

**CONFIRMED**

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING  
HELD ON WEDNESDAY 07 DECEMBER 2022  
VIA MICROSOFT TEAMS**

**Present:**

Carl Cooper	Chair (Committee Chair)
Rhobert Lewis	Independent Member (Committee Vice Chair)
Pete Hopgood	Director of Finance and IT
Cathie Poynton	Independent Member
Claire Madsen	Director of Therapies and Health Science
James Quance	Interim Board Secretary

**In Attendance:**

Abe Sampson	Charity Manager
Sarah Pritchard	Head of Financial Services
Shania Jones	Charity Administrative Support Officer
Gareth Lacey	Audit Manager (Audit Wales)

**Apologies**

Carol Shillabeer	Chief Executive Officer
Paula Walters	Associate Director of Corporate Business
Bethan Hopkins	Audit Wales
Alice Rushby	Audit Wales

CF/22/37	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b> The Chair welcomed members to the Committee. Apologies for absence were noted as recorded above.
CF/22/38	<b>DECLARATIONS OF INTEREST</b> The Chair INVITED any declarations of interest in relation to items on the agenda. No interests were declared.
CF/22/39	<b>MINUTES OF PREVIOUS MEETING HELD ON 23 SEPTEMBER 2022</b> The minutes of the meeting held on 23 SEPTEMBER 2022 were RECEIVED and AGREED as being a true and accurate record.

CF/22/40	<p><b>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING</b></p> <p>There were no matters arising from the minutes of the last meeting held on 23 SEPTEMBER 2022.</p>
CF/22/41	<p><b>ACTION LOG</b></p> <p>The Committee received the action log, and the following updates were provided.</p> <p>CF/22/28 – Following a discussion with the Newtown LoF, the issue with the memorial benches has now been resolved (COMPLETED).</p> <p>CF/22/29 – The discussed amends to the strategy have been made. (COMPLETED).</p> <p>CF/22/30 – 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 (COMPLETED).</p> <p>CF/21/86 – 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.</p> <p><i>The Committee discussed CF/21/86 action. It was noted that ethical investment is an important discussion to have, but it can be a very complex matter. Therefore, the Committee needs to give this the right amount of focus but being careful not to become preoccupied which will draw attention from other important matters.</i></p> <p><i>Claire Madsen joined the meeting.</i></p>
<b>ITEMS FOR APPROVAL, RATIFICATION OR DECISION</b>	
CF/22/42	<p><b>GENERAL BIDS FOR APPROVAL</b></p> <p>The Charity Manager presented three proposals to the Charitable Funds Committee for approval. These proposals were all to the Powys General Purposes Fund.</p> <ul style="list-style-type: none"> <li>• <b>National GIG/NHS Eisteddfod 2023</b> – This proposal supported the costs for the Health Board's Welsh Language and Equalities Team to participate in the upcoming NHS Wales Eisteddfod. This proposal was</li> </ul>

	<p>seeking funding for £100 to cover costs to help support the event setup.</p> <ul style="list-style-type: none"> <li> <b>Photosymbols Software License</b> – The Welsh Language and Equalities team placed a proposal for photo library software licenses to help support the development of more accessible Easy Read materials creation within the Health Board. The software license will provide access to a photobank of images that are created with additional accessibility needs taken into consideration. The total cost of 10 software licenses for a period of two years is £1,440. This will allow the licenses to be integrated across multiple service areas along with Easy Read materials training (a previously funded accessibility project) with sufficient time to evaluate its merits. </li> <li> <b>RIC Hub Innovation Grant</b> – This proposal was a request of between £105,000-£150,000 over a three-year period. This proposal was previously discussed by the Charitable Funds Committee for discussion and review in September 2022. This application has been developed to address the comments previously noted and has since been supported by the Executive Committee in November 2022. The proposal outlined a funding request for the establishment of a new grant scheme to support innovative health and wellbeing 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). The RIC Hub is seeking £35k-£50k per year for an initial period of three years, with regular reporting and evaluation during this period. This will allow time for the fund to establish 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. 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 </li> </ul>
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	<p>eligible to be funded from Charitable Funds. Decisions made by the RII panel to grant charitable funds to support innovation would then be ratified by the Charitable Funds Committee.</p> <p><i>It is important that with any application e.g. RIC Hub proposal, it is considered to be going 'over and above' what can be provided by the Health Board itself. In a previous meeting, the Committee was given this reassurance for the RIC Hub proposal.</i></p> <p><i>A significant amount money is invested through the Powys Social Value Forum for innovation projects. It is important that the Charity considers this other route of funding and find ways to work alongside the social value forum.</i></p> <p><i>Why were two applications of small funding amounts brought to committee? Could these applications have been funded through delegated authority?</i></p> <p>The Charity Manager explained that due to these projects seeking funding from the Powys Wide general purposes fund, they required approval from the Committee as there is no delegated authority for that particular fund.</p> <p>The Committee DISCUSSED and APPROVED the three proposals.</p>
CF/22/43	<p><b>EXPENDITURE APPROVED UNDER DELEGATED AUTHORITY SINCE THE LAST MEETING (FOR RATIFICATION)</b></p> <p>The Head of Financial Services provided a summary of the projects approved under delegated authority during the period of September 2022 – October 2022. A number of requests from various local funds with a combined value of £7,064. Local fund managers can approve individual requests of up to £5,000.</p> <p>The only key item to note is the production of Advanced Care Planning leaflets and training material for staff, volunteers and third sector partners to help support patient end of life wishes (£5,000).</p> <p>The Committee DISCUSSED and RATIFIED the expenditure.</p>
CF/22/44	<p><b>TERMS OF REFERENCE AND CHARITABLE FUNDS FCP 007 POLICY</b></p>

	<p>The Charity Manager presented the Charitable Funds Committee's Terms of Reference and FCP 007 Policy for review and approval. Both documents have been updated following the recently completed internal audit and are flagged here for review and approval by the Committee.</p> <p>The Terms of Reference document is the governing document for the Charitable Funds Committee and outlines the key criteria for Charitable Funds processes, quoracy of the Committee, and its scope.</p> <p>The Charitable Funds Financial Policy is a document which outlines the financial policies and procedures of the Committee to support PTHB staff with understanding Charitable Funds. Staff also have access to more accessible abridged documents for specific topics, such as funding guidelines, donations and gifts guides. The FCP document is a more comprehensive overview of Charitable Funds.</p> <p><i>Would it be possible to address the wording to ensure there is more understanding regarding the 'over and above' approach? Would it be possible to give examples of what would be funded? The hope would be to provide more understanding and information to staff who are submitting applications to Charitable Funds.</i></p> <p>The Charity Manager agreed and explained that this is being addressed as the Charity continues to grow and develop. There have been guidelines and information documents created which accompanies the application to help outline suitable applications and projects which would be supported by the Charitable Funds Committee.</p> <p>In regard to examples, there are a few which would help to articulate 'over and above', however, the issue the team have previously faced is that it can cause less clarity as the organisation can undergo a large number of changes in a short space of time. For example, during COVID-19 non-essential services areas then became part of the Health Board core practice. There is, however, the potential to do more to provide better clarity on the matter within the additional guidance provided by the Charity team.</p> <p><b>ACTION:</b> The Charity Manager and Charity Administrative Support Officer will develop a series of case studies to support the application development and approval process.</p>
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	<p><i>Would it be possible in future to show the changes and updates to the Charitable funds governance papers when submitting? This will make it more clear to the Committee what changes/adaptions have been made.</i></p> <p>ACTION: The Charity Manager agreed that any changes made to Charitable Funds Governance Papers would be highlighted when they are being submitted to the Committee.</p> <p>The Committee DISCUSSED and APPROVED the Charitable Funds Committee Terms of Reference and Charitable Funds FCP 007 Policy.</p> <p><i>Claire Madsen left the meeting.</i></p>
CF/22/45	<p><b>CHARITY ANNUAL WORKPLAN (2023)</b></p> <p>The Charity Manager presented the Charity annual workplan to the Committee. This workplan was created to accompany the Charity Strategy for 2022-2025.</p> <p>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.</p> <p>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.</p> <p>The Committee DISCUSSED and APPROVED the Charity annual work plan (2023).</p> <p><i>Cathie Poynton joined the meeting.</i></p>
<b>ITEMS FOR DISCUSSION</b>	
CF/22/46	<p><b>ANNUAL ACCOUNTS AUDIT PLAN</b></p> <p>The Audit Manager from Audit Wales presented the proposed Audit Plan for the Charity for the financial year ending 31 March 2022, which includes details on the auditing team, the timeframe (December 2022-January 2023), and cost estimates (£14,963).</p> <p><i>Is there an internal audit being conducted? When is the deadline?</i></p>

	<p>The Charity Manager explained that the internal audit has taken place and the initial feedback has been received. The full report will be drafted within the next couple of months and work is being undertaken to prepare for the management responses needed.</p> <p>The Head of Financial Services further explained that there has been a reasonable assurance from the audit committee and there a small number of recommendations were given to be implemented. It was a very positive report.</p> <p><i>It was stated that the fee for 2021 was higher than anticipated, can reassurance be given that the fee for this year will be as estimated?</i></p> <p>The Audit Manager from Audit Wales explained to Committee that if there were no significant or extraordinary issues that arise from the audit process, the fee would be in line with the estimate provided. If there are any changes to the fee, the Director of Finance and IT and the Chair of the Committee will be informed.</p> <p>The Head of Financial Services gave further assurance and explained that Powys Teaching Health Board Charitable Funds' fee for external audit is lower than the comparative costs for other Health Board Charities.</p> <p>The Director of Finance and IT explained the estimated fee for the current year is very likely to be accurate. In the previous year, there were outside factors which factored into the higher than estimated fee e.g. the transition from previous audit body to Audit Wales.</p> <p>The Committee DISCUSSED and NOTED the annual account audit plan.</p>
CF/22/47	<p><b>ANNUAL ACCOUNTS DRAFT FOR REVIEW</b></p> <p>The Head of Financial Services and Charity Manager presented the draft of the Charitable Funds Annual Accounts and Report for 2021-22 which will be shared with the auditors, to the Committee. The report highlighted key summaries for the activity of the Charity during the previous financial year.</p> <p>Once the audit has been completed, the Accounts will be finalised, and the Charitable Funds Committee will need to approve that final document at a future meeting before the Accounts then proceed to the Board for final approval.</p>

	<p><i>For clarification the audit's opinion on page 24 – 25, is that in draft form?</i></p> <p>The Head of Financial Services confirmed that it is currently in draft form.</p> <p>The Committee DISCUSSED, NOTED and SUPPORTED the annual accounts draft.</p>
CF/22/48	<p><b>CHARITY ACTIVITY &amp; INCOME REPORT</b></p> <p>The Charity Manager presented a summary of the Charity's activity for the period of September – November 2022. The key points noted are that the PTHB Charity team had been preparing visits to several PTHB sites, hosting a Christmas raffle and taking part in a Christmas Jumper Day fundraiser for the NHS in Powys.</p> <p>The Charity team will be travelling across PTHB hospital sites to meet with PTHB staff, patients and charitable funds project beneficiaries.</p> <p>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.</p> <p>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. 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 scheme).</p> <p>The Charity brand strategy document was also presented. Created by the external marketing agency, jamjar pr, who</p>



	<p>have been commissioned to support development of the Charity's new branding. The strategy includes a summary of key information gleaned from Charity stakeholders as part of consultation and survey work, which has informed the creation of three early visual concepts. Following initial discussion regarding these concepts, jamjar will now be developing these visual mood boards into more formed concepts. These more formed concepts will be shared with stakeholders (including Committee members) shortly for feedback as part of the iterative, development process.</p> <p><i>For clarification, what would be the output from JamJar? E.g. is it a new logo?</i></p> <p>The Charity Manager explained that it would be a logo, but additionally they are providing fonts, logo, images, and guidelines on communication between the Charity, staff and the public. They will provide all visual elements, e.g. posters, social media post or document templates which will aim to give the Charity a unified visual style.</p> <p><i>Have invites gone out for the roadshows?</i></p> <p>The Director of Finance explained that there wasn't any direct invitation to staff but there was promotion awareness featured on SharePoint and Powys Announcements etc for staff.</p> <p>The Committee DISCUSSED and NOTED.</p>
CF/22/49	<p><b>CHARITABLE FUNDS FINANCIAL SUMMARY REPORT</b></p> <p>The Head of Financial Services presented the financial summary report the key messages included:</p> <ul style="list-style-type: none"> <li>• GENERAL FUNDS = From an amount of £3,005,551 held within General Purposes or designated funds at the 01April 2022, income of £80,960 has been received and £150,217 of expenditure has been paid. This equates to 5% of funds held 01 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 31 March 2022.</li> </ul>

	<ul style="list-style-type: none"> <li>• LEGACY FUNDS = From an amount of £1,410,045 of funds held within legacies at the 01 April 2022, £6,490 income has been received and £14,517 of expenditure has been paid. This equates to 1.03% of funds held 01 April 2022 have actually been spent.</li> <li>• BANK BALANCE - The Balance held within the bank account 30 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.</li> </ul> <p><i>On page 5, regarding legacy funds there is one for South Powys community and palliative care services. The lack of in-come is because of the donations?</i></p> <p>The Head of Financial Services explained that there are on-going commitments for that fund. The committee previously approved a number of applications to this fund. This is a wide-ranging legacy and is to be used for 'the health provision and population of mid and south Powys, including Builth and Bronllys, with the emphasis of using within palliative care services.' It is a significant amount therefore it does require a strategy around utilising it. The majority of funds are received through donations; with many legacies diminishing after the funding has been allocated.</p> <p><i>Can more information be provided regarding the palliative services and what projects have been provided to this service?</i></p> <p><b>ACTION:</b> The Charity Manager agreed to provide more information on the projects funded for the palliative care service.</p>
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	<p><i>For clarification the downward trend of arrows within the report isn't a cause for concern?</i></p> <p>The Head of Financial Services reassured committee that there isn't a concern regarding the downward arrows. These downward arrows are a good thing as it indicates that Charitable Funds are allocating these funds to projects and progress is being made to raise the profile of Charitable Funds.</p> <p>The Committee DISCUSSED and NOTED.</p>
<b>ITEMS FOR INFORMATION</b>	
CF/22/50	<p><b>PROJECT EVALUATION UPDATES</b></p> <p>The project evaluation update was taken as read.</p> <p>The Committee DISCUSSED and NOTED the project evaluation updates.</p>
CF/22/51	<p><b>INVESTMENT MANAGERS UPDATE REPORT AND ACQUISITION DETAILS</b></p> <p>The investment manager update report and acquisition details were taken as read.</p> <p>The investment manager update was DISCUSSED and NOTED by the Committee.</p>
<b>OTHER MATTERS</b>	
CF/22/52	<p><b>ANY OTHER URGENT BUSINESS</b></p> <p>No urgent business was raised.</p>
CF/22/54	<p><b>DATE OF NEXT MEETING</b></p> <p>01 March 2023, 14:00-16:00, Via Microsoft Teams</p>