

Charitable Funds


Wed 07 December 2022, 14:00 - 15:30

Teams

Agenda

14:00 - 14:00 **1. PRELIMINARY MATTERS**

0 min

 CF Committee Agenda 071222.pdf (2 pages)

1.1. Welcome and apologies

1.2. Declarations of interest

1.3. Minutes from the previous meeting held on 23 September 2022 for approval

 CF_Item_1.3a_Charitable Funds Unconfirmed Minutes_23Sept22.pdf (13 pages)

1.4. Charitable Funds Action Log

 CF_Item_1.4_Action log December.pdf (2 pages)


14:00 - 14:00 **2. ITEMS FOR APPROVAL/RATIFICATION/DECISION**

0 min

2.1. Bid for Approval

 CF_Item_2.1_Bids for Approval.pdf (25 pages)


2.2. Expenditure approved under delegated authority since the last meeting (for ratification)

 CF_Item_2.2_Ratification of expenditure approved under delegated authority.pdf (4 pages)

2.3. Terms of Reference and Charitable Funds FCP 007 Policy for review

 CF_Item_2.3_Terms of reference and Charitable Funds FCP 007 Policy.pdf (30 pages)

2.4. Charity annual workplan (2023)

 CF_Item_2.4_Charity Annual Workplan.pdf (12 pages)


14:00 - 14:00 **3. ITEMS FOR DISCUSSION**

0 min

3.1. Annual accounts audit plan



 CF_Item_3.1_PTHB Charity Audit Plan 2022.pdf (10 pages)

3.2. Annual accounts draft for review

 CF_Item_3.2_Annual Report and Accounts Draft.pdf (43 pages)

3.3. Charity activity & Jamjar brand development

Jones, Shania
02/12/2022 11:06:15

-  CF_Item_3.3a_Charity Activity Report.pdf (14 pages)
-  CF_Item_3.3b_PTHB Charity Brand Strategy.pdf (21 pages)


3.4. Charitable funds financial summary report

-  CF_Item_3.4_Charitable Funds Financial Summary Report.pdf (10 pages)



14:00 - 14:00
0 min

4. ITEMS FOR INFORMATION

4.1. Project evaluations

-  CF_Item_4.1a_Evaluation summary 07 December 2022.pdf (2 pages)
-  CF_Item_4.1b_tablets devices for Bracken Trust Evaluation 04102022.pdf (8 pages)

4.2. Investment manager report & RBC acquisition update

-  CF_Item_4.2a_22 Q3 Trustee Report - SECURE.pdf (26 pages)
-  CF_Item_4.2b_RBC Acquisition and Team Update.pdf (3 pages)

14:00 - 14:00
0 min

5. OTHER MATTERS

5.1. Any other urgent business

5.2. Date of next meeting:

1st March 2023 via Microsoft teams

Jones, Shania
02/12/2022 11:46:15

**POWYS TEACHING HEALTH BOARD
CHARITABLE FUNDS COMMITTEE
WEDNESDAY 07 DECEMBER 2022
2.00PM - 4.00PM
VIRTUAL MEETING**



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

AGENDA

Item	Title	Timing	Presenter
1	PRELIMINARY MATTERS -		
1.1	Welcome and apologies	N/A	Chair
1.2	Declarations of interest	N/A	All
1.3	Minutes from the previous meeting for ratification		Chair
1.4	Action log from previous meetings		Chair / Charity Manager
2	ITEMS FOR APPROVAL/RATIFICATION/DECISION -		
2.1	Bid for Approval <ul style="list-style-type: none"> - RIC Hub innovation grant Scheme - Photosymbols application - Eisteddfod application 		Charity Manager
2.2	Expenditure approved under delegated authority since the last meeting (for ratification)		Head of Financial Services
2.3	Terms of reference and Charitable Funds FCP 007 Policy for review		Charity Manager
2.4	Charity annual workplan (2023)		Charity Manager
3	ITEMS FOR DISCUSSION -		
3.1	Annual accounts audit plan		Audit Wales
3.2	Annual Accounts draft for review		Charity Manager / Head of Financial Services

Jones Shania
02/12/2022 11:46:15

3.3	a) Charity activity report b) Jamjar brand development strategy		Charity Manager
3.4	Charitable funds financial summary report		Head of Financial Services
4	ITEMS FOR INFORMATION –		
4.1	Project evaluations		Charity Manager
4.2	Investment manager report & RBC acquisition update		Charity Manager / Head of Financial Services
5	OTHER MATTERS –		
5.1	Any other urgent business	Oral	Chair
5.2	Date of the next meeting: • 1 st March 2023		

Jones, Shania
02/12/2022 11:46:15

UNCONFIRMED

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

Present:

Vivienne Harpwood
Rhobert Lewis
Pete Hopgood

Chair (Committee Chair)
Independent Member (Committee Vice Chair)
Director of Finance and IT

In Attendance:

Abe Sampson
James Quance
Sarah Pritchard
Shania Jones

Charity Manager
Interim Board Secretary
Head of Financial Services
Charity Administrative Support Officer

Apologies

Carol Shillabeer
Claire Madsen
Paula Walters
Bethan Hopkins

Chief Executive Officer
Director of Therapies and Health Science
Associate Director of Corporate Business
Audit Wales

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

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

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

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

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

Jones, Shania
02/12/2022 14:46:15

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

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

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

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

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

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

	<p>examine the ethical investment policy therefore, there is scrutiny around this matter.</p> <p>The Board Secretary agreed with all the comments made and agreed that the wording should be updated moving forward before it is taken to the Board.</p> <p>ACTION: The Charity Manager will update the strategy and amend the detail to the ethical investment policy.</p> <p>It was noted by the Charity Manager that previous comments regarding the Charity Strategy received prior to the meeting have been taken on board and the paper has been amended to reflect these.</p> <p>The Director of Finance and IT provided further comments that the document was well presented and was clearly laid out which provided a good understanding.</p> <p>The Committee DISCUSSED and APPROVED with the NOTED amendments to the ethical policy section (page 8).</p>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

ITEMS FOR DISCUSSION

CF/22/30	<p>RIC HUB INNOVATION FUND PROPOSAL</p> <p>The Charity Manager presented the Regional Innovation Coordination (RIC) hub fund proposal to the Committee for discussion before it is submitted to the Executive Committee for support and review with the possible return to Charitable Funds Committee for approval.</p> <p>The proposal is seeking funding for the establishment of a new grant scheme to support innovative projects across the Health Board and regional partnership, with responsibility for the allocation of the fund delegated to the RIC Hub (with input and oversight by the Executive Committee and the Charitable Funds Committee). This would operate in a similar fashion to the PAVO small grants scheme project previously funded by the Charity.</p> <p>The RIC Hub is seeking £35,000-£50,000 per year for an initial period of three years, with regular reporting and evaluation during this period.</p> <p>This will allow time for the fund to be established and provide sufficient opportunity to evaluate the efficacy of the fund. The scheme will look to support individual health and care innovation / improvement / research projects, which seek to implement sustainable system improvements.</p>
----------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Funding will be allocated to individual projects, subject to successful application. All applications for funding would be required to be presented to Executive Committee in advance of the RII Panel, and the Charity Manager would also be consulted in advance, to ensure that projects are eligible to be funded from Charitable Funds. All decisions would also be ratified by the Charitable Funds Committee.

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

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

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

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

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

What are the next steps for this proposal?

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

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

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

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

CF/22/32	<p>CHARITABLE FUNDS FINANCIAL SUMMARY REPORT</p> <p>The Head of Financial Services presented the Financial summary report the key messages included:</p> <ul style="list-style-type: none"> - GENERAL FUNDS - From an amount of £2,361,101 held within General Purposes or designated funds at the 1st April 2022, income of £31,242 has been received and £148,485 of expenditure has been paid. This equates to 6.29% of funds held at 1st April 2022 have actually been spent. - LEGACY FUNDS - From an amount of £1,421,712 of funds held within legacies at the 1st April 2022, £0 income has been received and £1,320 of expenditure has been paid. This equates to 0.09% of funds held on 1st April 2022 have actually been spent. - BANK BALANCE - The Balance held within the bank account on 30th June 2022 is just over £0.861M. Discussions with the Charity's investment advisors as to whether a short-term investment option was available has been undertaken but they advised against any short-term investments. A minimum term of investment for 3 years is advised to ensure greater investment security. The advice therefore, was to retain this within the Charity bank account over the short term. Some larger items of expenditure expected in the second six months of the year should reduce the balance to approximately £0.7M but this will still be slightly above the target cash balance of £0.5M. <p>The Committee DISCUSSED and NOTED.</p>
----------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

ITEMS FOR INFORMATION

CF/22/33	<p>INVESTMENT MANAGERS UPDATE REPORT AND PRESENTATION</p> <p>The Head of Financial Services presented the paper to the Committee. It included the most recent quarterly report from Brewin Dolphin, which covers the period of 01/04/2022 – 30/06/2022. The key challenge for the period was preparing for a recession, with global central banks shifting focus to fight inflation from the previous goal of avoiding recession. Brewin Dolphin have reduced equity</p>
----------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

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

Research Midwife

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

Highlights to date from the first year include:

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

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

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

Jones Shania
02/12/2022 14:46:15

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

**Charitable Funds Committee
ACTION LOG (December 2022)**

Minute	Meeting Date	Action	Owner	Progress Position	Completed
CF/21/86	14 June 2022	The Charity Manager will follow up with Brewin Dolphin regarding the ethical investment criteria, with a view to bringing the next steps and decision-making process on the new policy to a future board development meeting.	Charity Manager	This item (new ethical investment strategy/policy) will be discussed at a future Board Development session with Investment Managers, Brewin Dolphin, in attendance once it can be arranged.	
CF/22/28	23 September 2022	The Charity Manager agreed to explore an issue with memorial benches that the Newtown League of Friends has raised and follow up to see if the Charity can support.	Charity Manager	Following a discussion with the Newtown LoF, the issue with the memorial benches has now been resolved.	
CF/22/29	23 September 2022	The Charity Manager will update the strategy and amend to remove the unnecessary detail regarding the ethical investment policy.	Charity Manager	The discussed amends to the strategy have been made.	
CF/22/30	23 September 2022	The Charity Manager and the Head of Financial Services will meet to discuss the best mechanism and process for ensuring all funding requests are reviewed against legacy and restricted fund criteria in terms of expenditure.	Charity Manager and Head of Financial Services	Charity/Finance meeting held to discuss on 24th October, future charitable funds requests will be reviewed against legacy/restricted funds with the appropriate funding code included on proposals prior to approval and procurement.	

Jones Shania
02/12/2022 11:45:15

Key:
Completed
Not yet due
Due
Overdue

**Charitable Funds Committee
Previously completed actions**

Minute	Meeting Date	Action	Action By	Progress Position	Completed
CF/21/25	03-Dec-20	The Charity Manager to 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	<p><u>14 June 2022</u> The Board Development session took place on the 13th May and additional information on the delegation levels has been included in the most recent meeting papers.</p> <p><u>01 December 2021</u> This item will return for discussion at a forthcoming Board Development session.</p> <p><u>23 September 2021</u> This work has been split into separate items with a new framework for approving expenditure being developed.</p> <p><u>02 June 2021</u> The Governance review was intended for the Committee meeting in June. Due to time restrictions the item was pushed back and will be taken to the next Committee meeting in September.</p> <p><u>04 March 2021</u> Information on the delegation levels will be presented with clarity on core vs non-core guidelines to be shared following an internal</p>	
CF/21/59	02-Jun-21		Charity Manager and Head of Financial Services	<p><u>23 September 2021</u> The extension expenditure noted at the June meeting was from the agreed extension in December 2020. This additional funding loophole had been flagged prior to approval.</p>	
CF/21/59	02-Jun-21	Provide confirmation regarding the extension details on funding just under the delegated threshold for the telehealth facilitator.	Charity Manager and Head of Financial Services	<p><u>23 September 2021</u> The extension expenditure noted at the June meeting was from the agreed extension in December 2020. This additional funding loophole had been flagged prior to approval.</p>	
CF/21/62	02-Jun-21	Review the investment portfolio ethical policy criteria and discuss with the investment manager.	Director of Finance and IT	<p><u>23 September 2021</u> Following a discussion with the Investment Manager, they have produced a presentation to provide guidance on refreshing ethical policy criteria.</p> <p>The investment manager will also attend the December charitable funds committee meeting.</p>	

John Shania
07/12/2022 11:46:15

AGENDA ITEM: 2.1

Charitable Funds Committee		DATE OF MEETING: 07 December 2022
Subject:	Bids for Approval	
Approved and Presented by:	Charity Manager	
Prepared by:	Charity Manager	
Considered by Executive Committee on:	RIC Hub proposal reviewed and supported by the Executive Committee on 9 November 2022	
Other Committees and meetings considered at:	RIC Hub proposal discussed by the Charitable Funds Committee on 23 September 2022	

PURPOSE:

Receive items for approval from the Powys General Fund and any items from Local Funds or COVID Response Fund over **£5,000** in total value.

RECOMMENDATION(S):

The Charitable Funds Committee is requested to APPROVE requests for funding for the following:

- **RIC Hub innovation grant scheme (£105,000 - £150,000 across three years)**
- **Photosymbols application (£1,440)**
- **Eisteddfod application (£100)**

Approval/Ratification/Decision¹

Discussion

Information

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

✓	x	x
---	---	---

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

Strategic Objectives:		
	1. Provide Early Help and Support	
	2. Tackle the Big Four	
	3. Enable Joined up Care	
	4. Develop Workforce Futures	✓
	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 the following application to Powys General Purposes Funds (due to the nature of the RIC Hub innovation grant scheme, some supported projects may be funded from other funds if deemed more appropriate):

- **RIC Hub innovation grant scheme (£105,000 - £150,000 across three-years)**
- **Photosymbols application (£1,440)**
- **Eisteddfod application (£100)**

DETAILED BACKGROUND AND ASSESSMENT:

Jones, Shania
02/12/2022 11:49:15
Bids for Approval

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.

Proposals with a value over **£5,000** from local funds and 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.

All procurement and spend associated with the projects that are granted charitable funds to support innovation will be subject to normal Financial Control Procedures, levels of authorisation, digital governance review, etc. for assurance.

Details of all bids can be found at Appendix 1, 2 and 3.

RIC Innovation Grant proposal

The RIC Hub Innovation Grant proposal is seeking the establishment of a new grant scheme to support innovative projects across the regional partnership, with responsibility for the allocation of the fund delegated to the RIC Hub (with input and oversight by the Executive Committee and the Charitable Funds Committee).

The RIC Hub is seeking £35,000-£50,000 per year for an initial period of three years.

This will allow time for the fund to establish and provide sufficient opportunity to evaluate the efficacy of the fund. The scheme will support individual health and care innovation / improvement projects, which seek to implement sustainable system improvements.

Funding will be allocated to individual projects, subject to successful application. All applications for funding would be required to be presented to Executive Committee in advance of the Research, Innovation & Improvement (RII) Panel, and the Charity Manager would also be consulted in advance, to ensure that projects are eligible to be funded from Charitable Funds.

Decisions made by the RII panel to grant charitable funds to support innovation would be ratified by the Charitable Funds Committee.

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			
	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>				

Appendix 1 – RIC Hub Innovation Grant Scheme Proposal

PTHB Charitable Funds - Full 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"/>

Please note which locality will benefit from this proposal (select all that apply):

North Powys	<input checked="" type="checkbox"/>
Mid Powys	<input checked="" type="checkbox"/>
South Powys	<input checked="" type="checkbox"/>
Other (specify below)	<input type="checkbox"/>

Please note the most relevant health and wellbeing area for this proposal (e.g., mental health, recovery from COVID-19, physiotherapy, cancer care, etc.)

All health and care areas across Powys will have opportunity to benefit from this proposal, subject to application to the Regional Innovation Coordination (RIC) Hub and approval by the Research, Innovation & Improvement (RII) Panel.

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

This proposal is seeking the establishment of a specific fund to support research, innovation, and improvement projects across the regional partnership footprint, with responsibility for the allocation and granting of the fund delegated to the RIC Hub.

We want Powys to be recognised as a place that is confident and successful in delivering research, innovation and quality improvement activities and

applying tools and techniques into our day-to-day working, which will improve our patient care. Through the generation and application of learning, evidence, knowledge, and innovation we will add value, drive advancement and support sustainability to bring about demonstrable improvements in clinical effectiveness, the care, experiences and health and wellbeing outcomes of people across Powys.

To improve and grow the quality and impact of our activities we need continue to develop a progressive culture:

- Where innovation, improvement and research are recognised as everyone's business, responsibility, and gift
- Where research, continuous improvement, innovation and the generation and application of evidence is commonplace
- Supported by robust governance and effective systems, tools, and processes
- Where we celebrate success and share learning from experience
- That recognises and strives to realise its potential, reach and contribution across health, social care and wider systems.

There is the need to establish an approach that enables all staff across the Health and Care system to think with an innovation and improvement mind set. This will be achieved by creating the right culture and support for research, innovation and improvement: sustainable processes for developing people's skills and knowledge, and then supporting and rewarding them for doing improvement work, with aligned processes for measuring performance and managing resources.

This fund overseen by the RIC Hub would enable us to increase the number of people who participate in research, innovation and improvement, and the scope of opportunities to be involved across Powys and our communities. It would also allow us to implement internal funding calls available to all staff, for small grants and dedicated time to generate the evidence for new research, innovation and improvement proposals.

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

The Welsh Government's (WG's) 'A Healthier Wales: our Plan for Health and Social Care' confirmed the need for a common approach across Wales to the identification and co-ordination of innovative and transformational delivery service models, and new ways of working that contribute to making our services better. To drive this forward, RIC Hub was established in each RPB.

The RIC Hub will support research, innovation and improvement by embedding the infrastructure and enabling conditions needed in Powys by identifying the current state of play, the needs and the gaps in the region, as well as the broader activity, direction of travel and opportunities in the broader landscape; understanding what is important to the region, the RPB partnership and the people of Powys; supporting the workforce and developing RII capacity and capability; developing networks, partnership and collaborations that are essential to progressing ideas through research and innovation pathways; understanding the data that exists, what it tells us and what we can and should be doing with it; and, sharing our ideas and learning from others.

The RIC Hub aims to improve outcomes for service users by identifying and promoting high-value innovation and improvement activity, for example through prevention, earlier diagnosis, more accurate intervention, and addressing unwarranted variation and duplication in the system. To further embed the RIC Hub across the RPB, the RIC Hub is positioning itself within the Health and Care Academy (HCA) as one of the four schools that constitute the HCA, the School of Research, Development and Innovation. The HCA is heavily focused on integrated approaches, with each 'school' offering a collaborative portfolio of specialism underpinned by research, development, innovation and strong leadership. Therefore, the RIC Hub will be central to activity across the breadth of the HCA.

The COVID-19 pandemic saw the introduction of new ways of working and innovations at a pace unparalleled previously, whilst at the same time, whole projects were abandoned, adapted and even accelerated. The Hub has taken a lead role in gathering insights and learning, not only in relation to COVID-19, but from other sources of intelligence, observation and engagement in various projects, programmes and ways of working, managing and even measuring performance, quality and safety. It is the central coordination role of the Hub and its central tenets of learning and pushing progress, that provides the prime position to support integration, collaboration and add value to the RPB by coordinating, facilitating and driving RII activity that meets the needs of the people of Powys, reflects what is important to them and to the organisations across the partnership, and aligns to the strategic objectives at a regional and national level.

This proposal will benefit both the Health Board and the wider system. As a Health Board we are committed to working both locally and nationally and drive service transformation, education and contribution to the value and quality agenda. We seek to ensure high quality practice becomes increasingly culturally embedded in all aspects of service delivery, to improve healthcare outcomes and contribute to knowledge to further improve the provision of evidenced based practice. It is our ambition to widen the opportunities for

participation for our service users and staff alike, thereby ensuring equity of access to research for the people of Powys.

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

Each member of staff across the Health and Care system has a key role to play in creating and delivering improvements for our patients and staff. No improvement is too small, and we will capture them and promote them through our Research, Innovation and Improvement Hub.

To accelerate and support the drive towards better quality and value for health and care, through a culture of purposeful innovation, additional funding is sought to support individual health and care projects across Powys. These projects have not yet been identified, but the above activities will promote and identify innovative projects and activities that could be taken forward through the availability of charitable funds.

There will be a robust process in place to enable effective management of the funds but also to clearly describe the impact and how the funded projects will be evaluated against agreed outputs aligned to the outcomes described in our Health and Care Strategy for Powys.

We are keen to work in partnership to develop '**The Powys Welsh Dragons' Den**' which would seek to encourage innovation and improvement within our primary and community care services. It gives an opportunity for any member of staff to put forward ideas that will improve or enhance care and patient experience by awarding small grants to help put these ideas into practice. The anticipated process would be:

- Applicants would be required to undertake a simple application process which would ask for an outline of the idea, how it will make a difference, and what financial or practical support is needed to get it to work.
- Applications will be reviewed by the panel which considers if the application contains enough information to continue and if the application is feasible and fits with our Powys objectives.
- Those that meet the above criteria will be invited to present their idea to the 'Powys Welsh Dragons' Den'.
- All projects will be assigned a 'sponsor', who will support applicants with their presentation/ pitch.

- Successful applicants are required to evaluate the effectiveness of successful bids once implemented.

A Research, Innovation & Improvement (RII) Panel meets weekly to consider all applications for research, service evaluation, improvement, and innovation projects; and is constituted of staff from the RIC Hub and the wider improvement agenda, research and development (including the Clinical Lead for Research), and Information Governance Colleagues. The panel is chaired by the Research & Development Manager.

This panel would consider initial applications for funding support from the Charitable RI&I Fund.

All applications for funding would be documented and considered as part of the RII Panel and decisions recorded. The Charity Manager would also be consulted in advance, to ensure that projects are eligible to be funded from Charitable Funds. Decisions made by the RII panel to grant charitable funds to support a project would be presented to Executive Committee in advance of consideration and ratification by the Charitable Funds Committee.

It will be a requirement of the application that any projects seeking support from this fund will be asked to confirm that they are not receiving financial support from any other funding source.

All procurement and spend associated with the projects that are granted charitable funds to support innovation will be subject to normal Financial Control Procedures, levels of authorisation, digital governance review, etc. for assurance.

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

The fund will support individual health and care research, innovation and improvement projects, which seek to implement sustainable system improvements.

Each project supported by the fund will be subject to approval by the RII panel prior to the granting of any funds.

Anyone applying for funding will be required to confirm within their application that they will provide regular performance and evaluation reports to monitor progress and to contribute to the repository of lessons learned that the RIC Hub coordinates.

The reporting and evaluation for each project will be individually agreed with the project lead and will be monitored by the RIC Hub. The performance and evaluation framework will reflect the framework currently being developed for projects funded by the Welsh Government Regional Integrated Fund, of which the RIC Hub is currently overseeing the development of. The framework will facilitate the evaluation and learning of projects by adopting the Developing Evidence Enriched Practice (DEEP) principles, which is a co-production to gathering, exploring and using diverse types of evidence in learning and development using story and dialogue methods. This will include stakeholder stories, pictures and measures of success.

This funding will support short term and for time limited projects. As part of the bid application process, projects will be required to detail their exit strategy, which specifies how the project will maintain sustainability in the longer term.

The RIC Hub will offer advice and support to services to develop sustainability plans.

The RIC Hub will prepare regular updates to the Charitable Funds Committee at intervals to be agreed.

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

The RIC Hub is seeking an allowance of between £35,000 - £50,000 for the RIC Hub Charitable Fund, for an initial period of 3 years. This will allow time for the fund to establish and provide sufficient opportunity to evaluate the efficacy of the fund.

Funding will be allocated to individual projects, subject to successful application. Each application will be subject to considerable scrutiny and will be required to commit to provide regular performance and evaluation monitoring, prior to approval by the RII panel. As described above, decisions made by the RII panel to grant charitable funds to support innovation would be ratified by the Charitable Funds Committee.

Contact details

Name: Caroline Evans

Email address: caroline.evans7@wales.nhs.uk

Phone number: 07769 838383

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: Caroline Evans	Role: RIC Hub Manager
Signature: 	Date: 18 th August 2022
Approving manager	
Name: Amanda Edwards	
Role: Assistant Director Innovation & Improvement	
Signature: 	
Date: 12 th October 2022	
Approving executive director (if request is above £25,000)	
Name:	Role:
Signature:	Date:

Additional information



Ysgol Ymchwil, Datblygu
ac Arloesi
School of Research,
Development and
Innovation



Powys Regional Innovation Coordination (RIC) Hub Innovation Grant Funding Guidelines

PTHB Charity is the registered charity (charity no. 1057902) for the whole of the Powys Teaching Health Board, which looks after all donations that are made to PTHB staff, services, and hospitals. The Powys RIC Hub Innovations Grant scheme has been funded through the PTHB Charity. The grant scheme aims to distribute funding for the purpose of developing innovative solutions for health and care activity across the footprint of Powys.

All projects should aim to enhance or improve the health and wellbeing of NHS staff, patients and the community above and beyond what can be provided through core funding, through the application of innovation. Applicants will need to demonstrate how their proposals meet the criteria and outline their plans for evaluation and reporting.

Funding is open for all Powys health and care staff wishing to seek support for innovative projects to make an application by completing an application form and returning it to the RIC Hub (details below).

Eligible proposals will be reviewed and approved by the Research, Innovation and Improvement Panel with guidance from the Charity Manager and approval from PTHB Executive Committee.

What can be supported?

Examples of projects that can be supported through innovative Charitable Funds are:

- Staff costs for a specific innovation project with a defined scope and timeframe.
- Research projects that seek to identify innovative solutions.
- Implementing technological solutions that will enhance the delivery of health and care, e.g., Robotics, Artificial Intelligence, Apps.

Jones, Shania
02/12/2022 11:49:15

Bids for Approval

Page 12 of 25

Charitable Funds Committee
23 September 2022
Agenda Item: 2.1

- Implementing technological solutions that will support the delivery of health and care solutions, e.g., Digital, Patient Records, Infrastructure.
- Evaluating, defining or implementing different ways of working.
- Defining and developing new processes.

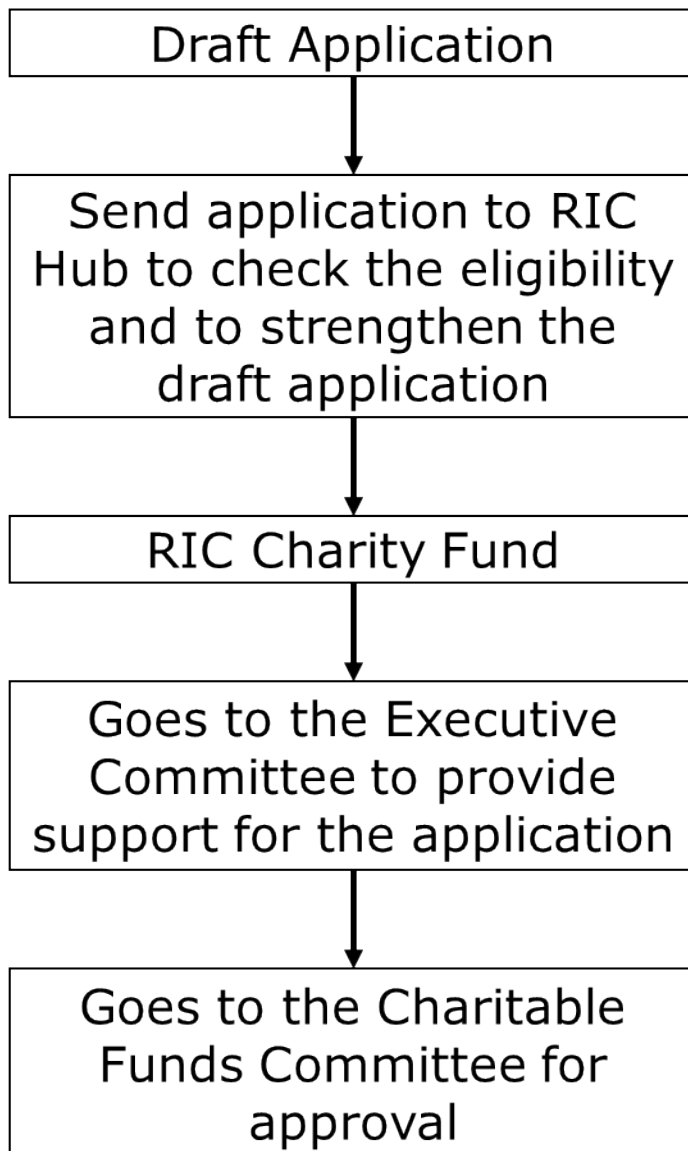
The use of funds should be able to pass a public perception test, and applicants should refer to the **PTHB Charity Funding Guidelines** alongside this document when considering their application.

All proposals and questions should be submitted to the RIC Hub at the email address: bright.ideaspowys@wales.nhs.uk

The above lists are not exhaustive, exceptions apply, and staff are encouraged to contact the RIC Hub with any questions, or to discuss a potential proposal before submitting.

Jones, Shania
02/12/2022 11:49:15
Bids for Approval

Application process



Please note, the process can take approximately 2-3 months from submission of application to approval – applicants are advised to allow for 3 months

Tips for a successful application

Based on previous applications to the Charity, we've developed the following top tips to help you on your way to creating a successful project proposal.

- **Community** – who are all the possible beneficiaries of the project, direct and indirect?
- **Why?** – What was the impetus for the project and how can it make a positive impact for all those involved?
- **Resourceful** – demonstrate that you are making the best use of resources and tools to enhance your project where possible.
- **Partnership** – consider linking in with other groups/organisations that may have valuable experience and input.
- **Legacy** – tell us what kind of long-term or lasting impact your project might have beyond the life of the project.
- **Evaluation** – please don't underestimate the value of a good evaluation plan, it will tell the story of your project.
- **Exit** – explain if/how your project will continue after the charitable funding has come to an end. Will there be new funding opportunities? Will it still be necessary by then?

All proposals and questions should be submitted to the RIC Hub, at the email address:

Bright.IdeasPowys@wales.nhs.uk

Jones, Shania
02/12/2022 11:49:15

Appendix 2 – Photosymbols application

PTHB Charity – General Funds Application

What is the title of this project/request?

Photosymbols license to enable PTHB staff to have access to Easy Read friendly images

Please choose the funding theme that applies to this proposal (select all that apply):

Environment and Sustainability	<input type="checkbox"/>
Developing our Workforce	<input checked="" type="checkbox"/>
Recovery and Renewal	<input type="checkbox"/>
Addressing Socioeconomic Inequality	<input checked="" type="checkbox"/>
Aiding Primary Care	<input checked="" type="checkbox"/>

Who will benefit from this funding?

We have previously been successful in our bid for Easy Read training for PTHB staff. The benefits of producing Easy Read documents are as outlined in the original application:

Patients from any groups who find traditional written materials, pamphlets etc. difficult to access due to their complexity. Typically EasyRead is produced with individuals with Learning Disabilities in mind, however a range of other groups could benefit from the availability of EasyRead documents such as:

- the profoundly Deaf (who typically have lower reading ages than their peers who are not deaf);
- individuals for whom English or Welsh are not their native languages;
- individuals with neurologically diverse conditions not necessarily considered disabilities e.g. Autism Spectrum Disorders, Dyslexia, ADHD
- individuals suffering from mental health difficulties affecting concentration which or other difficulties related to processing information and/or reading;

- those whom for whatever other reason have had poor educational outcomes, including those for whom socio-economic deprivation has adversely impacted on their education and reading skills;
- anyone else who might find it difficult to read and understand the standard version of a written document.

Producing Easy Read materials ourselves, rather than commissioning this work is cost effective for PTHB.

3 Easy Read training sessions have already taken place between April – September 2022 with 21 members of staff learning a new skill as a result.

Trained staff are from a variety of service areas including Welsh language and Equality, Communications, Learning Disabilities, Occupational Therapy and the Living Well team.

In order to create Easy Read documents, we need access to an Easy Read friendly image bank.

PTHB's image bank, istock is not suitable as a primary source for easy read images, as it is very expensive and would require a lot of editing to images which will take much longer. It can be used as a supplement only as and when necessary.

Access to Photosymbol images for Easy Read documents will enable all attendees of the first training sessions to put together an Easy Read document for the second training session to use and develop the skills that they will then be able to use to create Easy Read documents for their service areas.

How will this funding enhance service provision? Consider the need and expected impact.

As outlined in the previous Easy Read training application, EasyRead is a widely used format for informative documents (such as healthcare instructions) that uses a combination of large print, simple language, pictures and an extremely parsimonious approach to content in order to produce documents for use by those with Learning Disabilities (or the other groups outlined above).

If an in-house capacity were established to produce EasyRead documents, this would enable documents to be produced in EasyRead centrally at no additional charge to the individual departments (much as happens at present with Welsh translation); this would make it much easier and faster for departments to provide documents in this format.

Assuming that the end result would be an increase in the production of EasyRead documents, the direct benefits of this investment would be:

Jones, Shania
02/12/2022 11:49:15

- A greater understanding of treatments and healthcare processes for a variety of marginalised groups (see above), leading to Improved healthcare outcomes.
- Reduction in clinical risks posed by a failure to understand treatment or to follow clinical instructions.
- Potential that patients who better understand their treatment will be calmer, meaning an improvement in the patient/staff relationship.
- Where patients are happy to receive a simpler written explanation this means staff need to spend less time explaining treatments.
- Reduction in telephone calls etc. from patients requiring explanations or clarifications.
- Reduction in concerns or complaints.

As 21 members of staff from various service areas across the health board have already taken part in the first training sessions, they will have the skills and software needed to participate in the second training sessions and to create Easy Read information for their service areas in the future.

This will result in an increase in the production of Easy Read documents, as outlined above, making information accessible to patients and family members across Powys at no additional cost to the health board.

Our aim is to offer Easy Read training to more members of staff in the future so that more service areas are able to create Easy Read documents.

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities and cost per item or whether there are any ongoing costs.

A subscription for 10 individual users across the health board to Photosymbols to have access to images and be able to create documents on behalf of their service area.

20 members of staff from various service areas have already taken part in Easy Read training and I propose that we buy the small subscription package for **£1,440.00** for 2 years (with 10% discount) which would give us 10 licenses.

Details of the small package can be found here: [Small Organisation Subscription – Photosymbols](#)

Details of other packages are here: [Welcome to Photosymbols](#)

Each service area that have taken part in the training so far i.e Living Well Service, Learning Disabilities, Equality, Mental Health, Occupational Therapy, Communications, would have a designated person(s) that can access Easy Read images and create documents (or add images to text) for their department.

Note: Images cannot be shared across the organisation unfortunately and accounts will be blocked if this is done.

With more staff having access to Easy Read images, more documents will be produced quicker and more efficiently.

We propose that we purchase a 2 year license initially so that the number of documents produced can be monitored. Creating Easy Read documents internally will inevitably save PTHB money rather than outsourcing the work. At the end of the 2 year period licenses will be evaluated and the cost of future licenses will potentially be funded through core budgets for those departments that wish to continue to have access to Easy Read images.

How will you evaluate the success of this project? Consider any opportunities there may be to capture feedback from beneficiaries.

In terms of cost/benefit this proposal could very quickly recuperate its cost, relative to similar Success measures would include:

- Number of Easy Read documents created across various departments.
- Feedback from patients who benefitted from the documents (e.g. Patient Stories)
- Feedback from staff who have used the documents with patients.
- Feedback from service users, which are part of the Powys Learning Disability forum, on draft documents before they are published.

Contact details

Name: Sian Jones

Email address: sian.jones101@wales.nhs.uk

Phone number: 07939385701

Location: Ward Hafren, Bronllys

Declaration

I confirm that I have attained approval from the appropriate director/authorising executive for this request.



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



Applicant

Name: Sian Jones

Role: Equality & Welsh Language Officer

Jones, Shania
02/12/2022 11:49:15
Bids for Approval

Signature: S.Jones	Date: 10.10.22
Approving manager/executive	
Name: Claire Madsen	Role: Executive Director of Therapies and Health Science
Signature: Approval given electronically.	Date: 11.10.2022

Jones, Shania
02/12/2022 11:49:15

Bids for Approval

Page 20 of 25

Charitable Funds Committee
23 September 2022
Agenda Item: 2.1

PTHB Charity – General Funds Application

What is the title of this project/request?

Eisteddfod GIG Cymru 2023

Please choose the funding theme that applies to this proposal (select all that apply):

Environment and Sustainability	<input type="checkbox"/>
Developing our Workforce	<input checked="" type="checkbox"/>
Recovery and Renewal	<input type="checkbox"/>
Addressing Socioeconomic Inequality	<input type="checkbox"/>
Aiding Primary Care	<input type="checkbox"/>

Who will benefit from this funding?

Eisteddfod GIG Cymru will be open to all staff across PTHB who wish to participate.

How will this funding enhance service provision? Consider the need and expected impact.

Being part of the Eisteddfod GIG Cymru will give staff across PTHB (Welsh speaking and non Welsh speaking) the opportunity to hear, use and practice their Welsh skills in an informal setting.

Welsh speakers and learners can sometimes lack the opportunity to practice and gain confidence to use their Welsh skills, which can, in turn, prevent them from using their Welsh with patients and colleagues. The Eisteddfod will be an opportunity to use their Welsh to compete in the competitions or just to join and listen to the ceremonies and results on March 1st 2023.

Eisteddfod GIG Cymru is the latest event held by the Welsh Language Teams across NHS Wales organisations to raise awareness about the language and provide opportunity to hear and use Cymraeg – the first event, the Diwrnod Shwmae, Su'mae Quiz held in October, was a success.

We will promote the event amongst all PTHB colleagues and especially amongst the members of our two staff networks for Welsh speakers and Welsh learners.

Being part of Eisteddfod GIG Cymru will support PTHB to meet our Welsh Language Standard 100 (below). Even though the Eisteddfod will not be training, it will be an opportunity for staff who wish to take part to improve and develop their Welsh skills.

Standard 100: You must provide opportunities for employees who have completed basic Welsh language training to receive further training, free of charge, to develop their language skills.

The Eisteddfod is open to all members of staff, whether they wish to develop their Welsh skills or not. The competition categories, all under the theme of 'Y Ffilltir Sgwar' (The Square Mile) include;

1. Written word (English) 1000 words
2. Written word (Welsh) 1000 words
3. Photography
4. Painting or piece of art
5. Welsh learner of the year
6. Family / Children's category (collage)

Therefore the Eisteddfod would be a key staff well-being opportunity and the Welsh language team will work with the well-being team to promote the event.

What items are you requesting? Try to provide a detailed breakdown of the funding required, including quantities and cost per item or whether there are any ongoing costs.

The costs for the Eisteddfod are small and will be shared between all health organisations taking part (all health boards, apart from BCUHB, are involved as are PHW and NWSSP).

Costs include trophy and gift tokens for the winners of all 5 categories and a thank you token for the judges.

The judges are well known in their area of work and are keen to support the Eisteddfod.

A breakdown of costs is below.

Each health organisation is down to contribute £60.50 but, are requesting **£100** in order to cover any additional costs that may arise before March 1st - some judges may charge more for their time for example, (if there is underspend, this will be returned to charitable funds)

Category Prizes	Gift Token	Trophy	Judges Thank you gift
Written Word (Cymraeg)	50	30	25
Written Word (English)	50	30	25
Photography	50	30	25
Sculpture or Painting	50	30	25
Learner of the Year	50	30	25
Children of Staff category (Collage)	25	30	25
add % for unforeseen costs	0%	0%	
Total:	£ 275.00	£180.00	£ 150.00
Total Cost:	£ 605.00		

Cost for each organisation	
Bwrdd Iechyd Hywel Dda	£ 60.50
Bwrdd Iechyd Aneurin Bevan	£ 60.50
Ymddiriedolaeth Ambiwylans	£ 60.50
Iechyd Cyhoeddus Cymru	£ 60.50
Bwrdd Iechyd a Dysgu Powys	£ 60.50
Bwrdd Iechyd Caerdydd a'r Fro	£ 60.50
Bwrdd Iechyd Cwm Taf	£ 60.50
Bwrdd Iechyd Abertawe	£ 60.50
GIG Gwasanaethau a Rhennir	£ 60.50
Ymddiriedolaeth Felindre	£ 60.50

How will you evaluate the success of this project? Consider any opportunities there may be to capture feedback from beneficiaries.

Eisteddfod GIG Cymru builds on the success of the Diwrnod Shwmae Su'mae Quiz that was held in October. Nearly 80 members of staff across 5 health organisations showed an interest in attending the quiz, 45 did take part and most were interested to see more similar events taking place in the future when we asked for feedback.

Cardiff and the Vale UHB also held their own pilot Eisteddfod in 2022, which gained a lot of interest and participation amongst staff.

A sharepoint page for Eisteddfod GIG Cymru has been established to share information on competitions with staff: [Eisteddfod y GIG / The NHS Eisteddfod \(sharepoint.com\)](#) This will be shared widely with staff at PTHB.

After the Eisteddfod, we intend to send a feedback form (as we did following the quiz) to evaluate how the Eisteddfod went and to get feedback from participants on what worked well, what they would like to see done differently in future and what other events they would like to be part of.

We will also be capturing data on how many staff members from each health board have taken part.

Contact details

Name: Sian Jones

Email address: sian.jones101@wales.nhs.uk

Phone number: 0793938701

Location: Bronllys

Declaration

I confirm that I have attained approval from the appropriate director/authorising executive for this request.



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



Applicant

Name: Sian Jones

Role: Welsh Language & Equality Officer

Signature: S.Jones

Date: 17.11.22

Approving manager/executive

Name: Claire Madsen	Role: Executive Director of Therapies and Health Science
Signature: Approval given electronically.	Date: 17.11.22

Jones, Shania
02/12/2022 11:49:15

Bids for Approval

Page 25 of 25

Charitable Funds Committee
23 September 2022
Agenda Item: 2.1

Agenda item: 2.2

Charitable Funds Committee		Date of Meeting: 7th December 2022
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 ratify items of expenditure approved by those with relevant delegations during September 2022 to October 2022.

RECOMMENDATION(S):

The Charitable Funds Committee is requested to NOTE and RATIFY items with a combined value of £7,064 attached that have been approved for expenditure during September 2022 to October 2022.

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

EXECUTIVE SUMMARY:

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 Executive Directors/Assistant Directors 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 £7,064 attached have been approved for expenditure during September 2022 to October 2022.

This listing is provided at Appendix A.

This excludes expenditure approved against the Covid Fund which is subject to a separate reporting to the committee.

Delegated managers are Assistant Directors/Executive Directors in line with the Charitable Funds revised Financial Control Procedure approved at the June 2020 meeting.

NEXT STEPS:

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

Appendix A

Ratification of expenditure approved
under delegated authority

Page 3 of 4

Charitable Funds Committee
7th December 2022
Agenda Item: 2.2

Fund	Item	Reason for purchase	£	Approved
Items Approved Sep 2022				
Palliative Care	Palliative Care Link Nurse Programme to meet 3 times per year- Funding for outside speakers and venues for link nurse programmes and educational events	To share views relating to knowledge, and support across the team. There is a link nurse for each community ward and district nursing team to attend and there will be a process of evaluation after each session	1,500	H Thomas
Builth Staff Amenities	Kitchen equipment, bags and Leg Club study days	Microwave Kettle Toaster for staff use. Weighing scales for use in incontinence assessment (of products). Hessian Bags for transporting daily Equipment embroidered with the District Nursing team on. Leg Club study placement for 4 members of staff at £90 each .	564	S Powell
Items Approved Oct 2022				
South & Mid Powys Community & Palliative Care	Advance Care Planning "My life My Wishes" - leaflets	Production costs of training and patient materials used amongst THB Staff, Volunteers and Third Sectors partners. The document supports the persons ability to ensure their wishes are known and supports health and social care colleagues in working towards meeting these wishes	5,000	H Thomas
TOTAL			7,064	

AGENDA ITEM: 2.3

Charitable Funds Committee		DATE OF MEETING: 07 December 2022
Subject :	Charitable funds FCP 007 Policy and Terms of Reference	
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:

The purpose of this paper is to present an updated version of the Charitable Funds Policy and Guidance document for PTHB staff (FCP 007) and Terms of Reference, which are due for review.

RECOMMENDATION(S):

The Charitable Funds Committee is requested to REVIEW and APPROVE the following documents:

- **Charitable Funds FCP 007 Policy**
- **Charitable Funds Committee - Terms of Reference**

Jones, Shania
02/12/2022 11:46:14

Approval/Ratification/Decision ¹	Discussion	Information
✓	x	x

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

Strategic Objectives:	1. Provide Early Help and Support	✓
	2. Tackle the Big Four	✓
	3. Enable Joined up Care	✓
	4. Develop Workforce Futures	
	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 Terms of Reference and Charitable Funds staff policy and guidance documents presented here are updates of the existing documents that can be found on the PTHB intranet and websites, last reviewed in 2020 and 2021.

The full details of the documents can be found at Appendix 1-2.

DETAILED BACKGROUND AND ASSESSMENT:

Following an internal audit of Charitable Funds carried out in Autumn 2022, these two policies were highlighted as being due for review by the Charitable Funds Committee in line with the Committee's standard governance requirements.

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

The Terms of Reference document was also highlighted to be updated to align with the newly agreed Standing Orders, implemented in late 2021. These changes have now been made in the attached document.

NEXT STEPS:

Once reviewed and approved by the Committee, the documents will be updated and published on the PTHB website, staff intranet and Sharepoint sites. The documents will also be updated with the dates of the next review point.

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				<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	✓				

Jones, Shania
02/12/2022 11:46:14

Appendix 1 – Charitable Funds FCP 007 Policy

FCP 007

CHARITABLE FUNDS POLICY AND GUIDANCE FOR STAFF

Date	Version	Review Date
Feb 2004	1	Feb 2007
May 2008	2	May 2011
Oct 2011	3	Oct 2014
Jan 2014	4 - Considerable change to include guidance for Staff to support Charitable Funds Strategy adopted Nov 2012.	Jan 2017
Jun 2020	5	Dec 2022
Dec 2022	6	Dec 2024
Responsible Officer	Charity Manager	
Approved by	Charitable Funds Committee	

Report Distribution: Sixth Issue

	Date Sent	Reviewed	Adopted
Approval by Charitable Funds Committee			

PROPRIETARY INFORMATION

This document contains proprietary information belonging to the Powys (t) Health Board. Please do not produce all or any part of this document without written permission from the Board.

Jones, Shania
02/12/2022 11:46:14

Contents

1. Introduction

Definition of Charitable Funds

Powys Teaching Local Health Board Charitable Funds

Our Strategic Aims

Objectives and Activities

2. Stewardship of Funds

Principles that Apply

Changes to the Charity

Investment Strategy

Ethical Policy

Attitude to Risk

3. Fund Distribution and Expenditure

Spending of Funds

General criteria for expenditure

Priorities for expenditure

Authorisation of expenditure

Fund opening

4. Governance of Charitable Funds

Responsibilities of the Trustees/Board

Responsibilities of the Charitable Funds Committee

Responsibilities of the Director of Finance

Responsibilities of Charity Manager

Responsibilities of the Fund Managers

5. Fundraising

6. Review

Appendix 1 – Guidance for Staff

1. Introduction

Definition of Charitable Funds

Charitable funds in the NHS originate from a variety of different sources including donations, legacies and through fund raising and may be for a specific or general purpose.

In order to be deemed charitable, funds held by the Health Board must have purposes which are for the general public good. The Health Board Deed for Powys Teaching Local Health Board Charitable Fund also allows charitable monies to be applied for purposes relating to the National Health Service and therefore funds are used for the benefit of patients and staff.

There are three main types of charitable funds recognised in law, including:-

- (a) Endowment Funds – where the 'lump sum' donation remains the same and only the interest is available for use;
- (b) Restricted Funds – where the donation has been made for a specific purpose, and
- (c) Unrestricted Funds – where the donation was general and as such is available for any charitable purpose.

Powys Teaching Health Board Charity

Powys Teaching Local Health Board Charitable Fund was formally created on the 28th May 2004 by a 'Deed of Arrangement' and replaced the Powys Health Care NHS Trust Charitable Fund, which had been in existence since 26th July 1996, following the transfer of charitable funds from Dyfed Powys Health Authority.

The Charity has an umbrella Charity registration under which funds are registered together under a single 'main' registration number.

Charitable funds donated to the charity are accepted, held and administered as funds and property held on trust for purposes relating to the health service in accordance with the National Health Service Act 1977 and the National Health Service and Community Care Act 1990.

The Teaching Local Health Board is the Corporate Trustee of the Charitable Funds governed by the law applicable to Local Health Boards, principally the Trustee Act 2000 and also the law applicable to Charities, which is governed by the Charities Act 2006.

The Board devolves responsibility for the on-going management of the charity to the Charitable Funds committee who administers the funds on behalf of the Corporate Trustee.

Jones, Shania
02/12/2022 11:46:14

Our Strategic Aims

Wherever possible, the Charity will strive to support the health and wellbeing of the people of Powys in the following ways:

Accessible

- Ensure that wherever possible the Charity's investment in local health care brings benefit to the community, the wider NHS and beyond.

Collaborative

- Look to support health improvement projects and cultivate partnerships which enable people to live healthy lives.

Inclusive

- Embrace equality and diversity by ensuring the Charity is of, by, and for, the people of Powys.

Innovative

- Play a key role in the development of greatly improved health care for Powys.

Sustainable

- Utilise the Charity's existing and future assets to strengthen its strategic priorities and deliver positive long-term impacts for Powys.

The key priorities for the Charity are:

- ✓ To ensure the Health Board's Charitable Funds are managed responsibly to deliver sustained health and wellbeing improvements for many years to come in Powys.
- ✓ To play a vital civic leadership role within the community.
- ✓ To provide transformational opportunities for learning, training and initiatives that can greatly improve the working environment for staff and enhance patient experience.
- ✓ To develop strong partnerships with other local organisations and support cross sector collaborations between the public and voluntary sectors.

Activities

Charitable funds are typically used for, but are not limited to, the following purposes:

Patients Expenditure: Purchase of items of equipment, provision of services facilities not normally purchased or paid for by or in addition to the normal NHS provision.

Staff Expenditure: a) Motivation of staff by improving staff facilities and by providing services that improve staff wellbeing

b) Education of staff by providing education over and above what would normally be provided by the NHS.

As laid down within Charity Commission Guidance all expenditure must fulfil a 'public benefit' criteria i.e. should provide benefit to as wide a group of people as possible.

2. Stewardship of Funds

Principles that Apply

Charitable funds must be applied for the purposes set out in the Health Board Deed as highlighted above and for no other purposes. The following principles apply:

- (a) the income and property of the charity must be applied with fairness and to persons who are properly qualified to benefit from it
- (b) the Trustee must act reasonably and prudently in all matters relating to the charity and must always bear in mind the interests of the charity
- (c) personal views or prejudices must not affect conduct
- (d) the same degree of care in dealing with the administration of the charity should be exercised as would be exercised in managing Health Board's other affairs

Changes to the Charity

The Corporate Trustee and/or its representatives have a legal duty to notify the Charity Commission of any changes in the registered particulars of the umbrella charity.

Investment Strategy

The overall aim in investing the Health Board's charitable funds is to maximise total return whilst balancing risks and the requirement for income. The first priority, however, must be the use of funds for the benefit of Powys.

The Trustee will annually review the investment strategy, taking advice as appropriate.

The Health Board's charitable funds can be invested in a number of different forms of investment and the balance between each will depend on the following, although cash holdings will usually be preferred for short term commitments:

- (a) the anticipated expenditure flows and therefore the need for liquidity;
- (b) the forecast returns from different investment instruments as advised by the Health Board's investment advisers in the light of current stock market trends;
- (c) other requirements such as the ethical policy and
- (d) the need to balance the interests of present and future beneficiaries.

The charity has a responsibility to ensure that it has sufficient monies held to meet all its commitments and obligations. Although the intention of the charity is to utilise funds in a timely manner there are instances where balances can be accumulated, and it is important that these balances are considered for placement on capital investment to ensure the best income return for the monies. All balances in investment and short-term accounts will be monitored by the Trustee.

Attitude to Risk

The Trustee has adopted a cautious approach to risk, based on the overall investment aim to at least maintain the real value of funds held, given the overall objective of expediting the beneficial expenditure of funds. The Charity operates under the same standard Financial Instructions (SFI's) and financial control procedures that are applied to the tHB's main operations. Income and Expenditure is monitored for each individual fund to ensure that spending and firm financial commitments remain within available fund limits.

3. Fund Distribution and Expenditure

Spending of Funds

The Trustee has a duty to spend charitable funds (with the exception of endowment funds) and not to allow them to accumulate unreasonably.

This expenditure must be in accordance with the explicit wishes of the donor. All Fund Managers are to be reminded of their duty to spend funds on a regular basis for appropriate projects.

The Trustee recognises, however, that for large items a certain amount of accumulation is required. Fund Managers will therefore be permitted to accumulate charitable funds for specific large-scale items and this intention should be clearly documented.

Significant individual charitable funds which are over a value of £100,000 (with the exception of the capital element of endowment funds) should have an expenditure plan detailing how the fund is to be spent and over what timescale. This plan will be developed in line with the Charity's strategy by the Charity team and Fund Managers.

All Fund Managers must have appropriate processes for approving and spending the funds under their control and will be expected to discuss any issues with the Charity and Finance teams. Items funded or purchased with charitable funds should enhance those provided through basic NHS care.

General Criteria for Expenditure

Expenditure should relate to one or more of the following criteria:

- (a) the health of the population
- (b) the benefit of patients and/or carers
- (c) the benefit of staff in delivering their service

- (d) the Health Board's core values
- (e) the Health Board's strategic goals

Priorities for Expenditure

With the exception of restricted funds, charitable funds expenditure is to be in line with one or more of the following priorities:

- (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.

Spending priorities are to be reviewed annually by the Charitable Funds Committee.

Authorisation of Expenditure

Full authorisation must be obtained for all charitable funds expenditure before any commitment is made. This will be through distinct delegated levels and will be local to the expenditure to enable flexibility.

The 'Charitable Funds application forms' must be completed for all such requests and all criteria on the form met before authorisation is sought from the Fund Managers or Charitable Funds Committee.

The correct level of authorisation must also be sought for the amount of expenditure requested, as detailed in the Standing Financial Instructions and Scheme of Delegation.

Fund Opening

Requests to open new funds should be made to the Charity manager and Finance Department using the correct procedure, and must include the purpose of the fund, detailed spending plans and the source of donations. Funds can only be opened on the agreement of Committee Members at the next Charitable Funds meeting.

Before any such request is made careful consideration must be given as to whether an existing charitable fund could hold any new monies received. New funds should only be opened if there is no suitable existing charitable fund.

4. Governance of Charitable Funds

It is vital that there is absolute clarity of the responsibility for the management and control of charitable funds as this underpins the charitable funds governance framework. Trustees should ensure that there are written rules and procedures covering the formal conduct of the charity's business. These will be set out in the form of Standing Orders, Standing Financial Instructions and procedure or guidance notes, in addition to any Scheme of Delegation. These documents will provide the detailed methodology under which the charity will operate and ensure that all those that have a role to play are clear as to their responsibilities.

Responsibilities of Trustee/Board

The Board is the corporate trustee for Powys tHB's Charitable Funds; that is board members are jointly responsible for the management of all charitable funds.

As the Board is the trustee it must retain direct control of key decision making. In particular it must set the strategy and policy for the charitable funds and set the budget. Within this framework the Charitable Funds Committee (and others involved in managing the funds) can be permitted to make day to day spending decisions, all of which should be reported back to the trustee (the Board).

Responsibilities of the Board include setting the:

- Purpose and scope of the charity, as set out in the respective governing documents of those charitable funds.
- Spending priorities set for the charitable funds for the current financial year.
- Agreed criteria for deciding whether or not to spend the charitable funds to meet any particular funding request.
- Delegation arrangements for the charitable funds.
- Accounting and reporting arrangements that enable the Board to oversee and monitor the spending of the charitable funds.

The Charity Commission in its guidance to the NHS recommends reviewing the number of individual funds and applying for funds to be consolidated where appropriate in order to assist Trustees in meeting their responsibilities.

Although aimed at Trustee's this is pertinent to all tHB staff involved with the receipt and expenditure of charitable funds.

Responsibilities of the Charitable Funds Committee

The Board has appointed the Charitable Funds Committee (CFC) as its agents in the administration of Charitable Funds through ensuring robust controls and effective management of those monies.

Its main responsibilities are to:

- Oversee the management of charitable funds in accordance with the budget, priorities and spending criteria as determined by the Board
- Ensure that the requirements of the Trustee Act 2000, Charities Act 1993 and Charities Act 2006 are followed

- Appoint an investment manager (where appropriate), ensure that Powys tHB policies and procedures for investments are followed and receive investment reports from the Director of Finance for ratification
- Oversee and monitor the functions performed by the Director of Finance as defined in Standing Financial Instructions
- Monitor the progress of charitable fund income and expenditure plans
- Monitor and review Powys tHB's scheme of delegation to fund managers and to ensure that financial procedures reflect delegated expenditure limits

Responsibilities of the Director of Finance

The Director of Finance has specific responsibilities as by virtue of holding that office, is also the Treasurer of Powys tHB's charitable funds. Specific responsibilities are outlined within the Standing Orders as follows:-

- Administration of all charitable funds
- Identify any new charity that may be created and to formulate the trusts of any such charity
- Provide guidelines on donations, legacies and bequests, fundraising and trading income
- Ensure appropriate banking services
- Prepare reports to the Board including the annual accounts

Consideration and approval of policies as determined by the Board.

Responsibilities of the Charity Manager

The Charity Manager has been appointed by the Trustee and Charitable Funds Committee in order to manage the day to day operation and administration of the Charity in line with its strategic priorities. The Charity Manager provides management and oversight for all of the Charity's expenditure, income generation and communication activities.

The main responsibilities of the Charity Manager include:

- Providing clear leadership and direction for the Charity
- Working with the Charitable Funds Committee to ensure good governance
- Increasing the Charity's profile, reach and influence
- Overseeing fundraising activity and managing income streams
- Ensuring appropriate financial governance of the Charity

Responsibilities of Fund Managers

Additional administration of charitable funds is undertaken by fund managers who have the following responsibilities:-

- Prepare spending plans within the framework established by the Corporate Trustee
- Receipt all new donations via local cashiering services
- Actively look for needs that can be met by charitable funds
- Regularly report back spending decisions to the Charitable Funds Committee

Fund managers should be as independent as possible from the management of NHS budgets which might influence their spending plans on the funds within their management. The Charity's Scheme of Delegation should be prepared on the basis.

The Charity Commission has produced guidance on a management framework which not only sets out what is "expected" but also what is "questionable".

5. Fundraising & promotion

The Charity continues to develop its fundraising presence, having relied upon the generosity of patients, their relatives and other donors for much of its income. Any fundraising ideas or plans from staff or community members should be directed through the Charity team, who will be able to advise and support (PTHB.Charity@wales.nhs.uk).

Fundraising plans should align with the Charity's strategic vision, objectives and ethical considerations. Fundraisers must ensure that the methods and activities used to raise funds do not bring the Health Board into disrepute.

Progress on all fundraising projects should be reported to the Charitable Funds Committee on a regular basis.

The Charity is also aiming to build its profile amongst staff and patients as an opportunity to add value to tHB services by raising the presence of its contributions. All uses of charitable funds should recognise the contribution of the Charity and this should be a consideration in any proposals. The Charity will coordinate with funded projects to maximise impact in this regard.

6. Review

The Charitable Funds Committee will continue to review this policy on a regular basis.

Abe Sampson
Charity Manager
December 2022

APPENDIX 1.1

PTHB Charity

Guidance for Staff on Charitable Funds

Receiving Charitable Donations

The preferred method of receiving donations is via the Charity's official Just Giving page (<https://www.justgiving.com/PTHBcharity>) and potential donors should be guided towards this in the first instance. It is understood, however, that some donors will prefer to donate in person via cash or cheque.

All physical donations must be directed from service area to the Cashiers' Office (local administration departments). This ensures a receipt can be issued by the Cashier. All cheque payments should be made payable to 'Powys Teaching Local Health Board Charitable Fund'.

Cashiers should notify the Charity Manager of any donations received. The Cashier should also ensure that without prior agreement from the Corporate Trustees that individual donations do not create new charitable funds. The Cashier should ensure that it is clear the designated fund the monies are to be deposited within, and also retain a copy of all correspondence received with the donations. Donors should be encouraged to complete the form contained within the charitable funds leaflet, so that there is written communication of their intentions.

Service areas have been informed that wherever possible donors must be encouraged to personally take their donations to the Cashiers Office and money should not be taken at ward/department level. This procedure is designed to enhance control over donations by eliminating cash received at ward level.

The charity actively encourages the use of 'gift aid' when receiving donations, there is a form contained within the charitable funds leaflet for this purpose, and it should be encouraged wherever possible for the donor to complete this gift aid declaration.

Charitable Funds Expenditure

There is often a lack of clarity about what expenditure is appropriate from charitable Funds, which this section aims to address. Most NHS charities have been established to enhance statutory provision rather than to provide what might be regarded as basic public services. There has been concern over several years that the dual role of statutory service provider and corporate trustee of charitable funds creates a conflict of interest for an NHS body when deciding how to apply the charitable funds.

There are in fact very few services provided within the NHS that must exclusively be

funded by the public sector. It is therefore legitimate for Charitable funds to be used for any health care activity as long as:-

- Expenditure meets the charitable fund purpose
- There is an open and transparent decision-making process and independent of decisions to use NHS monies
- There is public benefit arising from the expenditure
- Trustees always act in the interest of the charity and its beneficiaries
- Decisions are in line with the Corporate Trustee's duty of care and duty to act prudently
- Collaborative Projects with key partners achieve a charitable fund purpose

There are a number of areas that often cause confusion and guidance is provided against specific examples.

Medical Equipment. Pieces of medical equipment can be demonstrated to have the most far-reaching public benefit and donors often provide an indication that they wish for their donation to be utilised for a designated piece of equipment.

This can be through two main criteria:

Explicit donation: This is straightforward where the donor explicitly requests the donation be used for purchase of a piece of equipment. At the time of donation the request should be assessed to ensure that it is able to be fulfilled (i.e. is a piece of equipment that is recognised within the tHB's equipment policy)

Prioritisation by Fund Manager: At times an accumulation of donations may be considered to buy a larger item to gain maximum benefit. When a piece of equipment is prioritised by tHB for approval, it must be ensured that it is not a 'core' item of equipment (i.e. an item of equipment that is clearly identified as standard and should be provided by the tHB in its service provision). Items of equipment should only be considered through charitable funds where there is a clear enhanced function to that normally offered by 'core' equipment or where it a piece of equipment to aid the development or extension of a service to ensure patients are treated as close to home as possible, with minimal stress and intervention.

All purchases of medical equipment must follow the tHB's medical devices authorisation and procurement process as laid down in the medical devices policy.

Staff training and education. This is permitted expenditure on the basis it will have the result of making staff more effective in their roles to deliver health care and thus, meet the public benefit test. However, as indicated above, any monies received for this purpose should not be restricted to the provision of training for a limited number of individuals. Costs charged to the Charity must never be excessive and the duty of prudence must be exercised at all times. For example, first class travel is not permitted and any meals or refreshments should be comparable with those that would be provided if funded by the NHS. This includes a restriction on the purchase of alcoholic beverages. Where training and education costs are to be reimbursed by the Charity it is necessary to confirm in the application how benefit to the wider public can be demonstrated in addition to

the benefit to the individual receiving the training.

Staff social functions. For staff functions, such as Christmas parties and social functions it is extremely difficult to meet the public benefit test and at best the links are tenuous. The trustees have determined that expenditure should not be incurred on such costs.

Staff recreational/welfare facilities. Having good staff facilities will ensure that staff are better cared for, fitter and healthier with the result of enhanced performance and motivation. This is permitted expenditure.

Personally incurred expenditure. Expenditure incurred personally will not be reimbursed unless it is with the prior approval of the fund manager.

The use of funds should be able to pass a public perception test. When considering applying for charitable funds, applicants should ask themselves the following questions:

- Would someone who puts a pound in a collection box be happy for it to be spent in this way?
- Would you be proud to tell a donor about this expenditure and the difference it will make?
- Is this a justifiable charitable purchase or should it come from an NHS budget?
- Does the expenditure benefit NHS patients more than the Health Board?
- Is there a more effective use of the funds available?

Refusing Charitable Funds

There are instances where it is not appropriate to accept monies for charitable purposes. The main examples of where monies should be refused are:-

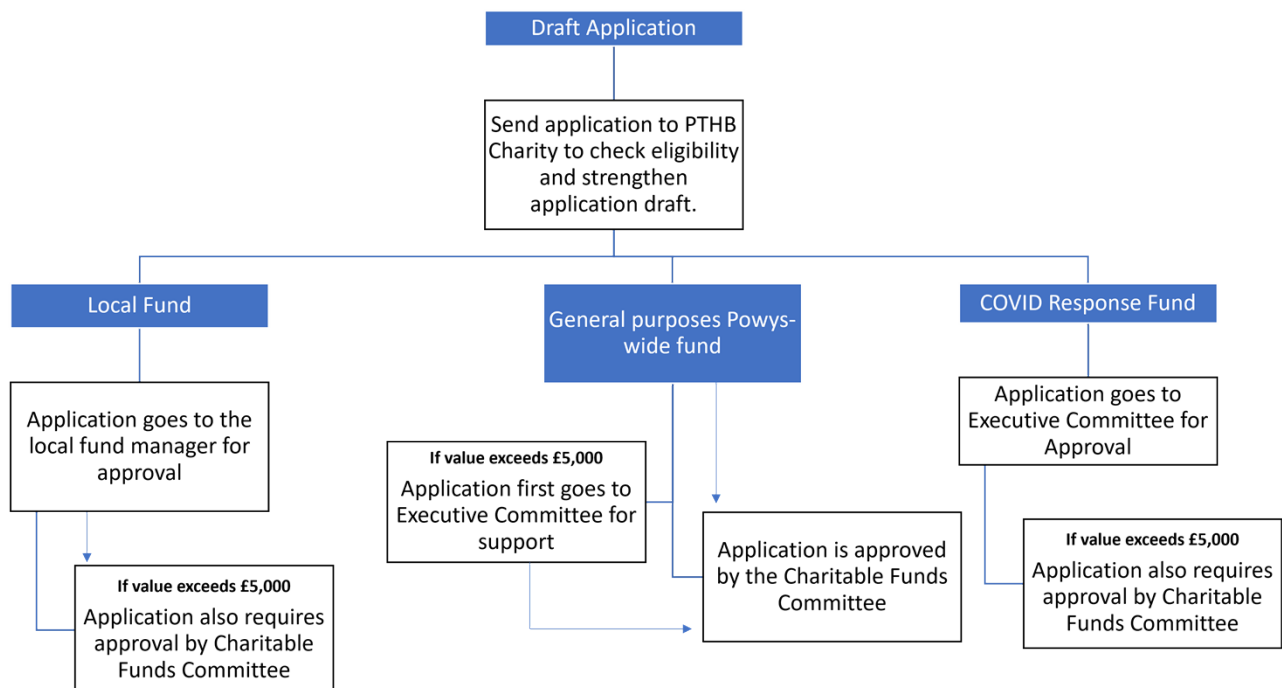
- **Placing Powys tHB under an inappropriate obligation.** Such an example may include the donation of land on which to build a new health facility. The acceptance of land would oblige Powys tHB to commit capital and revenue monies on the facility which may not be in the best interest of Powys tHB or the public. Another example is where the donor requires Powys tHB to provide preferential treatment to parties specified by the donor.
- **Conditions are too onerous.** For example, there may be very prescriptive monitoring and reporting conditions which would outweigh the benefit of the monies.
- **Funds cannot be used as directed.** Sometimes, monies are bequeathed for a service that is not provided by Powys tHB. For example, if Powys tHB were left monies for a service the tHB does not currently provide (eg MRI scans) , it would not be appropriate to accept these as the service is not provided and therefore the Charity cannot discharge its responsibility in accordance with the donor's wishes.
- **Conflict of interest.** It would not be acceptable to receive monies from a

source which creates a real or perceived conflict of interest with the objectives or policies of Powys tHB. Examples might include monies from the tobacco industry or baby milk manufacturers. Donations for the purpose of social function that infers alcohol consumption. Advice should be sought from the finance department if in doubt as to what might constitute a conflict of interest.

- **Named individuals.** Monies cannot be accepted where they are limited for the benefit of specific individuals as this would not pass the public benefit test. An example is a donation by a pharmaceutical company to cover the training and development costs for a limited number of staff. There must be no suggestion that charitable funds are being used to circumvent Powys tHB's gifts, hospitality and sponsorship policy and should not be accepted if any restrictions on the funds could be interpreted in this manner.
- **Social Functions.** For staff functions, such as Christmas parties it is extremely difficult to meet the public benefit test and at best the links are tenuous. The trustees have determined that expenditure should not be incurred on such costs. Therefore, the proposed donation should be declined but the donator requested as to whether there would be an alternative purpose they would like to make the donation for (e.g. health and wellbeing initiatives for staff or enhanced environment for patients and staff)

Application process

Powys Teaching Health Board – Charitable Funds Approval



Charitable Funds Communications

Terms of Reference and
Charitable Funds FCP 007 Policy

Page 18 of 30

Charitable Funds Committee
07 December 2022
Agenda Item:2.3

Wherever possible the Charity wishes to publicise its successes and patient/population benefits received at local level by the use of charitable funds on a regular and consistent basis. The method for this will be developed by the Charity team and if staff have any suggestions they are requested to channel these to the Charity Manager and the Charity Administrative Support Officer.

Contact Point for Advice

If you have any questions about this document or any other aspects of the Charity, then please contact Abe Sampson, Charity Manager - abe.sampson@wales.nhs.uk or the Charity team - PTHB.Charity@wales.nhs.uk

Jones, Shania
02/12/2022 11:46:14

Appendix 2 – Terms of Reference



Charitable Funds Committee

Terms of Reference & Operating Arrangements

Jones, Shania
02/12/2022 11:46:14

1. INTRODUCTION

- 1.1 Section 2 of Powys Teaching Health Board's (referred to throughout this document as PTHB or the health board) Standing Orders provides that *"The Board may and, where directed by the Welsh Government must, appoint Committees of the HEALTH BOARD either to undertake specific functions on the Board's behalf or to provide advice and assurance to the Board in the exercise of its functions. The Board's commitment to openness and transparency in the conduct of all its business extends equally to the work carried out on its behalf by committees"*.
- 1.2 In line with Standing Orders and PTHB's Scheme of Delegation, the Board has established a committee to be known as the **Charitable Funds Committee** (referred to throughout this document as 'the Committee'). The Committee has been established in order to enable the scrutiny and review of matters related to the health board's charitable funds to a level of depth and detail not possible in Board meetings.
- 1.3 The detailed Terms of Reference and operating arrangements set by the Board in respect of this Committee are detailed below.

2. PURPOSE

- 2.1 The purpose of the Committee is to:
- Oversee the strategic direction and development of PTHB's Charity.
 - make and monitor arrangements for the control and management of the Board's Charitable Funds, within the budget, priorities and spending criteria determined by the Board and consistent with the legislative framework; and
 - provide assurance to the Board in its role as corporate trustees of the charitable funds held and administered by the health board.

3. SCOPE AND DUTIES

- The Charitable Funds Committee shall:
- oversee the strategic direction and development of the PTHB Charity, including its annual programme of work; branding and promotion; and fundraising activities

- operate within the budget, priorities and spending criteria determined by the health board, and should be consistent with the requirements of the Charities Act 2011 (or any modification of these acts) to apply the charitable funds in accordance with its respective governing documents.
- devise, implement and approve appropriate procedures and policies to ensure that fundraising and accounting systems are robust, donations received are coded as instructed and that all expenditure is reasonable, clinically and ethically appropriate.
- ensure that the health board's policies and procedures for charitable funds investments are followed.
- make decisions involving the sound investment of charitable funds in a way that both preserves their value and produces a proper return consistent with prudent investment and ensuring compliance with:
 - ✓ Trustee Act 2000
 - ✓ The Charities Act 2011
 - ✓ Terms of the fund's governing documents
- receive at least twice a year reports for ratification from the Director of Finance and investment decisions and action taken through delegated powers upon the advice of the health board's investment adviser.
- oversee and monitor the functions performed by the Director of Finance as defined in the health board's Standing Financial Instructions.
- monitor the progress of Charitable Appeal Funds where these are in place and considered to be material.
- monitor and review the health board's scheme of delegation for Charitable Funds expenditure and to set and reflect in Financial Procedures the approved delegated limits for expenditure from Charitable Funds.

4. DELEGATED POWERS AND DUTIES OF THE DIRECTOR OF FINANCE

4.1 The Director of Finance has prime responsibility for the health board's Charitable Funds as defined in the health board's Standing Financial Instructions. The specific powers, duties and responsibilities delegated to the Director of Finance are:

- The administration of all existing charitable funds;
- To identify any new charity that may be created (of which the health board is trustee) and to deal with any legal steps that may be required to formalise the trusts of any such charity;

- Provide guidelines with respect to donations, legacies and bequests, fundraising and trading income;
- Responsibility for the management of investment of funds held on trust;
- Ensure appropriate banking services are available to the health board; and
- Prepare reports to the health board Board including the Annual Accounts.

5. DELEGATED POWERS AND AUTHORITY

5.1 The Committee is responsible for:

- Overseeing the day to day management of the investments of the charitable funds in accordance with the investment strategy set down from time to time by the Trustees, and in accordance with the requirements of the health board's Standing Financial Instructions.
- The appointment of an Investment Manager (where appropriate) to advise it on investment matters and may delegate day-to-day management of some or all of the investments to that Investment Manager. The Investment Manager, if appointed, must actively manage the charitable fund on behalf of Trustees. In exercising this power the Committee must ensure that:
 - ✓ The scope of the power delegated is clearly set out in writing and communicated with the person or persons who will exercise it;
 - ✓ There are in place adequate internal controls and procedures which will ensure that the power is being exercised properly and prudently;
 - ✓ The performance of the person or persons exercising the delegated power is regularly reviewed;
 - ✓ Where an investment manager is appointed, that the person is regulated under the Financial Services Act 1986;
 - ✓ Acquisitions or disposal of a material nature outside the terms of agreement must always have written authority of the Committee or

Jones, Shania
02/12/2022 11:46:14

the Chair of the Committee in conjunction with the Director of Finance.

- Ensuring that the banking arrangements for the charitable funds should be kept entirely distinct from the health board's NHS funds.
- Ensuring that arrangements are in place to maintain current account balances at minimum operational levels consistent with meeting expenditure obligations, the balance of funds being invested in interest bearing deposit accounts.
- The amount to be invested or redeemed from the sale of investments shall have regard to the requirements for immediate and future expenditure commitments.
- The operation of an investment pool when this is considered appropriate to the charity in accordance with charity law and the directions and guidance of the Charity Commission. The Committee shall propose the basis to the Board of PTHB for applying accrued income to individual funds in line with charity law and Charity Commission guidance.
- Obtaining appropriate professional advice to support its investment activities.
- Regularly reviewing investments to see if other opportunities or investment services offer a better return.
- Reviewing alternative sources of funding to donations and legacies which could provide the Committee with additional leverage and access to additional funds.
- By giving reasonable notice, require the attendance of any of the officers or employees and auditors of the Board at any meeting.

Authority

- 5.2 The Committee is authorised by the Board to investigate or have investigated any activity within its terms of reference. In doing so, the Committee shall have the right to inspect any books, records or documents of the health board relevant to the Committee's remit and

ensuring patient/client and staff confidentiality, as appropriate. It may seek any relevant information from any:

- employee (and all employees are directed to cooperate with any reasonable request made by the Committee); and
- any other committee, sub committee or group set up by the Board to assist it in the delivery of its functions.

5.3 The Committee is authorised by the Board to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers it necessary, in accordance with the Board's procurement, budgetary and other requirements.

Access

5.4 The Head of Internal Audit shall have unrestricted and confidential access to the Chair of the Committee.

5.5 The Chair of the Committee shall have reasonable access to Executive Directors and other relevant senior staff.

Sub Committees

5.6 The Committee may, subject to the approval of the health board Board, establish sub committees or task and finish groups to carry out on its behalf specific aspects of Committee business.

6. MEMBERSHIP

Members

6.1 A minimum of five (5) members, comprising:

Chair

Independent Member of the Board

Director of
Finance & ICT Executive Director and member of the Board

Members One nominated Executive Director and two nominated Independent Members.

Attendees

6.2 In attendance Board Secretary
Associate Director of Corporate Business
Head of Financial Services
Charity Manager

Secretariat

6.3 Secretary As determined by the Board Secretary

Member Appointments

6.4 The membership of the Committee shall be determined by the Board, based on the recommendation of the Chair of PTHB - taking account of the balance of skills and expertise necessary to deliver the Committee's remit and subject to any specific requirements or directions made by the Welsh Government.

6.5 Members shall be appointed to hold office for a period of one year at a time, up to a maximum of their term of office. During this time a member may resign or be removed by the Board.

Jones, Shania
02/12/2022 11:46:14

- 6.6 Terms and conditions of appointment, (including any remuneration and reimbursement) in respect of co-opted independent external members are determined by the Board, based upon the recommendation of the Chair of PTHB.

Support to Committee Members

- 6.7 The Board Secretary, on behalf of the Committee Chair, shall:
- arrange the provision of advice and support to committee members on any aspect related to the conduct of their role; and
 - ensure the provision of a programme of organisational development (OD) for committee members as part of the health board's overall OD programme developed by the Director of Workforce & OD.

7. COMMITTEE MEETINGS

Quorum

- 7.1 At least three members must be present to ensure the quorum of the Committee. Of these three, two must be independent members (one of whom is the Chair or Vice Chair) and one must be the Director of Finance, or nominated representative.
- 7.2 Where members notify the Committee Chair or Committee Secretariat that they are unable to attend a meeting, and there is a danger that the Committee will not be quorate the Chair can invite another independent member to become a temporary member of the Committee.

Frequency of Meetings

- 7.3 The Chair of the Committee in agreement with Committee Members, shall determine the timing and frequency of meetings. However, meetings shall be held no less than quarterly, and in line with the health board's annual plan of Board Business. However, additional meetings will be called in agreement with the Chair of the Committee if urgent business is required to be taken forward between scheduled meetings.

Jones, Shania
02/12/2022 11:46:14

Withdrawal of individuals in attendance

- 7.3 There may be circumstances where it would not be in the public interest to discuss a matter in public, e.g., business that relates to a confidential matter. In such cases the Chair (advised by the Board Secretary where appropriate) shall schedule these issues accordingly and require that any observers withdraw from the meeting. In doing so, the Committee shall resolve:

That representatives of the press and other members of the public be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest in accordance with Section 1(2) Public Bodies (Admission to Meetings) Act 1960 (c.67).

In these circumstances, when the Committee is not meeting in public session it shall operate in private session, formally reporting any decisions taken to the next meeting of the Committee in public session.

8. RELATIONSHIP & ACCOUNTABILITIES WITH THE BOARD AND ITS COMMITTEES/GROUPS

- 8.1 Although the Board has delegated authority to the Committee for the exercise of certain functions as set out within these terms of reference, it retains overall responsibility and accountability for the Charitable Funds agenda. The Committee is directly accountable to the Board for its performance in exercising the functions set out in these terms of reference.
- 8.2 The Committee, through its Chair and members, shall work closely with the Board's other committees, joint and sub committees and groups to provide advice and assurance to the Board through the:
- joint planning and co-ordination of Board and Committee business;
 - sharing of appropriate information; and
 - appropriate escalation of concerns.

Jones, Shania
02/12/2022 11:46:14

in doing so, contributing to the integration of good governance across the organisation, ensuring that all sources of assurance are incorporated into the Board's overall risk and assurance framework.

- 8.3 The Committee shall embed the health board's corporate standards, priorities and requirements, e.g., equality and human rights through the conduct of its business.

9. REPORTING AND ASSURANCE ARRANGEMENTS

9.1 The Committee Chair shall:

- report formally, regularly and on a timely basis to the Board on the Committee's activities. This includes verbal updates on activity, and the submission of Committee minutes and written reports;
- bring to the Board's specific attention any significant matters under consideration by the Committee;
- ensure appropriate escalation arrangements are in place to alert the Chair of PTHB, Chief Executive or Chairs of other relevant committees/groups of any urgent/critical matters that may affect the operation and/or reputation of the health board.

The Board may also require the Committee Chair to report upon the Committee's activities at public meetings, e.g., Annual General Meeting, or to community partners and other stakeholders, where this is considered appropriate, e.g., where the committee's assurance role relates to a joint or shared responsibility.

The Board Secretary, on behalf of the Board shall oversee a process of regular and rigorous self assessment and evaluation of the Committee's performance and operation including that of further committees established.

The Committee shall provide a written annual report to the Board on its activities. The report will also record the results of the Committee's self-assessment and evaluation.

Jones, Shania
02/12/2022 11:46:14

10. APPLICABILITY OF STANDING ORDERS TO COMMITTEE BUSINESS

- 10.1 The requirements for the conduct of business as set out in PTHB's Standing Orders are equally applicable to the operation of the Committee, except in the following areas:
- Quorum
 - Issue of Committee papers
 - The Committee will not hold its meetings in public
- 10.2 The Board and Board Committee Handbook provides detailed guidance on the conduct of the Committees business.

11. CHAIR'S ACTION ON URGENT MATTERS

- 11.1 There may, occasionally, be circumstances where decisions which would normally be made by the Committee need to be taken between scheduled meetings, and it is not practicable to call a meeting of the Committee. In these circumstances, the Chair of the Committee, supported by the Board Secretary as appropriate, may deal with the matter on behalf of the Committee - after first consulting with at least one other Independent Members of the Committee and the Director of Finance. The Board Secretary must ensure that any such action is formally recorded and reported to the next meeting of the Committee for consideration and ratification.
- 11.2 Chair's action may not be taken where the Chair has a personal or business interest in the urgent matter requiring a decision.

12. REVIEW

- 12.1 These Terms of Reference shall be reviewed annually by the Committee. The Committee Chair will report any changes to the Board, via the Audit Committee, for ratification.

Jones, Shania
02/12/2022 11:46:14

AGENDA ITEM: 2.4

Charitable Funds Committee		DATE OF MEETING: 07 December 2022
Subject :	Charity Workplan 2023	
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 review and approve an annual workplan for the Charity.

RECOMMENDATION(S):

The Charitable Funds Committee is requested to review and APPROVE the following the documents:

- **PTHB Charity Workplan 2023**

Approval/Ratification/Decision ¹	Discussion	Information
✓	x	x

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

Strategic Objectives:	1. Provide Early Help and Support	✓
-----------------------	-----------------------------------	---

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

	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 provides information on the following:

- **PTHB Charity Workplan 2023**

The workplan outlines the deliverables of the Charity's strategy and the key performance indicators that the team will prioritise during 2023 to achieve those deliverables and measure and evaluate success.

DETAILED BACKGROUND AND ASSESSMENT:

Following the creation and adoption of the Charity's Strategy for 2022-25, the Charity team has developed the first annual workplan to accompany the strategy.

The workplan lists the key performance indicators (KPIs) required for the Charity team to achieve the deliverables of the Charity strategy and sit alongside the strategy. It has been developed based on progress and evaluation of previous Charity annual workplans.

The workplan will act as the foundational framework for the Charity team's operations across the next 12 months and help evaluate the success of the Charity against the first year of its new strategy.

The full details can be found at **Appendix 1**.

NEXT STEPS:

Any updates or requested amends will be added to the workplan, which if approved will be used to measure and evaluate success in 2023. Progress will be reported back to the Charitable Funds Committee periodically.

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>				

Appendix 1 – Charity Workplan 2023

Deliverables	Key Performance Indicators	Timescale	Additional notes
1. Demonstrating responsible leadership			
A commitment to swift and responsive decision making whilst maintaining high standards of good governance.	<ul style="list-style-type: none"> Continue to review the Charity's funding framework to support CFC decision making. Produce an updated annual workplan to support the Charity's day to day operation. 	<p>Q2 2023</p> <p>Q1 2023</p>	
An increase in the scale of Charity operations which ensures long-term sustainability and viability.	<ul style="list-style-type: none"> Prepare the full 12-month financial year budget for Charity activity. Produce a multi-year Stakeholder Engagement Strategy to build on the launch of the Charity's new brand. Develop a resource plan to accompany the Stakeholder Engagement Strategy. Start the development and consultation process with a view to launching a new dedicated website for the Charity. 	<p>Q1 2023</p> <p>Q1-Q2 2023</p> <p>Q1-Q2 2023</p> <p>Q3-Q4 2023</p>	<p>This will be the small budget to support Charity operations throughout the year, including costs for consumables, additional travel, printing etc.</p> <p>The stakeholder engagement strategy and the development of a new public facing website will be greatly influenced by the outcome of the Charity's new brand development project.</p>
New grant funding programmes to respond to emerging health and wellbeing priorities in a timely manner.	<ul style="list-style-type: none"> Run at least 2 separate surveys for staff, patients and community members throughout the year to help inform fund priorities. 	Q1 2023/Q3 2023	

Deliverables	Key Performance Indicators	Timescale	Additional notes
	<ul style="list-style-type: none"> Evaluation of existing funding streams with a view to widening access to Charitable Funds. Process at least 50 successful funding proposals in 2023 through local and general funds. 	<p>Q1 2023</p> <p>Q4 2023</p>	This evaluation will help to inform gaps in services/staff areas accessing Charitable Funds.
Additional guidance which allows PTHB staff and independent members to navigate and work alongside the Charity with ease.	<ul style="list-style-type: none"> Survey PTHB staff and Independent Members for feedback on funds and governance arrangements. 	Q2 2023	
Annual reviews of existing governance and bidding arrangements, audit for vulnerabilities and implement operational efficiencies.	<ul style="list-style-type: none"> Update organisational Charity policy for PTHB staff members and continue to review annually. Update the Charity's Terms of Reference and review annually. 	<p>Q4 2023</p> <p>Q4 2023</p>	
A clear long-term investment strategy which adopts a responsible and balanced approach to risk and ethical imperative.	<ul style="list-style-type: none"> Present a Board Development session which covers the topic of ethical investments to help inform a new ethical investment strategy. Develop a new ethical investment strategy in conjunction with the Investment Managers. 	<p>Q1 2023</p> <p>Q4 2023</p>	This session will likely be combined with a review of the Charity's brand development.
A dedicated digital resource hub to help NHS staff and patients to find project funding in Powys.	<ul style="list-style-type: none"> Launch a new accessible funding resource for staff on Sharepoint. Develop a programme to proactively engage staff groups and services with relevant funding opportunities through this new resource. 	<p>Q1 2023</p> <p>Q3 2023</p>	The Sharepoint funding resource has been initially launched as a trial as of December 2022.

Deliverables	Key Performance Indicators	Timescale	Additional notes
	<ul style="list-style-type: none"> Support at least 1 staff funding application to external funders through the above programme. 	Q3 2023	
2. Upholding our civic mission			
Better outcomes for communities struggling with socio economic deprivation in Powys (lack of access to services, a lack of adequate digital infrastructure or geographic disparity).	<ul style="list-style-type: none"> Undertake an evaluation of projects, campaigns and communications to better understand the Charity's underserved audiences. Identify broad objectives to start to engage audiences that are underserved by the Charity (children & young people, BAME groups, areas of deprivation etc). Collaborate with NHS Charities Together, PAVO, and the RPB to develop and deliver an effective (Stage 2) community partnership grant programme. 	<p>Q1 2023</p> <p>Q2 2023</p> <p>Q1 2023</p>	<p>Underserved is defined here as existing Powys audiences that typically are not accessing or are benefitting the least from Charity funded projects. Demographics, PTHB services, community organisations, geography and patient groups will all be considered in this evaluation.</p> <p>The Stage 2 grant programme is subject to a successful funding application outcome to NHS Charities Together in 2023. Project development will begin in early 2023 with two years to deliver the project if funded.</p>
Increased accessibility and more equitable opportunities for foundational economy training, support, and careers in Powys.	<ul style="list-style-type: none"> Evaluate the impact of the existing Nurse Bursary Scheme and create a strategic plan to enhance 	Q2 2023	Funded in September 2021, the nurse bursary scheme is a four year programme, therefore, this will only be a

Deliverables	Key Performance Indicators	Timescale	Additional notes
	Charity support for training and career pathways within the foundational economy.		partial evaluation of the full project.
A commitment to embed proactive environment and sustainability initiatives in all Charity activity.	<ul style="list-style-type: none"> Co-produce a PTHB Charity commitment to a strong carbon reduction and environmental sustainability agenda in conjunction with staff members/groups, with a view to increasing commitments between 2023-2025. 	Q3 2023	
Collaboration with existing PTHB services to ensure they are sustainable.	<ul style="list-style-type: none"> Conduct a survey of PTHB service areas to establish potential areas for Charity support with view to supporting long-term sustainability. 	Q2 2023	The aim of this survey work is to seek opportunities for Charitable Funds to support the resilience of services.
3. Enhancing NHS services			
An enhanced patient experience, particularly for those undergoing long stays in community hospitals.	<ul style="list-style-type: none"> Establish a new strategic plan for PTHB Fund Managers which prioritises patient experience and digital provision in new funding proposals. Support the development of at least 5 new funding proposals for the provision of enhancements for patient experience within PTHB services. 	Q2 2023 Q3 2023	The key funds targeted for this plan will be those above £100k in total value.
More digitally enabled NHS services through the provision of additional kit and equipment.	<ul style="list-style-type: none"> Establish a new strategic plan for PTHB Fund Managers which prioritises patient experience and digital provision in new funding proposals. 	Q2 2023	The key funds targeted for this plan will be those above £100k in total value.

Deliverables	Key Performance Indicators	Timescale	Additional notes
	<ul style="list-style-type: none"> Support the development of at least 5 new funding proposals for the provision of digital enhancements for PTHB services. 	Q3 2023	
New pilot schemes which encourage innovation in healthcare.	<ul style="list-style-type: none"> Establish a successful working partnership with the RIIC hub to support new pilot projects and innovation in PTHB services. Support the development of at least 5 new project proposals under the theme of research, improvement and innovation. 	Q1 2023 Q4 2023	
An additional programme of support for NHS staff wellbeing.	<ul style="list-style-type: none"> Deliver an effective COVID resilience/recovery support scheme in partnership with WOD to support staff and volunteers with leadership training. 	Ongoing	This is a planned two-year programme funded by NHS Charities Together beginning in 2023 and running for two years subject to approval by NHS Charities Together.
Bursary schemes across multiple Health Board service areas for Powys community members which provide beneficiaries the opportunity to learn as they work.	<ul style="list-style-type: none"> Complete a mid-point evaluation of the existing nurse bursary scheme launched in 2021. Establish a shortlist of suitable services and begin development of the next bursary scheme funding request. 	Q2 2023 Q3 2023	
A commitment to equitable support and investment for all services and service areas.	<ul style="list-style-type: none"> Achieve an annual expenditure target of 4% total value on General Funds. 	Q4 2023	

Deliverables	Key Performance Indicators	Timescale	Additional notes
	<ul style="list-style-type: none"> Achieve an annual expenditure target of at least 3% on our Restricted/Legacy fund pots. Ensure no restricted fund remain unused for more than two successive financial years. Establish a fund strategy with fund managers for all major restricted funds (>£100,000). 	<p>Q4 2023</p> <p>Q4 2023</p> <p>Q2 2023</p>	
4. Establishing a culture of collaboration			
A strong and successful brand for PTHB Charity which is of, by, and for our stakeholders (staff, service users, volunteers, Powys residents and third sector partners).	<ul style="list-style-type: none"> Collaborate with marketing and creative support to create a new brand with opportunities for supporters and stakeholders to contribute. Ensure that staff, committee members, patient & community members are a part of the brand consultation and decision-making process. Establish the new Charity brand with a launch campaign. Update our supporter guides and fundraising packs using new branding. 	<p>Q1 2023</p> <p>Q1 2023</p> <p>Q1-Q2 2023</p> <p>Q1 2023</p>	
Smarter and more effective use of combined resources through new collaborations with public and voluntary sector partners in the community.	<ul style="list-style-type: none"> Participate in and promote at least one joint fundraising campaign with another Welsh NHS Charity or another Powys charity. Participate in at least two joint campaigns with other third sector partners. 	<p>Q2 2023</p> <p>Q3 2023</p>	

Deliverables	Key Performance Indicators	Timescale	Additional notes
	<ul style="list-style-type: none"> Complete a full final evaluation of the 'small grants scheme' with PAVO, and consider how best to expand or continue the partnership. 	Q1 2023	
Greater fundraising presence in the community with more resources and opportunities for those who want to raise funds for their local NHS services.	<ul style="list-style-type: none"> Develop a monthly, targeted fundraising campaign. Establish and run 2-3 Charity specific donation campaigns on Just Giving. Partner with at least 20 unique fundraisers across the year for the PTHB Charity (community fundraisers hosting their own collection/fundraiser). Ensure the Charity is able to raise at least £150,000 across all donations and grants (including legacies). Grow the percentage of non-legacy income by 10% year on year. Create new fundraising opportunities (events/staff participation/donation collection) at local PTHB sites, reaching the South, Mid and the North. Supplement existing legacy donations/gifts material with newly created NHS CT resources, making the information available in more locations (online and physical materials). 	Ongoing Q4 2023 Q4 2023 Q4 2023 Q4 2023 Q3 2023 Q3 2023	
An established development pathway for the Charity, which includes a new volunteering network for those who want	<ul style="list-style-type: none"> Recruit at least 15 staff 'charity ambassadors' to help coordinate fundraising, donation and grant opportunities at each of PTHB's hospital sites. 	Q4 2023	

Deliverables	Key Performance Indicators	Timescale	Additional notes
a more active role in shaping the Charity's future.	<ul style="list-style-type: none"> Outline a new Charity Volunteer Framework, in collaboration with WOD. 	Q3 2023	
Engaging campaigns to widen PTHB Charity's reach to new audiences by sharing and celebrating the impact of charitable funds projects.	<ul style="list-style-type: none"> Establish key supporter/staff & patient engagement events at local PTHB sites, reaching the South, Mid and the North. Run a large campaign with accompanying press release(s) to support the Charity brand launch. Run a large campaign with accompanying press release(s) to support the NHS 75th Birthday/Big Tea. Run at least 2 smaller campaigns throughout the year. Publish and distribute at least 2 other separate Charity press releases on completed and in-progress projects to local media. Double the number of non-PTHB staff on the mailing list of the Charity's monthly newsletter. Increase the average number of newsletter views on Sharepoint by at least 25% Reach a total of over 32,000 total impressions on Twitter and maintain an average engagement rate of at least 3% 	Q2-Q3 2023 Q1 2023 Q2 2023 Q4 2023 Q4 2023 Q4 2023 Q3 2023 Q4 2023 Q4 2023	

Jones, Shenia
02/12/2022 11:46:15

Deliverables	Key Performance Indicators	Timescale	Additional notes
	<ul style="list-style-type: none"> Reach a total of over 8,500 in post reach for Facebook whilst maintaining an engagement rate of above 15%. Reach a combined total of at least 500 followers on social media. 	Q4 2023	
Improved project coordination across service areas and hospitals by building upon existing regional partnerships with stakeholders such as Powys' Leagues of Friends.	<ul style="list-style-type: none"> Establish at least 6 new working partnerships with regional partners, businesses and services. Achieve COTY (Charity of the Year) status with a new local business/organisation. 	Q4 2023 Q3 2023	
An innovative approach to health and wellbeing engagement by leveraging the expertise of the STEAM (science, technology, engineering, arts, mathematics) sector to engage staff and patients.	<ul style="list-style-type: none"> Establish 2-3 new partnerships with organisations specialising in STEAM engagement. Develop a new working plan for an approach to STEAM engagement across the Health Board with support from the Horizon programme project team. 	Q3 2023 Q3 2023	The Horizon project, supported in March 2021, has been working to establish an innovative arts in mental health approach that can be adopted and replicated across PTHB.

Jones, Shenia
02/12/2022 11:46:15

Audit Plan – Powys Teaching Local Health Board Charitable Fund

Audit year: 2021-22

Date issued: December 2022

Document reference: 3262A2022

Jones, Shania
02/12/2022 11:46:15

This document has been prepared as part of work performed in accordance with statutory functions. Further information can be found in our [Statement of Responsibilities](#).

Audit Wales is the non-statutory collective name for the Auditor General for Wales and the Wales Audit Office, which are separate legal entities each with their own legal functions. Audit Wales is not a legal entity and itself does not have any functions.

No responsibility is taken by the Auditor General, the staff of the Wales Audit Office or, where applicable, the appointed auditor in relation to any member, director, officer or other employee in their individual capacity, or to any third party.

In the event of receiving a request for information to which this document may be relevant, attention is drawn to the Code of Practice issued under section 45 of the Freedom of Information Act 2000. The section 45 Code sets out the practice in the handling of requests that is expected of public authorities, including consultation with relevant third parties. In relation to this document, the Auditor General for Wales, the Wales Audit Office and, where applicable, the appointed auditor are relevant third parties. Any enquiries regarding disclosure or re-use of this document should be sent to the Wales Audit Office at infoofficer@audit.wales.

We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

Jones, Shania
02/12/2022 11:46:15

Contents

Audit Plan

About this document	4
Audit of financial statements	4
Fee, audit team and timetable	6

Appendices

Appendix 1 – other future developments	8
----------------------------------------	---

Jones, Shania
02/12/2022 11:46:15

Audit Plan

About this document

- 1 This document sets out the work I plan to undertake to discharge my statutory responsibilities as your external auditor and to fulfil my obligations under the Code of Audit Practice.

Audit of financial statements

- 2 I am required to issue a report on the financial statements of Powys Teaching Local Health Board Charitable Fund (the Charity) which includes an opinion on their 'truth and fairness'. In preparing such a report, I will:
 - give an opinion on your financial statements; and
 - assess whether the Trustee's Annual Report presented with the financial statements are prepared in line with guidance and consistent with the financial statements.
- 3 I will also report by exception on a number of matters which are set out in more detail in our Statement of Responsibilities, along with further information about our work.
- 4 I do not seek to obtain absolute assurance on the truth and fairness of the financial statements and related notes but adopt a concept of materiality. My aim is to identify material misstatements, that is, those that might result in a reader of the accounts being misled. The levels at which I judge such misstatements to be material will be reported to the Charitable Funds Committee prior to completion of the audit.
- 5 Any misstatements below a trivial level (set at 5% of materiality) I judge as not requiring consideration by those charged with governance and therefore will not report them.
- 6 There have been no limitations imposed on me in planning the scope of this audit.

Jones, Shania
02/12/2022 11:46:15

Audit of financial statement risks

- 7 The following table sets out the significant risks that have been identified for the audit of your financial statements.

Exhibit 1: audit of financial statement risks

Financial audit risks	Proposed audit response
Significant risks	
Management over-ride of controls The risk of management override of controls is present in all entities. Due to the unpredictable way in which such override could occur, it is viewed as a significant risk [ISA 240.31-33].	The audit team will: <ul style="list-style-type: none"> • test the appropriateness of journal entries and other adjustments made in preparing the financial statements; • review accounting estimates for biases; and • evaluate the rationale for any significant transactions outside the normal course of business.
Other areas of audit attention	
Accounting and reporting process Last year was the first year where a full audit of the Charity's financial statements was required. The audit identified several required adjustments, some of which took significant time to resolve.	The audit team will discuss your closedown process and quality monitoring arrangements with the accounts preparation team and monitor the accounts preparation process. We will help to identify areas where there may be gaps in arrangements.
Donated assets In last year's audit, we identified specific issues with regard to the recognition and disclosure of donated assets left to the Charity, resulting in a number of material audit adjustments.	The audit team will review the Charity's register of donated assets and perform additional procedures to ensure that the register is complete and accurately reported in the financial statements.

Fee, audit team and timetable

- 8 My fees and planned timescales for completion of the audit are based on the following assumptions:
- the financial statements are provided to the agreed timescales, to the quality expected and have been subject to quality assurance review;
 - information provided to support the financial statements is in accordance with agreed audit deliverables;
 - appropriate facilities and access to documents are provided to enable my audit team to deliver our audit in an efficient manner;
 - all appropriate officials will be available during the audit;
 - you have all the necessary controls and checks in place to enable the Accounting Officer to provide all the assurances that I require in the Letter of Representation addressed to me; and
 - Internal Audit's planned programme of work is complete, and management has responded to issues that may have affected the financial statements.

Fee

- 9 The estimated fee for the 2021-22 audit is set out in **Exhibit 2**. The fee for the financial audit is driven by the skill mix required to deliver the work, together with the daily charge rate for each grade of staff member.
- 10 The fee has increased from last year's estimate following a review of the workload and skill mix required to complete the audit, along with our fee rates increasing this year given recent inflationary pressures.

Exhibit 2: audit fee

This table sets out the proposed audit fee for 2021-22, by area of audit work, alongside the actual audit fee for 2020-21.

	Proposed 2021-22 fee ¹	Actual 2020-21 fee ²
Audit of financial statements	£14,963	£25,000

- 11 Planning will be ongoing, and changes to my programme of audit work and therefore my fee, may be required if any key new risks emerge. I shall make no changes without first discussing them with the Director of Finance.

¹ The fees shown in this document are subject to VAT.

² The 2020-21 actual fee was higher than the original estimate of £10,583 due to a number of significant issues identified during the audit process.

12 Further information on my [fee scales and fee setting](#) can be found on our website.

Audit team

13 The main team members and their contact details are summarised in **Exhibit 4**.

Exhibit 4: my audit team

This table lists the members of the local audit team and their contact details.

Name	Role	Contact number	E-mail address
Derwyn Owen	Engagement Lead	029 2032 0651	derwyn.owen@audit.wales
Gareth Lucey	Audit Manager	029 2082 9398	gareth.lucey@audit.wales
Cai Hale	Audit Lead	029 2032 0703	cai.hale@audit.wales

14 I can confirm that team members are independent of the Charity and its officers.

Timetable

Exhibit 5: timetable

This table sets out the key milestones for the planned audit outputs

Planned output	Work undertaken	Report finalised
2021-22 Audit Plan	November- December 2022	December 2022
Audit of financial statements: • Audit of Financial Statements Report • Opinion on Financial Statements	December- January 2022	January 2022

Appendix 1

Other future developments

Future changes to UK GAAP

Following the introduction of the new UK GAAP accounting regime in 2015-16, and the replacement of the Financial Reporting Standard for Smaller Entities (FRSSE) by Section 1A of FRS 102 in 2016-17, there have been only limited changes to FRS 102 since.

More significant amendments are expected from 2022-23, reflecting recent changes in International Financial Reporting Standards, including accounting for financial instruments and leases.

Good Practice Exchange

Audit Wales' Good Practice (GPX) helps public services improve by sharing knowledge and practices that work. Events are held where knowledge can be exchanged face to face and resources shared online. Further information on this can be found on our [website](#).

Jones, Shania
02/12/2022 11:46:15

Jones, Shania
02/12/2022 11:46:15



Audit Wales

24 Cathedral Road

Cardiff CF11 9LJ

Tel: 029 2032 0500

Fax: 029 2032 0600

Textphone: 029 2032 0660

E-mail: info@audit.wales

Website: www.audit.wales

We welcome correspondence and telephone calls in Welsh and English.

Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg.

AGENDA ITEM: 3.2

Charitable Funds Committee		DATE OF MEETING: 07 December 2022
Subject :	Charity Annual Report and Accounts Draft 2021/22	
Approved and Presented by:	Head of Financial Services & Charity Manager	
Prepared by:	Head of Financial Services & Charity Manager	
Considered by Executive Committee on:	N/A	
Other Committees and meetings considered at:	N/A	

PURPOSE:

To review the draft 2021/22 annual accounts and report for the Charity prior to submission to Audit Wales.

RECOMMENDATION(S):

The Charitable Funds Committee is requested to review the following the document:

- **PTHB Charity Annual Report and Accounts 2021-22**

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 provides information on the following:

- **PTHB Charity Annual Accounts and Report Draft 2021/22**

The attached draft of the annual accounts has been prepared for the Committee's oversight prior to being submitted to external auditors, Audit Wales.

DETAILED BACKGROUND AND ASSESSMENT:

The auditing process will be completed over the coming weeks and the final version of the accounts and report will return to the Charitable Funds Committee for approval prior to proceeding to the Board for final Approval.

Due to the timings between Charitable Funds Committee meetings it is likely that a dedicated Committee meeting will be stood up in order to approve the final accounts and report.

The full details of the Accounts and Report can be found at **Appendix 1**.

NEXT STEPS:

The auditing process will be completed over the coming weeks and the final version of the accounts and report will return to the Charitable Funds Committee for approval prior to proceeding to the Board for final Approval.



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

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

Jones, Shania
02/12/2022 11:46:15

Appendix 1 – Annual Report and Accounts 2021/22

Powys Teaching Local Health Board Charitable Fund

Annual Report and Accounts for the Year Ended 31st March 2022

Jones, Shania
02/12/2022 11:46:15

Contents

Page

Reference and Administrative Details	2-4
Charity Annual Report	4-20
Statement of Trustee Responsibility	21
Audit Report	22
Statement of Financial Activities	25
Balance Sheet	26
Statement of Cash Flow	27
Accounting Policies and Notes to the Accounts	28-39

Jones, Shania
02/12/2022 11:46:15

Trustee Arrangements

Powys Teaching Local Health Board Charitable Fund (the Charity) is registered with the Charity Commission; Powys Teaching Local Health Board (Powys THB) is designated as Corporate Trustee.

The members of Powys THB who served during the financial year to 31st March 2022 were as follows:

Powys Teaching Local Health Board Board Members 2021/22			
	Chair	Vivienne Harpwood	
	Vice Chair	Melanie Davies (to 26 Dec 2021) Kirsty Williams (from 10 Jan 2022)	
	Chief Executive	Carol Shillabeer	
Independent Members		Officer Members	
Third Sector	Trish Buchan	Executive Director of Finance & IT	Pete Hopgood
Trade Union	Susan Newport (to 30 Sep 2021) Cathie Poynton (from 11 Nov 2021)	Executive Director of Workforce & OD	Julie Rowles
University	Frances Gerrard	Executive Medical Director	Paul Buss
Finance	Anthony Thomas	Executive Director of Nursing	Alison Davies (to 7 Mar 2022) Claire Roche (from 7 Mar 2022)
Capital /Estates	Mark Taylor	Executive Director of Planning & Performance	Hayley Thomas
Local Authority	Matthew Dorrance	Executive Director of Therapies & Health Sciences	Claire Madsen
ICT	Ian Phillips	Executive Director of Primary, Community Care and Mental Health	Jamie Marchant (to Nov 2021)
General	Rhobert Lewis	Executive Director of Public Health	Stuart Bourne to 11 Mar 2022

General	Ronnie Alexander (from 21 Jun 2021)	Interim Board Secretary	James Quance
---------	----------------------------------------	----------------------------	--------------

In order to assist the Corporate Trustee to fulfil its statutory duties under this registration, a Charitable Fund's Committee has been established with delegated powers to manage the Charity.

Charitable Funds Committee Membership

Current

Vivienne Harpwood	-	Chair (to 16 October 2022)
Carl Cooper	-	Chair (from 17 October 2022)
Rhobert Lewis	-	Independent Member
Cathie Poynton	-	Independent Member
Pete Hopgood	-	Executive Director of Finance & IT
Claire Madsen	-	Executive Director of Therapies

Registered Office

The registered office of the Charity is Bronllys Hospital, Bronllys, Brecon, Powys, LD3 0LY.

Registration Number

The Charity is registered with the Charity Commission – Registered Number 1057902.

Bankers

Barclays Bank
57 Frogmore Street

Internal Auditors

NHS Wales Shared
Services Partnership

Abergavenny
Services
Gwent
NP7 5AT

Audit & Assurance

4-5 Charnwood Court
Heol Billingsley
Parc Nantgarw
Cardif
CF15 7QZ

Investment Advisors

Brewin Dolphin Ltd
12 Smithfield Street
London
EC1A 9BD

External Auditors

Auditor General for Wales
Audit Wales
24 Cathedral Road
Cardiff
CF11 9LJ

Foreword

The Charity was formally created on 28th May 2004 by a 'Deed of Arrangement' which replaced the Powys Health Care NHS Trust Charitable Fund, which had been in existence since 26th July 1996.

These accounts have been prepared in line with Financial Reporting Standard 102 (FRS 102).

The Charity's annual report and accounts for the year ending 31st March 2022 have been prepared by the Corporate Trustee in accordance with Part VI of the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2005 (Statement of Recommended Practice (SORP) 2015). The Charity's report and accounts include all the separately established charitable funds for which the Local Health Board is responsible.

Administrative Details

The Charity has an umbrella registration with the Charity Commission under which funds are registered together under a single 'main' registration number. There are a total of 72 individual funds maintained within the accounting records as at the 31 March 2022, and the notes to the accounts distinguish the types of funds and disclose separately all material funds.

Charitable monies donated to the Charity are accepted, held and administered as funds and property held on trust for purposes relating to the health service in accordance with the National Health Service Act 1977 and the National Health Service and Community Care Act 1990.

Trustee

Powys THB is the Corporate Trustee of the Charitable Fund governed by the law applicable to Local Health Boards, principally the Trustee Act 2000 and also the law applicable to Charities, which is governed by the Charities Act 2011.

The chair and independent members of the Board are appointed by the Welsh Government and the executive directors are appointed by the Board.

The Corporate Trustee devolves responsibility for the on-going management of the charity to the Charitable Funds Committee which administers the fund on behalf of the Corporate Trustee. Details of the Corporate Trustee and its Charitable Funds Committee are disclosed on pages 2 to 4.

Principal Charitable Fund Advisor to the Board

Under a scheme of delegated authority approved by the Corporate Trustee, the Executive Director of Finance of Powys THB has responsibility for the management of the Charity, and the Head of Financial Services is the principal officer overseeing the day-to-day financial management and accounting for the charitable fund and its specific charitable accounts during the year.

Professional Advisors

The principal professional advisors to the Corporate Trustee are detailed on page 4.

Structure Governance and Management

The Charity's unrestricted fund was established using the model declaration of trust. All funds held on trust as at the date of registration were either part of this unrestricted fund or registered as separate restricted funds under the main Charity. Subsequent donations and gifts received by the Charity that are attributable to the original funds are added to those fund balances within the existing Charity. Where funds have been received which have unique specific restrictions set by the donor, new unrestricted (designated) funds have been established.

The current structure of the individual funds reflects the fact that the majority of income and expenditure is focused where patients receive services. Operational managers exercise control over the funds donated to their management area. The charitable funds available for spending are

allocated to service areas within Powys THB's management structure. There are, for example, specific allocations made for individual wards and for specific service areas such as Palliative Care and Brecon Cardiac Services.

Members of the Powys THB and its Charitable Funds Committee are not individual Trustees under Charity Law but act as agents on behalf of the Corporate Trustee.

Acting for the Corporate Trustee, the Charitable Funds Committee is responsible for the overall management of the Charitable Funds. The Committee is required to:

- control, manage and monitor the use of the fund's resources for the public benefit having regard to guidance issued by the Charity Commission,
- provide support, guidance and encouragement for all its income raising activities whilst managing and monitoring the receipt of all income,
- ensure that 'best practice' is followed in the conduct of all its affairs fulfilling all of its legal responsibilities,
- ensure that the approved Investment Policy incorporated within the Charitable Funds Policy approved by the Teaching Local Health Board as Corporate Trustee is adhered to and that performance is regularly reviewed whilst being aware of ethical considerations,
- keep the Corporate Trustee fully informed on the activity, performance and risks of the Charity.

Powys THB is the main beneficiary of the charity and is a related party by virtue of being the Charity's Corporate Trustee. By working in partnership with Powys THB, the charitable funds are used to best effect and so when deciding upon the most beneficial way to use charitable funds, the Corporate Trustee has regard to its main activities, objectives, strategies and plans. The Corporate Trustee fulfils its legal duty by ensuring that funds are spent in accordance with the objectives of each fund that has been designated to respect the specific wishes of each donor.

The accounting records and the day-to-day administration of the fund is dealt with by the Finance Department located at Bronllys Hospital, Brecon, Powys, LD3 0LS.

Jones, Shania
02/12/2022 11:46:15

A message from our Chair

Last year saw a continuation of significant uncertainties for us as a charity. At the start of 2022, our team was seconded for a period of three months to support business-critical services within the Health Board, due to the pressures created by COVID-19. This had a detrimental impact on our planning. However, despite the obvious obstacles, colleagues rose to the occasion with a host of new projects, partnerships, and positive impacts to celebrate.

This year, one of those celebrations was the 25th anniversary of the Powys Teaching Health Board Charity being established as a Registered Charity. To mark the occasion, we held our very first photography competition which saw some eye-catching submissions from PTHB staff members and the public to showcase what Powys means to them. Twelve winning submissions made it onto our photo calendar (another first), helping us to raise vital funds over the Christmas period. I encourage you to visit our website and social media channels to see these stunning images if you have not done so already.

With a greatly expanded scope and a host of new opportunities to progress from the previous year, 2021-22 also saw the growth of our Charity team with another full-time member of staff. Shania Jones joined us in the newly established role of Charity Administrative Support Officer in May 2021, helping us achieve the strongest year for fundraising and engagement in the Charity's history.

In 2021-22 we were able to commit a total of over £450,000 and fund 37 new projects across Powys. The scope of this activity ranged from ambitious multi-year projects which provide state-of the-art training opportunities in the Powys Health and Care Academy, to grassroots support for health clubs in local schools and community centres. The diversity and breadth of projects supported was a first for the Charity that would not have been possible without the dedication of our health board colleagues and community partners.

The Charity also successfully raised over £0.5m thanks to the impressive generosity of our local donors in Powys and a successful national fundraising campaign by NHS Charities Together, which captured the hearts and minds of millions. This outpouring of generosity has provided the platform for our Charity to invest in the local health care of our community for many years to come. With your support, we will continue to work towards our goal of making positive, long-term impacts to help people live healthier lives in Powys.

Thank you to each and every one of our amazing supporters, staff members, partners and wider NHS colleagues that have helped to make these achievements possible.

Carl Cooper,

**Chair of Powys Teaching Local Health Board and
PTHB Charitable Funds Committee**

Our objectives

The Charity's main fund has NHS wide objectives as follows:

"The Trustee shall hold the Trust fund upon trust to apply the income, and at their discretion, so far as may be permissible, the capital, for any charitable purpose or purposes relating to the National Health Service, wholly or mainly for the services provided by Powys Teaching Local Health Board (hereinafter referred to as "the objects")"

This means that the fund can be used for the benefit of patients and staff who receive or help deliver the services provided by Powys THB in accordance with the Deed of Trust.

The Charity is funded by donations and/or legacies received from patients, relatives and friends, the general public and other external organisations. The Corporate Trustee fulfils its legal duty by ensuring that funds are spent in accordance with the objects of each fund. The trustee respects the wishes of our donors to benefit patient care and advance good health and welfare of patients and staff and ensuring that all expenditure fulfils public benefit criteria. The practice of the Charity is to provide support to the Powys THB by the following means: -

- | | |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Patients' Expenditure: | by purchase of small equipment, and the provision of services and facilities not normally provided by or additional to the normal NHS provision. |
| Staff Expenditure: | by supporting staff to provide more effective services to patients, through (for example) additional education and training opportunities; and facilitating and promoting research. |
| Medical Equipment: | by purchase of equipment in addition to that normally provided by the NHS. |

When there are changes in the delivery of a service, or when for some other reason it becomes impractical to maintain a separate fund, the Corporate Trustee has ultimate discretion, in accordance with Section 96 of the NHS Act 1977, to apply the charitable funds. Its objective, however, is to continue to respect the donor's wishes.

Placing the Charity in context

The remit and scope of PTHB Charity has increased dramatically since appointing its first dedicated full-time staff member in early 2020. The Charity team has continued to expand along with its presence and reach amongst NHS staff and the

public throughout the pandemic. Being the official NHS charity for Powys during this challenging time saw an increased relevance for its work. The Charity will, therefore, build upon this moving forward as it implements its new strategy.

As an NHS charity, PTHB Charity can help to develop new partnerships between the public health sector and the voluntary health sector. The Charity can be a catalyst for partnership projects and programmes that help reduce the number of people who get ill and need statutory health intervention and help improve the health and wellness of those with long-term health conditions.

The NHS workforce provides the foundation for health care in Powys. By supporting and providing for a better working environment and better outcomes for NHS staff, the Charity can help ensure better outcomes for NHS patients and their families. This has been a vital area for the Charity in the past and will continue to remain a significant priority for support following the impact of COVID-19.

Where possible, the Charity will look to learn from the most influential and impactful third sector organisations from across the UK, particularly those in the field of healthcare and medical support and leading grant giving charities. More locally, the Charity will also look to work with other health board charities in Wales on relevant issues and to coordinate campaigns and communications for the widest possible impact.

The support network that has been created and maintained by NHS Charities Together across the last two years has allowed for greater collaboration between NHS charities. Maintaining a strong relationship and open dialogue, particularly with Welsh NHS and third sector colleagues, can ensure the Charity is as knowledgeable, responsive and effective as possible within its field.

Key objectives

The objectives outlined below have been set out in-line with the strategic objectives of the Powys Teaching Health Board's Integrated Medium Term Plan and its core values.

The strategic objectives aim to:

- Provide clarity on the Charity's purpose and remit for PTHB staff and members of the public.
- Outline key areas for development.
- Establish a pathway for progression.
- Demonstrate the synergies between the objectives of the Charity and those of the PTHB as set out by the Integrated Medium-Term Plan (IMTP).

The following objectives were chosen in order to outline a clear and consistent identity for the Charity, build a profile and increase its impact through greater engagement, and ensure it remains sustainable throughout 2021-22 and beyond.

- 1) Ensure strategy, planning and governance are efficient and effective

- a) Review all Charity governance and bidding arrangements to implement operational efficiencies.
 - b) Establish clear Charity guidelines and policy for PTHB staff and independent members.
 - c) Develop a new Stakeholder Engagement Strategy for the Charity.
 - d) Scale and adapt the Charity whilst ensuring its long-term viability and sustainability.
- 2) Develop a timely and effective charitable response to health and wellbeing issues across Powys
- a) Proactively engage with staff and patients to facilitate new charitable funding proposals.
 - b) Increase collaboration with third sector partners on fundraising and awareness raising campaigns.
 - c) Implement an effective COVID support and recovery funding programme for staff, volunteers and patients.
 - d) Generate relevant engagement opportunities to allow the public to connect with the Charity.
- 3) Create and deliver 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).
 - b) Enhance the Charity's public fundraising presence and generate new fundraising opportunities for the Charity.
 - c) Produce effective and engaging campaigns to widen the Charity's reach and engage new audiences.
- 4) Develop and coordinate a comprehensive stakeholder network.
- a) Build on existing regional partnerships in order to further the Charity's strategic objectives.
 - b) Form new partnerships with key stakeholders which support the implementation of the Charity's strategic objectives.
 - c) Manage the Charity's engagement network (staff, volunteers and public).

Delivery and monitoring

Delivery of these objectives is overseen and monitored by the Charitable Funds Committee on behalf of the Corporate Trustee as a key programme of work.

Jones, Shania
02/12/2022 11:46:15

Our year in review

Impact of the pandemic

Like many other services across the Powys Teaching Health Board, the final months of 2021-22 were a relatively unsettled period for the Charity team. With organisational staffing impacted by a combination of vacant roles and COVID-19, January saw both members of the team temporarily seconded to support other services where there was operational urgency. Charity activity was temporarily reduced because of this to business essential activity only. These working arrangements remained in place until the end of March when the Charity began to gradually return to a business-as-usual capacity. This resulted in some delays to the operational activity outlined in the PTHB Charity 2021/22 annual workplan. The most notable delay was to the planned development of a new Charity brand, which will instead be carried into the next financial year.

Despite the slight disruption the Charity team responded well to the ask and challenges presented during this time and has benefited from more visibility at senior levels in the organisation, new connections with adjacent teams and services that will benefit its work going forwards.

Fundraising

Following a record-breaking year for fundraising interest and engagement from the community in 2020/21 due to the COVID-19 pandemic, 21/22 saw overall fewer numbers of active community fundraisers and donors, although the Charity continued to diversify its income streams. Growth in grant funding, legacy donations and investment income offset fewer grassroots and community donations. Thanks to this, the Charity's overall income was higher than the previous year, generating over £540,000. Despite this year-on-year increase, the Charity anticipates that income will decrease slightly in future years as the world moves on from the pandemic. This has been echoed in feedback from across the sector, including NHS Charities Together and Welsh NHS Charity colleagues.

The Charity continued to benefit from strong individual donations from local communities for specific, frontline teams such as the North Powys Palliative Care Team and the Talgarth District Nursing Team. The Charity team shifted priorities during the year to better maintain ongoing links between donors, the Charity and teams who are benefitting from the donation to ensure the impact of these donations was better captured and celebrated.

In May 2021, the Charity received a significant legacy donation of circa £200,000 for the benefit of Welshpool hospital. Legacies and gifts have formed a large percentage of the Charity's funds over the past 25 years, despite very little information on the topic made available to the public. Inspired by this donation, the Charity launched a Legacy awareness raising campaign in November 2021 with new guidance on how to leave a gift in a will and how these donations benefit NHS staff and patients in Powys.

There was also support from corporate partners during the year with the Maldwyn Agency of NFU Mutual chose to make a sizeable contribution to the Newtown

Stroke Unit. In December, The Original Factory Shop in Machynlleth made the decision to nominate PTHB Charity as their official charity of the year. This made them the Charity's first corporate partner and donations made in store and via purchases will help to support their local hospital throughout the year.

PTHB Charity was also involved in an all-Wales NHS Fundraiser organised by the Swansea Bay Health Board Charity, established during the pandemic, which raised over £190,000 to be distributed evenly between 9 NHS Charities in Wales.

Communications & Engagement

The introduction of a Charity Manager in the previous year led to a steady increase in the scope and reach of the Health Board's Charitable Funds with the addition of new internal and external communication channels, an increased public-facing presence and the development of new partnerships and commitments.

The Corporate Trustee, therefore, decided that an additional post should be a part of the efforts to scale up the Charity whilst ensuring its long-term viability and sustainability. Shania Jones started in the newly created post of Charity Administrative Support Officer in May 2021. In addition to greater general support with administrative and clerical tasks, the post has allowed the Charity to develop a more consistent schedule of digital engagement content and higher quality social media posts with far higher engagement levels. An example of this being the monthly PTHB Charity newsletter launched in July 2021, initially for PTHB staff, and since expanded to the wider public. The Charity's social media channels also amassed over 75,000 impressions during the year, with an average engagement rate of 2.35% and a total of almost 400 active followers across all channels.

July marked the 73rd birthday of the NHS, which the Charity celebrated by taking part in the NHS Big Tea campaign. The national campaign was coordinated by NHS Charities Together as an opportunity to celebrate and reflect on the successes of the NHS. PTHB Charity used the campaign as an opportunity to highlight the various projects, big and small, that were funded over the previous 12 months in Powys, with a view to encouraging new project submissions. The Charity team held a Powys-wide Randomised Tea Break for PTHB staff. This was an opportunity for the Charity to pair participants with other colleagues at random and arranging a short coffee break catch up which could be held physically or digitally. The aim was to help staff connect (or reconnect) despite COVID-19 restrictions and raise funds for the individual teams and services. Over 30 staff participated in the first digital event, providing a lot of positive feedback. This led to the concept being incorporated into other campaigns throughout the year.

The campaign which proved most successful during the year was a '25 years of PTHB Charity' campaign to commemorate 25 years since the Charity was first registered. The campaign gained traction through a photography competition for NHS staff, Powys schools and members of the public. The aim of the competition was to encourage more engagement from the public through their submission of their favourite images of Powys from across the last quarter of a century. A selection of winning entries were chosen to create a set of PTHB Charity calendars for 2022, which were sold to raise funds over the Christmas period.

During the festive season, both Legacies and community fundraising were the principal communication priorities with *Choose Your Cause* messaging, which aimed to spotlight fundraising opportunities for the smaller, individual PTHB services that were most relevant to Charity audiences.

Looking ahead to 2022-23, the development of a unified, consistent brand identity remains a key priority for the Charity to broaden its engagement. The team will look to enlist support from external creative marketing agencies to help expedite the process.

Powys Health and Care Academy

In June 2021, PTHB Charity supported its biggest most ambitious project yet, providing funding for the Bronllys campus of the Powys Health and Care Academy. The Charity provided £180,000 towards the new £1.6 million facility as part of a new strategic partnership which will help improve access to health and social care training in the county and encourage more people to take up a career in the sector.

A large proportion of the working-age population of Powys accessing education, learning and development outside of county, given there is no 'brick university' within the footprint of Powys. Approximately 500 students each year go out of county to access higher level educational opportunities, equating to £2 million worth of educational funding moving to neighbouring counties and across the border into England. To meet future demand, there has to be a change in the way services are delivered and how the workforce is secured and developed, so that both are affordable and sustainable. The concept of operating as a hub and spoke model across the county, offers a practical solution to accessing health and social care education and training across the geographical footprint in Powys.

The Charity's contribution was utilised as part of the refurbishment of Basil Webb Hall, a new outdoor learning space, and an adaptive living space in the refurbished Magpies bungalow, which will be used to provide simulated learning in a community setting. It will specifically provide state-of-the-art IT kit and furnishings to enable Powys to better link with Academic partners outside of county and increase the in-reach of education into county and offer more research, innovation and improvement initiatives.

The Academy is planned to soft launch early in 2022-23 with a view to a full opening later in the year to align with the academic year.

Ongoing projects and partnerships

The Charity continued its aim to support larger, more strategic interventions in September 2021 with a commitment of £238,000 support to a new nurse training programme bursary scheme over a four-year period. The funding will support 4 candidates from the Powys Community to join a new initiative recruiting local Powys residents to newly created Healthcare Support Worker (HCSW)/ Registered Nurse (RN) Training Posts and will provide a total of 8 new training roles.

The funding provided by PTHB Charity will be awarded as a bursary/sponsorship scheme targeting areas of high deprivation. Using this approach, new recruits will

be employed as Band 2 HCSWs, will undertake the pre-registration nurse degree part-time over four years with the Open University (OU) and exit their training as a qualified Registered Nurse (RN). They will be guaranteed a RN role and will be committed to working in PTHB for a minimum of two years post registration.

These recently advertised training posts have attracted huge interest from existing Powys residents and communities, making it more likely that they will remain in PTHB after qualifying. It will also support recruitment in targeted locations where we have hard to fill RN posts. The Charity plans to closely monitor the progress of the recruits over their four year journey and explore future options for targeted bursary support following the evaluation of the programme.

Ongoing projects and partnerships

The Powys End of Life Care project was awarded £60,000 in 2020 and has continued to make good project progress into this year. The project team has run a very successful series of surveys for staff and members of the public in Powys to establish benchmarks for end of life care. Due to the large uptake in responses to the surveys, there are a number of external organisations interested in the findings, such as Hospice UK and other Health Boards. The National Museum of Wales (NMW) is also collaborating with the project group on its NHS Decides / Celf ar y Cyd project, which aims to deliver a bespoke implementation of artwork for hospital settings. While the project involves all Health Boards in Wales, PTHB is the only Health Board that is utilising the project in end of life care. The NHS Decides project will lead to bespoke packs for patients, families and caregivers which includes a variety of artwork and supporting materials that have been chosen and developed with input from staff and patients that will help people learn and gain more from the pieces.

After launching the highly successful COVID Response Fund in the previous year to help support staff, patients, and services affected by the pandemic, the Charity focused on promoting and utilising all the funding received from NHS Charities Together in 2021-22. Many of the Fund's projects, particularly larger programmes, experienced delays during the year due to various factors related to the pandemic. The Charity is working to ensure that all of the funding is committed, and the projects supported are able to be completed by the end of the next financial year.

The HORIZON arts in mental health project partnership with Powys County Council, started work in earnest during the year after receiving funding from the Charity in March 2021. There are currently several intervention workshops taking place across Powys to support patients with creative endeavours as part of their treatment. Other creative interventions are being planned in Powys, including somatic experiencing and dance with people engaged in the Improving the Cancer Journey (ICJ) programme, and clay modelling, sculpture making and printing workshops for young people at risk of substance misuse at the Mid Wales Arts Centre.

Jones Sharda
02/12/2022 11:46:15



Income & expenditure

Income

Voluntary income consists of donations and legacies from patients and their relatives and friends. Total income of £542,411 received during 2021/22 included £361,643 which related to two legacies.

Donations in 2021/22 include an amount of £4,443 received from various Leagues of Friends associated with Powys Hospitals (2021: £17,217).

The generosity of all those who made a donation or left a legacy is greatly appreciated. An analysis of total income is given below.

	2021/22 £	2020/21 £
Interest and Dividends	112,028	79,104
Donations	68,740	102,439
Legacies	361,643	58,987
Grant Income	0	151,600
	<u>542,411</u>	<u>392,130</u>

Expenditure

Expenditure on charitable activities and Support Costs in 2021/22 was £278,225 (2021: £256,685).

An analysis of expenditure (excluding Fundraising costs) is shown below:

	2021/22 £	2020/21 £
Staff Education, Welfare and Amenities	16,669	56,409
Patient Education, Welfare and Amenities	96,558	92,209
Medical Equipment	7,812	15,188
Building and Refurbishment	55,563	1,584
Support Costs	101,623	91,295
	<u>278,225</u>	<u>256,685</u>

Gain/Loss on Investment Assets

An amount of £2.804M was invested via Brewin Dolphin Ltd in February 2020 and at the 31st March 2022 was valued at £3.548M (2021:£3.328M) the unrealised

gain on Investment totalled £0.236M. Unrealised gains and losses are calculated as the difference between the market value of the investment at the year end and opening carrying value. Since the investments have not physically been sold, this change in valuation remains an unrealised gain/loss until a sale transaction realises the value and it becomes a realised gain/loss.

Elements of funds held

Expenditure was undertaken from the Charity's unrestricted and restricted income funds; these funds comprise two elements:

- **The General Purposes Fund**, which is constituted of funds received by the Charity with no particular preference expressed by donors. Applications can be made to this fund from any service area within Powys THB. Expenditure from this fund is targeted on projects in areas that do not have available Designated Funds to pay for them.
- **Designated Funds**, which usually contain donations where a particular part of a Hospital or Health Board activity was nominated by the donor at the time their donation was made. Whilst their nomination is non-binding on the Trustee, the designated funds reflect these nominations and are overseen by Service Managers who can make recommendations on how to spend the money within their designated area. Service Managers' recommendations are duly considered and these funds can be spent at any time with the prior approval of the Charitable Funds Committee or Executive Directors/Assistant Directors.

Reserves policy

The Charity's reserves policy has the objective of ensuring that the Charity has sufficient funds available to maintain liquidity, cover unforeseen risks and provide for future opportunities.

The Charity relies heavily on income from donations, fundraising and legacies. These are unpredictable sources that can vary year to year. Therefore, the Charity needs sufficient reserves to be able to continue its activities in the event of fluctuations in its income.

The Charity has a target level of reserves of £0.708M. This is based on the following calculation, with average figures taken from the last three years of audited accounts:

- One year's administration cost (support costs, fundraising costs and investment management costs).
- 20% of the value of investments held.
- 25% of the grant funded activity expenditure.

The target level of reserves will be reassessed on an annual basis.

Jones, Sharon
 02/12/2022 11:46:15

The Trustee will review the actual reserves held against the target at least annually, to ensure that sufficient funds are held within the Charity, whilst also continuing to utilise funds within a reasonable period of receipt.

A review of funds, performance & investments

The net assets of the Charitable Funds as at 31st March 2022 were £4,415,596 (2021: £3,932,603). Overall net assets increased by £482,993.

The charity continues to rely on donations and legacies and investment income as the main sources of income. Total incoming resources increased by £150,281 compared with the previous financial year. Legacy income increased by £302,656.

Expenditure of £278,225 has increased compared with the previous year (2021: £256,685). The total charitable expenditure on direct charitable activity, including support costs was £278,225 across a range of programmes.

Purchase of new medical equipment

The total spend on providing new equipment for Powys THB of £7,812 (2021: £15,188) represents a vital and valuable contribution to enhancing the provision of clinical care ranging from purchases of small items of rehabilitation equipment through to an hydraulic patient chair.

Provision of Staff Education, Welfare and Amenities

Of the total Staff Education, Welfare and Amenities expenditure in year of £16,669 (2021: £56,409), the Charity contributed £10,057 (2020: £22,411) towards the provision of education and training for Powys THB staff undertaking further professional education and training.

Provision of Patient Education, Welfare and Amenities

A significant amount of expenditure £96,557 (2021: £92,209) has been charged under this heading in the year from small initiatives such as increased patient activities at day hospitals to the funding of a digital facilitator to assist patients in the community access hospital services via digital means.

Performance management

The Charity Manager and Charity Administrative Support Officer have been employed to deliver a new strategy for the Charity and to support the development of new projects, partnerships and proposals to help the Charity to best fulfil its charitable aims and objectives. The Charity team will help the Trustee to monitor general progress and performance of charitable funds and their utilisation. The performance of the Charity team is regularly reviewed by both the Charitable

Funds Committee and the Corporate Trustee in order to ensure to the Charity continues to achieve and deliver support to its full potential.

All general purpose funding proposals and significant proposals (above £5,000 in value) are reviewed and approved by the Charitable Funds Committee with prior support from the PTHB Executive Committee. Local and designated fund requests that fall below the above threshold require support from Executive Directors/Assistant Directors for the delegated service managers who manage those funds.

Investments

The Corporate Trustee has considered potential risks to which the Charity is exposed. There are no major risks that have been identified other than those associated with the normal fluctuations in the value of investments. The Trustee believes these risks are appropriately managed. Independent investment advisors (Brewin Dolphin Limited) have been appointed, and investments are held in a diversified fund of investments.

The Corporate Trustee invests the funds of the Charity with Brewin Dolphin Ltd via a Portfolio arrangement. At the year-end 13%, 73%, 6% and 7% were invested in Fixed Income, Equities, Alternatives and Other Investments respectively with the remaining 1% held as cash assets.

The Corporate Trustee continues to consider its exposure to the fluctuations in the value of its equity-based investment, and receives a quarterly investments performance report at each Charitable Funds Committee meeting.

In line with the ethos of promoting patient wellbeing, the Corporate Trustee attempts to ensure that all investments are ethically and environmentally sound, and are not opposed to the core purpose of the Charity. This ethical mandate is interpreted by our Investment Managers and informs the makeup of our portfolio. These ethical considerations are regularly monitored on a quarterly basis.

The strategy of the Corporate Trustee is that funds are spent within a timely manner after receipt. The Charity has further developed this strategy to target funds that remained dormant for a period of over 12 months to ensure that the funds that have been built up over many years are being targeted and distributed equitably.

This has been made possible by the introduction of a Charity Manager to support the Corporate Trustee's aims and to support service managers, Senior operational teams and Directorate Managers in developing strategic proposals to utilise funds throughout the year.

Jones, Shania
02/12/2022 11:46:15

Looking ahead to 2023

This review should be viewed in the context of the Corporate Trustee vision to ensure wherever possible, the Charity supports the health and wellbeing of the people of Powys.

The overall direction of the Charity will continue to be developed in future years with priorities and objectives which outline a clear and consistent identity. This will help to build its profile and increase the impact of its work through greater engagement and strategic investment.

To achieve this, the Charity will undertake a full review of its vision, values and strategic priorities with its stakeholders and implement a new long-term strategy. This strategy will ensure PTHB Charity remains relevant and sustainable following the widespread and lasting impact of the COVID-19 pandemic.

The priorities for this strategy will be identified through consultation with the Charity's stakeholders, which includes PTHB staff and Board members, third sector partners, patients and their families, as well as members of the community. All future priorities for PTHB Charity should reflect its stakeholders' expectations of what it can deliver and complement the strategic aims of Powys Teaching Health Board's Integrated Medium-Term Plan (IMTP) 2022-2025.

The Charity will continue work with partners, donors, staff and other stakeholders to add benefit to the population of Powys receiving health care services. As such, income and expenditure plans will be the subject of continual review to ensure that future needs are prioritised accordingly.

Thank you for all your support

On behalf of the patients, staff and community members who have benefited from improved services due to donations and legacies, the Corporate Trustee and the Charity would like to thank all patients, relatives, friends and staff who have made charitable donations or contributions during the year. We have been overwhelmed by the generosity of our communities this year and for that we cannot thank them enough.

PTHB Charity and the Powys Teaching Health Board has a clear view of how health services should be delivered to improve the health and wellbeing of Powys. We can only make this vision possible through our partners, staff, patients, carers and our Powys communities and we invite you to join us to make this a reality.

If you want to learn more about PTHB Charity and how you can support, please visit the Charity's website: pthb.nhs.wales/about-us/our-charity/ or contact the Charity at PTHB.Charity@wales.nhs.uk.

Mr Carl Cooper

Chair

Powys Teaching
Local Health Board

Mrs C Shillabeer

Chief Executive

Powys Teaching
Local Health Board

Jones, Shania
02/12/2022 11:46:15

Statement of Trustee responsibilities in respect of the Trustee's Report and the financial statements

Under charity law, the Trustee is responsible for preparing the Trustee Report and the financial statements for each financial year which show a true and fair view of the state of affairs of the charity and of the excess of income over expenditure for that period.

In preparing these financial statements, generally accepted accounting practice entails that the Trustee:

- selects suitable accounting policies and then applies them consistently;
- makes judgements and estimates that are reasonable and prudent;
- states whether the recommendations of the Statement of Recommended Practice FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements;
- states whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements;
- prepares the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The Trustee is required to act in accordance with the trust deed and the rules of the charity, within the framework of trust law. The Trustee is responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the Trustee to ensure that, where any statements of accounts are prepared by them under section 42(1) of the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision. The Trustee has a general responsibility for taking such steps as are reasonably open to it to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

The Trustee is responsible for the maintenance and integrity of the financial and other information included on the Powys Teaching Local Health Board website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The Trustee confirms that it has met the responsibilities set out above and complied with the requirements for preparing the accounts. The financial statements set out on pages 25 to 39 attached have been compiled from and are in accordance with the financial records maintained by the Trustee.

By Order of the Trustee

Signed:(Chair)

Date:.....

Signed:(Chief Executive)

Date:.....

Jones, Sharon
02/12/2022 11:46:15

Report of the Auditor General to the Trustee of Powys Teaching Local Health Board Charitable Fund

Report on the audit of the financial statements

Opinion

I have audited the financial statements of Powys Teaching Local Health Board for the year ended 31 March 2022 under the Charities Act 2011. These comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows and related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In my opinion the financial statements:

- give a true and fair view of the state of affairs of the charity as at 31 March 2022 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Charities Act 2011.

Basis for opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing in the UK (ISAs (UK)). My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of the charity in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Conclusions relating to going concern

I have nothing to report in respect of the following matters in relation to which the ISAs (UK) require me to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Jones, Shania
02/12/2022 11:46:15

Report on other requirements

Other information

The other information comprises the information included in the annual report other than the financial statements and my auditor's report thereon. The trustee is responsible for the other information in the annual report and accounts. My opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in my report, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

Matters on which I report by exception

I have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require me to report to you if, in my opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report;
- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns; or
- I have not received all of the information and explanations I require for my audit.

Responsibilities

Responsibilities of the trustee for the financial statements

As explained more fully in the statement of trustee responsibilities set out on page 21, the trustee is responsible for preparing the financial statements in accordance with the Charities Act 2011, for being satisfied that they give a true and fair view, and for such internal control as the trustee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustee is responsible for assessing the charity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

Auditor's responsibilities for the audit of the financial statements

I have been appointed as auditor under section 150 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are

considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of my auditor's report.

Adrian Crompton
Auditor General for Wales

Date to be inserted when confirmed

24 Cathedral Road
Cardiff
CF11 9LJ

Jones, Shania
02/12/2022 11:46:15



Powys Teaching Local Health Board Charity Statement of Financial Activities for the year ended 31 March 2022

		Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total Funds 2021/22 £000
	Note				
Incoming resources from generated funds:					
Donations and legacies	3	430	0	0	430
Investments	5	112		0	112
Total incoming resources		542	0	0	542
Expenditure on:					
Raising Funds	6	16	0	0	16
Charitable activities	7	279	0	0	279
Total expenditure		295	0	0	295
Net gains / (losses) on investments	13	236	0	0	236
Net income / (expenditure)		483	0	0	483
Transfer between funds	18	0	0	0	0
Net movement in funds		483	0	0	483
Reconciliation of Funds					
Total Funds brought forward	19	3,930	0	3	3,933
Total Funds carried forward		4,413	0	3	4,416

Powys Teaching Local Health Board Charity Statement of Financial Activities for the year ended 31 March 2021

		Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total Funds 2020/21 £000
	Note				
Incoming resources from generated funds:					
Donations and legacies	3	313	0	0	313
Investments	5	79	0	0	79
Total incoming resources		392	0	0	392
Expenditure on:					
Raising Funds	6	13	0	0	13
Charitable activities	7	256	0	0	256
Total expenditure		269	0	0	269
Net gains / (losses) on investments	13	557	0	1	558
Net income / (expenditure)		680	0	1	681
Transfer between funds	18	0	(2)	2	0
Net movement in funds		680	(2)	3	681
Reconciliation of Funds					
Total Funds brought forward	19	3,250	2	0	3,252
Total Funds carried forward		3,930	0	3	3,933

Jones, Shania
02/12/2022 11:46:15


Powys Teaching Local Health Board Charity Balance Sheet as at 31 March 2022

		Unrestricted funds	Restricted Income funds	Endowment funds	Total 31 March 2022	Total 31 March 2021
	Note	£000	£000	£000	£000	£000
Fixed assets:						
Investments	13	3,607	0	3	3,610	3,390
Total fixed assets		3,607	0	3	3,610	3,390
Current assets:						
Debtors	14	4	0	0	4	32
Cash and cash equivalents	15	980	0		980	657
Total current assets		984	0	0	984	689
Liabilities:						
Creditors: Amounts falling due within one year	16	178	0	0	178	146
Net current assets / (liabilities)		806	0	0	806	543
Total assets less current liabilities		4,413	0	3	4,416	3,933
Creditors: Amounts falling due after more than one year	16	0	0	0	0	0
Total net assets / (liabilities)		4,413	0	3	4,416	3,933
The funds of the charity:						
Endowment Funds	19			3	3	3
Restricted income funds	19		0		0	0
Unrestricted income funds	19	4,413			4,413	3,930
Total funds		4,413	0	3	4,416	3,933

The notes on pages 28 to 39 form part of these accounts

Signed :

Name :(Chair of Trustees)

Date :

Jones, Shania
02/12/2022 11:46:15


Powys Teaching Local Health Board Charity Statement of Cash Flows for the year ending 31 March 2022

		Unrestricted funds	Restricted Income funds	Endowment funds	Total Funds 2021-22	Total Funds 2020-21
	Note				£000	£000
Cash flows from operating activities:						
Net cash provided by (used in) operating activities	17	195	0	0	195	(10)
Cash flows from investing activities:						
Dividend, interest and rents from investments	5	112	0	0	112	79
Proceeds from the sale of investments	13	369	0	0	369	804
Purchase of investments	13	(351)	0	0	(351)	(1,586)
Movement of Cash held as part of investment portfolio	13	(2)	0	0	(2)	779
Net cash provided by (used in) investing activities		128	0	0	128	76
Change in cash and cash equivalents in the reporting period		323	0	0	323	66
Cash and cash equivalents at the beginning of the reporting period	15	657	0	0	657	591
Cash and cash equivalents at the end of the reporting period	15	980	0	0	980	657

Jones, Shania
02/12/2022 11:46:15



Note on the accounts

1 Accounting Policies

(a) Basis of preparation

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at fair value.

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. There are no material uncertainties affecting the current year's accounts.

In future years, the key risks to the Charity are a fall in income from donations or investment income but the trustees have arrangements in place to mitigate those risks (see the risk management and reserves sections of the annual report for more information).

The Charity meet the definition of public benefit entity under FRS 102.

(b) Funds structure

Where there is a legal restriction on the purpose to which a fund may be put, the fund is classified either as:

- A restricted fund or
- An endowment fund.

Restricted funds are those where the donor has provided for the donation to be spent in furtherance of a specified charitable purpose. The Charity's restricted funds tend to result from donations or legacies for specified purposes.

Endowment funds arise when the donor has expressly provided that the gift is to be invested and only the income of the fund may be spent. These funds are sub analysed between those where the Trustees have the discretion to spend the capital (expendable endowment) and those where there is no discretion to expend the capital (permanent endowment).

Those funds which are neither endowment nor restricted income funds, are unrestricted income funds which are sub analysed between designated (earmarked) funds where the Trustees have set aside amounts to be used for specific purposes or which reflect the non-binding wishes of donors and unrestricted funds which are at the Trustees' discretion, including the general fund which represents the charity's reserves. The major funds held in each of these categories are disclosed in note 19.

Jones, Shania
02/12/2022 11:46:15

(c) Incoming resources

Income consists of donations, legacies, income from charitable activities and investment income.

Donations are accounted for when received by the charity. All other income is recognised once the charity has entitlement to the resources, it is probable (more likely than not) that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Where there are terms or conditions attached to incoming resources, particularly grants, then these terms or conditions must be met before the income is recognised as the entitlement condition will not be satisfied until that point. Where terms or conditions have not been met or uncertainty exists as to whether they can be met then the relevant income is not recognised in the year but deferred and shown on the balance sheet as deferred income.

(d) Incoming resources from legacies

Legacies are accounted for as incoming resources either upon receipt or where the receipt of the legacy is probable.

Receipt is probable when:

- Confirmation has been received from the representatives of the estate(s) that probate has been granted
- The executors have established that there are sufficient assets in the estate to pay the legacy and
- All conditions attached to the legacy have been fulfilled or are within the charity's control.

If there is uncertainty as to the amount of the legacy and it cannot be reliably estimated then the legacy is shown as a contingent asset until all of the conditions for income recognition are met.

(e) Incoming resources from endowment funds

The income received from the investment of endowment funds is attributed to unrestricted funds to be spent on charitable purposes. Any gains or losses arising from the valuation of investment of the endowment capital amount are attributed to the endowment fund

Jones, Shania
 02/12/2022 11:46:15



(f) Resources expended and irrecoverable VAT

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to each category of expense shown in the Statement of Financial Activities. Expenditure is recognised when the following criteria are met:

- There is a present legal or constructive obligation resulting from a past event
- It is more likely than not that a transfer of benefits (usually a cash payment) will be required in settlement
- The amount of the obligation can be measured or estimated reliably.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

(g) Recognition of expenditure and associated liabilities as a result of grants

Grants payable are payments made to linked, related party or third party NHS bodies and non NHS bodies, in furtherance of the charitable objectives of the funds held on trust, primarily relief of those who are sick.

Grant payments are recognised as expenditure when the conditions for their payment have been met or where there is a constructive obligation to make a payment.

A constructive obligation arises when:

- We have communicated our intention to award a grant to a recipient who then has a reasonable expectation that they will receive a grant
- We have made a public announcement about a commitment which is specific enough for the recipient to have a reasonable expectation that they will receive a grant
- There is an established pattern of practice which indicates to the recipient that we will honour our commitment.

The Trustees have control over the amount and timing of grant payments and consequently where approval has been given by the trustees and any of the above criteria have been met then a liability is recognised. Grants are not usually awarded with conditions attached. However, when they are then those conditions have to be met before the liability is recognised.

Where an intention has not been communicated, then no expenditure is recognised but an appropriate designation is made in the appropriate fund. If a grant has been offered but there is uncertainty as to whether it will be accepted or whether conditions will be met then no liability is recognised.

(h) Allocation of support costs

Support costs are those costs which do not relate directly to a single activity. These include staff costs, costs of administration, internal and external audit costs. Support costs have been apportioned between charitable activities on an appropriate basis. The analysis of support costs and the bases of apportionment applied are shown in note 10.

(i) Fundraising costs

There has been £16K fundraising costs incurred by the Charity during 2021/22 (2020/21 £13K). This relates to investment management costs.

Jones, Shania
02/12/2022 11:46:15



(j) Charitable activities

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs, where not wholly attributable, are apportioned between the categories of charitable expenditure in addition to the direct costs. The total costs of each category of charitable expenditure include an apportionment of support costs as shown in note 7.

(k) Debtors

Debtors are amounts owed to the charity. They are measured on the basis of their recoverable amount.

(l) Fixed Asset Investments

Investments are a form of basic financial instrument. Fixed Asset investments are initially recognised at their transaction value and are subsequently measured at their fair value (market value) at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposal throughout the year. Quoted stocks and shares are included in the Balance Sheet at the current mid price market value quoted by the investment analyst, excluding dividend. The SORP recommends that the bid price market price be used in valuing stocks and shares, although the difference between the bid and mid market price is not material. Other investments are included at the trustees' best estimate of market value.

The main form of financial risk faced by the charity is that of volatility in equity markets and investment markets due to the wider economic conditions, the attitude of investors to investment risk and changes in sentiment concerning equities and within particular sectors or sub sectors. Further information on the charity's investments can be found in note 13.

(m) Cash and cash equivalents

Cash at bank and in hand is held to meet the day to day running costs of the charity as they fall due. Cash equivalents are short term, highly liquid investments, usually in no notice interest bearing savings accounts.

(n) Creditors

Creditors are amounts owed by the charity. They are measured at the amount that the charity expects to have to pay to settle the debt.

Amounts which are owed in more than a year are shown as long term creditors.

(o) Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening carrying value. Unrealised gains and losses are calculated as the difference between the market value at the year end and opening carrying value.

Jones, Shania
02/12/2022 11:46:15



2. Related party transactions

During the year none of the trustees or members of the key management staff or parties related to them has undertaken any material transactions with the Powys Teaching Local Health Board Charitable Funds other than those disclosed below.

Board Members (and other senior staff) take decisions both on Charity and Exchequer matters but endeavour to keep the interests of each discrete and do not seek to benefit personally from such decisions. Declarations of personal interest have been made in both capacities and are available to be inspected by the public.

The Charitable Trust Fund has made payments to Powys Teaching Health Board of £0.171M. As at 31 March 2022 the total owed to the Health Board was £0.135M (2021: £0.116M), and owed by the Health Board was £0.000M (2021: £0.002M).

The Charity's Board members have related party interests in the the following:

<u>Name</u>	<u>Details</u>	<u>Related Party Interests</u>
Trish Buchan	Independent Member	Powys Association of Voluntary Organisations (Ex officio Trustee)
Matthew Dorrance	Independent Member	Powys County Council

The Total value of transactions with related parties during 2021/22 are as follows:

Related Party	Payment to related party £	Amounts received from related party £	Amounts owed to related party £	Amounts due from related party £
Powys Association of Voluntary Organisations	10,462	0	0	0
Powys County Council	2,224	0	0	0

3. Income from donations and legacies

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2021-22 £000	Total 2020-21 Restated £000
Donations	69	0	0	69	102
Legacies	361	0	0	361	59
Grants	0	0	0	0	152
	430	0	0	430	313

4. Role of volunteers

Like all charities, the THB Charity is reliant on a team of volunteers for our smooth running. Our volunteers perform the following role:

- Fund advisors – there are about 13 THB staff who manage how the charity's designated funds should be spent. These funds are designated (or earmarked) by the trustees to be spent for a particular purpose or in a particular ward or department. Each fund advisor has delegated powers to spend the designated funds that they manage in accordance with the trustees wishes subject to the approval of their Executive Director/Assistant Director or the Charitable Funds Committee. The trustees determine through its Strategy the key aims that expenditure should be utilised for. Fund advisors who spend more than £5,000 are required to seek approval from the Charitable Funds Committee setting out what they intend to spend the money on and the difference it will make to the patients and staff of the THB services.

In accordance with the SORP, due to the absence of any reliable measurement basis, the contribution of these volunteers is not recognised in the accounts.



5. Gross investment income

	Unrestricted funds £000	Restricted Income funds £000	Total 2021-22 £000	Total 2020-21 £000
Fixed asset equity and similar investments	112	0	112	79
Short term investments, deposits and cash on deposit	0	0	0	0
	112	0	112	79

6. Analysis of expenditure on raising funds

	Unrestricted funds £000	Restricted Income funds £000	Total 2021-22 £000	Total 2020-21 £000
Investment management	16	0	16	13
	16	0	16	13

7. Analysis of charitable activity

	Grant funded activity £000	Support costs £000	Total 2021-22 £000	Total 2020-21 £000
Medical research				
Purchase of new equipment	8	4	12	23
Building and refurbishment	56	32	88	3
Staff education and welfare	17	10	27	87
Patient education and welfare	96	56	152	143
	177	102	279	256

Support costs are apportioned based on %age of Grant funded activity

8. Analysis of grants

The charity does not make grants to individuals. All grants are made to the Health Board to provide for the care of NHS patients in furtherance of our charitable aims. The total cost of making grants, including support costs, is disclosed on the face of the Statement of Financial Activities and the actual funds spent on each category of charitable activity, is disclosed in note 7.

The trustees operate a scheme of delegation for the majority of the charitable funds, under which fund advisors manage the day to day disbursements on their projects in accordance with the directions set out by the trustees in charity standing orders and financial instructions. Funds managed under the scheme of delegation represent ongoing activities and it is not possible to segment these activities into discrete individual grant awards.

Jones, Shania
02/12/2022 11:46:15



9. Movements in funding commitments

	Current liabilities	Restricted Non-current liabilities	Total 31 March 2022	Total 31 March 2021
	£000	£000	£000	£000
Opening balance at 1 April (see note 16)	146		146	96
Movement in liabilities	32		32	50
Closing balance at 31 March (see note 16)	178	0	178	146

As described in notes 7 and 8, the charity awards a number of grants in the year. Many grants are awarded and paid out in the same financial year. However, some grants which are awarded for example funding a specific post can span financial years. For such grants whilst the award may be for more than one year, it is only the annual amount that is paid out in year and recorded as expenditure within charitable activities.

The charity at present does not issue formal grant letters to recipients and therefore the expectation of the recipient in recognition of this grant as defined by the SORP is not met with certainty.

10. Allocation of support costs

Support and overhead costs are allocated between fundraising activities and charitable activities. Governance costs are those support costs which relate to the strategic and day to day management of a charity.

	Raising funds £000	Charitable activities £000	Total 2021-22 £000	Total 2020-21 £000	Basis
Governance					
External audit	0	15	15	25	Charged to Central Fund
Finance and administration	0	3	3	3	Charged to Central Fund
Other professional fees					
Total governance	0	18	18	28	
Finance and administration	0	84	84	63	Charged to Central Fund
	0	102	102	91	
	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total Funds 2021-22 £000	Total Funds 2020-21 £000
Charitable activities	102	0	0	102	91
	102	0	0	102	91

11. Staff Costs, Trustees' remuneration, benefits and expenses

The charity does not make any payments for remuneration nor to reimburse expenses to the charity trustees for their work undertaken as trustee.

The charity has no employees. Staff services are provided to the charity from Powys Teaching Local Health Board, the corporate Trustee of the Charity, which has received reimbursement from the Charity of £0.133M (2020/21: £0.066M).

Jones, S
02/12/2022 11:46:15



12. Auditors remuneration

The External auditors remuneration of £14,963 (2020-21: £25,000.00) related solely to the Audit of the Statutory Annual Report and Accounts. Due to the Charity exceeding the threshold requirements during 2020/21 a full audit of the Annual Report and Accounts was required. Previous years has seen an Independent Examination being undertaken as the thresholds had not been exceeded.

The Internal Auditors remuneration of £0 (2020-21: £0) seeks to provide the Health Board with assurance that operational procedures are compliant with the Health Board's Charitable Funds Policy and Guidance, along with its underlying Standing Financial Instructions, and wider NHS Charities guidance. An Internal Audit review was undertaken during October 2022 which provided a rating of Reasonable Assurance which indicates:

"The Board can take reasonable assurance that arrangements to secure governance, risk management and internal control, within those areas under review, are suitably designed and applied effectively. Some matters require management attention in control design or compliance with low to moderate impact on residual risk exposure until resolved"

During the year 2020/21 the Local Counter Fraud Service undertook a risk assessment of controls for charitable funds. NHS Protect has issued a Risk Assessment tool to guide Local Counter Fraud functions to undertake a Risk Assessment of the Counter Fraud arrangements in place at their own organisation. The Assessment of Charitable funds indicated a low risk rating of 1x4 with the only recommendation being to 'maintain the robust controls that are in place and consult with Counter fraud prior to any amendments being initiated'.

13. Fixed asset investments

Movement in fixed assets investments

	Total 2021-22	Total 2020-21
	£000	£000
Market value brought forward	3,390	2,829
Add: additions to investments at cost	351	1,586
Less disposals at carrying value	(369)	(804)
Add net gain / (loss) on revaluation	236	558
Movement of Cash held as part of investment po	2	(779)
Market value as at 31st March	3,610	3,390

Fixed Asset by Type

	Total 2021-22	Total 2020-21
	£000	£000
Investment Properties	62	62
UK Bonds	149	269
Overseas Bonds	300	193
UK Equities	962	931
Global Equities	1,589	1,444
Emerging Market Equities	39	71
Global Investments	0	0
Absolute Return	143	149
Property	79	67
Other Investments	235	155
Cash	51	49
	3,609	3,390

Jones, Shania
02/12/2022 11:46:15

All investments are carried at their fair value.

The Charitable Trustee has considered potential risks to which the Charity is exposed. There are no major risks that have been identified other than those associated with the normal fluctuations in the value of investments. The Trustee believes these risks are appropriately managed. Independent investment advisors (Brewin Dolphin Ltd) have been appointed, and investments are held in a diversified fund of investments, including 13% in fixed interest mainly government stock

The Corporate Trustee invests the funds of the Charity with Brewin Dolphin Ltd via a Portfolio arrangement. At the year-end 73% (2021:74%), 13%(2021: 14%), 6%(2021:6%), and 7% (2021:5%), were invested in Equities, Fixed Income, Alternatives and Other Investments respectively with the remaining 1% (2021:1%), held as cash assets.

The Corporate Trustee continues to consider its exposure to the fluctuations in the value of its equity based investment, and receives a quarterly investments performance report at each Charitable Funds Committee meeting.

The charity during 2018/19 undertook a re-tender of its investment manager services. This has resulted in a change of Investment Management services to Brewin Dolphin Ltd with the investment with CCLA Ltd being sold during October 2019 and a new portfolio investment with Brewin Dolphin Ltd from February 2020.

Investment property assets left to the charity as part of a legacy are contained within this note. The Charity owns a 1/3 share of these properties and receives a 1/3 share of income and expenditure regarding these properties.

The valuation of investment properties, consisting of freehold ground and property rents is based on a professional assessment of fair value by an independent valuer. Subsequent movements on valuations at 31st March will be recognised as a gain or loss within the Statement of Financial Activities for the corresponding year

During the year an unrealised gain of £0.236M was recognised in the accounts.

In line with the ethos of promoting patient wellbeing, the Corporate Trustee attempts to ensure that all investments are ethically and environmentally sound, and are not opposed to the "purpose" of the charity. The performance of the investments are regularly monitored and reported on a quarterly basis by our investment managers.

Jones, Shania
02/12/2022 11:46:15



14. Analysis of current debtors

Debtors under 1 year

	Total 31 March 2022	Total 31 March 2021
	£000	£000
Prepayment	0	28
Other debtors	4	4
	4	32

15. Analysis of cash and cash equivalents

	Total 31 March 2022	Total 31 March 2021
	£000	£000
Cash in hand	980	657
	980	657

No cash or cash equivalents or current asset investments were held in non-cash investments or outside of the UK.

16. Analysis of liabilities

	Total 31 March 2022	Total 31 March 2021
	£000	£000
Creditors under 1 year		
Trade creditors	178	146
	178	146
Creditors over 1 year		
Trade creditors	0	0
	0	0
Total creditors	178	146

Jones, Shania
02/12/2022 11:46:15



17. Reconciliation of net income / expenditure to net cash flow from operating activities

	Total 2021-22	Total 2020-21
	£000	£000
Net income / (expenditure) (per Statement of Financial Activities)	483	681
Adjustment for:		
(Gains) / losses on investments	(236)	(558)
Dividends, interest and rents from investments	(112)	(79)
(Increase) / decrease in debtors	28	(10)
Increase / (decrease) in creditors	32	(44)
Net cash provided by (used in) operating activities	195	(10)

18. Transfer between funds

There have been no transfer between funds within the year.

19. Analysis of funds

a. Analysis of endowment fund movements

	Balance 1 April 2021 £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2022 £000
Endowment Funds	3	0	0	0	0	3
	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>

There is a small capital in perpetuity donation which specifies that the capital amount is to be invested and any income from this is to be utilised by the Charity. The original donation amount cannot be discharged and must remain as an investment. The income received from this endowment is added to unrestricted funds to be spent on charitable purposes. Any gains or losses arising from the valuation of investment of the endowment capital amount are attributed to the endowment fund

Jones, Shania
02/12/2022 11:46:15

Jones, Shania
02/12/2022 11:46:15



AGENDA ITEM: 3.3a

Charitable Funds Committee		DATE OF MEETING: 7 December 2022
Subject:	Charity Activity Report	
Approved and Presented by:	Charity Manager	
Prepared by:	Charity Administrative Support Officer & 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 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):

Strategic

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

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 report highlights key activities and provides context for the period including:

- **Ongoing projects and partnerships**
- **Communications, campaigns and fundraising**
- **Social media report**

The 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 areas of development 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:

Jones, Shania
02/12/2022 11:46:15

	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	✓				

Appendix 1

Charity Activity Report (September – November 2022)

Campaigns & communications

Since the last Committee meeting the PTHB Charity team has been preparing for the December festive season with an upcoming schedule which includes visits to several PTHB sites, hosting a Christmas raffle and taking part in a Christmas Jumper Day fundraiser for the NHS in Powys: [Jolly Jumpers - PTHB Charity Christmas Jumper Fundraiser - JustGiving](#).

Through September and October, the Charity team focused on its Charity Ambassador campaign, particularly on targeting new staff members in the Knighton and Machynlleth areas where engagement with the Charity and Charitable Funds has been low. This is ongoing, with 2 ambassadors onboarded already and material relating to the initiative will continue to be posted to gain more support from Health Board employees. The Charity team has a target of 15 staff ambassadors by the end of 2023 and will support its digital campaign with local events over the coming months in Knighton and Machynlleth to help boost awareness and engagement.

Across December the Charity team will be travelling across PTHB hospital sites to meet with PTHB staff, patients and charitable funds project beneficiaries. The aim of these visits is to raise general awareness of the Charity, as well as promoting the Charity Ambassador initiative and to encourage participation in our Christmas fundraising initiatives.

At the same time, work on the Charity's brand development has continued with external partner, jamjar pr. More information on the initial brand strategy formulated from the workshop discussions earlier in the year can be found below.

The Charity's Sharepoint site has also continued to prove popular with staff. The microsite, which is accessible to all PTHB staff, compiles all key Charity and charitable funds information for staff members and is an additional route for the Charity team to engage staff. Information on how to apply for PTHB Charity funding, the process, successful projects and key activity is all included on the new web pages with additional support for services on accessing external funding through the Charity also a

newly added feature that we hope will lead to additional ways to generate value for Health Board and General Powys health and wellbeing projects.

We will continue to share all the regular information on our campaigns and updates through our monthly newsletters. A full breakdown of our social media engagement for September 2022 through October 2022 can be found below.

Ongoing projects and partnerships

NHS Charities Together

The Charity will receive a one-off development grant of £30,000 from NHS Charities Together in early 2023 to support Charity team operations. As with previous NHS Charities Together funding schemes for member charities, the set grant amount has been ringfenced for each individual Charity and the aim of this scheme is to provide additional resources specifically to help each Charity develop greater operational capacity across a 12-month period.

As part of the process, NHS Charities Together developed a self-assessment toolkit in conjunction with Bayes Business School London to help each charity assess the areas of greatest need within the organisation. These areas were split into fundraising, governance, communications and marketing, operations, systems, culture, learning and evaluation and influencing. The lowest scoring areas for PTHB Charity were marketing/communication, and fundraising. Thus, the Charity will aim to utilise funding to support with the delivery of its new brand with marketing and communications support and the subsequent development of a Charity website, which was the next planned stage of operational development following the implementation of the brand.

Another separate funding opportunity proposal, for the COVID Recovery grant, had been developed with the Workforce team, is being redeveloped for re-submission in 2023 following lengthy internal delays to the approval process at NHS Charities Together. With the original application being developed in late 2021, the Charity team will take an opportunity granted by NHS Charities Together to reevaluate if the original project is still suitable and whether there is a better use of these funds due to shifting priorities. The Charity has also been waiting to submit a third funding application, which is being developed in partnership with PAVO but will first focus on the Development grant and the aforementioned application with the Workforce team.

The adjusted upcoming submission dates for the schemes have been moved to January and June 2023, with two years in which to utilise the funding once the project commences. The COVID Recovery funding is targeted at supporting NHS staff with initiatives which help to lessen the impact of the pandemic, or to support 'recovery' for staff and services. The third funding opportunity is a Community Partnership grant to be developed in conjunction with local third sector organisations. There is approximately £115,000 available to the PTHB Charity across both funds.

Diolch Powys Staff Celebration Event and Roadshows

There has been a change in planning regarding the recently funded Diolch Powys programme of appreciation led by the Communications and Engagement team, which was proposed to include a major staff and stakeholder event in September 2022 followed by roadshow activities across the county. Initial planning was to deliver the Diolch Powys thank you and commemorative event for around 300 people. However, by early September it was clear that application numbers were below plan (50 applications for 300 places). Then on 8th September the country received the sad news of the death of Her Majesty Queen Elizabeth II, and the decision was taken to cancel the Diolch Powys event during the period of national mourning. Due to agile planning, the project team were able to cancel the event without significant financial liabilities against the proposed budget and feedback has been sought on reorganising the event:

- The principle of appreciation and thank you was welcomed.
- Some staff said that they would struggle to travel to the September event due to fuel prices and wider cost of living impact. The impact of cost of living pressures continues to increase since September.
- Some staff said that service pressures (e.g. recovery of waiting times) and workforce pressures (e.g. vacancies) would make it more difficult to be released particularly from frontline and support services duties. These pressures continue to increase as we head into the winter and with the increased challenges of the current UK economic context.
- There is potential for industrial action which creates uncertainty for service planning and delivery.

In this context, the team decided to refocus on the programme on a series of roadshows that offer advice and support closer to where people work.

A programme of Health and Wellbeing Roadshows is therefore being planned, with the first two events already scheduled for Wednesday 7 December (Bronllys Hospital) and Monday 19 December (Llanidloes Hospital). Planning is under way for further events across Powys during 2023 and dates will be confirmed soon.



These events will utilise the knowledge and skills of PTHB staff, commissioned staff support services (e.g. VIVUP Employee Assistance Scheme) and partner organisations (e.g. Freedom Leisure).

Jones, Shenia
02/12/2022 11:46:15

Executive Directors and IMs are invited to attend as an opportunity to meet with staff, thank them for their contribution during the pandemic and beyond, and to gather first-hand feedback. Board and Charity Committee representatives are encouraged to attend the roadshow but also to use the opportunity to visit services on the site and in nearby locations.

The original proposed budget for Diolch Powys was as follows:

- County-wide event: £20,474
- Roadshow events: £3,300

Instead, the project team is aiming to deliver up to 20 health and wellbeing roadshow events across the county over the next year, with a budget of up to £1,000 per event to provide wellbeing services, financial advice, health information and resources, and incentives (£25 prize for event evaluation and staff suggestion scheme²).

This continues to fulfil the aims and benefits of the original proposal – and specifically it will ensure that the opportunity for appreciation and thank you will continue following the cancellation of the September event, and will be brought closer to home or place of work through this series of roadshows.

Given that the initial proposal for a county-wide event has not been able to go ahead, work is also under way to review options for relaunching the Excellence Awards programme for 2023. An initial evaluation of the first two health and wellbeing roadshow events in December will take place, and this will inform and strengthen the forward plan of events across the county.

PTHB Charity Brand Development

External marketing agency jamjar pr has started work on drafting the new visual identity and branding guidelines for the PTHB Charity. This work includes a potential new name, tone and messaging for all internal and external communications moving forwards. Jamjar and the Charity team are currently working towards a potential launch of the new branding in early to mid 2023. The Charity team has assembled a project team to help inform development with input from key stakeholder groups but will be sharing draft concepts for feedback in the coming weeks with Committee members and audience groups.

² This level of incentive for a staff suggestion scheme is permissible within tax requirements.

Jamjar has developed a brand strategy to help guide early conceptualisation. The visual 'moodboards' provided are examples of the kinds of direction potential concepts may take but at this early stage, they are made up of examples from other, similar media communications. The next stage of visual concepts and designs will be further developed and ready for audience feedback, which will help to guide further iterations and concepts. The strategy planning document is included as item 3.3 b).

Social Media Report (September to October 2022)

This social media report covers the period between 1st September to 31st October 2022.

PTHB Charity's social media was suspended for national mourning after Queen Elizabeth's death in September, which did have an obvious impact on engagement figures for the month. Once this period was over PTHB Charity continued its regular content schedule which included, information on the Just Giving platform, and the use of Gift Aid with donations. The Charity team also began its push for Charity Ambassadors by putting out a call for interest PTHB staff members starting in September to help build our network and relationship with staff members, patients, and the community across the organisation.

The focus for October's social media activity was centred on the opening of the Charity supported, Health and Care Academy site. To celebrate, the Charity team created a four-part social media post which shared information on how PTHB Charity's funding directly benefitted the project. This information was shared leading up to the opening ceremony on October 13th.

Social Media glossary

- **Engage** – Attracting users' attention and actively involving them in a conversation.
- **Engagement Rate** – A social media metric to describe the number of interactions users have had with a piece of content (i.e. "Liking", retweeting, commenting etc.)
- **Follow** – Subscribing to the updates of fellow users. Typically applies to Twitter and Instagram.
- **Follower** – A subscriber of another user's feed. Typically applies to Twitter and Instagram.
- **Following** – Users whose feeds you subscribe to. Typically applies to Twitter and Instagram.
- **Organic Reach** – The number of people who saw your post without paying to promote it.
- **Reach** – The total number of people who saw your post (includes organic and paid reach).
- **Tweet** – A post on popular micro-blogging site Twitter.

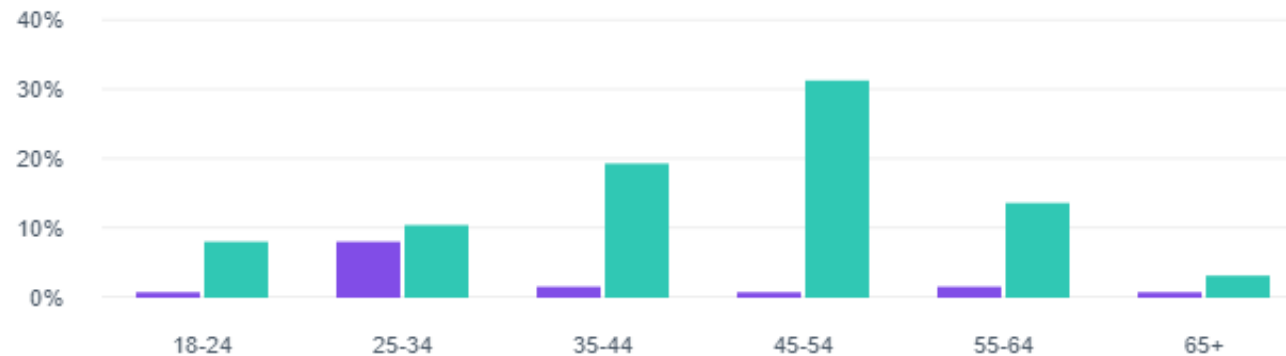
- **Tweet impression** - Twitter impressions show **how many *total* times people have seen your tweet**. In other words, 500 impressions = your tweet has been seen 500 times.

Graph 1 – breakdown of the audience on Facebook

Audience

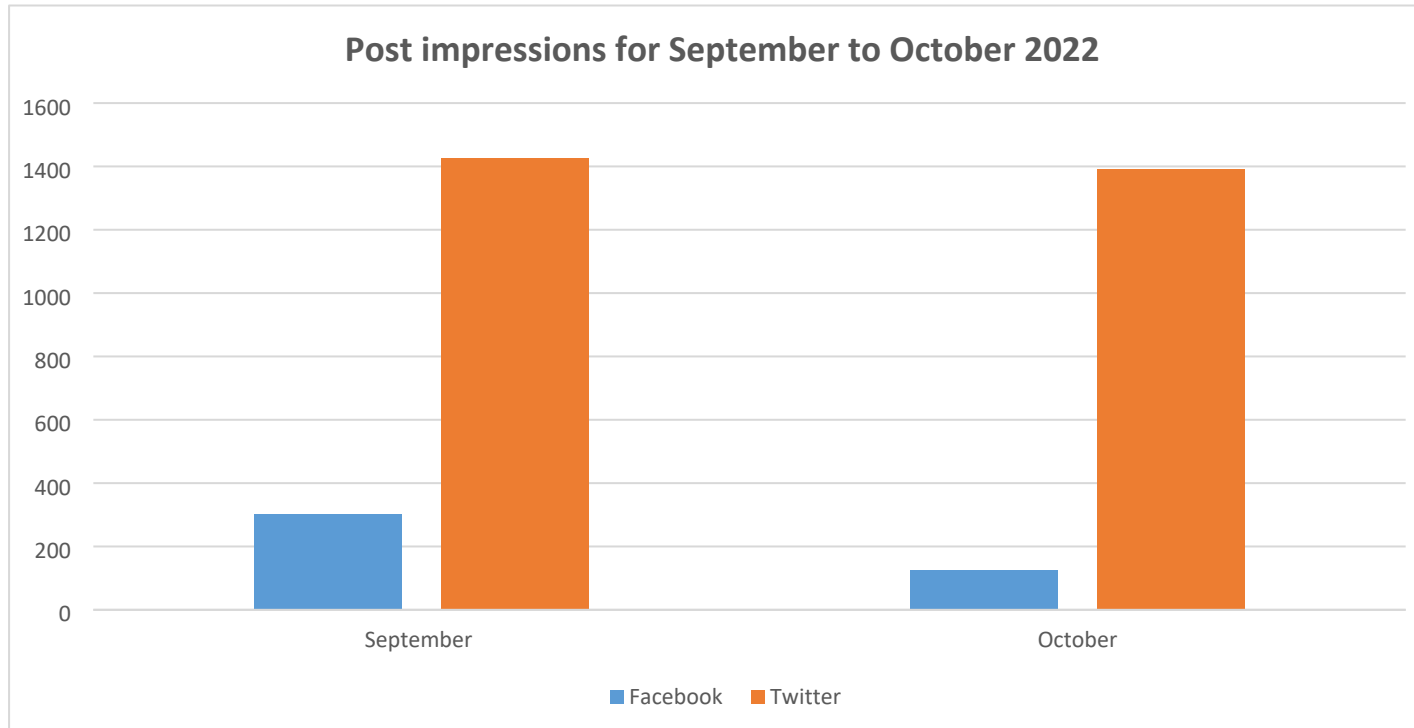
Age and Gender

Men 13.60%
Women 86.40%



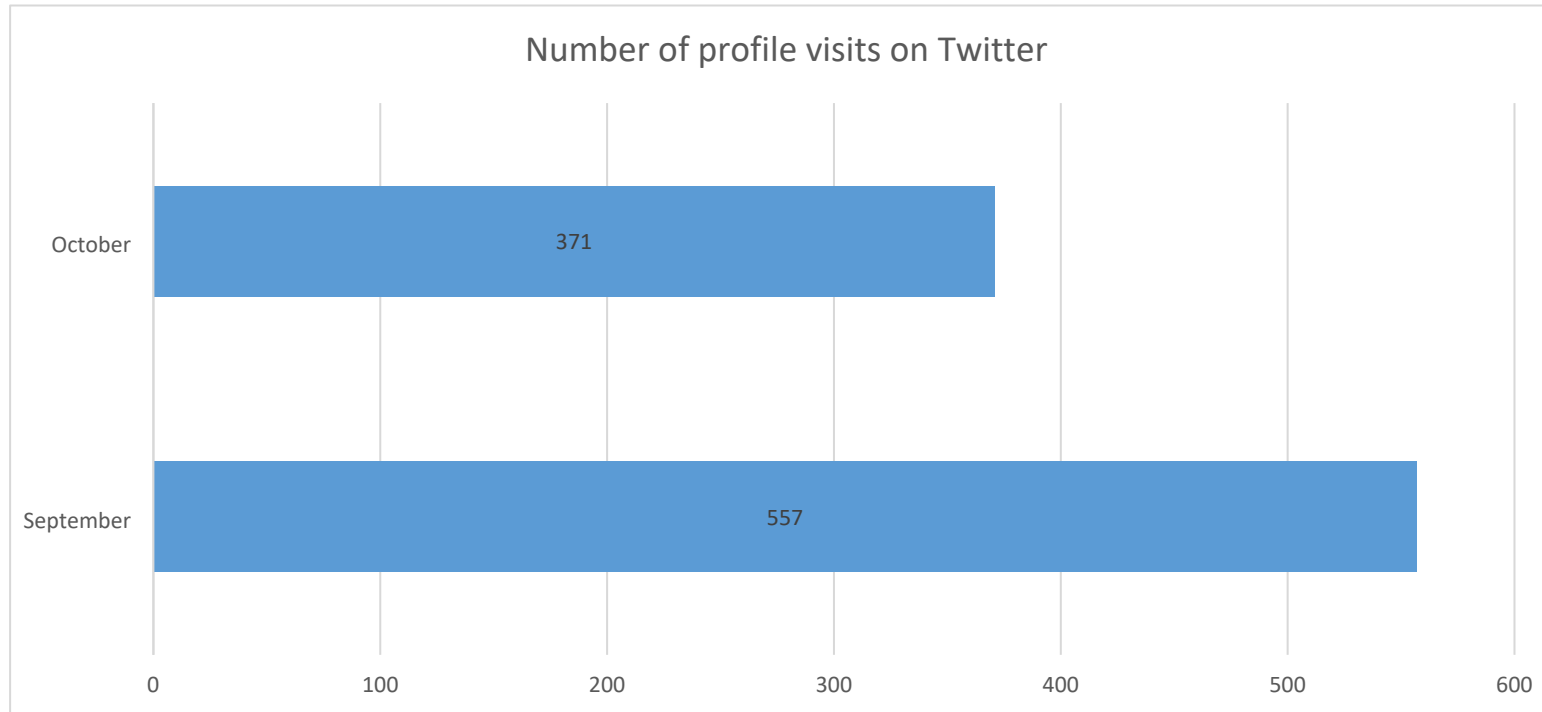
Jones, Shenja
02/12/2022 11:46:15

Graph 2 – Post impressions



Jones, Shenia
02/12/2022 11:46:15

Graph 3 – Number of profile visits



Jones, Shenia
02/12/2022 11:46:15

Twitter Breakdown			
	September 2021	September 2022	
Tweet impressions	12,200	1,335	Down by 10,865
New followers	12	2	Down by 10
Profile visits	515	537	Up by 22
Top tweet (earned impression)	4,257	515	Down by 3,742
	October 2021	October 2022	
Tweet impressions	5,168	1,391	Down by 3,777
New followers	6	1	Down by 5
Profile visits	241	324	Up by 83
Top tweet (earned impression)	1,183	261	Down by 922
Facebook breakdown			
	September 2021	September 2022	
Post reach	1,867	300	Down by 1,567
Post engagement	118	76	Down by 42
Page likes	4	1	Down by 3
	October 2021	October 2022	
Post reach	1,282	126	Down by 1,156
Post engagement	73	30	Down by 43
Page likes	2	2	--
Analysis:			

During September and October 2021, PTHB Charity team had a large campaign to celebrate 25 years of PTHB Charity. This included a photo competition and sharing various information regarding what the Charity had accomplished over the previous 12 months. This was well received, with the photo competition earning the highest post reach on Facebook.

A popular feature on Twitter this time last year was PTHB Charity's Sunday Shout-out, which gave thanks to individuals who have supported/donated/fundraised for PTHB Charity. In September 2021 and October 2021, Sunday Shout-outs earned the highest tweet impressions. A Sunday shout-out for Powys midwives earned 4,257 and a shout-out for PAVO's community connectors earned 1,183.

The decrease in engagements and impressions is a result in the decision to pause the social media content in respect for the late Queen Elizabeth. Once the period of national mourning was over the PTHB Charity team resumed the scheduled content however, there fewer posts overall in September. As the Charity moved into October the team wanted to prepare for the content around the holiday period therefore, had planned to only have a few standard posts highlighting the Health and Care Academy.

How to improve?

The Charity team have planned an active social media schedule for December, with a key focus on encouraging to give back to the NHS during the holiday season, this includes a raffle and Christmas jumper day. The Charity team are also anticipating the opportunity for more organic content with upcoming events such as site visits across Powys and general festive news.

PTHB Charity

Brand Strategy

jamjar

Jones Shania
02/12/2022 11:46:15

It's what's inside that counts.

Overview

1.

Jones, Shania
02/12/2022 11:46:15

The Brief

To create a brand identity for PTHB charity that will:

- Increase its accessibility to enable a greater connection with its existing stakeholders.
- 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.

The new branding will need to engage with the Charity's existing and target audiences:

- Internal health board staff and volunteers
- Members of the Powys community:
 - Patients
 - Fundraisers
 - Third sector partners

Current objective:

PTHB Charity aims to support health and wellbeing of staff, patients and communities across Powys.

We have facilitated a small Discovery Workshop and reviewed charities generally and other health board charities.

Current Health Board Charity Brands



Registered Charity No. 1056544



Jones Shania
02/12/2022 11:46:15

The Brief

Great brands are built on simple propositions.

A clear brand proposition should cover the following:

- What is it?
- Who is it for?
- What makes it different?
- What are the benefits?

Too often, organisations are great at describing what they do and who it's for, but struggle to externally communicate what makes them different and what are the benefits to their target audience.

Clarifying what we offer and why people should engage with us is critical to the success of any new brand.

The purpose of today is to share potential routes for the brand proposition, leading with the overarching brand idea.

Each direction is inspired by the brand values and insights that came out of the Discovery Workshop, with each concept leading with a particular theme or value set.

Jones, Shania
02/12/2022 11:46:15

Workshop Summary

2.

Jones, Shania
02/12/2022 11:46:15

Key themes

support
enhancing
supportive
encouraging
accessible
helping
facilitators
going above and
beyond

community
lifelong
together
local

integrity
honesty
transparency
cooperation
collaboration
resilience
proud
responsive
connected

Jones, Shania
02/12/2022 11:46:15

Key themes

What is it?

support
enhancing
supportive
encouraging
accessible
helping
facilitators
going above and
beyond

Who is it for?

community
lifelong
together
local

What makes it different?

integrity
honesty
transparency
cooperation
collaboration
resilience
proud
responsive
connected

Jones, Shania
02/12/2022 11:46:15

Concept 1

#projectsforpowys

Key themes and values
community, connected, responsive,

Jones, Shania
02/12/2022 11:46:15

#projectsforpowys

For mam. For my children. For the babies in the neonatal ward.
For the staff who looked after my mum when she was ill.
For Brecon. For the patients whose family can't visit them in hospital.
For Powys. For all of us.

Whoever you choose to pledge support for, PTHB Charity are here For You. We ensure that your generous donations are used to change the lives of the people you want to support. Our families, friends and neighbours. The people who have cared for us or loved ones. Every penny is kept within our Powys community, for causes you care about.

For Powys.

Jones, Shania
02/12/2022 11:46:15

#projectsforpowys

Concept 1 showcases the real stories of both donors and beneficiaries. The reason for our supporter's donation. The experiences lived and the people loved. The difference they want to make and the impact that then has.

Equally, we will feature the people whose lives were changed for the better. Patients, families, staff and the community. These personal stories will aim to inspire and touch the hearts of our community. Local stories by local people.

Photography always uses real people, in the environments they would naturally find themselves in. This may be at home, a beauty spot in Powys that they love to visit or the healthcare environment that benefited from a donation. Regardless of where the image is shot, all photography will feature real people as part of that scene. Shots need to seem relaxed, natural and never staged.

The logo may be inspired by Powys itself. This could be the shape of the county or the area itself. Colours inspired by the geography or landmarks. Graphical devices could be built around block shapes depicting viaducts or landmarks of Powys.

Language is warm, conversational and inclusive. Colloquialisms are welcomed.



Concept 2

Healthcare

Key themes and values

helping, going above and beyond, supportive,

Jones, Shania
02/12/2022 11:46:15

Healthcare

We care about healthcare and we know that small things can make a big difference to the lives of our staff, patients and community in Powys. That's why it is our mission to ensure that your donations are used for the causes that matter to you. Supporting the staff that care us and providing that extra level of care for patients.

With your help, we have provided patients with the tools and support to manage their own rehabilitation in the comfort of their own home. When healthcare needs to be provided in a medical setting, our projects have created spaces that remind patients of home. Gardens to tend to and games room to escape to. Places to switch off and places to connect.

We have established wellbeing hubs and therapy groups within local communities, bringing people together and offering care closer to home. We look after our valued NHS caregivers, providing them with wellbeing resources and support when and where they need them most.

With your help, we ensure support gets to the heart of where it's needed most.

Taking care of Powys.

James Shania
22/12/2022 11:46:15

Healthcare

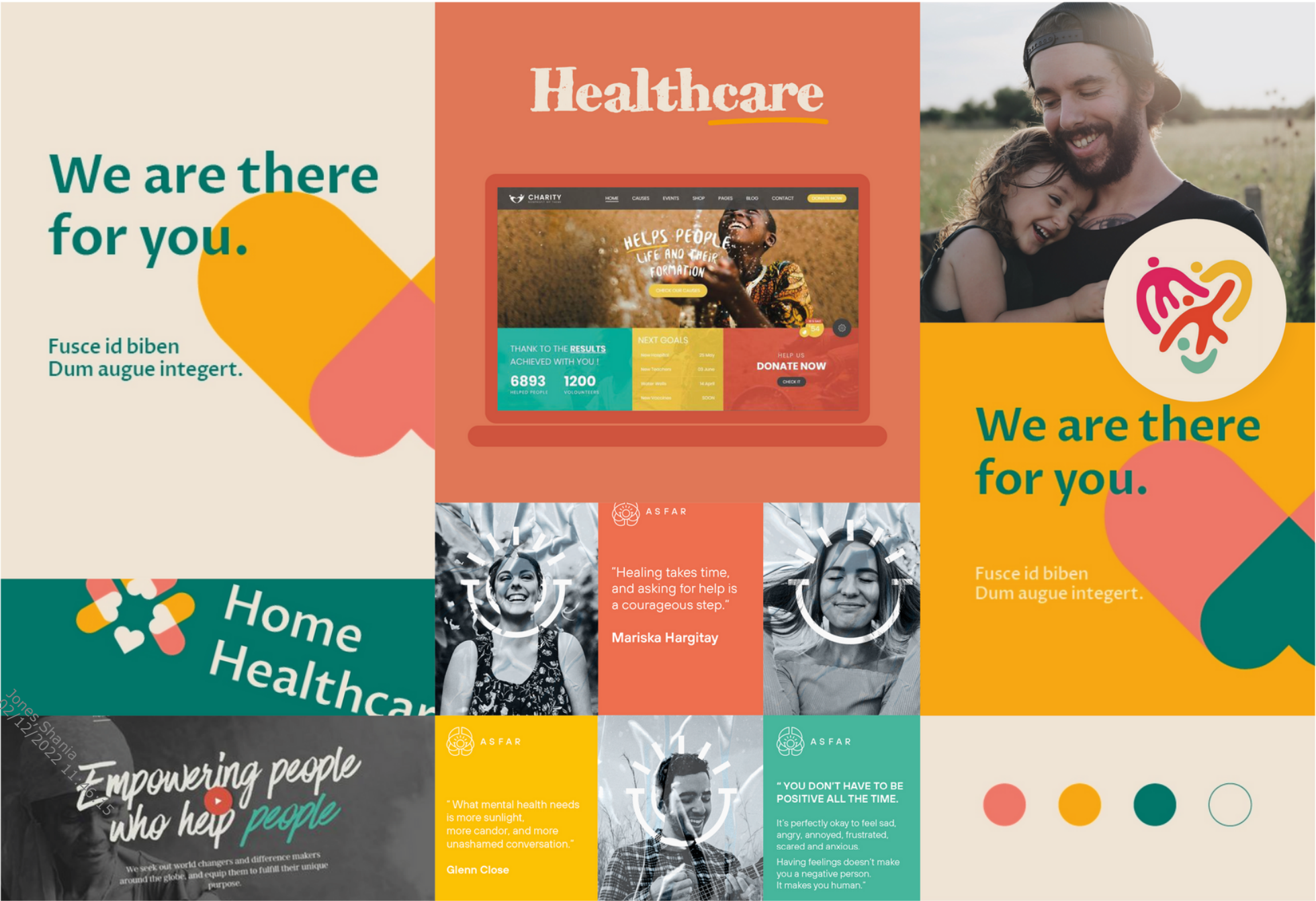
Concept 2 is inspired by the concept of care. Language is emotive and imagery needs to reflect the same warmth and altruism. The functional outputs of our work are intertwined with the emotional benefits. The detail is just as important as the bigger picture. The small moments that bring a smile as well as the big success stories and achievements.

Supporters are referred to as members of the family. We're inclusive and compassionate in everything we do.

Colours are warm and inspiring. Imagery is bright and uplifting, focusing on those moments of care to be proud of and to be remembered.

The logo will feel informal and unfussy. It could represent a person's signature, a personal sign off for the Charity. Or, it may reflect this concept of care and compassion, possibly featuring a heart but one that feels distinctly ours and sets us apart from other health board charities. This heart device further reinforces the sentiment of Powys as 'the heart of Wales', a sentiment shared in the workshop.

We could weaving graphic 'doodles' over imagery, representing the emotional benefits from the projects. A smile, a connection or even a moment of fun!



Concept 3

Power / Pwr

Key themes and values
together, collaboration, proud,

Jones, Shania
02/12/2022 11:46:15

Powys Pŵer

PTHB Charity offers donors the rare opportunity to decide exactly what their donation is used for. The power is in their hands. The power for change and the power to make a difference.

Every single change has the potential to positively affect countless lives in Powys, not just to the immediate beneficiary, but to the lives of their families, loved ones and colleagues. The impact of one person's behaviour can grow exponentially.

And the sum of us is all the more powerful than one of us. We want to inspire and empower the people of Powys to be part of a powerful collective for improving the lives of people living, giving or receiving care in Powys.

Pledge Powys.
Powys Pŵer.

Jones, Shania
02/12/2022 11:46:15

Powys Pŵer

The tone for this concept is motivational and celebratory, inspiring everyone to play their part. We want to tap into the collective pride and community spirit that is clearly in abundance in Powys.

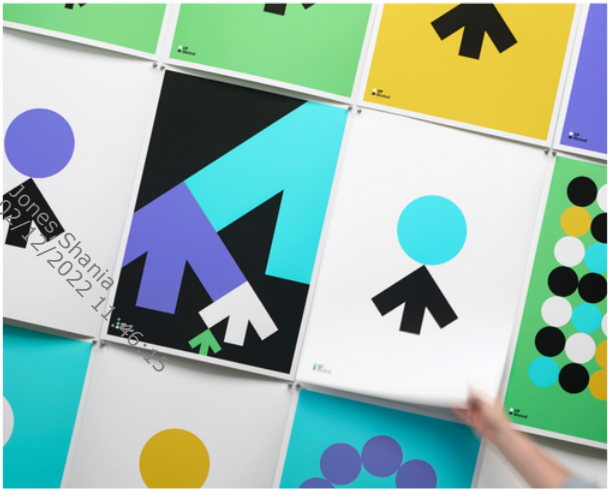
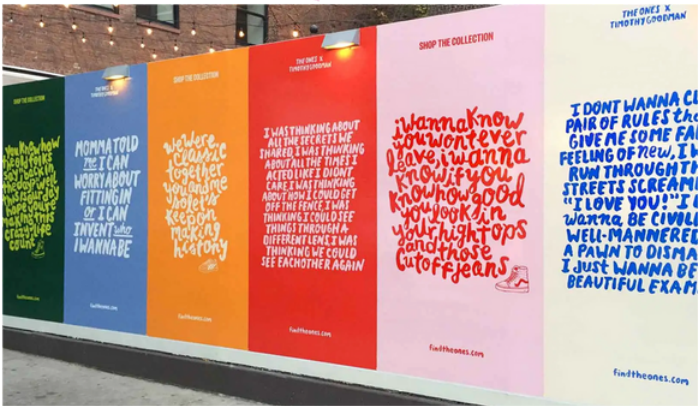
We want to elicit the same feelings of support, pride and commitment that a supporter will feel about their chosen sports team.

Every project funded by an individual or the community will be accompanied by some form of personal recognition. A plaque. A bench. A mug. Projects could be named after that person or group.

The visual style for this route is equally as confident and proud. Bold, striking, bright colours and a modern, impactful graphic style will grab people's attention.

A hand sketched font which is bold and authentic could be a potential route, leading with bold, inspiring statements and testimonials from our powerful collective.

Jones, Shania
02/12/2022 11:46:15



It's whats inside that counts

Please get in touch if you have any questions

jamjar

Jones, Shania
02/12/2022 11:46:15

Powys THB Finance Department

Charitable Funds Financial Summary

Charitable Funds Committee

Period End September 2022 (Month 06)
FY 2022/23

Date Meeting: 7th December 2022

Jones, Shania
02/12/2022 11:46:15



Subject:	CHARITABLE FUNDS FINANCIAL SUMMARY AT END SEPTEMBER 2022
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 2022 to 30 th September 2022.
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 2022 to 30th September 2022.• 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 01/04/22
Reported Closing Balance Period Ending 30 September 2022	4,338	↓
Movement in Closing Balance Compared Period Ending 31st March 2022 - Negative = reduction balance / Positive = increase in balance	-77	↓

Income & Expenditure Movements	
Area	Value £'000
Total Expenditure: Period April 2022 to September 2022	165
Total Income: Period April 2022 to September 2022	87
Increase or (Decrease) In Fund Balance	-77

Summary

- The opening balance at the 1st April 2022 was £4.338M during Months 1 to 6 this decreased overall by £0.077M.
- Therefore the total expenditure in the period exceeded total income received for the same period by £0.077M.
- 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 01/04/22
Reported Closing Balance Period Ending 30 September 2022	2,936	
Movement in Closing Balance Compared Period Ending 31st March 2022 - Negative = reduction balance / Positive = increase in balance	-69	

Balance Legacy Funds		
Financial KPIs :	Value £'000	Trend
Reported Closing Balance Period Ending 30 September 2022	1,420	
Movement in Closing Balance Compared Period Ending 31st March 2022 - Negative = reduction balance / Positive = increase in balance	-8	

Income & Expenditure Movements: General Funds	
Area	Value £'000
Total Expenditure: Period April 2022 to September 2022	150
Total Income: Period April 2022 to September 2022	81
Increase or (Decrease) In Fund Balance	-69

Income & Expenditure Movements: Legacy Funds	
Area	Value £'000
Total Expenditure: Period April 2022 to September 2022	15
Total Income: Period April 2022 to September 2022	6
Increase or (Decrease) In Fund Balance	-8

Jones, Shantelle
02/12/2022 14:00

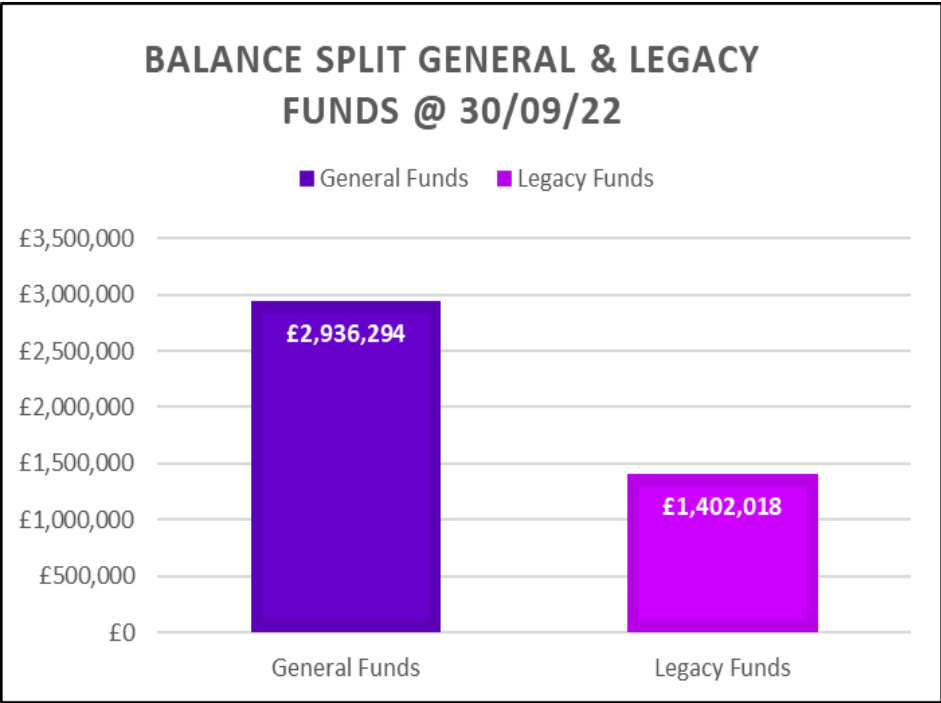
Expenditure Profile for 2022-23	Fund Balance 01/04/2022 £	Income Received 1st April 2022 to 30 September 2022 £	Payments Made 1st April 2022 to 30 September 2022 £	Balance 30 September 2022 £	Balance 1st April 2022 Spent %	Fund Increase (+ve)/ Decrease (-ve) since 1st April 2022 %
Funds over 100K						
Welshpool General Purposes	£534,156	£271	£0	£534,427	0.00%	0.05%
Mental Health General Purposes	£353,626	£0	£0	£353,626	0.00%	0.00%
Funds between 50 - 100k						
Ystradgynlais Geriatric Ward	£62,910	£0	£0	£62,910	0.00%	0.00%
Knighton General Purposes	£71,934	£0	£100	£71,834	0.14%	-0.14%
Llandrindod General Purposes	£50,617	£1,070	£0	£51,687	0.00%	2.11%
Machynlleth General Purposes	£75,132	£1,399	£148	£76,383	0.20%	1.67%
Ystradgynlais Estate M R Morgan Properties	£62,000	£0	£0	£62,000	0.00%	0.00%
Funds between 25-50k						
Brecon General Purposes	£38,328	£473	£0	£38,800	0.00%	1.23%
Ystradgynlais General Purposes	£36,455	£1,413	£3,700	£34,168	10.15%	-6.27%
North Powys District Nursing	£45,961	£4,805	£2,350	£48,415	5.11%	5.34%
Funds Under 25K						
Brecon	£27,417	£935	£0	£28,352	0.00%	3.41%
Bronllys	£33,652	£2,025	£0	£35,677	0.00%	6.02%
Builth	£3,133	£820	£0	£3,953	0.00%	26.17%
Llandrindod	£22,099	£170	£0	£22,269	0.00%	0.77%
Knighton	£4,037	£0	£0	£4,037	0.00%	0.00%
Llanidloes	£9,906	£0	£0	£9,906	0.00%	0.00%
Newtown	£22,448	£3,663	£2,817	£23,294	12.55%	3.77%
Welshpool	£48,998	£50	£0	£49,048	0.00%	0.10%
Ystradgynlais	£11,602	£0	£0	£11,602	0.00%	0.00%
Women & Children's	£3,396	£0	£0	£3,396	0.00%	0.00%
Mental Health	£11,439	£8	£180	£11,268	1.57%	-1.50%
POWYS WIDE						
Powys General Purposes	£1,331,998	£60,990	£136,303	£1,256,686	10.23%	-5.65%
Covid General Purposes	£83,373	£0	£2,263	£81,111	0.00%	0.00%
Nursing Research	£1,397	£0	£0	£1,397	0.00%	0.00%
Palliative Care Fund	£53,881	£2,511	£2,357	£54,035	4.37%	0.29%
District Speech Therapy	£126	£0	£0	£126	0.00%	0.00%
Diabetes Services	£5,531	£357	£0	£5,888	0.00%	6.45%
Total	£3,005,551	£80,960	£150,217	£2,936,294	5.00%	-2.30%

Jones, Shania
02/12/2022 11:46:15

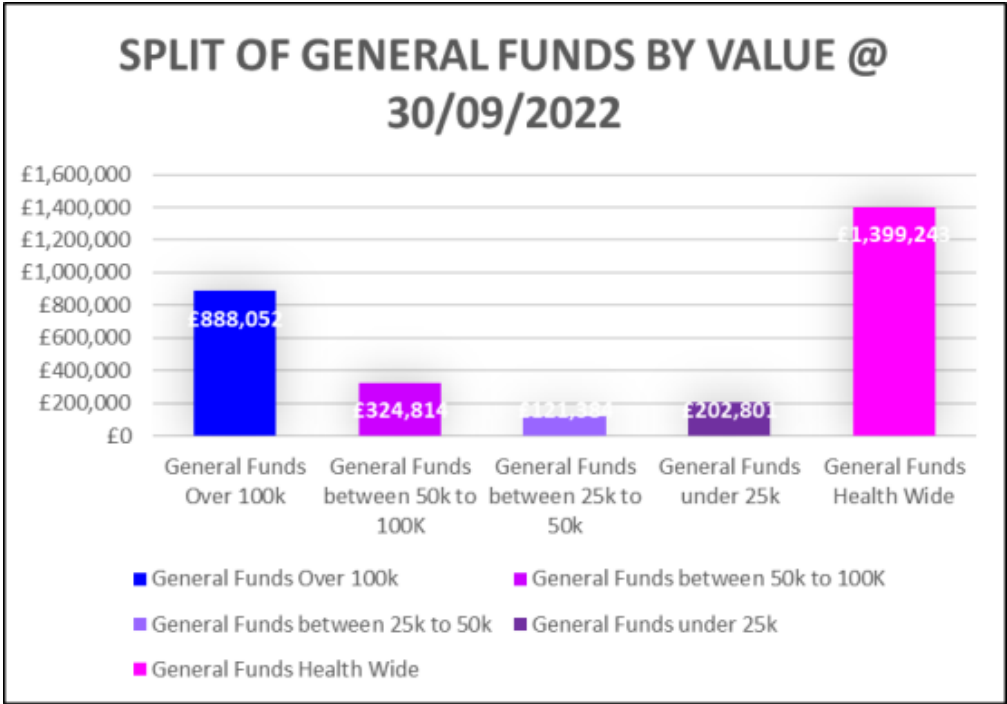
Expenditure Profile for 2022-23	Fund Balance 01/04/2022 £	Income Received 1st April 2022 to 30 September 2022 £	Payments Made 1st April 2022 to 30 September 2022 £	Balance 30 September 2022 £	Balance 1st April 2022 Spent %	Fund Increase (+ve)/ Decrease (-ve) since 1st April 2022 %
LEGACY FUNDS						
Brecon Training Legacy	£2,127	£0	£0	£2,127	0.00%	0.00%
AMI Legacy	£126,357	£3,245	£4,662	£124,940	3.69%	- 1.12%
Hazels Legacy	£270,729	£3,245	£911	£273,063	0.34%	0.86%
Mid & South Powys Community & Palliative Services	£1,010,833	£0	£8,945	£1,001,888	0.88%	- 0.88%
Total	£1,410,045	£6,490	£14,517	£1,402,018	1.03%	-0.57%

Jones, Shania
02/12/2022 11:46:15

Balances Legacy and General Funds



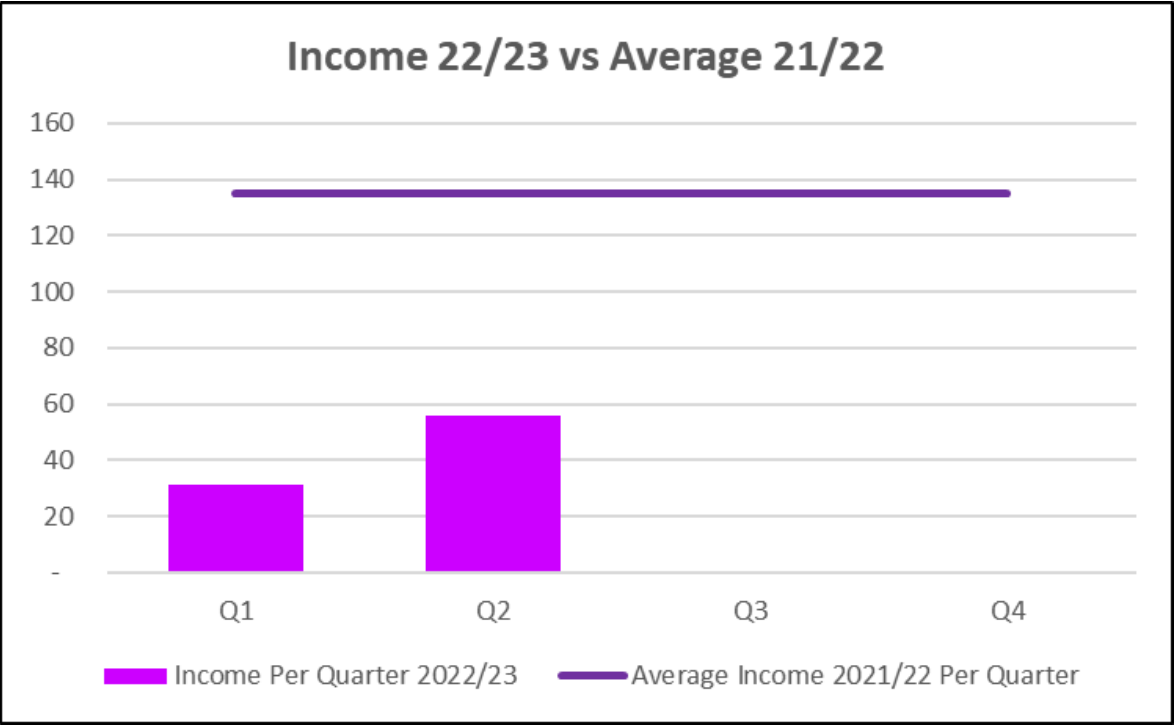
General Funds Split into Value of Fund



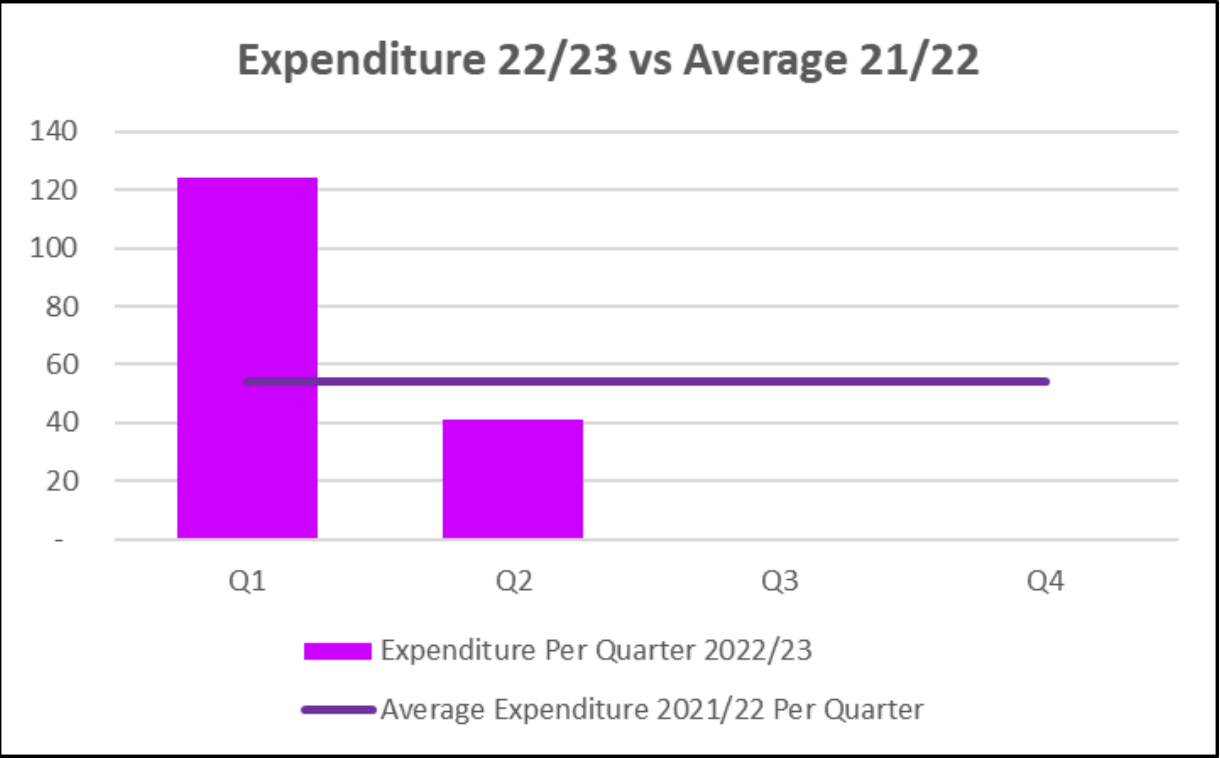
Jones, Shafiq
02/12/2022 11:46

Type Fund	Values
General Funds	£2,936,294
Legacy Funds	£1,402,018
Total	£4,338,312

Type Fund	Values
General Funds Over 100k	£888,052
General Funds between 50k to 100K	£324,814
General Funds between 25k to 50k	£121,384
General Funds under 25k	£202,801
General Funds Health Wide	£1,399,243
Total	£2,936,294



Jones, Shania
02/12/2022 11:46:15



Jones, Shania
02/12/2022 11:46:15

- GENERAL FUNDS = From an amount of £3,005,551 held within General Purposes or designated funds at the 1st April 2022, income of £80,960 has been received and £150,217 of expenditure has been paid. This equates to 5% of funds held at 1st April 2022 have actually been spent.
- Included within the balance of General funds is an unrealised gain on investments of £744,175 which is the amount the investment valuation above the amount invested as at 31st March 2022.
- LEGACY FUNDS = From an amount of £1,410,045 of funds held within legacies at the 1st April 2022, £6,490 income has been received and £14,517 of expenditure has been paid. This equates to 1.03% of funds held at 1st April 2022 have actually been spent.
- BANK BALANCE - The Balance held within the bank account at 30th September 2022 is just over £0.902M. Discussions with our investment advisors as to whether a short term investment option was available has been undertaken but they advised that they could not guarantee any short term investments would repay the amount invested over the shorter term. A term of investment for 3 years would be advised to ensure the investment would retain its level. They advised us to retain this within our bank over the short term. We do have some larger items of expenditure expected in the second six months of the year which should reduce the balance to approximately £0.7M but this will still be slightly above our target cash balance of £0.5M.

Jones, Shania
02/12/2022 11:46:15

COVID response fund evaluation report

SURVEY RESPONSE

A set of 10 survey questions was sent to the COVID response fund recipients to gauge how the project has benefited staff and residents within Powys. The following 10 questions are:

1. *What was your project?*
2. *Did you meet your intended deadline?*
3. *Who benefited from the project*
4. *Did the project fulfil its purpose?*
5. *Name three items that went well.*
6. *Name three items that did not go so well.*
7. *If you were to do this process again, name one thing that you would do differently.*
8. *Did you have to adapt your project at any time? If so, how did you adapt?*
9. *Did the PTHB Charity provide you with adequate support?*
10. *What could PTHB Charity do differently to provide more support to projects?*

The purpose of these questions was to understand what challenges these projects have faced and if the Charity would be able to support them better in the future.

KEY	
Completed	Green
Ongoing/has not yet been implemented	Orange
Cancelled/withdrawn	Red
Waiting for a follow up	Blue

Therapy dolls for virtual consultation (Physiotherapy dolls)

COMPLETED

This project benefitted all patients who required early intervention, therapeutic handling and positioning guidance, as well as assisting therapist assessments when non face to face working was being enforced.

The project was overall successful with patients being able to access assessment reducing the wait list and reduced risk to babies in Powys. The 8 physiotherapy dolls were made available to all staff and patients across Powys.

FOLLOW-UP: A request for additional images to share has been sent.

Additional books for Felindre ward (self help)

COMPLETED

This project benefitted all patients, staff and students on the Felindre ward.

All books from the read well scheme were purchased enabling staff to show patients books before they signpost and refer.

It was highlighted that the process was repetitive.

Jones, Shania
02/12/2022 11:46:15

PTHB Charity

Project Evaluation Form

All projects funded by PTHB Charity are of great importance to us and we are grateful that you have taken the time to complete the project evaluation form.

The information you have provided will be used to gain a better understanding in order to help improve our funding process and provide better support to applicants. The project evaluation form is not to judge projects but to gather all information, whether positive or negative.

SECTION 1: To be completed by project lead.

Name of project:	Tablet devices for completion of eHNA		
Your Name:	Ann Williams		
Role within the Project:	Chief Executive		
Project start date:	Feb 2021	Project end date:	Ongoing
1. What were the project objectives? Do you feel you were able to meet those objectives?			
<ol style="list-style-type: none"> 1. To allow nursing staff to complete Holistic Needs Assessments (HNA) electronically with a patient. 2. To enable therapists and counsellors to review a patient's history prior to delivering treatment. 3. Help to identify and categorise top five categories of patients' needs. <p>All of the above objectives have been met. Nursing staff, therapists and counsellors have been using the tablets which has allowed all those involved in a patient's care to keep up to date in a timely manner. The tablets are small and compact and less intrusive during discussions, allowing staff to talk to patients whilst entering the necessary data.</p>			
2. Why did you choose to seek funding for this project?			
<p>PTHB invited The Trust to become part of the ICJ programme which was set up to ensure that everyone living with cancer in Powys gets the right help and support to live their life as fully as they can, by providing them with the practical, physical, emotional, spiritual, and social support they want or need so they can achieve what matters most to them.</p>			

The programme aims to develop a model of care which will offer everyone who is diagnosed with cancer a personalised and supported conversation (called a holistic needs assessment) with a key worker who will be able to discuss and support all their needs and offer advice, information, and signposting in a co-ordinated way.

The Trust is one of the delivery partners for the ICJ programme. Prior to becoming involved in the programme, nursing staff at The Trust had been completing HNAs in a paper format in the presence of patients and then entering the data electronically to the system when back in their office. This was a duplication of nurse time.

When we became part of the ICJ programme, it was suggested that Trust staff would benefit from the use of tablets so the HNAs could be completed in the presence of a patient and then used to formulate a care plan which could be printed and given to the patient before they left The Trust. They could then use their paper copy to share with other health professionals to avoid duplication and ensure all parties involved in the care of the patient had the same information.

3. Who benefitted from the project and why?

All new patients accessing Trust services are offered the opportunity to complete an HNA. They also have an opportunity to have them reviewed every six months. Between February 2021 and end of Sept. '22, The Trust has completed 91 HNAs.

This ensures that everyone who is diagnosed with cancer and who accesses Trust services has a personalised and supported conversation (called a holistic needs assessment) with a key worker who will be able to discuss and support all their needs and offer advice, information, and signposting in a co-ordinated way.

4. Did you have to adapt your project or face any challenges? If so, how did you adapt or overcome them?

No – The ICJ were very supportive and helped with the process.

5. Explain your application experience, naming areas of success and the areas for improvement. Is there anything you would do differently if you were to apply again?

We received a very quick decision about our application; however, it took 2 months for PTHB to send an invoice to the supplier, so we did experience a delay in obtaining the goods.

Prompt decision, PTHB internal purchasing systems appeared complex.

6. Did the PTHB Charity provide you with adequate support? How can we provide better support to future projects?
Smoothen communication – appeared to be a chain of emails going around, so perhaps a flow chart for the process for future reference?
7. Please provide any images or a personal story that you are willing to publicly share.
None
8. What is the future of the project? Are there any next steps?
Still working closely with ICJ team – end steps will be an evaluation of the entire programme.
From a Trust point of view, we will continue to use the tablets to produce effective, timely care plans for our patients
9. Is there anything else you would like to share?
Not at this stage – thank you


Please return the project evaluation form to shania.jones@wales.nhs.uk

Jones, Shania
02/12/2022 11:46:18

SECTION 2: To be completed by the Charity Team.

IMTP objectives <i>(Please see appendix 1 for the full IMTP list)</i>	
Focus on wellbeing	<input type="checkbox"/>
Early help and support	<input checked="" type="checkbox"/>
Tackling the big four	<input checked="" type="checkbox"/>
Joined up care	<input checked="" type="checkbox"/>
Workforce futures	<input type="checkbox"/>
Digital first	<input checked="" type="checkbox"/>
Innovative environments	<input type="checkbox"/>
Transforming in partnership	<input checked="" type="checkbox"/>
Strategic priorities	
Demonstrating Responsible Leadership:	
Upholding our civic mission:	
Enhancing NHS Services:	
The project delivers improved digital accessibility for patients and a more streamlined process for Health care workers.	
Establishing a Culture of Collaboration:	
The project supports the Improving the Cancer Journey programme, which aims to bring together NHS services and the third sector to improve outcomes for cancer patients in Powys.	
Discussion/ Comments:	Following the turnover of key staff members involved in establishing the project at the HB, we were pleased to be able to establish a direct connection with The Bracken Trust for this evaluation. With the project working well, we will explore this partnership to see if there are further opportunities for the Charity to support.

Jones, Shania
02/12/2022 14:46:18

Print name:	Abe Sampson	Date signed:	27.10.2022
Signature:			

Jones, Shania
02/12/2022 11:46:18

Appendix 1: Powys Teaching Health Board IMTP's for 2022/23 -2024/25

Focus on Well-being

1. *Take action to reduce health inequalities and improve population health*
2. *Deliver health improvement priorities including weight management, smoking cessation, early years and family health and wellbeing*
3. *Develop and implement a business as usual model for COVID-19 Prevention and Response and integrated, comprehensive vaccination*

Early Help and Support

4. *Improve access to high quality sustainable primary care*
5. *Develop and implement a progressive, whole system diagnostic, ambulatory and planned care model, delivering care closer to home*
6. *Improve access to high quality, equitable prevention and early intervention services for children, young people and their families*

Tackling the Big Four

7. *Implement improvements in early diagnosis, treatment and outcomes for people with or suspected of having cancer*
8. *Implement improvements in outcomes, experience and value in circulatory disease (Stroke, Heart Disease, Diabetes)*
9. *Implement the next stage of Breathe Well Programme, repatriating care closer to home and Children and Young people's Respiratory care*
10. *Undertake a Strategic Review of Mental Health to improve outcomes from high quality, sustainable services, including specialist care*

Joined Up Care

Jones, Shania
02/12/2022 11:46:18

11. *Design a Frailty and Community Model enhancing outcomes, experience and value and the six goals for Urgent and Emergency Care*
12. *Support improved access to and outcomes from Specialised Services (including specialist mental health services, paediatrics, major trauma, neonates, PET, as well as recovery planning for bariatric surgery, cardiac surgery, plastic surgery, neurosurgery, paediatric surgery)*

Workforce Futures

13. *Design and implement a comprehensive approach to workforce planning, focusing on attracting/securing workforce for targeted services (including international recruitment)*
14. *Redesign and implement leadership and team development, enhancing clinical leadership and whole organisation focus on value*
15. *Deliver improvements to staff wellbeing and engagement, working closely with Trade Unions in Social Partnership on key joint priorities*
16. *Enhance access to high quality education and training across all disciplines, specifically focusing on 'grow our own'/apprenticeships*
17. *Enhance the health boards role in partnership and citizenship, maximising opportunities for volunteering and healthcare careers*

Digital First

18. *Implement clinical digital systems that directly enable improved care, including cross border clinical records sharing, clinical service priorities (nursing, eye care, prescribing), and telecare*
19. *Implement key improvements to digital infrastructure and intelligence, undertaking a Digital Service Review*

Innovative Environments

20. *Implement ambitious commitments to carbon reduction, biodiversity enhancement and environmental wellbeing*
21. *Implement capital, estate and facilities improvements that enhance services to patients/public and wellbeing/experience of staff*

Transforming In Partnership

22. *Implement key actions to improve quality (safety, effectiveness and experience) of services across the whole system*

23. Develop and implement key actions to enhance integrated/ partnership system working in Wales and England

24. Implement value-based healthcare, to deliver improved outcomes and experience, effective deployment and management of resources

25. Implement key governance improvement priorities embedding risk management, effective policies, procedures and guidance; audit and effectiveness; Board effectiveness and systems of accountability

Jones, Shania
02/12/2022 11:46:18



Brewin
Dolphin

POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND

Quarterly Investment Report

30 September 2022

Jones, Shenia
02/12/2022 11:46:15

Valuation Summary

Fund Report

Activity Summary

Investment Criteria

Investment Criteria

Acceptable Investments

Benchmark

Fund Statistics

Asset Allocation

Performance

Jones Shenja
02/12/2022 11:46:15

Valuation Summary

Brewin Dolphin Investment Portfolio Summary								
30 September 2022								
		Book Cost	Market Value	% Holding	Benchmark	Yield	Gross Income	
Fixed Interest	Govt Bonds	£ 62,038.36	£ 52,425.86	1.63%	8.00%	0.64%	£ 333.31	
	Corp Bonds	£ 409,157.46	£ 323,842.94	10.07%	9.00%	4.76%	£ 15,405.20	
	Accrued Interest	£ -	£ -	0.00%	0.00%	0.00%	£ -	
	Total Fixed Interest	£ 471,195.82	£ 376,268.80	11.70%	17.00%	4.18%	£ 15,738.51	
UK Equities	UK	£ 630,851.37	£ 736,809.97	22.91%	24.00%	5.35%	£ 39,435.55	
Overseas Equities	US	£ 788,837.93	£ 1,000,274.88	31.10%	29.59%	1.82%	£ 18,230.76	
	Europe	£ 168,156.87	£ 175,984.51	5.47%	5.42%	4.15%	£ 7,303.08	
	Japan	£ 80,209.13	£ 88,347.30	2.75%	2.85%	2.54%	£ 2,248.04	
	Pacific	£ 180,090.92	£ 200,579.45	6.24%	5.60%	3.72%	£ 7,468.99	
	Emerging	£ 32,721.48	£ 34,059.85	1.06%	1.04%	4.02%	£ 1,367.60	
	Global	£ -	£ -	0.00%	0.00%	0.00%	£ -	
	Total Overseas	£ 1,250,016.33	£ 1,499,245.99	46.61%	44.50%	2.44%	£ 36,618.47	
	Total Investments	£ 2,875,041.12	£ 3,108,721.56	96.66%		3.63%	£ 112,964.99	
Alternatives	Property	£ 60,633.09	£ 65,822.19	2.05%	3.00%	2.74%	£ 1,802.46	
	Absolute Return	£ 234,014.55	£ 212,221.17	6.60%	6.00%	3.94%	£ 8,369.20	
	Other	£ 228,329.96	£ 218,353.44	6.79%	3.00%	5.04%	£ 11,000.80	
	Total Alternatives	£ 522,977.60	£ 496,396.80	15.43%	12.00%	4.27%	£ 21,172.46	
Cash	Total Fund	£ 2,982,553.57	£ 3,216,234.01	100.00%				
	Deposit Ledger	£ 74,536.54	£ 74,536.54	2.32%	2.50%	0.00%	£ -	
	Income Ledger	£ 32,975.91	£ 32,975.91	1.03%		0.00%	£ -	
	Ex Accrued Interest	£ 2,949,577.66	£ 3,183,258.10	100.00%	100.00%	3.55%	£ 112,964.99	
		Monthly	Quarterly	Six Monthly	Annual	Inception 20/02/2020		
Portfolio		-4.64%	-0.75%	-7.81%	-4.72%	24.53%		
Benchmark		-5.08%	-1.35%	-7.72%	-5.34%	4.67%		
FT All Share		-5.88%	-3.45%	-8.31%	-4.00%	-0.96%		
FT All Stocks		-8.04%	-12.85%	-19.32%	-23.29%	-25.50%		
BoFE Base Rate (less 0.75%)		0.12%	0.25%	0.31%	0.31%	0.31%		
Bank of England Base Rate		2.25%						
FTSE 100 Value		6893.81						

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.

Fund Report

The third quarter of 2022 was a poor one for invested assets. There were many sources of anxiety and stress for the markets; the main headwind for investments though has been the persistence of inflation. When consumers are trying to buy more than the economy can produce, the result is inflation and interest rates must be raised to quell it. This has a knock-on effect.

Interest rates are a return you can get on your cash now, taking minimal risk. Investments on the other hand offer the possibility of returns in the future. As interest rates and the return on cash increases, the value of those potential future returns from investments becomes less tempting, even though we know that over the long term the risk accepted by holding stocks has been rewarded by higher returns. That is then reflected in the price.

There is a distinction to be made between this sort of volatility – when companies continue to grow profits but are less valuable to investors – and the sort which comes from companies seeing their profits fall either temporarily or, worse still, permanently. Over the long term, companies' values should gravitate around their ability to generate profits. Changes in interest rates make the cost of buying that stream of profits more or less expensive. The declines in prices we have seen this year are frustrating. The silver lining is that they give investors the ability to buy good companies at more attractive valuations or, to put it another way, they imply higher returns in the future.

This year has seen valuations moving from historically high levels, which were justified by historically low interest rates, to more normal levels in the US and below historical average levels outside the US.

These comparisons are useful context, but sadly do not work well as the sole basis of an investment strategy as they miss the nuance of the changing nature of investments. As time passes, different companies, sectors, and countries become more or less efficient and productive due to a combination of factors, both within and without their leaders' control.

The pandemic, revisited

Since the 1980s, most of the economic crises that policymakers have had to deal with have involved insufficient demand. The prescription to address them was lower interest rates to try and encourage more economic activity.

It is reasonable to observe that during the pandemic era policymakers misjudged the economic impact of the coronavirus. It was seen as something which would primarily depress demand and therefore be deflationary. But a lot of the impact was offset by government support measures, and the lockdowns also interfered with production and transportation, causing shortages.

Policymakers' prescription of low interest rates now seems poorly calibrated. As the economy has returned to action, central banks have realised they need to be slowing it down, not speeding it up. They have increased interest rates in response.

Double the trouble

The great source of turbulence today remains Russia's invasion of Ukraine. During the quarter substantial gains were made by Ukrainian forces, supported by western hardware and intelligence. In response, President Vladimir Putin announced a partial mobilisation to reinforce Russian troops, but the domestic media has become more critical of the war effort. Putin made thinly veiled threats to escalate the conflict beyond conventional weaponry in a sinister twist that reinforces the impression that Russia is increasingly desperate.

Markets consider only the economic implications of war. Regardless of how the conflict is resolved, there seems little chance of returning to the pre-war status quo when Europe could benefit from abundant supplies of Russian natural gas via dedicated pipelines. In September, the Nord Stream pipelines that transport gas from Russia to the continent were sabotaged in a move that nobody has claimed credit for, but most likely seems to be a Russian act. The loss of the Nord Stream pipeline is minor as Russia had ceased pumping in August anyway, however, the rationale for destroying it could be to demonstrate how dependent Europe is on gas via pipelines that could be similarly sabotaged, such as a recently completed one between Norway and Poland.

The continent faces a challenging winter. European countries have filled gas storage as much as possible and Germany has begun hastily constructing gas import terminals, but member states are also being asked to each reduce gas consumption by 15% to try and balance supply and demand.

The almighty dollar

One of the key energy suppliers will be the US, which has plentiful reserves of gas and oil. Over the quarter, gas prices doubled before retreating once European storage had been largely filled. The oil price, however, fell steadily throughout the period. The European economy is more sensitive to gas prices, whereas the US is more sensitive to oil. Europe is reliant upon imports of energy, whereas the US has seen the value of its energy exports almost double from its pre-pandemic level. Access to cheaper energy gives US companies an advantage over their European counterparts. It is one of the factors driving the dollar higher against most other currencies.

The US economy is experiencing an acute shortage of labour, prompting the Federal Reserve to raise interest rates sharply. US consumers also benefitted from pandemic savings that were inflated by emergency payments and the Biden administration's plans to relieve US students of a share of the debt burden that is built up through loans. Government generosity can help to boost growth, but when there are shortages of labour or materials, these giveaways are more likely to translate into higher inflation. These must be offset by higher interest rates. Federal Reserve chairman Jay Powell came close at the central bank's September meeting to conceding that a recession would be necessary to tame inflation.

The big mini-budget

In a dramatic quarter for UK politics, Boris Johnson was effectively forced out of 10 Downing Street and replaced by foreign secretary Liz Truss, after an intense leadership election.

The now outgoing prime minister and her former chancellor, Kwasi Kwarteng, came from a very distinct political ideology, whereby they believe lower taxes will encourage investment, producing benefits for investors, and generate new economic activity, benefiting those employed to carry it out. They held a special mini-budget ahead of the main budget, in which they unleashed a package of tax cuts, including lowering the basic rate of income tax, corporation tax, national insurance contributions and stamp duty, and abolishing the top 45% rate of income tax.

Like the US, the number of job vacancies in the UK is close to a record high. As the quarter ended, UK borrowing costs rose an additional percentage point in response to the mini-budget and the likely need for higher interest rates as a result.

Following a political uproar, the planned abolition of the 45% tax rate was withdrawn: the most politically contentious of the measures. However, markets were more anxious about the overall size of the aggregate tax giveaway, which was dominated by the reversal of planned increases to national insurance and corporation tax. The mini-budget contained no information on how they would be paid for, such as through spending cuts or additional taxes.

With Ms Truss' resignation marking the shortest Prime Ministerial term in history, the debacle serves as a reminder that it is dangerous to conceive of economic policy that might appeal to voters without considering the reaction of investors.

Market Movements

The fireworks seen in bond markets in the previous quarters has continued, with indices continuing to underperform some of the world equity markets, despite the perceived 'safe haven' properties of government bonds. The US 10-year Treasury yield rose from 2.9% to 3.8%, with the UK equivalent rising from 2.2% to 4.1%. As such, the FTSE All Stocks Index fell -12.9% over the quarter. In the UK, corporate bonds marginally underperformed, with the iBoxx UK £ Corporate All Maturities Index down -11.5%.

Equity markets have followed their bruising second quarter with further broad declines. The FTSE World Index returned +1.8% in aggregate. The FTSE North America Index was up +3.5% in sterling terms, owing to a +9.1% rise in the value of the dollar relative to sterling. The UK's FTSE All Share was down -3.5%, despite the oil and gas sector continuing to outperform almost all other areas of the market. Europe returned -2.3%, Japan +0.9%, Asia Pacific -3.3% and Emerging Markets experienced a drawdown of -2.2%.

Property markets, as measured by the Morningstar Global REITS Index, returned -3.9%. The HFRX Absolute Return index delivered +2.3%, Gold returned +0.6% and each of the infrastructure investment trusts held produced negative single digit returns.

Market Outlook

The year has been a difficult one so far for investors. Higher interest rates weigh on the prices of company shares and, although the economy has performed well, interest rate expectations continue to rise. These episodes come at the end of economic cycles and can drag on frustratingly because interest rates are slow to shape consumer behaviour. The primary mechanism for interest rates to affect consumers is through their mortgage interest payments, which in turn affect the housing market.

During the quarter, the UK and US economies both saw their most pronounced declines in house prices for many years. With prices still high, mortgages rates and rental costs soaring and food and energy bills high too, consumer spending is likely to decline. We are now certainly nearer to a peak in interest rates, and so are looking closely at deploying funds into the fixed interest sector.

Declining interest rates would be very welcome for most governments too. Whilst the weak pound captured the headlines after the mini-budget, it is the rise in bond yields that threatens to increase interest payments for years or decades to come.

We retain a 'neutral' position to equities, rather than an underweight, in the face of such an uncertain environment. Given the downturn seen in the first half of the year, sentiment is clearly very negative, and investors are not complacent about the risks.

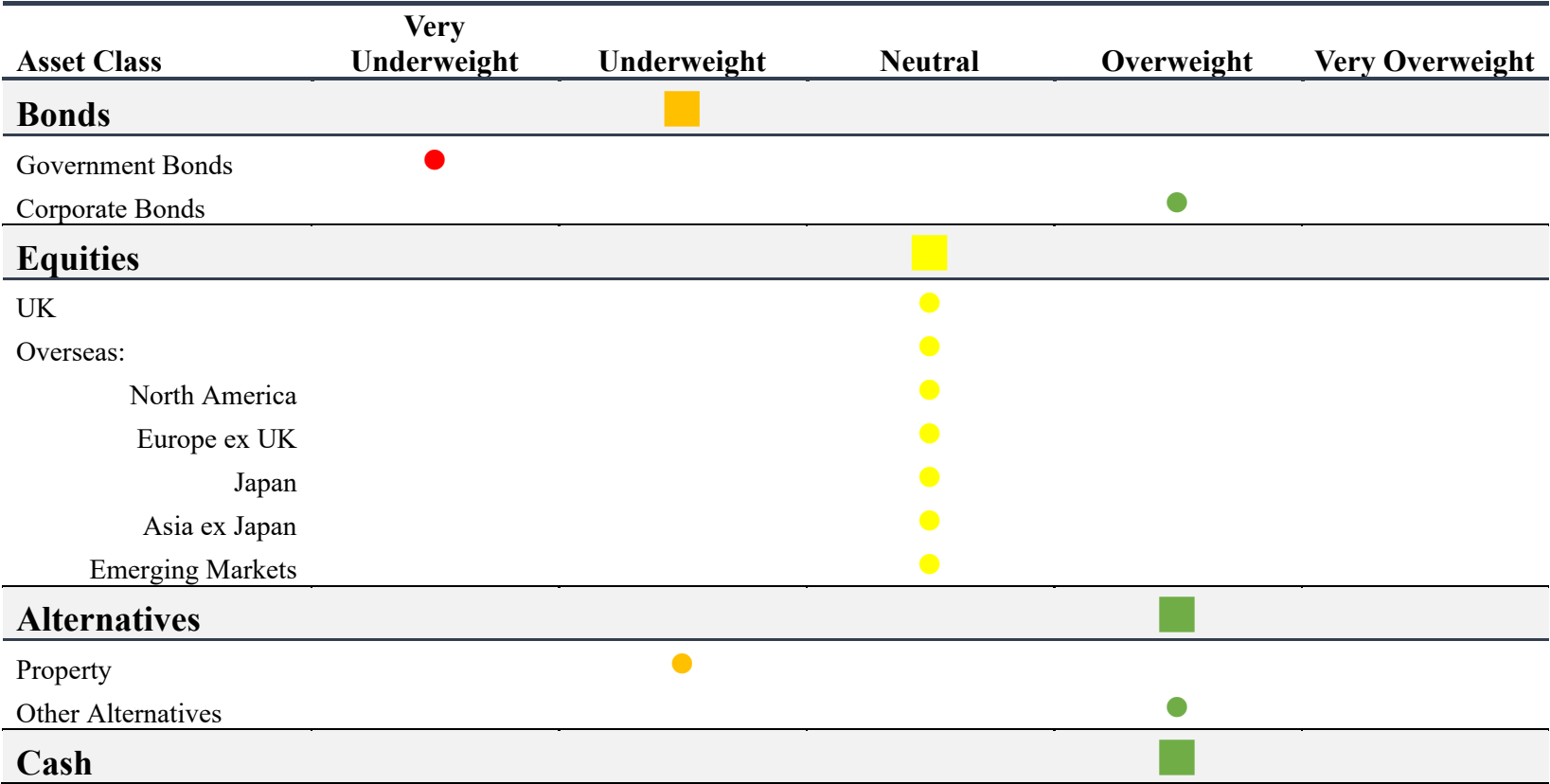
The drivers of performance in Q3 have been very similar to those in H1, and we retain a long-term perspective with regard to the underlying composition of the portfolio.

Jones Shenia
02/12/2022 11:46:15

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.

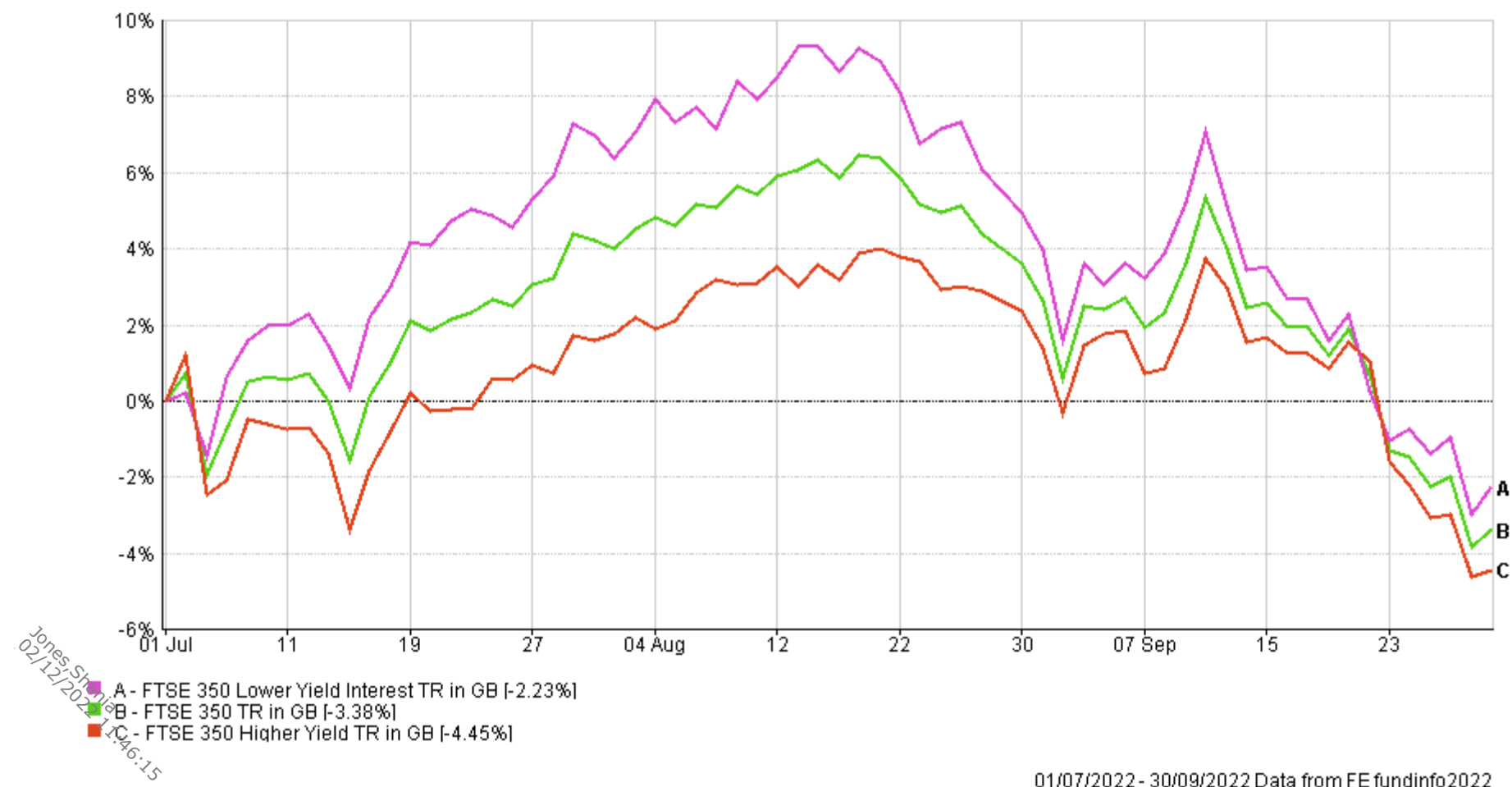


Jones Shenja
02/12/2022 11:46:15

Income

Many companies reset their dividend policies to lower levels in response to COVID-19, which we highlighted had a dramatic impact on **higher yielding** companies when compared with **lower yielding** ones and the **general market** in 2020 and 2021.

This quarter saw a slight reversal of the previous; higher yielding companies have underperformed both lower yielding ones and the wider index. The chart below covers **Q3 2022** and represents the FTSE 350 in the UK.



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 31/03/23 <i>e</i>	£110,000	£105,996

Activity Summary

Last quarter, we made the decision to trim Gresham House Multi-Cap Income Fund to reduce the portfolio's sensitivity to a downturn in economic growth, however we delayed the trade until after we accrued the dividend in early July.

Following a number of transactions undertaken earlier in the year to reduce risk, we were satisfied with the portfolio's positioning this quarter and therefore made no further changes during the period.

Outwith the quarter, we invested part of the cash we were retaining on deposit into the 5% March 2025 Treasury Stock. Due to mature in c. 2.5 years, the gilt market presented an attractive opportunity to purchase a relatively low-risk asset yielding nearly 5% and significantly exceeding the returns available from cash.

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.

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.

Jones Shania
02/12/2022 11:46:15

Benchmark

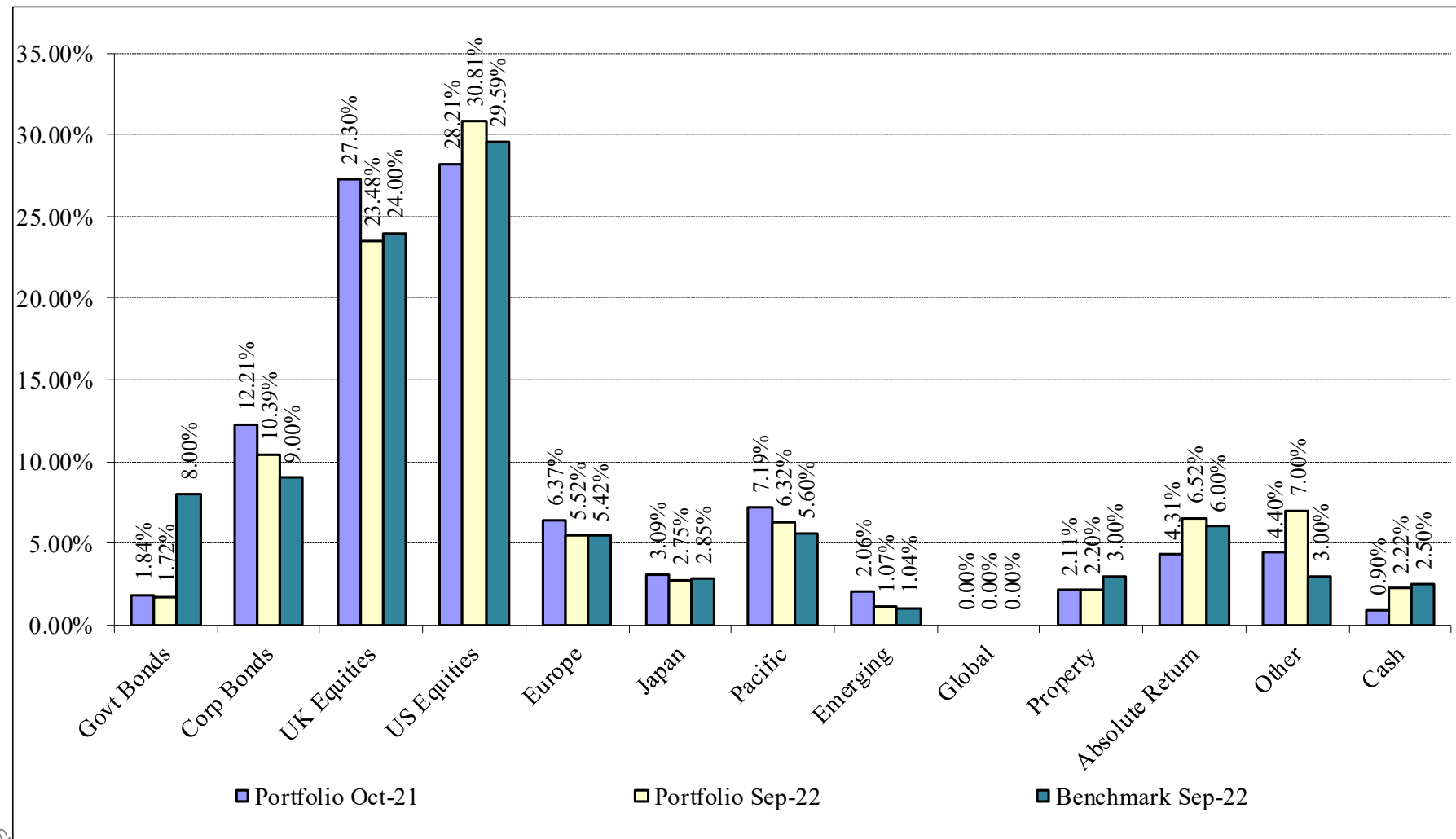
The Fund's benchmark is as follows:

	RC6 Benchmark Composition (effective 1 Jan 2021)	Portfolio
Bonds	17.00%	11.70%
UK Equities	24.00%	22.91%
Overseas Equities	44.50%	46.61%
Property	3.00%	2.05%
Absolute Return	6.00%	6.60%
Other	3.00%	6.79%
Cash	2.50%	3.34%

Jones Shania
02/12/2022 11:46:15

Fund Statistics

Asset Allocation Analysis



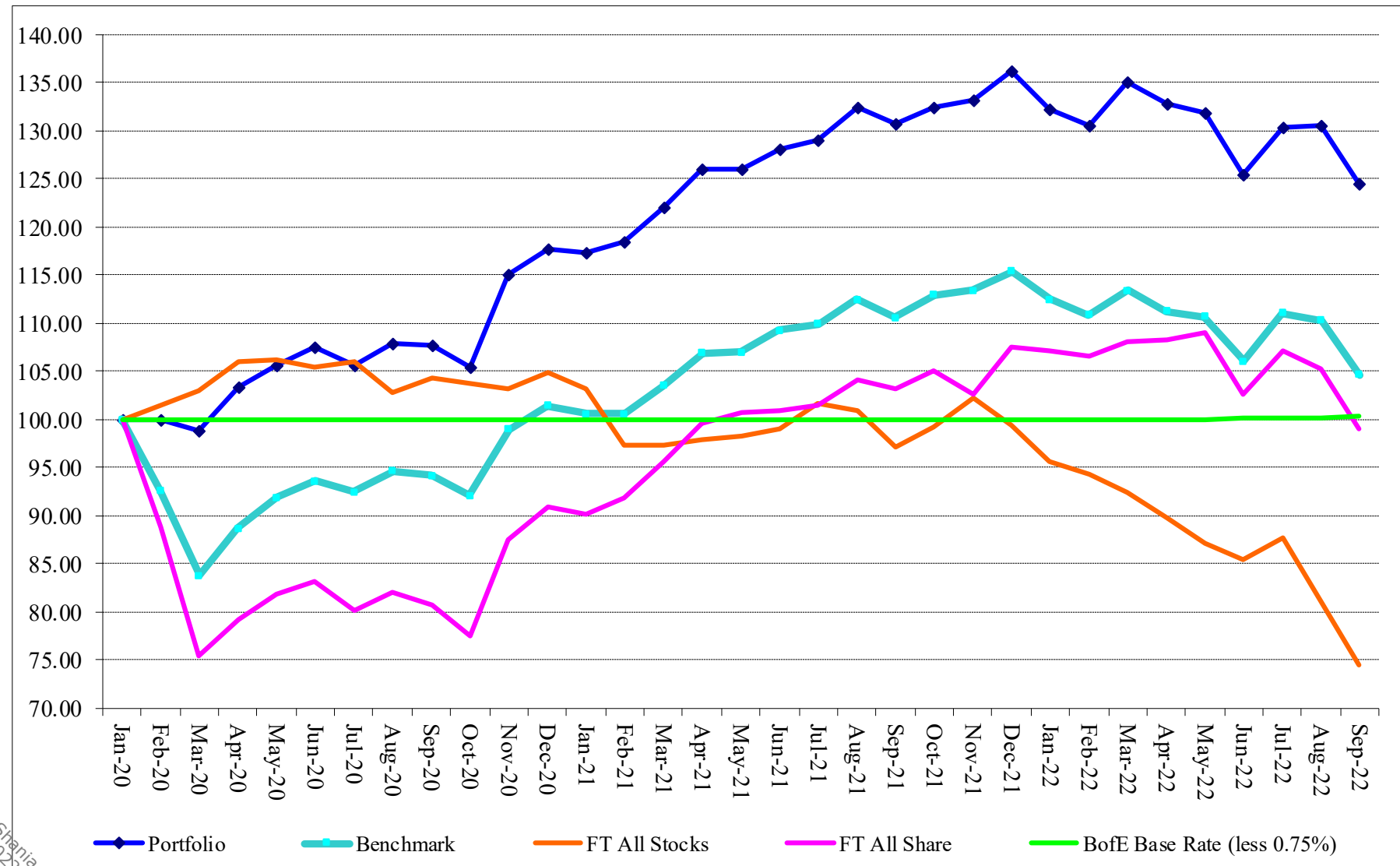
Jones Shania
02/12/2022 11:46:15

Asset Allocation Analysis to 30 September 2022

	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
Govt Bonds	1.84%	1.87%	1.88%	1.83%	1.85%	1.86%	1.79%	1.79%	1.76%	1.75%	1.76%	1.72%
Corp Bonds	12.21%	11.95%	12.28%	12.89%	13.05%	12.48%	10.94%	10.84%	10.80%	10.75%	10.75%	10.39%
O'seas Debt	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
UK Equities	27.30%	27.34%	26.77%	27.36%	28.19%	28.14%	26.93%	25.17%	25.20%	24.21%	23.94%	23.48%
US Equities	28.21%	28.73%	29.44%	29.00%	28.13%	28.52%	30.04%	29.67%	29.39%	29.42%	30.03%	30.81%
Europe	6.37%	6.51%	6.45%	6.55%	6.30%	6.12%	6.16%	5.72%	5.74%	5.52%	5.63%	5.52%
Japan	3.09%	2.97%	2.94%	2.88%	2.79%	2.70%	2.63%	2.56%	2.66%	2.67%	2.75%	2.75%
Pacific	7.19%	6.93%	6.71%	6.31%	6.41%	6.42%	6.13%	6.16%	6.23%	6.28%	6.09%	6.32%
Emerging	2.06%	2.02%	1.86%	1.59%	1.62%	1.46%	1.09%	1.09%	1.10%	1.13%	1.06%	1.07%
Global	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Property	2.11%	2.15%	2.18%	2.22%	2.15%	2.15%	2.23%	2.30%	2.16%	2.15%	2.23%	2.20%
Absolute Return	4.31%	4.23%	4.17%	4.13%	4.20%	4.19%	4.40%	6.60%	6.58%	6.72%	6.56%	6.52%
Other	4.40%	4.45%	4.43%	4.48%	4.57%	5.12%	6.66%	7.16%	6.99%	7.20%	6.98%	7.00%
Cash	0.90%	0.85%	0.88%	0.77%	0.74%	0.84%	1.00%	0.94%	1.40%	2.20%	2.22%	2.22%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Jones Shania
02/12/2022 11:46:15

Fund Performance



Jones Shania
02/12/2022 11:46:15

Performance Analysis - Summary to 30 September 2022

	Monthly	Quarterly	Six Monthly	Annual	Inception 20/02/2020
Portfolio	-4.64%	-0.75%	-7.81%	-4.72%	24.53%
<i>Benchmark</i>	<i>-5.08%</i>	<i>-1.35%</i>	<i>-7.72%</i>	<i>-5.34%</i>	<i>4.67%</i>
Govt Bonds	-9.25%	-7.37%	-16.57%	-17.32%	-12.64%
<i>FT All Stocks</i>	<i>-8.04%</i>	<i>-12.85%</i>	<i>-19.32%</i>	<i>-23.29%</i>	<i>-25.50%</i>
Corp Bonds	-6.35%	-5.94%	-14.24%	-19.47%	-13.02%
<i>iBoxx UK Sterling Corp All Mats</i>	<i>-8.75%</i>	<i>-11.48%</i>	<i>-18.41%</i>	<i>-23.56%</i>	<i>-22.10%</i>
UK	-5.80%	-3.98%	-10.59%	-4.29%	59.30%
<i>FT All Share</i>	<i>-5.88%</i>	<i>-3.45%</i>	<i>-8.31%</i>	<i>-4.00%</i>	<i>-0.96%</i>
US	-2.99%	5.35%	-3.40%	2.36%	41.11%
<i>FT North America</i>	<i>-5.36%</i>	<i>3.45%</i>	<i>-6.42%</i>	<i>0.41%</i>	<i>26.55%</i>
Europe	-4.56%	-1.41%	-9.63%	-9.55%	14.02%
<i>FT Euro ex UK</i>	<i>-4.94%</i>	<i>-2.27%</i>	<i>-10.68%</i>	<i>-12.78%</i>	<i>2.29%</i>
Japan	-4.03%	3.18%	-3.81%	-15.53%	17.90%
<i>FT Japan</i>	<i>-5.97%</i>	<i>0.94%</i>	<i>-5.88%</i>	<i>-13.63%</i>	<i>5.92%</i>
Pacific	-5.34%	0.02%	-5.42%	0.50%	20.53%
<i>FT Pac ex Japan</i>	<i>-9.59%</i>	<i>-3.30%</i>	<i>-12.30%</i>	<i>-9.23%</i>	<i>11.89%</i>
Emerging	-4.81%	-5.11%	-9.89%	-10.53%	7.86%
<i>FT Emerging</i>	<i>-6.77%</i>	<i>-2.23%</i>	<i>-4.78%</i>	<i>-8.45%</i>	<i>3.95%</i>
Property	-9.13%	-3.80%	-14.93%	-7.93%	7.70%
<i>Morningstar Global REITS</i>	<i>-9.44%</i>	<i>-3.87%</i>	<i>-12.07%</i>	<i>-3.46%</i>	<i>8.98%</i>
Absolute Return	-2.86%	-1.96%	-6.35%	-8.48%	-4.67%
<i>HFRX Absolute Return</i>	<i>2.81%</i>	<i>2.27%</i>	<i>1.24%</i>	<i>1.60%</i>	<i>1.97%</i>
Other	-5.71%	-4.70%	-7.28%	1.18%	16.47%
Cash	0.00%	0.00%	0.00%	0.00%	0.00%
<i>BojE Base Rate (less 0.75%)</i>	<i>0.12%</i>	<i>0.25%</i>	<i>0.31%</i>	<i>0.31%</i>	<i>0.31%</i>

From Q3 2022, we have changed the benchmark indices for the Property and Absolute Return sectors to Morningstar Global REITS and HFRX Absolute Return respectively, to reflect the underlying indices used in our performance benchmarks effective 1st January 2021. For periods extending beyond this date, the performance is based on a composite benchmark where the IA UK Direct Property and IMA Targeted Absolute Return indices are used pre-1st January 2021.



POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND

For the period from 01/07/2022 to 30/09/2022
Generated on 16/10/2022

PORTFOLIO INFORMATION

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

CONTENTS

Cover Page
Asset Allocation
Holding Summary
Transaction Details
Important Information

Jones, Shania
02/12/2022 11:46:15



**BREWIN
DOLPHIN**

Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND

For the period from 01/07/2022 to 30/09/2022

All values and returns reported in British Pounds

Valuations as at today use the previous trading day's closing prices.

For backdated valuations prices are at the period end date.

Asset Allocation

Asset Allocation



Asset Allocation	Market Value at 30/09/2022	% of Holdings
UK Bonds	126,305.80	3.93
Overseas Bonds	249,963.00	7.77
UK Equities	736,809.97	22.91
North American Equities	1,000,274.88	31.10
European Equities	175,984.51	5.47
Japanese Equities	88,347.30	2.75
Asia Pacific Equities	200,579.45	6.24
Emerging Market Equities	34,059.85	1.06
Absolute Return	212,221.17	6.60
Property	65,822.19	2.05
Other Investments	218,353.44	6.79
Cash	107,512.45	3.34
TOTAL	3,216,234.01	100.00

Jones, Shania
02/12/2022 11:46:15



Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/07/2022 to 30/09/2022
All values and returns reported in British Pounds
Valuations as at today use the previous trading day's closing prices.
For backdated valuations prices are at the period end date.

Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
UK Bonds									
Bond Funds									
8,690	PIMCO SEL FDS PLC UK INCOME BOND INSTL INC	POWYS0004	8.33 GBP		82,868.80	72,387.70	3,233.10	4.47	2.25
695	TWENTYFOUR GBL INV CORPORATE BOND I GBP DIS	POWYS0004	77.58 GBP		72,551.79	53,918.10	2,043.14	3.79	1.68
Sub Total UK Bonds					155,420.59	126,305.80	5,276.24	4.18	3.93
Overseas Bonds									
Index Linked Bonds									
2,240	XTRACKERS II GBL INFLT LKD BD UETF 3D GB	POWYS0004	23.4044 GBP		62,038.36	52,425.86	333.31	0.64	1.63
Bond Funds									
222,275	JANUS HEND FXD INT JH FXD INT MTHLY INC GQ GBP	POWYS0004	0.4508 GBP		132,053.36	100,201.57	5,576.88	5.57	3.12
120,435	JUPITER STRAT BOND JUPITER STRAT BOND X GBP DI	POWYS0004	0.8082 GBP		121,683.51	97,335.57	4,552.08	4.68	3.03
Sub Total Overseas Bonds					315,775.23	249,963.00	10,462.27	4.19	7.77

Jones, Shania
02/12/2022 11:46:15



Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/07/2022 to 30/09/2022
All values and returns reported in British Pounds
Valuations as at today use the previous trading day's closing prices.
For backdated valuations prices are at the period end date.

Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
UK Equities									
Oil & Gas Producers									
14,400	BP ORD USD0.25	POWYS0004	4.331 GBP		48,287.51	62,366.40	3,099.04	4.97	1.94
2,570	SHELL PLC ORD EUR0.07	POWYS0004	22.465 GBP		27,042.46	57,735.05	2,256.20	3.91	1.80
Chemicals									
290	CRODA INTL ORD GBP0.10609756	POWYS0004	64.46 GBP		12,867.80	18,693.40	300.15	1.61	0.58
Mining									
1,550	ANTOFAGASTA ORD GBP0.05	POWYS0004	11.155 GBP		15,561.65	17,290.25	1,778.69	10.29	0.54
1,020	RIO TINTO ORD GBP0.10	POWYS0004	48.96 GBP		30,828.10	49,939.20	5,389.17	10.79	1.55
Support Services									
485	ASSTEAD GROUP ORD GBP0.10	POWYS0004	40.86 GBP		8,686.55	19,817.10	322.91	1.63	0.62
Household Goods and Home Construction									
2,495	HALEON PLC ORD GBP0.01	POWYS0004	2.7925 GBP		6,475.52	6,967.29	0.00	0.00	0.22
Pharmaceuticals & Biotechnology									
355	ASTRAZENECA ORD USD0.25	POWYS0004	99.44 GBP		25,832.22	35,301.20	787.03	2.23	1.10
1,096	GSK PLC ORD GBP0.3125	POWYS0004	13.058 GBP		27,642.00	26,063.77	1,222.55	4.69	0.81
Media									
1,650	RELX PLC GBP0.1444	POWYS0004	22.02 GBP		29,512.51	36,333.00	844.80	2.33	1.13



BREWIN
DOLPHIN

Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND

For the period from 01/07/2022 to 30/09/2022

All values and returns reported in British Pounds

Valuations as at today use the previous trading day's closing prices.

For backdated valuations prices are at the period end date.

Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
UK Equities									
Gas, Water & Multiutilities									
4,495	NATIONAL GRID ORD GBP0.12431289	POWYS0004	9.31 GBP		41,060.11	41,848.45	2,291.10	5.47	1.30
Banks									
16,920	BARCLAYS PLC ORD GBP0.25	POWYS0004	1.443 GBP		26,453.73	24,415.56	1,057.50	4.33	0.76
Life Insurance									
16,545	LEGAL & GENERAL GP ORD GBP0.025	POWYS0004	2.165 GBP		32,263.54	35,819.93	3,095.57	8.64	1.11
2,800	ST JAMES'S PLACE ORD GBP0.15	POWYS0004	10.36 GBP		26,516.55	29,008.00	1,568.00	5.41	0.90
General Financial									
2,155	ADMIRAL GROUP ORD GBP0.001	POWYS0004	19.145 GBP		46,509.12	41,257.48	3,172.16	7.69	1.28
18,660	M&G PLC ORD GBP0.05	POWYS0004	1.6655 GBP		27,384.55	31,078.23	3,433.44	11.05	0.97
Open Ended Collectives									
13,590	ISHARES CORE FTSE100 UCITS ETF GBP	POWYS0004	6.75 GBP		82,909.63	91,732.50	3,681.53	4.01	2.85
48,255	LF GRESHAM HSE EQT GRESHAM HS UK MUL CAP F INC	POWYS0004	1.1871 GBP		66,593.62	57,283.51	2,502.36	4.37	1.78
30,550	PREMIER MITON INV3 PM UK MLTI CAP INC B INSTL	POWYS0004	1.763 GBP		48,424.20	53,859.65	2,633.35	4.89	1.67
Sub Total UK Equities					630,851.37	736,809.97	39,435.55	5.35	22.91



**BREWIN
DOLPHIN**

Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND

For the period from 01/07/2022 to 30/09/2022

All values and returns reported in British Pounds

Valuations as at today use the previous trading day's closing prices.

For backdated valuations prices are at the period end date.

Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
North American Equities									
Open Ended Collectives									
5,465	BAILLIE GIFF OSEAS BG AMERICAN FUND W1 DIS	POWYS0004	9.918 GBP		93,270.70	54,201.87	0.00	0.00	1.69
38,735	FIDELITY UCITS ICA US QUAL INC UCITS ETF GBP I	POWYS0004	6.7025 GBP		220,312.29	259,621.34	6,490.85	2.50	8.07
219,680	JPMORGAN FUND ICVC JPM US EQ INC C2 GBP NET DI	POWYS0004	1.556 GBP		234,102.68	341,822.08	6,766.14	1.98	10.63
5,515	VANGUARD FUNDS PLC S&P 500 UCITS ETF USD DIS	POWYS0004	62.4895 GBP		241,152.26	344,629.59	4,973.77	1.44	10.72
Sub Total North American Equities					788,837.93	1,000,274.88	18,230.76	1.82	31.10
European Equities									
Open Ended Collectives									
111,755	BLACKROCK CON EURP BR CONTL EURPN INCM D DIS	POWYS0004	1.574735 GBP		168,156.87	175,984.51	7,303.08	4.15	5.47
Sub Total European Equities					168,156.87	175,984.51	7,303.08	4.15	5.47
Japanese Equities									
Open Ended Collectives									
86,700	JUPITER JPN INC FD JUPITER JPN INC U2 GBP DIS	POWYS0004	1.019 GBP		80,209.13	88,347.30	2,248.04	2.54	2.75
Sub Total Japanese Equities					80,209.13	88,347.30	2,248.04	2.54	2.75



Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/07/2022 to 30/09/2022
All values and returns reported in British Pounds
Valuations as at today use the previous trading day's closing prices.
For backdated valuations prices are at the period end date.

Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
Asia Pacific Equities									
Open Ended Collectives									
178,945	BNY MELLON INV FDS BNY MLN ASIAN INC FD U DIS	POWYS0004	1.1209 GBP		180,090.92	200,579.45	7,468.99	3.72	6.24
Sub Total Asia Pacific Equities					180,090.92	200,579.45	7,468.99	3.72	6.24
Emerging Market Equities									
Open Ended Collectives									
54,270	JPMORGAN FUND ICVC JPM EMG MKTS INC C NET DIS	POWYS0004	0.6276 GBP		32,721.48	34,059.85	1,367.60	4.02	1.06
Sub Total Emerging Market Equities					32,721.48	34,059.85	1,367.60	4.02	1.06
Absolute Return									
Bond Funds									
82,870	ARTEMIS FD MNGRS SHT DTD GBL H Y BD FI GBP	POWYS0004	0.8474 GBP		77,423.07	70,224.04	3,812.10	5.43	2.18
70,209.871	BNY MELLON INV FDS BNYM GBL DYN BD NWT INST 3	POWYS0004	0.8807 GBP		69,914.58	61,833.83	1,908.23	3.09	1.92
885	MUZINICH FUNDS MZNCH GBL TCTL CRED G GBP	POWYS0004	90.58 GBP		86,676.90	80,163.30	2,648.87	3.30	2.49
Sub Total Absolute Return					234,014.55	212,221.17	8,369.20	3.94	6.60

Jones Shania
02/12/2022 11:46:15



BREWIN
DOLPHIN

Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND

For the period from 01/07/2022 to 30/09/2022

All values and returns reported in British Pounds

Valuations as at today use the previous trading day's closing prices.

For backdated valuations prices are at the period end date.

Holdings Summary

Quantity	Security Name	SubPortfolio ID	Price	Accrued Interest	Book Cost	Market Value	Est. Gross Income	Est. Gross Yield %	Ptf %
Property									
Closed Ended Collectives									
37,980	BLACKROCK COLLECT ISHS GBL PROP SECS EQ IDX D	POWYS0004	1.733075 GBP		60,633.09	65,822.19	1,802.46	2.74	2.05
Sub Total Property					60,633.09	65,822.19	1,802.46	2.74	2.05
Other Investments									
Absolute Return (non AIC sector) Inv Trust									
66,170	HICL INFRASTRUCTU. ORD GBP0.0001	POWYS0004	1.616 GBP		110,382.42	106,930.72	5,459.02	5.11	3.32
73,401	INT PUBLIC PARTNER ORD GBP0.0001	POWYS0004	1.518 GBP		117,947.54	111,422.72	5,541.78	4.97	3.46
Sub Total Other Investments					228,329.96	218,353.44	11,000.80	5.04	6.79
Cash									
Cash									
0 GBP	Dealing	POWYS0004		0.00	0.00	0.00			0.00
74,536.54 GBP	Deposit	POWYS0004		0.00	74,536.54	74,536.54			2.32
32,975.91 GBP	Income	POWYS0004		0.00	32,975.91	32,975.91			1.03
Sub Total Cash				0.00	107,512.45	107,512.45			3.34
TOTAL IN GBP				0.00	2,982,553.57	3,216,234.01	112,964.99	3.51	100.00



Client report for POWYS TEACHING LOCAL HEALTH BOARD CHARITABLE FUND
For the period from 01/07/2022 to 30/09/2022
All values and returns reported in British Pounds
Valuations as at today use the previous trading day's closing prices.
For backdated valuations prices are at the period end date.

Transaction Details (from 01/07/2022 to 30/09/2022)

POWYS0004

Date	Transaction	Quantity	Security Name	Price	Net Amount
POWYS0004					
31/08/2022	EXCESS REPORTABLE INCOME	0.00	ISHARES CORE FTSE100 UCITS ETF GBP	0.00 GBP	-3.58
19/07/2022	CONSOLIDATION 4 FOR 5	2,495.00	GSK PLC ORD GBP0.25	0.00 GBP	27,642.00
19/07/2022	CONSOLIDATION 4 FOR 5	1,996.00	GSK PLC ORD GBP0.3125	0.00 GBP	-27,642.00
18/07/2022	DEMERGER 1 FOR 1	0.00	GSK PLC ORD GBP0.25	0.00 GBP	6,475.52
18/07/2022	DEMERGER 1 FOR 1	2,495.00	HALEON PLC ORD GBP0.01	0.00 GBP	-6,475.52
05/07/2022	SALE	20,880.00	LF GRESHAM HSE EQT GRESHAM HS UK MUL...	1.26 GBP	26,283.74

Jones, Shania
02/12/2022 11:46:15

Important Information

Please note that this is an ad hoc valuation that has been prepared for discussion purposes only. As this is not a formal valuation report, no representation is made as to its completeness or accuracy, and no reliance should be placed on the figures quoted. No liability will be accepted by Brewin Dolphin for any errors or inaccuracies in the valuation.

Please refer to the following for any FTSE information displayed in this valuation. Source: FTSE International Limited ("FTSE") © FTSE 2017. "FTSE®" is a trade mark of the London Stock Exchange Group companies and is used by FTSE International Limited under licence. All rights in the FTSE indices and/or FTSE ratings vest in FTSE and/or its licensors. Neither FTSE nor its licensors accept any liability for any errors or omissions in the FTSE indices and/or FTSE ratings or underlying data and no party may rely on any FTSE indices, ratings and/or data underlying data contained in this communication. No further distribution of FTSE data is permitted without FTSE's express written consent. FTSE does not promote, sponsor or endorse the content of this communication.

Any MSCI information displayed in this valuation may only be used for your internal use, may not be reproduced or disseminated in any form and may not be used as a basis for or a component of any financial instruments or products or indices. None of the MSCI information is intended to constitute investment advice or a recommendation to make (or refrain from making) any kind of investment decision and may not be relied on as such. Historical data and analysis should not be taken as an indication or guarantee of any future performance analysis, forecast or prediction. The MSCI information is provided on an "as is" basis and the user of this information assumes the entire risk of any use made of this information. MSCI, each of its affiliates and each other person involved in or related to compiling, computing or creating any MSCI information (collectively, the "MSCI Parties") expressly disclaims all warranties (including, without limitation, any warranties of originality, accuracy, completeness, timeliness, non-infringement, merchantability and fitness for a particular purpose) with respect to this information. Without limiting any of the foregoing, in no event shall any MSCI Party have any liability for any direct, indirect, special, incidental, punitive, consequential (including, without limitation, lost profits) or any other damages. (www.msci.com)

Jones, Shania
02/12/2022 11:46:15



Brewin
Dolphin

This quarter, we are pleased to confirm that, following receipt of all required approvals, RBC completed its acquisition of Brewin Dolphin on 27 September 2022.

Our track record of growth and innovation, and our longstanding record of delivering superior client service will now join forces with RBC's ability to leverage its global capabilities and banking expertise, to give clients, over time, access to an extended range of products and services to meet their needs.

We are bringing together two individually strong businesses, with aligned cultures and values, passionate people, and a shared commitment to doing what's right for our clients, our communities and one another.

Recognising the strength and heritage of both the RBC and Brewin Dolphin brands, Brewin Dolphin now operates as **RBC Brewin Dolphin**.

Please rest assured, our complete focus remains on delivering the service that you have come to expect from us over time. It remains very much a 'business as usual' situation for the team, with us continuing to manage your Charity's investments in the manner you are accustomed to.

We are also delighted to have recently expanded our team, with Michael Yhnell joining us from our Bristol office on 1st October 2022. Michael's appointment enhances our ability to continue to provide a high level of service and to innovate to meet our clients' evolving needs.

The full team details are provided overleaf for your reference.

Please don't hesitate to contact us if you have any questions about the acquisition, or indeed any other matter.

Jones, Shania
02/12/2022 11:46:15

2nd Floor, 5 Callaghan Square, Cardiff, CF10 5BT
T +44 (0)2920 340 100 **F** +44 (0)2920 344 999 **www.brewin.co.uk/cardiff**

RBC Brewin Dolphin is a trading name of Brewin Dolphin Limited. Brewin Dolphin Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register reference number 124444) and regulated in Jersey by the Financial Services Commission. Registered Office; 12 Smithfield Street, London, EC1A 9BD. Registered in England and Wales company number: 2135876. VAT number: GB 690 8994 69

BDS0062_RBC_2208_3



**Brewin
Dolphin**



David Myrddin-Evans

Divisional Director - Head of Charities, Wales
26 years' experience

David joined Brewin Dolphin in July 2005 as the Divisional Director with responsibility for the Cardiff office and the Charity Team in Wales. In 2022, he stepped down from the management of the office to focus on his charity clients. He is a Chartered Member of the Chartered Institute for Securities and Investment and is an Associate of the Society of Investment Professionals.

Following a Commission in the Army, he joined Kleinwort Benson Securities as a transport analyst where he was ranked in the top three in the annual Extel survey of investment analysts. In 1999 he joined Smith & Williamson as an institutional fund manager, heading up the charity team and managing the Nucleus Income Unit Trust, leading to his listing in the top 10% of UK unit trust managers in the 2002 and 2003 Lipper Citywire All Stars Awards.

He has been widely published on topical issues relating to charity and institutional investment management and is a visiting lecturer at Cardiff Business School. He is a Wales Council Member for the CBI and sits on the Investment Committees of the Representative Body of the Church in Wales and the Mercers Livery Company.

David's normal working days are Tuesday, Wednesday and Thursday.



Paul Mathias

Assistant Director – Investment Manager
12 years' experience

Paul joined Brewin Dolphin in 2010 after graduating from the University of Bristol with a degree in Law. He has since progressed to the role of Investment Manager after attaining the Chartered Wealth Manager qualification and is a Chartered Fellow of the Chartered Institute for Securities and Investment.

Paul provides relationship management and oversees the management and administration of portfolios, with a particular interest in socially responsible investment.

Paul has recently been appointed to RBC Brewin Dolphin's ESG Investment Forum, the committee responsible for developing our proposition in this fast-moving and important area. Paul sits on the grant-making committee of a Cardiff-based educational charity.

Jones, Shania
02/12/2022 11:46:15

2nd Floor, 5 Callaghan Square, Cardiff, CF10 5BT
T +44 (0)2920 340 100 **F** +44 (0)2920 344 999 **www.brewin.co.uk/cardiff**

RBC Brewin Dolphin is a trading name of Brewin Dolphin Limited. Brewin Dolphin Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register reference number 124444) and regulated in Jersey by the Financial Services Commission. Registered Office: 12 Smithfield Street, London, EC1A 9BD. Registered in England and Wales company number: 2135876. VAT number: GB 690 8994 69

BDS0062_RBC_2208_3



**Brewin
Dolphin**



Martin Wetherill
Portfolio Manager
8 years' experience

Martin joined Brewin Dolphin in 2013 after graduating from the University of Glamorgan with a degree in Accounting and Finance. He has since progressed to the role of Portfolio Manager.

Martin assists David and Paul with the day-to-day management and administration of portfolios. Martin is a Member of the Chartered Institute for Securities and Investment.



Michael Yhnell
Associate Investment Manager
6 years' experience

Michael joined Brewin Dolphin in 2016 after graduating from the University of York with a Masters degree in Economics and Finance. He progressed to the role of Portfolio Manager within the Bristol office of Brewin Dolphin before transferring to the Wales Charity team in October 2022, adding even greater strength in depth to our offering.

Michael assists David and Paul with the day-to-day management of client relationships. Michael is a Chartered Fellow of the Chartered Institute for Securities and Investment.



Karen Norris
Administration Manager
21 years' experience

Karen joined Brewin Dolphin in 2012 and is responsible for all aspects of team administration, focusing particularly on client reporting.

Karen has established herself as a key point of contact for charity administrators, working closely with them to deliver the tailored solutions required to meet their unique reporting and administrative requirements.

Jones, Shania
02/12/2022 11:46:15

2nd Floor, 5 Callaghan Square, Cardiff, CF10 5BT
T +44 (0)2920 340 100 **F** +44 (0)2920 344 999 **www.brewin.co.uk/cardiff**

RBC Brewin Dolphin is a trading name of Brewin Dolphin Limited. Brewin Dolphin Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register reference number 124444) and regulated in Jersey by the Financial Services Commission. Registered Office; 12 Smithfield Street, London, EC1A 9BD. Registered in England and Wales company number: 2135876. VAT number: GB 690 8994 69

BDS0062_RBC_2208_3