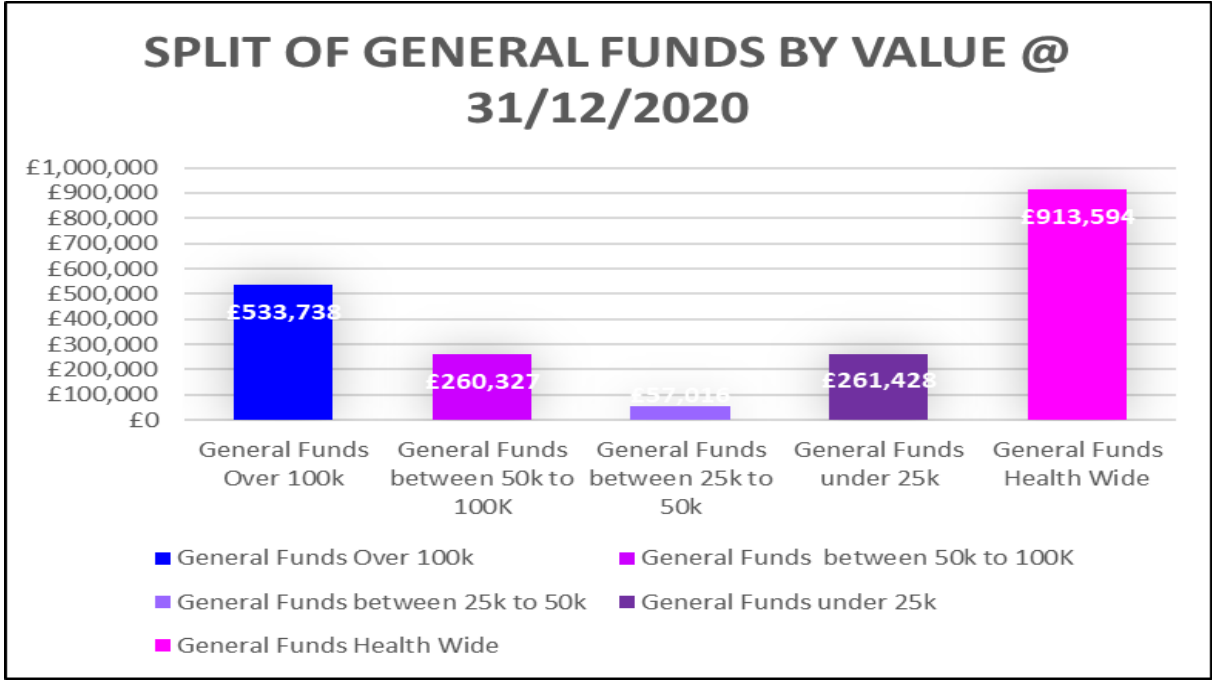
Expenditure Profile for 2020/21	Fund Balance 31/03/2020 £	Income Received 1st April 2020 to 31 December 2020 £	Payments Made 1st April 2020 to 31 December 2020 £	Balance 31 December 2020 £	Balance 1st April 2020 Spent %	Fund Increase (+ve)/ Decrease (-ve) since 1st April 2020 %
LEGACY FUNDS						
Brecon Training Legacy	£2,127	£0	£0	£2,127	0.00%	0.00%
AMI Legacy	£194,753	£0	£57,917	£136,837	29.74%	-29.74%
Hazels Legacy	£271,640	£0	£0	£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	£85,913	£1,447,891	5.63%	-5.04%

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Balances Legacy and General Funds



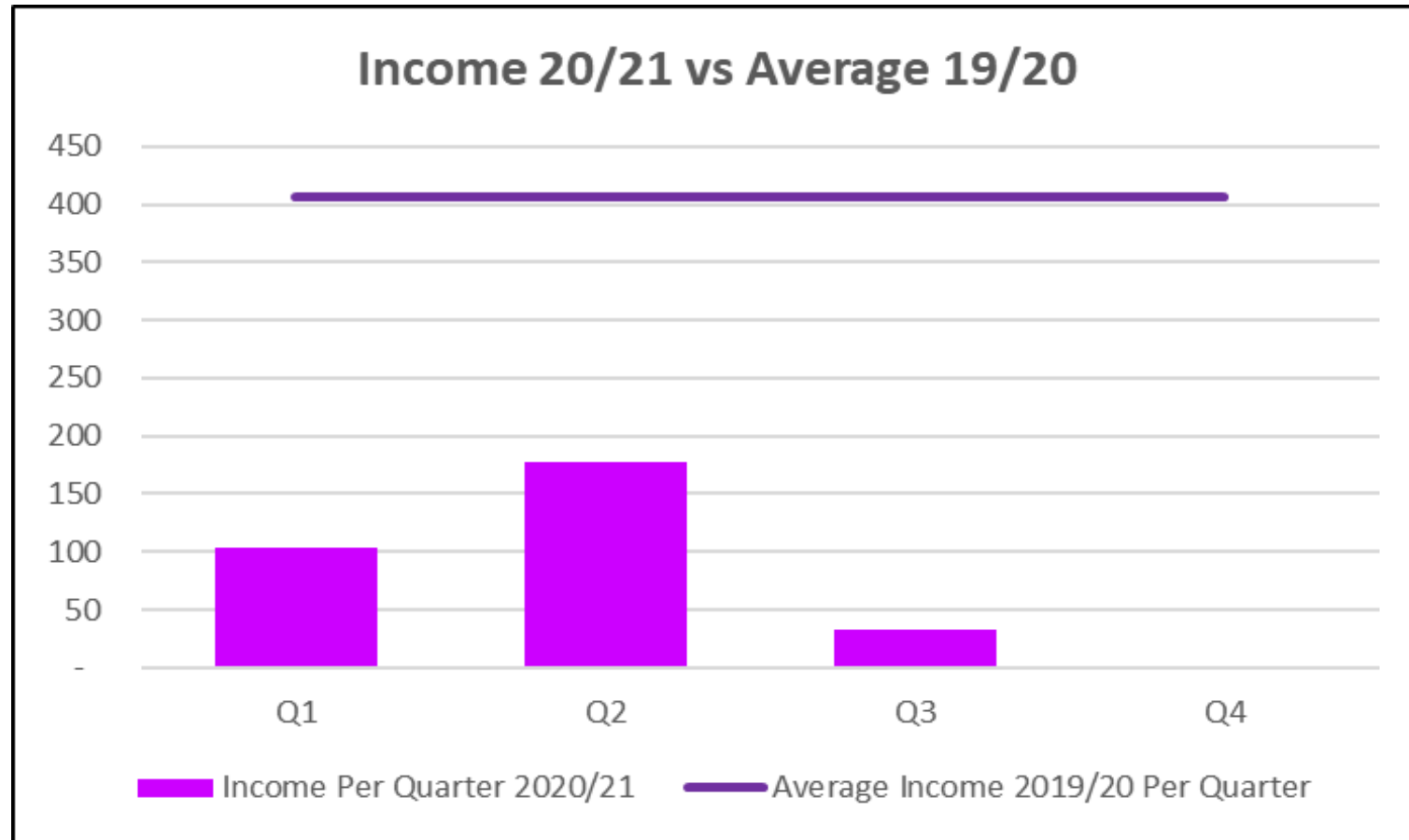
General Funds Split into Value of Fund



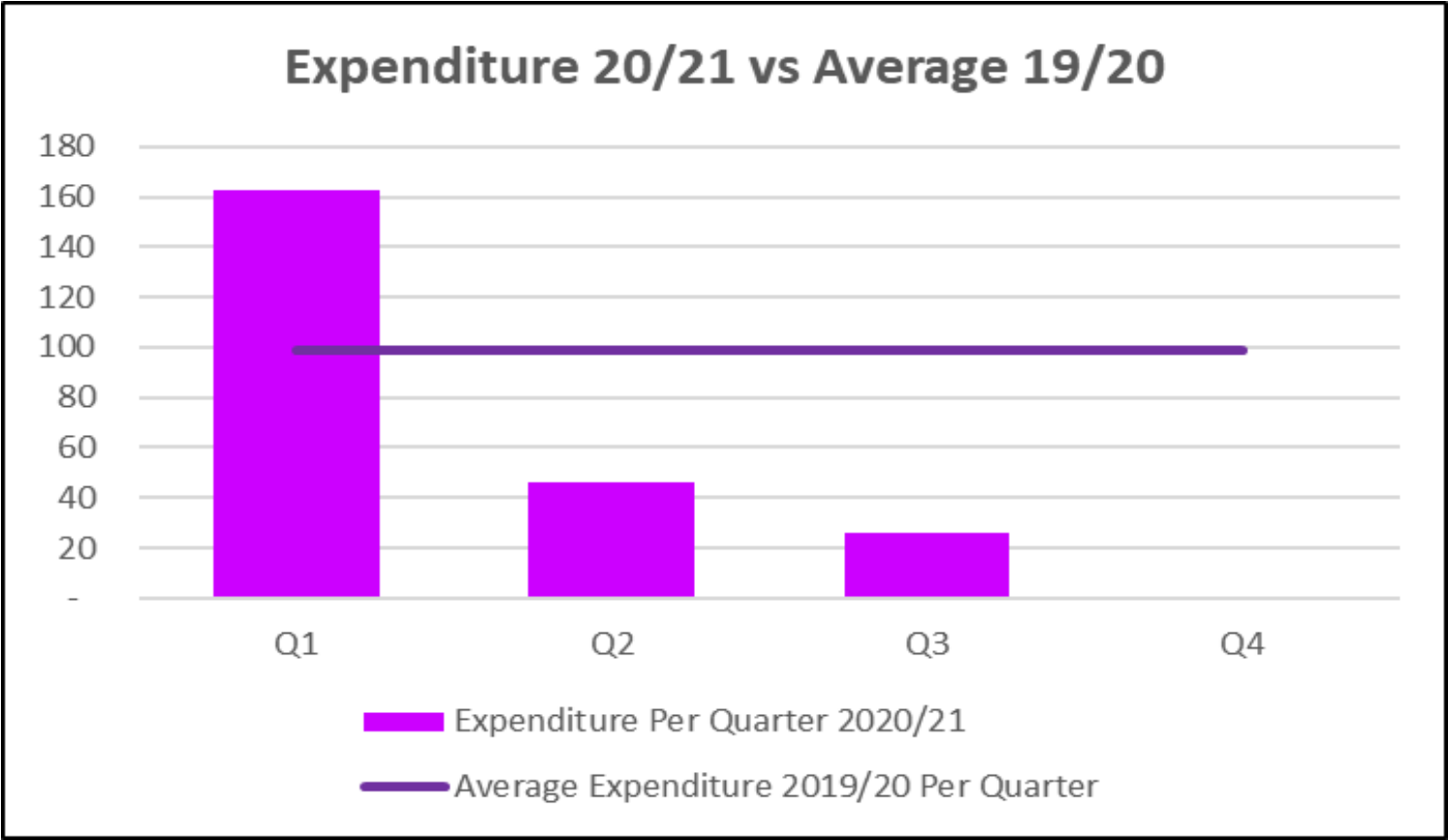
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Type Fund	Values
General Funds	£2,032,747
Legacy Funds	£1,448,319
Total	£3,481,066

Type Fund	Values
General Funds Over 100k	£533,738
General Funds between 50k to 100k	£260,327
General Funds between 25k to 50k	£57,016
General Funds under 25k	£261,428
General Funds Health Wide	£913,594
Total	£2,026,104



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- GENERAL FUNDS = From an amount of £1,870,564 held within General Purposes or designated funds at the 1st April 2020, income of £304,769 has been received and £149,230 of expenditure has been paid. This equates to 7.98% 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, £9000 income has been received and £85,913 of expenditure has been paid. This equates to 5.63% of funds held at 1st April 2020 have actually been spent.
- COVID FUNDS = An amount of £101,600 has been received from NHS Charities Together during the year to 31st December 2020 which has been put into a newly created COVID General Purposes Fund and an amount of £28,243 has been expended to 31st December 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.

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AGENDA ITEM: 4.1

Charitable Funds Committee		DATE OF MEETING: 4th March 2021
Subject:	Terms and conditions for grant holders	
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 terms and conditions document created by the PTHB Charity for grant holders.

RECOMMENDATION(S):

The Charitable Funds Committee is requested to NOTE the Grant Terms and Conditions document at Appendix 1.

Approval/Ratification/Decision¹	Discussion	Information
x	x	✓

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

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

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

EXECUTIVE SUMMARY:

The document at Appendix 1 has been compiled to summarise the requirements of charitable funds grant holders.

DETAILED BACKGROUND AND ASSESSMENT:

The significant increase in the volume of grants across 2020/21 and the introduction of new funding streams has presented the opportunity to review existing governance arrangements. There have also been previous examples over a lack of clarity and responsibilities regarding awarded grants, leading to project overspend and a lack of evaluation. This document is part of the new processes to help grant holders understand their responsibilities and the correct way to address project changes and evaluation.

NEXT STEPS:

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

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

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

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Appendix 1

Grant terms and conditions of Powys Teaching Health Board Charitable Funds

1. On receipt of the signed acceptance of these terms and conditions, the Finance Department and Charity Manager will support the applicant in accessing the approved funding as outlined by the Charitable Fund Committee. Please return the signed acceptance form by email to abe.sampson@wales.nhs.uk
2. It is a requirement of this grant that the applicant acknowledges the grant award where possible via online platforms and social media channels. Please include the PTHB Charity Twitter account **@PTHBCharity** in any tweets, and the PTHB Charity Facebook account **@PTHBCharity** in any Facebook posts.
3. You are required to complete the appropriate item requisition forms in order to access the charitable funds as indicated by the Finance Department. Where it is possible, items should be purchased via this method only.
4. You will be required to provide a progress/evaluation report on the project at either the end of the project period or after 12 months, whichever is soonest.
5. Any person who is appointed to a post through this grant must be made aware that the post is funded by charitable monies, and that there is an expectation from the PTHB Charity that the person who is appointed to the post would be willing to meet with potential and active fundraisers and donors to talk about their role and the difference it makes.
6. Any staffing costs are only for the time period outlined in the grant application. The PTHB Charity does not consider permanent funding of posts, and the applicant should be aware that they will be responsible for any funding after the grant expires.
7. It is a condition of all grants from the PTHB Charity that the recipient or post holder will provide a case study and photograph relating to the grant for the PTHB Charity's publicity purposes, and agrees for their project to be used as a case study. If there is a sensitivity about the use of the project, it is the recipient's responsibility to inform the PTHB Charity. A case study and photograph can be supplied at any time to abe.sampson@wales.nhs.uk or included in the end of project report.

8. It is the recipient's responsibility to ensure they do not spend in excess of the grant awarded. Any potential project overspend **must** be discussed with the PTHB Charity Manager and receive written authorisation in **advance** of expenditure. The PTHB Charity takes no responsibility for invoices received in excess of the grant awarded or for the funding of work that has taken place prior to authorisation.
 9. Any grants for items or projects which involve the use of participant or digital data **must** ensure they have sought guidance from ICT/Information Governance and received confirmation that the project is compliant, completing any required steps, such as DPIA (data protection impact assessment) **prior** to submitting this document and proceeding with procurement.
 10. If the recipient has any questions regarding their grant, they should contact the PTHB Charity Manager by email: abe.sampson@wales.nhs.uk
-

Acceptance of grant from the PTHB Charity

Project title:

Amount of grant: £

Date of award:

Project end date:

I confirm that I accept the conditions detailed above and accept the grant as detailed in the application to the charity.

Name:

Job Title:

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Terms and conditions for
charitable funds grant holders

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Charitable Funds Committee
4 March 2021
Agenda Item: 4.1

Signature:

Date:

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Terms and conditions for
charitable funds grant holders

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Charitable Funds Committee
4 March 2021
Agenda Item: 4.1

POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND

Quarterly Investment Report

31 December 2020

Jones, Shenja
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Valuation Summary

Fund Report

Activity Summary

Investment Criteria

Investment Criteria

Acceptable Investments

Benchmark

Fund Statistics

Asset Allocation

Performance

Jones Shenja
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Valuation Summary

Brewin Dolphin Investment Portfolio Summary									
31 December 2020									
		Book Cost	Market Value	% Holding	Benchmark	Yield	Gross Income		
Fixed Interest	Govt Bonds	£ 125,726.33	£ 130,079.71	4.02%	10.00%	1.03%	£ 1,334.62		
	Corp Bonds	£ 263,210.13	£ 276,288.11	8.53%	7.00%	2.93%	£ 8,102.52		
	Accrued Interest	£ -	£ -	0.00%	0.00%	0.00%	£ -		
	Total Fixed Interest	£ 388,936.46	£ 406,367.82	12.55%	17.00%	2.32%	£ 9,437.14		
UK Equities	UK	£ 838,134.62	£ 1,008,509.37	31.15%	31.00%	3.44%	£ 34,653.02		
Overseas Equities	US	£ 679,936.17	£ 761,354.37	23.51%	23.06%	1.68%	£ 12,828.37		
	Europe	£ 166,291.70	£ 198,734.04	6.14%	5.20%	2.51%	£ 4,993.81		
	Japan	£ 80,209.13	£ 98,707.95	3.05%	2.90%	2.08%	£ 2,052.36		
	Pacific	£ 191,785.81	£ 225,570.05	6.97%	5.48%	3.04%	£ 6,861.60		
	Emerging	£ 59,837.78	£ 69,255.18	2.14%	0.86%	2.72%	£ 1,881.67		
	Global	£ 13,954.30	£ 18,067.00	0.56%	0.00%	0.06%	£ 10.39		
	Total Overseas	£ 1,192,014.89	£ 1,371,688.59	42.36%	37.50%	2.09%	£ 28,628.20		
	Alternatives	Property	£ 73,795.80	£ 77,195.75	2.38%	5.00%	2.76%	£ 2,128.52	
		Absolute Return	£ 147,337.65	£ 150,449.10	4.65%	7.00%	3.40%	£ 5,111.43	
Other		£ 150,210.56	£ 159,882.68	4.94%	0.00%	4.51%	£ 7,204.00		
Total Alternatives		£ 371,344.01	£ 387,527.53	11.97%	12.00%	3.73%	£ 14,443.95		
Total Investments		£ 2,790,429.98	£ 3,174,093.31	98.03%		2.75%	£ 87,162.31		
Cash	Deposit Ledger	£ 46,883.03	£ 46,883.03	1.45%	2.50%	0.00%	£ -		
	Income Ledger	£ 17,061.67	£ 17,061.67	0.53%		0.00%	£ -		
	Total Fund	£ 2,854,374.68	£ 3,238,038.01	100.00%					
	Ex Accrued Interest	£ 2,837,313.01	£ 3,220,976.34	100.00%	100.00%	2.71%	£ 87,162.31		
Inception									
	Monthly	Quarterly	Six Monthly	20/02/2020					
Portfolio	2.40%	9.35%	9.59%	17.76%					
Benchmark	2.38%	7.70%	8.29%	1.36%					
FT All Share	3.86%	12.62%	9.33%	-9.15%					
FT All Stocks	1.62%	0.63%	-0.60%	4.88%					
LIBOR -1% (0.0% floor)	0.00%	0.00%	0.00%	0.00%					
Bank of England Base Rate	0.10%								
FTSE 100 Value	6460.52								

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

Jones Shania
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Fund Report

Considering the scale of the economic damage that has been unleashed by the virus it is perhaps unintuitive to see such a rapid recovery in financial markets. It means that if we have truly seen the worst of this bear market, it will have been one of the sharpest, but mercifully one of the shortest, in history. The cause of the economic pain was clear for policymakers to see, so the policy responses came fast and forcefully, which was the main driver of our optimism throughout 2020. Investors also took comfort from the fact that if the virus could be tamed, companies would return to something close to their previous levels of profitability.

Throughout the year, therefore, eyes were trained on the host of potential vaccines that could emerge to unleash the potential in locked-down or virus-afflicted parts of the “real” economy. It took until November for those expectations to at last begin to be met. First Pfizer and BioNTech, then Moderna and finally Oxford University alongside AstraZeneca released results that demonstrated effective vaccines against the viral threat. That news was enough to help stock markets reach new post-COVID-19 highs, with November delivering the strongest calendar month for both the UK’s FTSE All Share and its global comparator, the FTSE World, in the current millennium.

Remaining challenges...

Infection rates and lockdown measures had a big impact on relative equity market performance, but this had more to do with where companies were listed rather than where COVID-19 cases were surging. Various waves came, went and returned again across the western world, with the multinational companies that dominate markets generally exposed wherever the cases happened to be greatest.

A noticeable distinction however was that developed economies had healthcare systems that were better able to deal with COVID-19 cases than many emerging markets. However, many Asian markets had the benefit of experience in tackling previous less contagious viruses such as avian flu. Some countries benefitted from having less concern about protecting their populations’ privacy, with their governments empowered to impose restrictions to prevent the spread. China, perhaps unsurprisingly, had the most effective regime for case suppression.

Another crucial variable determining the severity of the outbreak was the specific variant of the virus. Nowhere was this clearer than in the UK where a more transmissible variant emerged during November. Variant B.1.1.7 spread despite the suppression measures that were in place at the time, prompting yet further tightening of measures and a race to distribute newly-approved vaccinations.

A brightening future...

The news could scarcely have been grimmer as 2020 concluded, yet stock markets continued to look forward to an eventual end to these challenges. Taking heart from the old saying that “the night is darkest just before dawn”, investors retained their optimism as the year ended. The prospect of vaccines putting an end to the COVID-19 misery sets up a potential multi-year expansion, as often follows a global recession.

The solidity of intransigence

When the US election came it was much closer than had been expected by most commentators. Some had predicted huge gains for the Democrats. Instead, Democratic candidate Biden took the White House by some very thin margins in state-wide polls; the Democrats lost ground in the House of Representatives (but retained control); and the Senate remained in Republican hands initially. Investors had cheered this result, as it left the presidency, or executive branch of government, in the hands of Joe Biden, who they expect to be stable and competent. At the same time, the more interventionist policies espoused by the left wing of the Democratic Party, which investors would have taken fright at, did not have a route to the statute books.

Jones Sharda
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However, following a run-off election in Georgia at the start of January, the Democrats have, against the odds, taken control of the Senate as well. This changes the markets' view of the potential impact of the election result, as more significant shifts in economic policy could now be possible. However, given how thin the margin of control is, the most radical policies of the Democrats will still need to be kept on ice.

The end, of the beginning...

Finally, during 2020 the UK left the European Union in practise as well as in law. With a weary sense of predictability, negotiations were concluded far closer to the end of the transition period than had been intended. Tariffs will be avoided but there will be more paperwork to complete and customs checks to be carried out. There will even be further negotiations to take place as the agreement on fishing only lasts for five years and there are further agreements to be reached on financial services and data sharing. Perhaps more importantly the commitment to tariff-free trade is based upon regulatory alignment. Future divergences would see that under threat all over again.

Though for now, the end of Brexit negotiations means policymakers can focus on the immense challenges that COVID-19 still brings. The new variant raises the logistical challenges of rolling out vaccines, maintaining the education system and keeping the economy functioning over what seems destined to feel like a very long few months.

From an investment perspective though, the anticipation is that a year after COVID-19 raced around the world, its management will quickly become a reality. A year is a long time to live through, but of relatively little consequence for the demand for companies' products and services. What matters more is the long-term changes to working, shopping and leisure that will stem from our period of enforced lockdown. The ability of both companies and governments to service any additional debts taken on as a result of the pandemic will also need to be monitored closely.

Now, more than ever, the interlinking of distinct short and long-term changes is clear. Whether it is COVID-19, Brexit or climate change, things will continue to change with lasting impact for investors, companies and government.

Market Movements

Government bond yields rose significantly in the US, with the 10-year Treasury rising from 0.68% to 0.91%, however the 10-year UK Gilt yield completed something of a round trip, falling modestly from 0.23% to 0.20%. The FTSE All Stocks Index returned 0.63%, whilst corporate bond spreads continued to tighten, with the iBoxx £ Corporate All Maturities Index returning 3.96%. This meant overall, corporates (8.63%) finished the year outperforming their sovereign counterparts (8.27%) over the course of 2020.

Equity market performance was very positive in aggregate over the quarter, with most of these returns coming in November as a result of the series of vaccine announcements and a market-friendly US election outcome described above. The regions most geared towards the 'real' economy outperformed, as markets adjusted to the potential for a return to 'normality'. The UK's FTSE All Share Index returned 12.62%, Europe (ex-UK) 9.21%, Japan 8.53%, Asia Pacific (ex-Japan) 18.31% and Emerging Markets 11.25%.

The US, having performed so well in 2020 and despite continuing to set new all-time highs, was the laggard in sterling terms, with the FT North America Index up 6.83%. This was attributable in large part to a weaker US dollar, with the exchange rate moving significantly, from c. \$1.29 to c. \$1.37 (c. 5.9%) over the quarter.

The UK's IA Property index continues to provide a flat reading of the underlying value of the sector (-0.13%). The IA Targeted Absolute Return index delivered 3.55%, whilst the infrastructure investment trusts we hold were up by mid-single digits over the quarter.

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Market Outlook

We noted in previous reports the fourth quarter of 2020 would represent a real test for markets and cause us to closely re-evaluate whether our balance of risks remains appropriate at every turn in the face of the information available. In addition to the challenges prevented by COVID-19, “binary events” returned to the fore in the form of the US election and Brexit negotiations.

Strict ‘lockdown’ measures continue to be necessary to suppress COVID-19 cases in a race between healthcare provision approaching capacity in the Western world and the authorities’ ability to administer a vaccine to the population. This will continue to test the economy’s ability to withstand reduced demand in aggregate, but will affect some sectors much worse than others, which we address through our specific stock selection. Policymakers’ commitment to do “whatever it takes” appears intact, with the Coronavirus Job Retention Scheme extended until 30 April 2021 in the UK and the delays to the \$900bn US Stimulus Bill a question not of whether individuals should benefit further, rather whether what was proposed went far enough.

We have been well-rewarded for our overweight position to both the equity markets and the cyclical areas of these markets to capture the upside in the economic recovery and improved sentiment. This has continued to benefit portfolio performance, both in absolute and relative terms, which has been pleasing to see. November 2020 was one of the best months in stock market history and geopolitical events were resolved in a (so far, at least) market-friendly manner, as was our expectation.
















We continue to believe an overweight position to risk assets remains justified, with the anticipation of a synchronous upswing in economic growth in 2021, continued fiscal stimulus and interest rates still at ultra-accommodative levels. Although the pace of the rally seen over the last nine months will likely now slow sharply, we stay positioned for further upside.

Jones Shenja
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Investment Philosophy

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

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

Asset Class	Very Underweight	Underweight	Neutral	Overweight	Very 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					

Jones Shania
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Income

Whilst markets have recovered well in capital terms, the outlook for income looks less certain, with many companies resetting their dividend policies to lower levels. This had a dramatic impact over the course of 2020 on **higher yielding** companies when compared with **lower yielding** ones and the **general market**. The chart below represents the FTSE 350 in the UK, with a similar dynamic at play globally.



There have been a number of positive developments over Q4 2020 that affected the bigger dividend payers, causing a sharp recovery. Most importantly, the vaccines bring much greater visibility on the general economic outlook which is to be welcomed across the market. Sectorally, the oil price has stabilised, commodity prices have enjoyed a good rally, banks have had a ban on dividends relaxed somewhat by their regulator and their counterparts in the insurance sector are actively looking at doing the same.

We continue to monitor this position closely and will keep you updated on our forecasts, which remain on the conservative side.

Jones Sharif
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Income Report

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

	Income Forecast	Income Target
Year to 31/03/21e	£73,430	£83,005

The portfolio was not fully invested until 25 June 2020 due to the unprecedented level of market volatility, which as you can see from the remainder of the report has benefited the portfolio in relative terms against the benchmark.

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.

Activity Summary

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, later in the month, we trimmed the position in the Janus Global Life Science Fund, following an excellent run of performance, to reduce risk around the US election and better capitalise on global economic growth. A 'Democrat sweep' would have seen greater regulation and taxation of the sector, and we felt the more cyclically exposed regions of Europe and the Emerging Markets would benefit more from a global rebound in activity.

Jones Shenja
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The Objectives of the Trustees

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

Investment criteria

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

General

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

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

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

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

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

Specific

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

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

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

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Acceptable Investments

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

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

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

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Benchmark

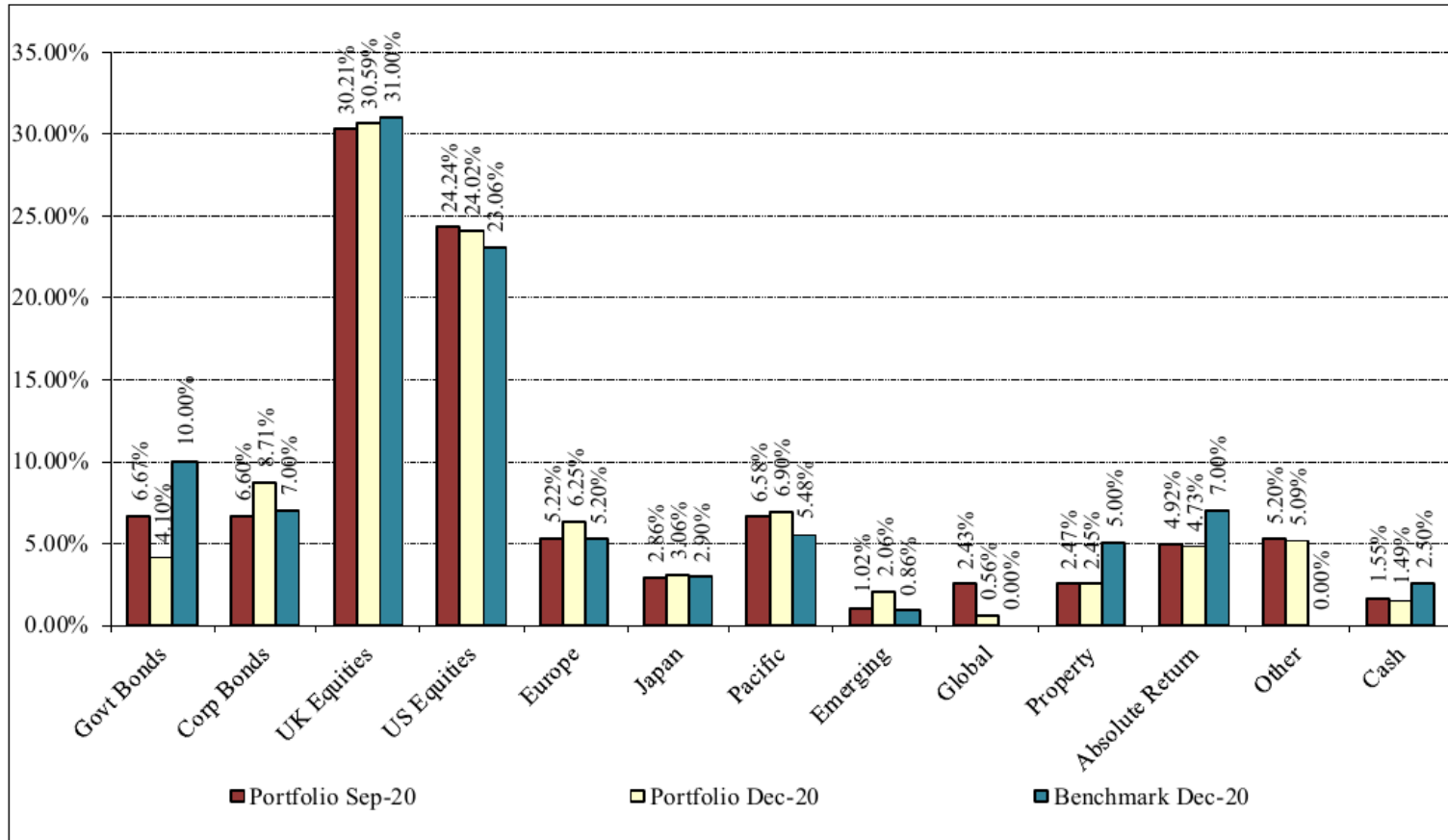
The Fund's benchmark is as follows:

	RC6 Benchmark Composition	Portfolio
Bonds	17.00%	12.55%
UK Equities	31.00%	31.15%
Overseas Equities	37.50%	42.36%
Property	5.00%	2.38%
Absolute Return	7.00%	4.65%
Other	0.00%	4.94%
Cash	2.50%	1.97%

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Fund Statistics

Asset Allocation Analysis



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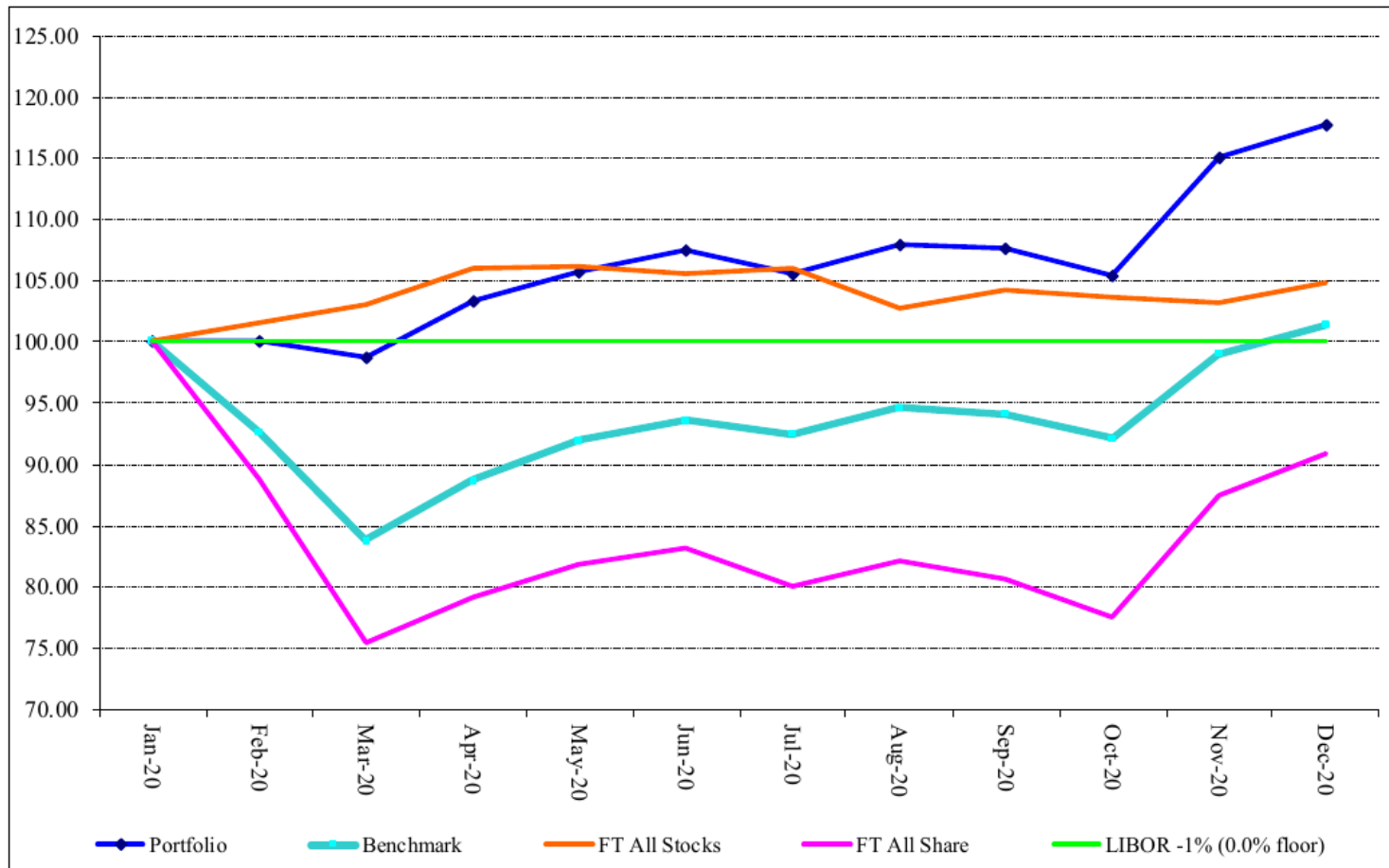
Asset Allocation Analysis to 31 December 2020

	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Govt Bonds	4.46%	4.33%	5.80%	6.77%	6.99%	6.67%	5.36%	4.45%	4.10%
Corp Bonds	6.74%	6.61%	6.55%	6.54%	6.73%	6.60%	8.06%	9.34%	8.71%
O'seas Debt	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
UK Equities	19.82%	20.91%	25.42%	31.71%	30.47%	30.21%	29.52%	29.07%	30.59%
US Equities	17.14%	18.09%	19.79%	23.35%	23.66%	24.24%	24.26%	24.09%	24.02%
Europe	4.26%	4.33%	4.62%	5.10%	5.24%	5.22%	5.34%	6.07%	6.25%
Japan	2.21%	2.25%	2.49%	3.00%	2.83%	2.86%	3.05%	3.07%	3.06%
Pacific	4.06%	4.21%	4.49%	5.51%	6.04%	6.58%	6.68%	6.68%	6.90%
Emerging	0.65%	0.67%	0.71%	1.01%	1.07%	1.02%	1.10%	2.06%	2.06%
Global	1.95%	2.12%	2.22%	2.49%	2.49%	2.43%	2.33%	0.57%	0.56%
Property	3.17%	3.24%	3.11%	2.52%	2.49%	2.47%	2.45%	2.40%	2.45%
Absolute Return	3.30%	3.23%	4.19%	4.84%	5.01%	4.92%	4.96%	5.06%	4.73%
Other	3.31%	3.20%	3.57%	5.31%	5.26%	5.20%	5.14%	5.51%	5.09%
Cash	28.93%	26.81%	17.05%	1.84%	1.73%	1.55%	1.75%	1.62%	1.49%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

The above data is based on time-weighted asset allocation and therefore does not reflect a fully invested portfolio as at 30th June.

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Fund Performance



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Performance Analysis - Summary to 31 December 2020

	Monthly	Quarterly	Six Monthly	Inception 20/02/2020
Portfolio	2.40%	9.35%	9.59%	17.76%
<i>Benchmark</i>	2.38%	7.70%	8.29%	1.36%
Govt Bonds	0.67%	0.34%	0.32%	2.27%
<i>FT All Stocks</i>	1.62%	0.63%	-0.60%	4.88%
Corp Bonds	1.22%	2.80%	4.68%	7.77%
<i>iBoxx UK Sterling Corp All Mats</i>	1.67%	3.96%	5.57%	5.64%
UK	4.86%	16.08%	12.05%	41.42%
<i>FT All Share</i>	3.86%	12.62%	9.33%	-9.15%
US	0.77%	6.27%	10.57%	17.54%
<i>FT North America</i>	1.57%	6.83%	11.68%	7.76%
Europe	1.15%	6.85%	10.23%	19.12%
<i>FT Euro ex UK</i>	2.30%	9.21%	10.75%	4.95%
Japan	2.56%	9.41%	11.74%	25.78%
<i>FT Japan</i>	1.73%	8.53%	11.17%	13.85%
Pacific	3.71%	15.19%	15.68%	16.71%
<i>FT Pac ex Japan</i>	4.26%	13.17%	18.42%	15.48%
Emerging	6.94%	15.63%	19.31%	14.09%
<i>FT Emerging</i>	3.69%	11.25%	16.24%	10.84%
Global	2.06%	10.11%	10.76%	36.90%
<i>FT World ex UK</i>	2.21%	8.50%	12.35%	8.11%
Property	-0.09%	6.64%	4.13%	-0.89%
<i>IA UK Direct Property</i>	0.01%	-0.13%	-0.47%	-4.30%
Absolute Return	1.06%	3.40%	5.92%	2.12%
<i>IMA Targeted Absolute Return</i>	1.21%	3.55%	4.75%	-1.18%
Other	-0.20%	5.82%	3.38%	15.81%
Cash	0.00%	0.00%	0.00%	0.00%
<i>LIBOR -1% (0.0% floor)</i>	0.00%	0.00%	0.00%	0.00%

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CLIENT REPORT



POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND

For the period from 01/10/2020 to 31/12/2020
Generated on 11/01/2021

PORTFOLIO INFORMATION

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

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Asset Allocation

Asset Allocation



Asset Allocation	Market Value at 31/12/2020	% of Holdings
UK Bonds	276,288.11	8.53
Overseas Bonds	130,079.71	4.02
UK Equities	1,008,509.37	31.15
North American Equities	761,354.37	23.51
European Equities	198,734.04	6.14
Japanese Equities	98,707.95	3.05
Asia Pacific Equities	225,570.05	6.97
Emerging Market Equities	69,255.18	2.14
Global Investments	18,067.00	0.56
Absolute Return	150,449.10	4.65
Property	77,195.75	2.38
Other Investments	159,882.68	4.94
Cash	63,944.70	1.97
TOTAL	3,238,038.01	100.00

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Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/10/2020 to 31/12/2020
All values and returns reported in British Pounds
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Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
UK Bonds									
Bond Funds									
109,035	ABERDEEN STD FD MG ASI AAA BD INSTL S GBP DIS	POWYS0004	0.5417 GBP		58,802.58	59,064.26	978.15	1.66	1.82
11,145	PIMCO GLOBAL ADVIS SEL UK INC BD INSTL INC NAV	POWYS0004	10.45 GBP		106,279.95	116,465.25	4,146.48	3.56	3.60
940	TWENTYFOUR GLOBAL CORPORATE BOND I GBP DIS	POWYS0004	107.19 GBP		98,127.60	100,758.60	2,977.89	2.96	3.11
Sub Total UK Bonds					263,210.13	276,288.11	8,102.52	2.93	8.53
Overseas Bonds									
Index Linked Bonds									
4,660	XTRACKERS II XTRACKERS II GBL INFL-LKD B	POWYS0004	27.9141 GBP		125,726.33	130,079.71	1,334.62	1.03	4.02
Sub Total Overseas Bonds					125,726.33	130,079.71	1,334.62	1.03	4.02

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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	2.548 GBP		48,287.51	36,691.20	2,212.22	6.03	1.13
4,235	ROYAL DUTCH SHELL 'B'ORD EUR0.07	POWYS0004	12.594 GBP		44,562.18	53,335.59	2,023.08	3.79	1.65
Chemicals									
575	CRODA INTL ORD GBP0.10609756	POWYS0004	65.96 GBP		25,513.75	37,927.00	517.50	1.36	1.17
Mining									
2,795	ANTOFAGASTA ORD GBP0.05	POWYS0004	14.405 GBP		28,061.16	40,261.98	271.94	0.68	1.24
1,250	RIO TINTO ORD GBP0.10	POWYS0004	54.7 GBP		37,779.54	68,375.00	3,715.12	5.43	2.11
Support Services									
1,410	ASSTEAD GROUP ORD GBP0.10	POWYS0004	34.38 GBP		25,253.68	48,475.80	573.16	1.18	1.50
Household Goods and Home Construction									
19,510	TAYLOR WIMPEY ORD GBP0.01	POWYS0004	1.658 GBP		24,267.54	32,347.58	0.00	0.00	1.00
Pharmaceuticals & Biotechnology									
355	ASTRAZENECA ORD USD0.25	POWYS0004	73.24 GBP		25,832.22	26,000.20	766.80	2.95	0.80
2,800	GLAXOSMITHKLINE ORD GBP0.25	POWYS0004	13.42 GBP		38,288.20	37,576.00	2,240.00	5.96	1.16
Media									
2,035	RELX PLC GBP0.1444	POWYS0004	17.925 GBP		36,398.76	36,477.38	930.00	2.55	1.13

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Holdings Summary

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UK Equities									
Gas, Water & Multiutilities									
4,960	NATIONAL GRID ORD GBP0.12431289	POWYS0004	8.65 GBP		43,971.40	42,904.00	2,430.40	5.66	1.32
Banks									
16,000	BARCLAYS PLC ORD GBP0.25	POWYS0004	1.4668 GBP		19,226.36	23,468.80	0.00	0.00	0.72
Non-Life Insurance									
3,645	HISCOX ORD GBP0.065 (DI)	POWYS0004	9.94 GBP		33,782.20	36,231.30	0.00	0.00	1.12
Life Insurance									
20,980	LEGAL & GENERAL GP ORD GBP0.025	POWYS0004	2.662 GBP		40,912.00	55,848.76	3,686.19	6.60	1.72
18,660	M&G PLC ORD GBP0.05	POWYS0004	1.9795 GBP		27,384.55	36,937.47	2,224.27	6.02	1.14
3,880	ST JAMES'S PLACE ORD GBP0.15	POWYS0004	11.335 GBP		36,744.36	43,979.80	776.00	1.76	1.36
General Financial									
1,630	ADMIRAL GROUP ORD GBP0.001	POWYS0004	29.06 GBP		34,884.20	47,367.80	2,404.25	5.08	1.46
Open Ended Collectives									
26,390	ISHARES CORE FTSE100 UCITS ETF GBP	POWYS0004	6.362 GBP		159,159.92	167,893.18	5,222.58	3.11	5.19
68,025	PREMIER PORTFOLIO PM UK MLTI CAP INC B INSTL	POWYS0004	2.0053 GBP		107,825.09	136,410.53	4,659.51	3.42	4.21
Sub Total UK Equities					838,134.62	1,008,509.37	34,653.02	3.44	31.15

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Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
North American Equities									
Open Ended Collectives									
4,675	BAILLIE GIFFORD AMERICAN W1 DIS	POWYS0004	17.77 GBP		77,605.00	83,074.75	0.00	0.00	2.57
21,435	FIDELITY UCITS ICA US QUAL INC UCITS ETF GBP I	POWYS0004	5.51 GBP		116,533.80	118,106.85	2,720.32	2.30	3.65
219,680	JPMORGAN FUNDS LTD US EQUITY INC K GBP NET INC	POWYS0004	1.191 GBP		234,102.68	261,638.88	6,107.10	2.33	8.08
5,760	VANGUARD FUNDS PLC S&P 500 UCITS ETF USD DIS	POWYS0004	51.8288 GBP		251,694.69	298,533.89	4,000.95	1.34	9.22
Sub Total North American Equities					679,936.17	761,354.37	12,828.37	1.68	23.51
European Equities									
Open Ended Collectives									
112,885	BLACKROCK FM LTD CONTL EURP INC D UNITS INC	POWYS0004	1.7605 GBP		166,291.70	198,734.04	4,993.81	2.51	6.14
Sub Total European Equities					166,291.70	198,734.04	4,993.81	2.51	6.14
Japanese Equities									
Open Ended Collectives									
86,700	JUPITER UT MNGRS JAPAN INCOME Z GBP DIS	POWYS0004	1.1385 GBP		80,209.13	98,707.95	2,052.36	2.08	3.05
Sub Total Japanese Equities					80,209.13	98,707.95	2,052.36	2.08	3.05

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Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND

For the period from 01/10/2020 to 31/12/2020

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Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
Asia Pacific Equities									
Open Ended Collectives									
196,045.588	BNY MELLON FD MNGR ASIAN INCOME U GBP DIS	POWYS0004	1.1506 GBP		191,785.81	225,570.05	6,861.60	3.04	6.97
Sub Total Asia Pacific Equities					191,785.81	225,570.05	6,861.60	3.04	6.97
Emerging Market Equities									
Open Ended Collectives									
99,035	JPMORGAN AM UK LTD EMG MKTS INC C NET INC NAV	POWYS0004	0.6993 GBP		59,837.78	69,255.18	1,881.67	2.72	2.14
Sub Total Emerging Market Equities					59,837.78	69,255.18	1,881.67	2.72	2.14
Global Investments									
Open Ended Collectives									
700	JANUS HENDERSON JH GBL LIFE SCIENCES H1 GBP	POWYS0004	25.81 GBP		13,954.30	18,067.00	10.39	0.06	0.56
Sub Total Global Investments					13,954.30	18,067.00	10.39	0.06	0.56
Absolute Return									
Bond Funds									
82,870	ARTEMIS FD MNGRS ARTEMIS SHT DATED GBL HIG	POWYS0004	0.9619 GBP		77,423.07	79,712.65	3,591.25	4.51	2.46
70,209.871	BNY MELLON FD MNGR NEWTON GBL DYNM BD EXMPT3 G	POWYS0004	1.0075 GBP		69,914.58	70,736.45	1,520.18	2.15	2.18
Sub Total Absolute Return					147,337.65	150,449.10	5,111.43	3.40	4.65

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Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND

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Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
Property									
Closed Ended Collectives									
46,225	BLACKROCK FM LTD ISHARES GBL PROP SECS EQTY	POWYS0004	1.67 GBP		73,795.80	77,195.75	2,128.52	2.76	2.38
Sub Total Property					73,795.80	77,195.75	2,128.52	2.76	2.38
Other Investments									
Infrastructure Inv Trust									
45,825	HICL INFRASTRUCTU. ORD GBP0.0001	POWYS0004	1.74 GBP		76,089.92	79,735.50	3,780.56	4.74	2.46
47,090	INT PUBLIC PARTNER ORD GBP0.0001	POWYS0004	1.702 GBP		74,120.64	80,147.18	3,423.44	4.27	2.46
Sub Total Other Investments					150,210.56	159,882.68	7,204.00	4.51	4.94
Cash									
Cash									
0 GBP	Dealing	POWYS0004		0.00	0.00	0.00			0.00
46,883.03 GBP	Deposit	POWYS0004		0.00	46,883.03	46,883.03			1.45
17,061.67 GBP	Income	POWYS0004		0.00	17,061.67	17,061.67			0.53
Sub Total Cash					0.00	63,944.70			1.97
TOTAL IN GBP				0.00	2,854,374.68	3,238,038.01	87,162.31	2.69	100.00

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Transaction Details (from 01/10/2020 to 31/12/2020)

POWYS0004

Date	Transaction	Quantity	Security Name	Price	Net Amount
POWYS0004					
11/12/2020	FUND CLASS CONVERSION	71,650.00	BNY MELLON FD MNGR GBL DYNAMIC BD...	0.00 GBP	69,914.58
11/12/2020	FUND CLASS CONVERSION	70,209.87	BNY MELLON FD MNGR NEWTON GBL DYNM BD...	0.00 GBP	-69,914.58
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
01/10/2020	EQUALISATION	0.00	BNY MELLON FD MNGR ASIAN INC INSTL W...	0.00 GBP	85.04

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E. & O.E. For the purposes of Value Added Tax and Capital Gains Tax, it is recommended that this document be retained.

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