

CONFIRMED

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING
HELD ON THURSDAY 4 MARCH 2021
VIA MICROSOFT TEAMS**

Present:

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

In Attendance:

Abe Sampson	Charity Manager
Rani Mallison	Board Secretary
Sarah Pritchard	Head of Financial Services
Shania Jones	Committee Secretary

Apologies

Alison Davies	Director of Nursing
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CF/21/36	WELCOME & APOLOGIES FOR ABSENCE The Chair welcomed members to the Committee. Apologies for absence were noted as recorded above.
CF/21/37	DECLARATIONS OF INTEREST The Chair INVITED any declarations of interest in relation to items on the agenda. No interests were declared.
CF/21/38	MINUTES OF PREVIOUS MEETING HELD ON 3 FEBRUARY 2020 The minutes of the meeting held on 3 December 2020 were RECEIVED and AGREED as being a true and accurate record.
CF/21/39	MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING

	There were no material matters arising for discussion from the previous minutes.
CF/21/40	<p>ACTION LOG</p> <p>The Committee received the action log and the following updates were provided.</p> <p>CF/21/25 - 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.</p> <p>CF/21/26 - 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.</p> <p>The Committee RECEIVED and NOTED the Committee Action Log.</p>
ITEMS FOR APPROVAL, RATIFICATION OR DECISION	
CF/21/41	<p>GENERAL BIDS FOR APPROVAL</p> <p>The Committee discussed the following Bids seeking approval from General Funds:</p> <p>1) HORIZON PROJECT</p> <p>The Charity Manager presented the request from the Horizon Project. The proposal sought funding previously from the Arts Council which was unsuccessful on the basis that the project required a more established partnership.</p> <p><i>Trish Buchan questioned what is the Health Board's strategic position on the arts arrangements? Could there be clarification surrounding what the commitment would be as a sovereign body in regards to implementing a strategy that could be produced as a consequence of this work?</i></p> <p>The Director of Finance and IT explained that Powys Teaching Health Board (PTHB) are unable to commit until the outcome of this project had been delivered.</p>

It was noted that this project is an area of opportunity and is seen as a pilot test which would provide further understanding. It would enable the charity and health board to evaluate if this could be a potential area of development and prioritisation.

Trish Buchan followed up by stating that if this is the case, the brand and wording will need to reflect that. Currently, it is presented as PTHB's own arts and health strategy. The wording (pg. 6) within the report is confusing, could this be changed in order to gain more clarification?

The Charity Manager stated that the project had been tasked with developing an approach that could be successful over the next 18-month period. It was seen as an opportunity to introduce a methodology, and produce a framework for a collaboration work.

It was noted that the terminology needed to be clarified moving forward.

The Board Secretary advised that health board is clearly committed to this approach and this project is the foundation needed to further develop the approach. The project valued the partnership approach therefore, it is important to note that this will be embedded into the Regional Partnership Board (RPB) agenda.

The Head of Financial Services gave further information surrounding the funding should the project be approved. It was recommended that the significant general purposes mental health fund would be the most appropriate fund to support the project.

Tony Thomas queried a number of documents that had been received which appeared to not have the appropriate approval from directors or executives.

The Charity Manager reassured the Committee that all documents have received support/approval. There have been a number of issues regarding hard copy signatures. Large number of requests have been signed off virtually e.g. through emails. This will be made clearer in the future.

ACTION: The Charity Manager will ensure that all future bids will have clear confirmation regarding who had

authorised the bid and how it was authorised e.g. email/signature.

The Committee APPROVED the funding subject to wording clarification and wider approval from Executive Committee.

2) RESEARCH MIDWIFE

The Charity Manager presented the request regarding funding to support implementation of a research midwife to Powys Teaching Health Board (PTHB).

The Director of Nursing and Midwifery provided a report that highlighted the support for the application and requested that the exit strategy is made clear, if other means of funding is not presented. The report emphasised that the application is expected to help with midwifery recruitment.

The Charity Manager explained the potential for a grant surrounding the exit strategy. It was noted that due to the timescale of the project there could be the potential for another bid for funding for longer term opportunities.

Trish Buchan questioned that if an individual working one day a week for two year is an adequate amount of time? The project would run its course quickly and only at the end of the two-year period would there be a track record. Should this be considered for funding for a longer period of time?

The Board Secretary suggested that a mid-point review is built into the project. This would allow for an update to be received by the committee after 12 months regarding the progress made and if the project will require funding for a longer period of time.

The Committee APPROVED the funding subject to a mid-point review built in to application.

3) ADDITIONAL WELLBEING SUPPORT SESSIONS FOR STAFF

	<p>The Charity Manager presented the request to secure additional wellbeing support session for Powys Teaching Health Board (PTHB) staff. It was noted that these are additional support sessions are to run alongside the current support sessions that are in place for PTHB staff. These sessions would primarily run outside of service hours (9-5) which would also benefit GP staff.</p> <p>It was noted that the timescale for this project when submitted was January to March 2020, which now has been updated. It had been anticipated that around 3-4 months of additional sessions however, it is subject to demand.</p> <p>The Committee APPROVED the funding for additional wellbeing support session for staff.</p> <p>4) IMPROVING THE CANCER JOURNEY BOOKS</p> <p>The Charity Manager presented the request for improving the cancer journey books. The application is for funding from the general purposes fund therefore, required to come through the Committee.</p> <p>The Committee APPROVED the funding for improving the cancer journey books.</p>
CF/21/42	<p>COVID-19 RESPONSE FUND</p> <p>The Charity Manager presented an update regarding the COVID-19 Response Fund. The proposals were approved by Gold Group prior to the meeting and the Committee was asked to ratify them.</p> <p><i>Mark Taylor questioned if one of the approved proposals (wellbeing packs for nursing staff) pushes what charitable purposes would cover and as a charity, what should be supported.</i></p> <p>The Charity Manager explained that elements of this proposal are based on the feedback from NHS Charities Together, who awarded this funding to PTHB's charity to distribute. The guidance provided by NHS Charities Together is the support packs for staff members.</p> <p>The Committee RATIFIED these proposals.</p>
CF/21/43	<p>COWSHED BRAND IDENTITY PROPOSAL</p>

The Charity Manager presented the Cowshed Brand Identity Proposal to the Committee.

It was highlighted that once the target audience was identified and was engaged with content provided, it would enable an opportunity to understand the gaps within the market such as, areas that the charity would need to focus on. Research was conducted, which discovered what audiences would require from the potential brand of the charity.

The marketing agency Cowshed outlined what other NHS charities in Wales were picturing to their audiences, this research highlighted that there is no consistent theme.

Cowshed have previously worked with the NHS and NHS charities therefore; the company will have good understanding of the Health Board and the priorities for the brand.

Who is involved from the charity? How will it be set up?

The Charity Manager confirmed that the goal would be for as many people as possible to be involved, for example staff members and members of the public. This would be to ensure that there is a wider view.

Mark Taylor questioned is the procurement route highlighted by Cowshed appropriate?

The Charity Manager explained Cowshed were able to break up the work into segments, for example the branding and logo to be conducted first and then a second stage would be to develop the website. The ability to break down the work into segments will require less commitment and a lower level of cost. Comparisons between two other companies was conducted to ensure that Cowshed was the suitable choice.

Director of Finance and IT explained that the usual procurement route was followed and it was ensured that three quotes given the value.

Trish Buchan questioned what are the relative advantages and disadvantages about being picked national or locally?

The Charity Manager explained that based on the last 12 months there are more robust partnerships in place between NHS charities in Wales which has allowed to develop a Wales wide fund. This is an opportunity to expand PTHB's national presence across both Wales and the rest of the UK. There is development underway which focuses on building regional

	<p>partnerships in the third sector. It was noted that the links with local charities could be lost however, the benefits from national partnership would compensate this loss.</p> <p><i>The Chair asked if Cowshed would help to set up a website or are they just here to advise.</i></p> <p>The Board Secretary explained that Cowshed will be commissioned to do the initial brand creation, with website development to come later as a separate piece of work.</p> <p>The Committee SUPPORTED in principle the approach to the work and the work proposal will return for the Committee to approve virtually following confirmation of the proposal outputs.</p>
CF/21/44	<p>EXPENDITURE APPROVED UNDER DELEGATED AUTHORITY</p> <p>The Head of Financial Services presented the expenditure approved under delegated authority report to the Committee. This report highlighted the delegated limits in operation for route of day-to-day items.</p> <p>Appendix A showed a number of items during the period November 2020 to January 2021 that have been approved by the assistant directors of the relevant directorates for the utilisation of local funds.</p> <p><i>Trish Buchan queried that two assistant directors were noted to have signed off on some items?</i></p> <p>The Head of Financial Services explained that it was due to the areas they worked and where the funds were held.</p> <p><i>Trish Buchan asked if it is not due to some areas securing more funding than others?</i></p> <p>The Head of Financial Services explained that it is not the case.</p> <p>The Committee RATIFIED the expenditure approved under delegated authority.</p>
ITEMS FOR DISCUSSION	
CF/21/45	<p>CHARITY ACTIVITY AND INCOME REPORT</p> <p>The Charity Manager presented a report of recent Charity activity to the Committee. It was explained that a recent</p>

	<p>press release had also been issued in collaboration with NHS Charities Together to celebrate the fundraising impact of the late Sir Captain Tom Moore.</p> <p>It was noted that there will be an upcoming, comprehensive review of the Charity from a charity commission perspective, conducted by the Charity Manager. This review will look closer at the arrangements surrounding governance, policies, and guidelines. The aim of the review will be to identify if there are any potential gaps and to develop new guidance for the Committee and PTHB staff members.</p> <p><i>Trish Buchan questioned is there a way of marking the money raised by Sir Captain Tom Moore that has entered into Powys?</i></p> <p>The Charity Manager explained that this is an area which had been discussed with internal staff regarding 'what can we do' to celebrate the impact of Sir Captain Moore. It was suggested to develop a legacy engagement piece in conjunction with PTHB staff to mark the lasting impact of his fundraising efforts on Powys.</p> <p>ACTION: The Board Secretary and The Charity Manager to contact NHS Charities Together to organise a thank you card from the Charity and the Chair to the family.</p> <p>The Committee NOTED the Charity Activity and Income Report.</p>
CF/21/46	<p>CHARITABLE FUNDS FINANCIAL SUMMARY</p> <p>The Head of Financial Services presented the Charitable Funds Financial Summary report.</p> <p>The report highlighted the income and expenditure up to the end of December 2020. It was noted that expenditure in quarter one was high but it was reduced in quarter two and three, this was a result of the position of the health board during those periods. It was noted that these periods were lower because of the COVID-19 pandemic.</p> <p>It is predicted that as the health board moves out of the COVID-19 response, there will be more activity moved through the charity.</p>

	The Committee NOTED the Charitable Funds Financial Summary.
CF/21/47	<p>INFORMATION ON CHARITABLE FUNDS DELEGATION LEVELS</p> <p>The Charity Manager presented information on Charitable Funds delegation levels to the committee.</p> <p>The delegation of funds process was highlighted to the Committee to ensure that each member understood the levels that are currently in place.</p> <p>It was noted that the most common request received are local funds. The process for local funds is that any funds requested up to the amount of £10,000 can be approved by the designated fund managers and will be presented to the Committee for ratification.</p> <p>Any requests above the allotted £10,000 will require support from the designated fund managers and approval from the Committee.</p> <p>The COVID-19 Response Fund had a different threshold level. A requested amount up to the sum of £5,000 can be approved by the Gold Group and then is required to be ratified by the Committee. Any request above the allotted £5,000 will require support from Gold Group and approval from the Committee. The reason that this threshold level is different to the local funds is the allocations received by the NHS Charities Together is approximately £50,000. Therefore, £5,000 is 10% of the total fund which encouraged smaller proposals.</p> <p>The general fund requests do not currently have a delegated funding levels therefore, all request are required to have approval from the Committee.</p> <p><i>Tony Thomas questioned if it was possible to clarify that all requested above £10,000 is exclusive or inclusive of VAT.</i></p> <p>The Charity Manager agreed that in future it will clarify that it must be inclusive of VAT. It has been noted that the majority of applications would be significantly more than or less than the delegation level of £10,000.</p> <p><i>Trish Buchan queried if it was possible to have another level of delegation for smaller amounts of money in order for approval to be accessed easier.</i></p>

	<p>The Director of Finance and IT explained that there is a balance between the governance that needs to be conducted and being agile enough to enable to make quick decisions.</p> <p><i>Mark Taylor questioned is the COVID-19 response fund wording regarding 'ratified by the Committee.' What is the position in terms of ratification actually mean, for example if the Committee does not agree, what would happen?</i></p> <p>The Director of Finance and IT explained that during the ratification with the Committee, if a member raised any concerns regarding areas that had been approved, it would be a case to change the process moving forward from that point.</p> <p>ACTION: The Board Secretary suggested that moving forward an annual review of the delegated levels to ensure that it is agile and is functioning appropriately. It will be built into the workplan for the Charitable Funds Committee.</p> <p>The Committee NOTED the Information on Charitable Funds Delegation Levels.</p>
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ITEMS FOR INFORMATION

CF/21/48	<p>TERMS AND CONDITIONS FOR GRANT HOLDERS</p> <p><i>Trish Buchan questioned do applications going through need to provide a stronger exit strategy and would it be appropriate for the guidance require upfront a stronger exit strategy?</i></p> <p>The Charity Manager noted that the majority of applications are discussed prior to submission.</p> <p>ACTION: The Charity Manager to include a clear point within the guidance that will highlight to applicants the need for a strong exit strategy.</p> <p>The Committee NOTED the Terms and Conditions for Grant Holders.</p>
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CF/22/49	<p>INVESTMENT MANAGERS UPDATE REPORT</p> <p>The Head of Financial Services highlighted that the report received by Committee showed that Powys Teaching Health Board Charity's investment has grown by approximately £400,000 in value.</p>
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	The Committee NOTED the Investment Managers Update Report.
CF/21/50	ANY OTHER URGENT BUSINESS No other urgent business was declared.
CF/21/51	DATE OF NEXT MEETING Wednesday 2 June 2021, 2:00PM, Via Microsoft Teams