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ANEURIN BEVAN**

**MINUTES OF ANEURIN BEVAN UNIVERSITY
HEALTH BOARD CHARITABLE FUNDS COMMITTEE**

DATE OF MEETING	Thursday 2nd March 2023
VENUE	Microsoft Teams

PRESENT	Katija Dew- Independent Member (Chair) Louise Wright- Independent Member (Vice Chair) Iwan Jones- Independent Member Nicola Prygodzicz- Chief Executive Robert Holcombe- Director of Finance and Procurement
IN ATTENDANCE	Estelle Evans- Head of Financial Services and Accounting Mark Ross- Assistant Finance Director Alison Griffiths- Charitable Funds Manager Bryony Codd- Head of Corporate Governance Danielle O’Leary- Head of Corporate Services, Risk and Assurance (meeting secretariat) Stephen Chaney- Deputy Head of Internal Audit Chris Overs- Divisional Nurse, Family and Therapies Adrian Neil- Consultant Clinical Psychologist Heather Lamont- Client Investment Director; Churches, Charities and Local Authorities (CCLA)
APOLOGIES	Rani Dash- Director of Corporate Governance

CFC/0203/01	Preliminary Matters
CFC/0203/01.1	Welcome and Introductions The Chair welcomed everyone to the meeting.
CFC/0203/01.2	Apologies for Absence Apologies for absence were noted.
CFC/0203/01.3	Declarations of Interest There were no declarations of interest to record.
CFC/0203/01.4	Draft Minutes of the meeting held on 19th January 2023 The minutes of the meeting held on 19 th January 2023 were approved as a true and accurate record.

CFC/0203/01.5	<p>Committee Action Log</p> <p>The Committee received the action log. Members were content with progress made in relation to completed actions and against any outstanding actions.</p>
CFC/0203/2	<p>Items for Approval/Ratification/Decision</p>
CFC/0203/2.1	<p>Finance Report</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting, presented the report providing a financial update for the period ending on 31st December 2022.</p> <p>Members were informed that the fund had benefitted from £228K donations received in the current financial year and an overall surplus of £17K was projected.</p> <p>The overall position was a decrease in funds of £390K. Excluding investment losses, there would be an underlying increase of £95K, indicating that income has exceeded expenditure in the first 9 months of the year. Members noted the position.</p> <p>There were no new fund requests for Committee approval.</p> <p>Iwan Jones (IJ), Independent Member, queried the following: -</p> <ul style="list-style-type: none"> • Noting the surplus funds available, including investments, could more be done by the Health Board to proactively distribute the funds to benefit patients and staff. EE informed members that a report on '<i>Annual Spending Plans over £25k</i>' was included in the agenda, and that the Charitable Funds teams supported fund holders to utilise available funds, noting that some funds had been ringfenced for specific purposes, therefore restricting what could be spent in relation to service area. • Considering long liquidity, was the Charitable funds in a comfortable cash position. <p>Rob Holcombe (RH), Director of Finance and Procurement, suggested that a review of the restrictions and flexibility on spending current funds, aligning to charity protocol, be presented to the next committee meeting. This would include an oversight of the long liquidity of the Charitable funds. Action: Head of Financial Services and Accounting</p> <p>Nicola Prygodzicz (NP), Chief Executive, suggested that a list of funds be re-shared with divisions. NP discussed compassionate leadership, including improving work</p>

	<p>environments to support staff, and raising awareness of Charitable funds being available to support both patients and staff.</p> <p>The Committee received the report for ASSURANCE.</p>
CFC/0203/2.2	<p>Financial Control Procedure Update</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting, presented the report outlining the proposed changes to be made to the Charitable Funds Financial Control Procedure (FCP) in relation to the application, approval, and receipt of grant funding.</p> <p>Nicola Prygodzicz (NP), Chief Executive, discussed sponsorships from other companies and how they aligned to the grant funding application process. Alison Griffiths (AG), Charitable Funds Manager, informed members that any sponsorship that included advertising would not come through Charitable Funds. Members noted that further work would be undertaken to review the policy of sponsorships received by the Health Board, outside of the Charitable Funds. Action: Director of Finance and Procurement</p> <p>The Committee APPROVED the proposed changes to the Financial Control Procedure, as outlined in the report.</p>
CFC/0203/2.3	<p>Expenditure Requests for Approval</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting, presented an overview of requests where funding amounted to over £25k, and/or where staffing was involved. Members were informed that the agreed process had been followed, and all expenditure requests had been scrutinised by the Executive Committee.</p> <p>CFC-261 Bladder Bowel Quality Improvement Project- Chris Overs (CO), Divisional Nurse, Families and Therapies, provided an overview of the research supporting the bid to members. Once the improvement project was complete, findings would be presented to the Board.</p> <p>Louise Wright (LW), independent member raised concern around the toileting practice on wards. CO assured members that this project should improve learning for staff, and bladder and bowel quality for patients.</p>

Iwan Jones (IJ), Independent Member, requested information on how improvement would be measured. CO informed members that several outcome measures were being considered and that the final agreed outcome measures would be shared with members for information.

Action: Divisional Nurse, Families and Therapies

Rob Holcombe (RH), Director of Finance and Procurement, expressed concern that bladder and bowel quality improvement was not covered under good quality standard care and suggested that this project be in conjunction with the Value Based Health Care team.

CFC-262 Staff Wellbeing Counsellor- Adrian Neal (AN), Consultant Clinical Psychologist, Employee Wellbeing, provided an overview of the bid to members. Members were informed that there was an increasingly high demand of staff referrals to the staff wellbeing service.

IJ requested information on how improvement would be measured. AN informed members that, based upon current demand, the additional staff wellbeing counsellor would support the reduction of the waiting list and the timely support for staff. The additional counsellor would be reviewed at 8 months of the 12-month period, to assess future service needs.

CFC-263 Staff Recognition Awards Event- Nicola Prygodzicz (NP), Chief Executive informed members that there had been agreement with colleagues to do something special for staff, recognising the hard work and noting that awards had been held virtually during the pandemic. Members were informed that the Health Board were looking at expanding to different forms of recognition throughout the year and would utilise feedback from events for continued improvement of staff recognition.

The Committee **APPROVED** the following bids, as outlined in the report; -

- **CFC-261 Bladder Bowel Quality Improvement, local funds of £10k**
- **CFC-262 Staff Wellbeing Counsellor, local funds of £42k**
- **CFC-263 Staff Recognition Awards Event, general funds of £22k**

CO left the meeting.

	<p>Estelle Evans (EE), Head of Financial Services and Accounting, provided members with an overview of the report, outlining the funds available in the general ABUHB fund of £65k and bids received through the small grants scheme, amounting to £10,715.</p> <p>Rob Holcombe (RH), Director of Finance and Procurement, queried the amount quoted for jet washing under the Llwyn Onn Improvement bid SGS 008. Alison Griffiths (AG), Charitable Funds Manager informed members that the quote had been obtained by Works and Estates colleagues. Costings to be obtained from additional companies prior to approval. Action: Charitable Funds Manager</p> <p>The Committee NOTED the funds available and APPROVED the following bids, as outlined in the report; -</p> <ul style="list-style-type: none"> • SGS 006 Television for Rapid Diagnostic Clinic, GUH- small grants funding of £715.00. • SGS 007 Finance Conference- small grants funding of £5k. • SGS 008 Llwyn Onn Improvement- small grants funding of £5k, subject to costings being obtained from other companies for the jet washing required.
CFC/0203/3	Items for Discussion
CFC/0203/3.1	<p>Annual Spending Plans over £25k Update</p> <p>Estelle Evans (EE), Head of Financial Services and Accounts, provided the update to the Committee, including fund holders spending plans as of January 2023.</p> <p>The Charitable Funds teams had requested that all fundholders provide future spending plans for 2023/24 by June 2023, after which an update would be provided to the Committee. Action: Head of Financial Services and Accounting</p> <p>Iwan Jones (IJ), Independent Member, requested clarification of the total funds listed at 6m. EE to consider investment losses and reflect that at the beginning of future reports.</p> <p>It was agreed that the charitable funds team would clarify, in readiness for the next meeting, if the procedure in relation to allocation of interest, dividends and gains and/or losses and investments was included in the current policy. Action: Head of Financial Services and Accounting</p>

	<p>Katija Dew (KD), Committee Chair, thanked the Charitable funds teams for the work. The Committee NOTED the update.</p>
CFC/0203/3.2	<p>Update on 13 Clytha Square</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting provided the Committee with an update on the potential sale of 13 Clytha Square.</p> <p>Members were informed that a successful sale of 13 Clytha Square would require appropriate alternate accommodation for the teams who currently use the building. The Chair of the Health Board's Accommodation Group and Associate Director of Capital Projects had communicated to the Charitable Funds Team that, at present, there was no availability to rehouse the staff who were currently working from 13 Clytha Square in the Royal Gwent Hospital. In addition, members were informed that the Fire Systems in 13 Clytha Square required an upgrade.</p> <p>Nicola Prygodzicz (NP), Chief Executive, informed members that a Situation, Background, Assessment, Recommendation (SBAR) would be completed on 13 Clytha Square by the Accommodation Group, noting that the accommodation was not fit for purpose. EE offered support to share current costings with the team. Outcomes of the SBAR to come back to a future meeting. Action: Head of Financial Services and Accounting</p> <p>The Committee NOTED the update.</p>
CFC/0203/4	Items for Information
CFC/0203/4.1	<p>Investment Management Contract Tender Update</p> <p>Mark Ross (MR), Assistant Finance Director, provided an update to the Committee.</p> <p>Members were informed that the tender had closed. Four companies had expressed interest, including the current provider Churches, Charities and Local Authorities (CCLA). The procurement process would be undertaken during March 2023.</p> <p>The Committee NOTED the update.</p>
CFC/0203/4.2	NHS Charities Together – update on additional grant funding available

	<p>Estelle Evans (EE), Head of Financial Services and Accounting, provided an update on additional grant funding and NHS Charities Together to the Committee. Members were informed that the Health Board's bid of £300K for the <i>Well-Being Outside Space</i> to NHS Charities Together was unsuccessful. In addition, the Health Board had submitted a Grant Application bid of £30K, which was in the process of being considered. Any updates would be provided to the Committee.</p> <p>The committee NOTED the update.</p>
CFC/0203/4.3	<p>Legislation Changes</p> <p>Mark Ross (MR), Assistant Director of Finance, informed the Committee that there were no additional changes to note in this meeting.</p>
CFC/0203/4.4	<p>Fund Holder Presentation; Bladder and Bowel Nursing Charitable Fund</p> <p><i>CO re-joined the meeting.</i></p> <p>Chris Overs (CO), Divisional Nurse, Families and Therapies, provided an overview of the fund to the Committee. The Bladder and Bowel service is a nurse-led service across acute community care and district nursing. There was £26K in the fund as of December 2022. The primary function of the fund had been to support nurses training and professional development, including the wider function of urology and gynaecology nursing.</p> <p>Katija Dew (KD), Chair, thanked CO for the update. Members congratulated and gave special thanks to Karen Logan, Nurse Consultant, Bladder and Bowel In-Continence Service, for her contributions to generating the funds, noting the importance of the Bladder and Bowel Service for patients.</p> <p><i>CO left the meeting.</i></p>
CFC/0203/4.5	<p>Annual Presentation from our Investment Company (CCLA)</p> <p><i>HL joined the meeting.</i></p> <p>Heather Lamont (HL), Client Investment Director, Churches, Charities and Local Authorities (CCLA), provided an overview of the portfolio available from CCLA for the Health Board, including the overview of the previous year. Members were reminded of inflation increasing interest rates in 2022, affecting overall investments and shifts</p>

	<p>within the portfolio as a reaction to changing conditions in the market.</p> <p>Iwan Jones (IJ), Independent Member, queried whether the CCLA provided the Committee with the difference between returns from ethical funds and a normal tracker. HL informed members that the comparative benchmark, included in the report, provided similar information. To note, the Committee had previously voted to invest in ethical funds only, which was outlined in the Health Board's Charitable Funds policy.</p> <p>Mark Ross (MR), Assistant Director of Finance, queried whether the charities property fund performed better than the ethical fund in terms of income. HL informed members that the annualised returns as of December 2022 for the property fund were 4.06% in comparison to 7% returns of the ethical funds. This varied year on year.</p> <p>An overview of Charitable Funds investments to take place. HL happy to support the conversation where appropriate. Action: Assistant Finance Director</p> <p>The Committee RECEIVED the update and thanked HL for her time.</p> <p style="text-align: right;"><i>HL left the meeting.</i></p>
CFC/0203/4.6	<p>Charitable Funds Committee Work Programme</p> <p>Bryony Codd, Head of Corporate Governance informed members that the committee work programme for 2023/24 would be presented to the next meeting.</p> <p>The Committee NOTED the work programme for INFORMATION.</p>
CFC/0203/4.7	Other Matters
CFC/0203/4.8	<p>Items to be Brought to the Attention of the Board and Other Committees</p> <p>There were no matters arising.</p>