

# Charitable Funds Committee

Thu 02 March 2023, 09:30 - 12:00

Microsoft Teams



## Agenda

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### 1. PRELIMINARY MATTERS

 1.0 Draft Agenda 02.03.2023.pdf (3 pages)

#### 1.1. Welcome and Introductions

*Oral*            *Chair*

#### 1.2. Apologies for Absence

*Oral*            *Chair*

#### 1.3. Declarations of Interest

*Oral*            *Chair*

#### 1.4. Draft Minutes of the last Meeting held on 19 January 2023

*Attachment*            *Chair*

 1.4 Charitable Funds Committee DRAFT Minutes APPROVED BY CHAIR.pdf (5 pages)

#### 1.5. Committee Action Log

*Attachment*            *Chair*

 1.5 Charitable Funds Action Log - update 19012023.pdf (4 pages)

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### 2. ITEMS FOR APPROVAL/RATIFICATION/DECISION

#### 2.1. Finance Report

*Attachment*            *Director of Finance, Procurement & Value*

Supported by the Head of Financial Services & Accounting

 2.1 Finance Report.pdf (8 pages)

 2.1a Finance Report Appendix A.pdf (1 pages)

#### 2.2. Financial Control Procedure

*Attachment*            *Director of Finance, Procurement & Value*

Supported by the Head of Financial Services & Accounting

 2.2 Financial Control Procedure Update.pdf (4 pages)

 2.2a Grant Application Requests Form March 23.pdf (2 pages)

#### 2.3. Expenditure Requests for Approval

*Attachment*                      *Director of Finance, Procurement & Value*

Supported by the Head of Financial Services & Accounting  
Consultant Clinical Psychologist - Employee Well Being

-  2.3 Expenditure Requests for Approval.pdf (4 pages)
-  2.3a CFC-261 Bladder Bowel Nursing Quality Improvement Project Signed.pdf (8 pages)
-  2.3b CFC-262 Staff Counsellor Employee Wellbeing.pdf (7 pages)
-  2.3c CFC-263 Staff Recognition Awards.pdf (5 pages)

## **2.4. Funds Available and Small Grants Scheme**

*Attachment*                      *Director of Finance, Procurement & Value*

Supported by the Charitable Funds Manager

-  2.4 Available Funding & Small Grants .pdf (4 pages)
-  2.4a SGS-006 Television for Rapid Diagnostic Clinic GUH .pdf (2 pages)
-  2.4b SGS-007 Finance Conference.pdf (4 pages)
-  2.4c SGS-008 Llwyn Onn Improvements.pdf (4 pages)

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## **3. ITEMS FOR DISCUSSION**

### **3.1. Annual Spending Plans over £25K**

*Attachment*                      *Director of Finance, Procurement & Value*

Supported by the Head of Financial Services & Accounting

-  3.1 Update Annual Spending Plans over £25k.pdf (4 pages)
-  3.1a Spending Plans 6 month Update.pdf (1 pages)

### **3.2. Update on 13 Clytha Square**

*Oral*                                  *Director of Finance, Procurement & Value*

Supported by the Head of Financial Services & Accounting

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## **4. ITEMS FOR INFORMATION**

### **4.1. Investment Management Contract Tender Update**

*Oral*                                  *Director of Finance, Procurement & Value*

Supported by the Assistant Finance Director

### **4.2. NHS Charities Together – Update on Additional Grant Funding Available**

*Oral*                                  *Director of Finance, Procurement & Value*

Supported by the Head of Financial Services & Accounting

### **4.3. Legislation Changes**

*Oral*                                  *Director of Finance, Procurement & Value*

Supported by the Assistant Finance Director

### **4.4. Fund Holder re Bladder and Bowel Nursing Fund**

*Oral*                                  *Director of Finance, Procurement & Value*

Supported by Divisional Nurse, Family & Therapies

 4.5 CCLA notes for Charitable Funds Committee.pdf (30 pages)

#### **4.5. Annual Presentation from our Investment Company (CCLA)**

*Presentation*                      *Client Investment Director, CCLA*

#### **4.6. Charitable Funds Committee Work Programme**

*Attachment*                      *Director of Corporate Governance*

 4.6 MASTER CFC\_Committee Work Programme 2022-23.pdf (6 pages)

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### **5. OTHER MATTERS**

#### **5.1. Items to be Brought to the Attention of the Board and Other Committees**

*Oral*                      *Chair*

#### **5.2. Any Other Urgent Business**

*Oral*                      *Chair*

#### **5.3. Date of the Next Meeting:**

*Oral*                      *Chair*

Thursday 29th June 2023 at 09:30 - 12:30pm

**CHARITABLE FUNDS COMMITTEE  
AGENDA**

**Date and Time** **Thursday 2<sup>nd</sup> March 2023, 9.30am to 12.30pm**

**Venue** **Microsoft Teams**

<b>Item</b>	<b>Title</b>	<b>Format</b>	<b>Presenter</b>
<b>1</b>	<b>PRELIMINARY MATTERS 9.30-9.40</b>		
1.1	Welcome and Introductions	Oral	Chair
1.2	Apologies for Absence	Oral	Chair
1.3	Declarations of Interest	Oral	Chair
1.4	Draft Minutes of the last Meeting held on 19 <sup>th</sup> January 2023	Attached	Chair
1.5	Committee Action Log	Attached	Chair
<b>2</b>	<b>ITEMS FOR APPROVAL/RATIFICATION/DECISION 9.40 – 10.40</b>		
2.1	Finance Report	Attached	Head of Financial Services & Accounting
2.2	Financial Control Procedure Update	Attached	Head of Financial Services & Accounting
2.3	Expenditure Requests for Approval <ul style="list-style-type: none"> <li>• CFC-261 Bladder Bowel Quality Improvement Project</li> <li>• CFC-262 Staff Wellbeing Counsellor</li> <li>• CFC-263 Staff Recognition Awards Event</li> </ul>	Attached	Head of Financial Services & Accounting
2.4	Funds Available and Small Grants Scheme <ul style="list-style-type: none"> <li>• SGS 006 Television for Rapid Diagnostic Clinic, GUH</li> <li>• SGS 007 Finance Conference</li> <li>• SGS 008 Llwyn Onn Improvement</li> </ul>	Attached	Head of Financial Services & Accounting
<b>3</b>	<b>ITEMS FOR DISCUSSION 10.40 – 10.55</b>		
3.1	Annual Spending Plans over £25K Update	Attached	Head of Financial Services & Accounting
3.2	Update on 13 Clytha Square	Oral	Head of Financial Services & Accounting
<b>4</b>	<b>ITEMS FOR INFORMATION 10.55-11.55</b>		

4.1	Investment Management Contract Tender Update	Oral	Assistant Finance Director
4.2	NHS Charities Together – update on additional grant funding available	Oral	Head of Financial Services and Accounting
4.3	Legislation Changes	None to report	Assistant Finance Director
4.4	Fund Holder Presentation  Bladder and Bowel Nursing Charitable Fund	Presentation	Chris Overs
4.5	Annual Presentation from our Investment Company (CCLA)	Presentation (Attached)	Heather Lamont (CCLA)
4.6	Charitable Funds Committee Work Programme	Attached	Director of Corporate Governance
<b>5</b>	<b>OTHER MATTERS 11.55-12.00</b>		
5.1	Items to be Brought to the Attention of the Board and Other Committees	Oral	Chair
5.2	Any Other Urgent Business	Oral	Chair
5.3	Date of the Next Meeting: • Thursday 29 <sup>th</sup> June 2023		

<b>IN-COMMITTEE 12.00 – 12.30</b>			
IC1	Draft Minutes of the In-Committee meeting held on the 19 <sup>th</sup> January 2023- for ratification	Attached	Chair
IC2	Update on action re ground rent in arrears	Attached	Assistant Finance Director

<b>KEY:</b>	
Priority 1	• Every Child has the Best Start in Life
Priority 2	• Getting it Right for Children and Young Adults
Priority 3	• Adults in Gwent Live Healthily and Age Well
Priority 4	• Older Adults are Supported to Live Well and Independently
Priority 5	• Dying Well as part of Life
Enablers	• Experience, Quality & Safety • Partnership First • Research, Innovation, Improvement, Value • Workforce & Organisational Development • Finance • Digital, Data, Intelligence • Estate • Regional Solutions • Governance

**Motion to Exclude Members of the Public and the Press**

There may be circumstances where it would not be in the public interest to discuss a matter in public. In such cases the Chair shall move the following motion to exclude members of the public and the press from the meeting:

“Representatives of the press and other members of the public shall 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”.

*Motion under Section 1(2) Public Bodies (Admission to Meetings) Act 1960*



**CYFARFOD BWRDD IECHYD PRIFYSGOLN  
ANEURIN BEVAN**

**MINUTES OF ANEURIN BEVAN UNIVERSITY  
HEALTH BOARD MEETING**

<b>DATE OF MEETING</b>	Thursday 19th January 2022
<b>VENUE</b>	Microsoft Teams

<b>PRESENT</b>	Katija Dew, Independent Member (Chair) Louise Wright, Independent Member Rob Holcombe, Director of Finance & Procurement Nicola Prygodzicz, Chief Executive Iwan Jones, Independent Member
<b>IN ATTENDANCE</b>	Mark Ross, Assistant Finance Director Bryony Codd, Head of Corporate Governance Estelle Evans, Head of Financial Services and Accounting Susan Gauntlett, Assistant Head of Financial Accounting Alexis Smith, Audit Wales Tracey Veale, Audit Wales
<b>APOLOGIES</b>	Rani Dash, Director of Corporate Governance

<b>CFC/1901/01</b>	<b>Welcome and Introductions</b> The Chair welcomed everyone to the meeting. Iwan Jones, was formally welcomed to his first meeting as a member of the Charitable Funds Committee.
<b>CFC/1901/02</b>	<b>Apologies for Absence</b> Apologies for absence were noted.
<b>CFC/1901/03</b>	<b>Declarations of Interest</b> There were no declarations of interest to record.
<b>CFC/1901/04</b>	<b>Draft minutes of previous meeting</b> The draft minutes of the Charitable Funds Committee meeting held on the 27 <sup>th</sup> October 2022 were agreed as a true and accurate record.
<b>CFC/1901/05</b>	<b>Charitable Funds Committee Action Log - October 2022</b> The Committee received the action log. Members were content with progress made in relation to completed actions and against any outstanding actions.
<b>CFC/1901/06</b>	<b>Final Charitable Funds Annual Accounts and Report 2021/22</b> The Committee received the Final Charitable Funds Annual Accounts and Report for 2021/22 for approval before submission to the Board.

Estelle Evans (EE), Head of Financial Services Accounting confirmed that the annual accounts had been audited by Audit Wales. Members were informed that there had been a few minor changes from the draft accounts to the final accounts.

The Committee discussed the reporting mechanism for the Accounts and queried whether they should also be reviewed by the Audit, Risk & Assurance Committee before submission to Board. Bryony Codd (BC), Head of Corporate Governance, confirmed that the process in place was for this Committee to review the accounts and report directly to the Board as the Trustee. BC agreed to confirm this with the Director of Corporate Governance. **Action: Head of Corporate Governance**

The Committee received the annual report and offered its thanks to the team for an open and inclusive report which provided a comprehensive overview of the varied range of activities supported by the Health Board.

The Committee **APPROVED** the final accounts and annual report for submission to the Board for sign off in readiness for submission to the Charities Commission by 31<sup>st</sup> January 2023.

#### **CFC/1901/07**

#### **ISA260 Report 2021/22**

Tracey Veale (TV), Audit Wales, presented the audit plan for 2021/22 which detailed the proposed work and fees going forward.

The Committee **APPROVED** the audit plan in readiness for finalisation and submission to the Board.

TV presented the ISA260 report and key findings. The committee noted that there were no recommendations to report this year and all five recommendations from previous years had been completed.

The Committee NOTED the content of the ISA260 report and thanked the finance team for the extensive work undertaken compiling the report.

#### **CFC/1901/08**

#### **Finance Report**

Estelle Evans (EE), Head of Financial Services Accounting, presented the Finance Report for 2021/22.

The Committee discussed the current legacy funds detailed in the report and requested that legacy fund holders are contacted and encouraged to use the funds available for projects etc.

The Committee were asked to approve a request to set-up two new legacy funds:

- Robert Price – Haematology, NHH
- Joyce Evelyn Oak – Neonatal Unit, GUH

**ACTION**

- Head of Financial Services Accounting to make arrangements for legacy holders to be contacted and encouraged to use the funds available.

The Committee **APPROVED** the set-up of the two new legacy funds and noted the remainder of the report for information.

**CFC/1901/09**

**Funds available and small grants scheme**

Mark Ross (MR), Assistant Finance Director, presented a report detailing the current funds available and the requests for two small grant applications. The Committee reviewed the two small grant applications as follows:

- LGH Walled Garden - paths upgrade
- Scheduled Care - Gas Cylinder trolleys

The Committee discussed the small grant applications and queried any future maintenance and liability in relation to the proposed path upgrade and whether in the future any maintenance or liability costs would fall to the Charitable Funds Committee to maintain. The Committee agreed that clarification should be sought from the Walled Garden in relation to the path's sustainability for the future.

The Committee further discussed the small grant application for trolleys and whether the application should be considered as a charitable fund bid as it was fundamental equipment. Following a discussion, it was agreed that the application for trolleys should be considered as it met the small grant criteria and would further the Health Board's decarbonisation agenda.

The Committee agreed that the approval of this bid would not set a precedent as any future applications would be reviewed on a case by case basis.

**ACTION**

- Mark Ross (MR), Assistant Finance Director to seek clarification in relation to the sustainability and liability of the path upgrade from the LGH Walled Garden.

The Committee **APPROVED** the two small grant applications following clarification and reassurance of the action above.

<p><b>3.</b> <b>CFC/1901/10</b></p>	<p><b>Items for discussion</b> <b>Review of Committee Programme of Business</b> The Committee reviewed and noted the programme of business for 2022/23.</p>
<p><b>4.</b> <b>CFC/1901/11</b></p>	<p><b>Items for Information</b> <b>Partnership Agreement – Newport County Football Club &amp; Neonatal Unit</b> Estelle Evans (EE), Head of Financial Services Accounting provided an update on the proposed partnership between the Neonatal Unit and Newport County Associated Football Club.</p> <p>EE advised that an agreement template between the Health Board and Newport County Associated Football Club had now been drawn up by NHS Wales Shared Services Partnerships (NWSSP) Legal and Risk Team. The Committee reviewed and approved the agreement, subject to the amendment of an error noted in relation to missing text in respect of item 6.2.3.</p> <p>The Committee further noted that the agreement could be easily adapted for use with future arrangements for similar partnerships on the proviso that it would be reviewed by Legal Services on each occasion to ensure that it met legal requirements at that current time.</p> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>• Head of Financial Services Accounting to ensure that the missing text in respect of Item 6.2.3 is added to the agreement before sign off by the Health Board’s Chair.</li> </ul> <p>The Committee <b>APPROVED</b> the partnership agreement subject to the addition of missing text as per the action above.</p>
<p><b>CFC/1901/12</b></p>	<p><b>Investment Management Contract Tender Update</b> Mark Ross (MR), Assistant Finance Director provided an update in relation to the above and advised that the invitation to tender was now live and advertised on the procurement system. MR further advised that expected completion would be the end of March 2023.</p>
<p><b>CFC/1901/13</b></p>	<p><b>Charities Together – additional funding available</b> Estelle Evans (EE), Head of Financial Services Accounting, advised that the Health Board had received notification from Charities Together that additional funding was available for projects in the category of <i>‘support projects to create or improve green spaces across the UK to benefit Health &amp; Wellbeing of NHS staff, patients and local communities’</i>.</p> <p>EE advised that the Health Board, with the support of the Charitable Funds teams, had submitted the following applications to Charities Together:</p>

	<ul style="list-style-type: none"> <li>• an expression of interest for 'moveable, interactive gardens that could be easily accessed all year round across various Health Board sites. The Health Board was awaiting notification as to whether the submission had been successful to move to the next stage.</li> <li>• a development grant application to fund the position of a Band 6 Grant Officer for 1-year. The posts designation would be to research and apply for any grants available. The Health Board was awaiting notification as to whether the application had been successful.</li> </ul> <p>The Committee noted the applications.</p>
<b>CFC/1901/14</b>	<p><b>Items to be brought to the attention of the Board and Other Committees</b> Nothing raised.</p>
<b>CFC/1901/15</b>	<p><b>Any Other Urgent Business</b> Nothing raised.</p>
<b>CFC/1901/16</b>	<p><b>Date of the next meeting</b> Thursday 2<sup>nd</sup> March 2023 at 09:30am</p>

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<b>Outstanding</b>	<b>In Progress</b>	<b>Not Due</b>	<b>Completed</b>	<b>Transferred to another Committee</b>
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Committee Meeting	Minute Reference	Agreed Action	Lead	Target Date	Progress/ Completed
June 2022	<b>CFC 1006/06</b>	<b>Revised Terms of Reference</b> The Committee requested any future changes to the Terms of Reference presented to the Committee showed as "tracked changes" to highlight the amendments.	<b>Director of Corporate Governance</b>	June 2023	Noted.
January 2022	<b>CFC/1901/06</b>	<b>Review reporting mechanism for annual accounts:</b> Confirm reporting mechanism for the Annual Accounts and whether they should be reviewed by the Audit, Risk and Assurance Committee	<b>Director of Corporate Governance</b>	March 2023	<b>Completed.</b> The Charitable fund's committee is responsible for the stewardship and effective management of the Aneurin Bevan Health Charity. It is therefore the correct process for this Committee to review the Annual Accounts prior to submission to the Board as Trustees of the charity.  There is no requirement for additional review by the Audit, Risk and

Committee Meeting	Minute Reference	Agreed Action	Lead	Target Date	Progress/ Completed
					Assurance Committee whose remit relates to the financial accounting of the Health Board.
January 2022	<b>CFC/1901/08</b>	<b>Legacy Fund Holders:</b> Arrangements to be made for legacy holders to be contacted and encouraged to use the funds available.	<b>Head of Financial Services Accounting</b>	June 2023	<p><b>Completed.</b> The Senior Nurses in Chepstow and St Woolos have been contacted.</p> <p>In Chepstow, there are plans to use the fund to convert a balcony into a garden area and convert rooms to make a reception area for CasGwent ward.</p> <p>In St Woolos the funds will be used together with existing funds to refurbish the wards in the old Springfield Unit.</p>

Committee Meeting	Minute Reference	Agreed Action	Lead	Target Date	Progress/ Completed
January 2022	CFC/1901/09	<p><b>Small grants scheme:</b> Clarification to be requested in relation to sustainability and liability of path upgrade to be sought from the Llanfrechfa Grange Walled Garden Charity.</p>	<p><b>Assistant Finance Director</b></p>	<p>March 2023</p>	<p><b>Completed.</b></p> <p>The walled garden is formally leased to the Friends of Llanfrechfa Grange Walled Garden Charity (FOLGWG) by the Health Board until 2032.</p> <p>The FOLGWG Charity is covered by their own public liability insurance and is responsible for the upkeep of the paths as part of its lease.</p> <p>In response to the longevity of the surface we have had the following response:</p> <p>“The surface used for the top dressing is the same used in many formal gardens and parks etc so is definitely suitable for wheelchair access etc. The main paths have this in situ already so if any</p>

Committee Meeting	Minute Reference	Agreed Action	Lead	Target Date	Progress/ Completed
					Committee member wants to come over and see it, they are very welcome"
January 2022	<b>CFC/1901/11</b>	<b>Partnership Agreement:</b> Approved subject to the addition of text missing in relation to item 6.2.3	Head of Financial Services Accounting	March 2023	<b>Completed.</b> Legal and Risk have amended this. There was no text missing, the numbering system separated the sentences.

*All actions in this log are currently active and are either part of the Committee's forward work programme or require more immediate attention, such as an update on the action or confirmation that the item scheduled for the next Committee meeting will be ready.*

*Once the Committee is assured that an action is complete, it will be removed. This will be agreed at each Committee meeting.*

<b>DYDDIAD Y CYFARFOD:</b> <b>DATE OF MEETING:</b>	02 March 2023
<b>CYFARFOD O:</b> <b>MEETING OF:</b>	Charitable Funds Committee
<b>TEITL YR ADRODDIAD:</b> <b>TITLE OF REPORT:</b>	Financial Report for Period Ending 31 December 2022
<b>CYFARWYDDWR</b> <b>ARWEINIOL:</b> <b>LEAD DIRECTOR:</b>	Robert Holcombe, Director of Finance, Procurement and Value Based Healthcare
<b>SWYDDOG ADRODD:</b> <b>REPORTING OFFICER:</b>	Estelle Evans, Head of Financial Services & Accounting

**Pwrpas yr Adroddiad (dewiswch fel yn addas)**  
**Purpose of the Report (select as appropriate)**

Er Sicrwydd/For Assurance

This financial report is a standard agenda item and includes the following items:

- Financial update including investment valuation
- Report on significant donations
- Overdrawn accounts
- Key Performance Indicators (KPI's)
- New fund requests

**ADRODDIAD SCAA**  
**SBAR REPORT**

**Sefyllfa / Situation**

This report provides a general financial update to the Committee and includes some standing items that were agreed as part of the annual work plan.

The Committee is asked to note the remainder of the report.

**Cefndir / Background**

**1. Financial Position as at 31 December 2022**

Table 1 below shows the financial position for the period to 31 December 2022 (month 09) compared to the previously reported position as at Month 08 and the final 2021/22 Annual Accounts.

**Table 1**

<b>Financial Statement to 31 December 2022</b>	<b>Final Accounts 2021/22 £000</b>	<b>Month 08 2022/23 £000</b>	<b>Month 09 2022/23 £000</b>
<b><u>Income &amp; Expenditure</u></b>			
<b>Income</b>			
Donations	399	267	278
Legacies	170	85	85
Grants	99	231	234
Investment Income	187	139	149
Other Income	126	162	174
	981	884	920
<b>Expenditure</b>	930	672	825
<b>Gains / (losses) on investment assets</b>	577	-272	-485
<b>Surplus / (Deficit)</b>	<b>628</b>	<b>-60</b>	<b>-390</b>
<b><u>Balance Sheet</u></b>			
Property	343	343	343
Investments	5,484	5,211	4,998
Debtors	231	82	77
Current Liabilities	-387	-242	-316
Cash at Bank	373	590	552
Cash on Deposit	0	0	0
<b>Net Assets</b>	<b>6,044</b>	<b>5,984</b>	<b>5,654</b>
Funds of the Charity	6,044	5,984	5,654
<b>Total Charity Funds</b>	<b>6,044</b>	<b>5,984</b>	<b>5,654</b>

The following commentary supports the figures in Table 1:

### 1.1 Income

Month 09 income totals £920K. This is higher than the equivalent period in 2021/22 due to the level of legacies and grant income received to date in 2022/23.

#### Donations, legacies and grant income

The following table shows donations, legacies and grant income exceeding £1,000 received since the start of the year:



<b>Fund Ref</b>	<b>Received From</b>	<b>Amount £</b>	<b>Location</b>
<b>Apr-22</b> F231 ABUHB DINKY DRAGONS F303 ABUHB BREAST CENTRE F703 ABUHB JACKS APPEAL F408 STW NEWPORT KIDNEY FUND (RENAL UNIT) F003 ABUHB HOLDING ACCOUNT INT & ADMIN F997 ABUHB NHS CT GRANT COVID RECOVERY	Avril Rymer Just Giving Taekwondo Arc Wales CHP Accountants Helpforce Community Grant NHS Charities Together Grant	1,000.00 1,077.65 1,000.00 5,000.00 19,754.00 93,905.00	ABUHB ABUHB ABUHB St Woolos ABUHB ABUHB
		121,736.65	
<b>May-22</b> F363 STW DERMATOLOGY NURSE EDUCATION	Gwent Dermatology Patient	1,000.00	St Woolos
		1,000.00	
<b>Jun-22</b> F303 ABUHB BREAST CENTRE F003 ABUHB HOLDING ACCOUNT INT & ADMIN F002 ABUHB CF COMMITTEE	L H Swift Hugh James Solicitors (Legacy) Just Giving	1,075.00 45,384.46 1,810.44	ABUHB ABUHB ABUHB
		48,269.90	
<b>Jul-22</b> F231 ABUHB DINKY DRAGONS F002 ABUHB CF COMMITTEE F295 ABUHB THE CARE PROJECT F703 ABUHB JACKS APPEAL F703 ABUHB JACKS APPEAL F703 ABUHB JACKS APPEAL F703 ABUHB JACKS APPEAL F191 ABUHB MATERNITY FUND F566 YYF RISCA WARD 3/1 (COE)	Evol (Wales) Ltd - Tiny Rebel Nevill Hall Hospital Thrombosis Fund Nevill Hall Hospital Thrombosis Fund J E Methuen JES Group Ltd L K James Rachel & Fred Morgan Mrs J M Burr	1,500.00 76,000.00 80,000.00 1,000.00 1,500.00 1,230.00 2,830.00 1,200.83	ABUHB ABUHB ABUHB ABUHB ABUHB ABUHB ABUHB Ysbyty Ystrad Fawr
		165,260.83	
<b>Aug-22</b> F161 ABUHB GUH A3 GYNAECOLOGY F703 ABUHB JACKS APPEAL	C M Fleming M Hadley	1,000.00 3,000.00	ABUHB ABUHB
		4,000.00	
<b>Sep-22</b> F231 ABUHB DINKY DRAGONS F703 ABUHB JACKS APPEAL F003 ABUHB HOLDING ACCOUNT INT & ADMIN	Just Giving M Hadley J F Rabbitt	1,079.59 2,250.00 1,000.00	ABUHB ABUHB ABUHB
		4,329.59	
<b>Oct-22</b> F231 ABUHB DINKY DRAGONS F282 GUH C0 SURGICAL WARD F232 ABUHB NEONATAL UNIT F211 ABUHB GWENT CYSTIC FIBROSIS FUND	Just Giving Christopher Whiteley Roger James Clement (Legacy) Unknown	1,160.97 1,000.00 19,157.60 1,000.00	ABUHB GUH ABUHB ABUHB
		22,318.57	
<b>Nov-22</b> F191 ABUHB MATERNITY FUND F703 ABUHB JACKS APPEAL F703 ABUHB JACKS APPEAL F003 ABUHB HOLDING ACCOUNT INT & ADMIN F273 RGH WARD B6 NORTH - HAEMATOLOGY	Megan Steerment Torfaen County Borough Council C&P Engi LTF Gabb & Co Solicitors (Legacy) Sarah Williams	1,140.00 1,750.00 1,335.00 20,000.00 1,100.00	ABUHB ABUHB ABUHB ABUHB Royal Gwent
		25,325.00	
<b>Dec-22</b> F703 ABUHB JACKS APPEAL F703 ABUHB JACKS APPEAL F303 ABUHB BREAST CENTRE F322 GUH A0 T&O WARD	C&P Engineering Ltd Aber Fune HO Ltd National Grid Mr A Hughes	1,320.00 1,310.00 3,334.00 1,000.00	ABUHB ABUHB ABUHB The Granqe
		6,964.00	
<b>Overall Total</b>		373,879.54	

## 1.2 Expenditure

The year-to-date expenditure totals £825K and is slightly higher than the equivalent period of 2021/22.

## 1.3 Gains / Losses on Investment Assets

At 31 December 2022, the CCLA Investment is presenting an unrealised loss of £485K against the 2021/22 year end value. The market remains volatile, and the valuation has recovered a little in January, but it is difficult to predict what the yearend position will be.

## 1.4 Overall Position



The overall position for the period is 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.

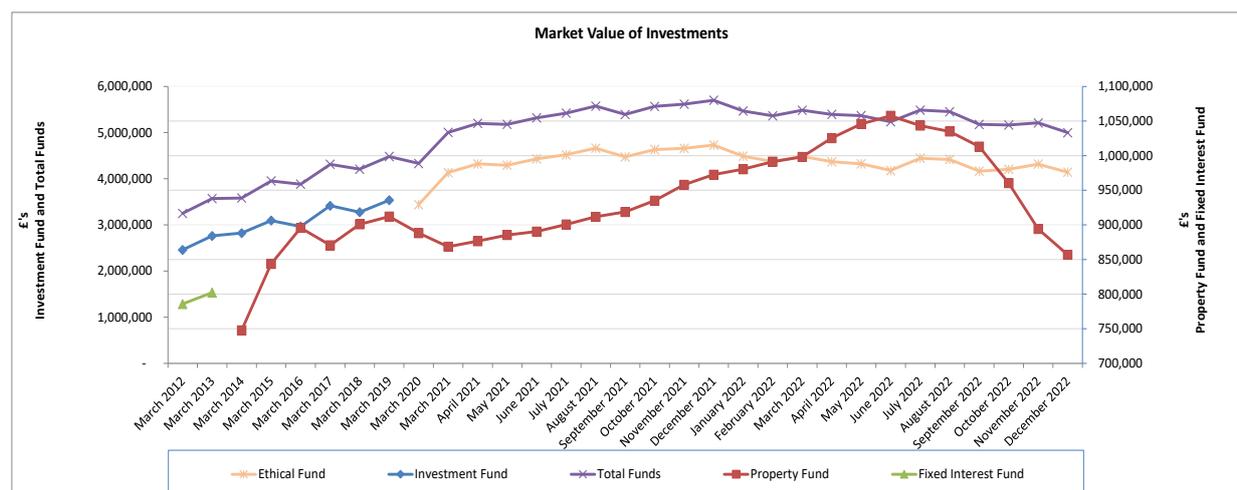
## 1.5 Balance Sheet

### Value of Investments

The investments valuation for CCLA as of 31 December 2022 is as follows:

Investment Valuation	No of Units	Valuation / Unit as at 31/12/22	Total Valuation
		Pence/Unit	£000
Property Fund	769,509	111.35	857
Ethical Fund	1,511,068	274.08	4,141
<b>Total</b>			<b>4,998</b>

The following chart shows the movement in the market value of the CCLA funds since March 2012.



### Cash Balances

Overall cash balances have increased since the start of the year, and at the end of December we held £552K in current / bonus accounts.

## 2. Overdrawn Accounts

There are no overdrawn accounts as of 31 December 2022.

## 3. Streamlining of funds and Closed funds

There have been no further funds merged and closed since the last finance report submitted to the Committee in January 23.



Charitable Funds Key Performance Indicators	Measurement		YTD Indicators			
			2021/22 M01 - M12	2022/23 M01 - M05	2022/23 M01 - M08	2022/23 M01 - M09
Number of merged funds	Number of funds closed as a result of merger	No	8	5	9	9
Expenditure expressed as a percentage of the overall fund balance	Expenditure excludes admin charge to reflect 'true' spend	%	13.29	3.83	9.82	12.73
Donations received in the year	Number of Donations Received	No	1,145	361	575	643
	Value of Donations Received	£	399,434	218,065	266,831	277,674

#### 4. New Funds

There are no requests to set up new funds.

#### 5. Key Performance Indicators (KPIs)

Setting Key Performance Indicators (KPIs) allows the Committee to measure the performance of the Charity across a range of objectives over a period of time.

Following discussions, the following KPIs have been identified to report to the Committee. The KPIs are split between those that are measured quarterly, year to date & annually:

Charitable Funds Key Performance Indicators	Measurement		Quarterly Indicators			
			2021/22 Q4	2022/23 Q1	2022/23 Q2	2022/23 Q3
Number of funds	Number of funds	No	430	429	428	427
Number of static funds	A static fund is classed as any fund where the cumulative expenditure is less than 10% of the average fund balance over a 2 year period	No	32	33	31	29

There has been a small decrease in the number of funds and also a small decrease in the number of static funds since the start of the financial year, Details of the static funds are shown in Appendix A.

There have been 9 funds merged since the start of the year.

Expenditure as a percentage of the overall fund balance should increase as the year progresses and as more expenditure is incurred. The aim is for this measure to be higher than the previous year's value by the end of the financial year.

The number and value of donations received to date in the current year are also detailed above, with the 2021/22 values shown as comparators.



The table below will be completed at the year end and will reflect the average time period between the receipt of income and the corresponding expenditure being incurred.

Charitable Funds Key Performance Indicators	Measurement	Annual Indicators	
		2021/22 M12	2022/23 M12
Time between receipt of income and expenditure incurred	Donations Legacies Grants	To be updated for year end report	

## 6. Unrealised Loss & Reserve as at 31.01.2023

Unrealised Loss and Reserve at 31/01/2023	
	£000's
Interest and dividends	170
Admin fee	-140
Net income/(cost)	30
Total reserve	288
Contingency	46
Unrealised loss 31/01/23	-347
Net reserves	-13
Overall surplus/(shortfall) on reserves	17

The above table shows the current position regarding the unrealised loss for the year to date and available reserves.

The overall position including anticipated interest and dividends is an overall surplus of £17k.

The position will be monitored towards the end of the year and interest and dividends will be retained to add to the reserve if the unrealised loss gets bigger.

### Asesiad / Assessment

This report provides a financial update for the Charitable Funds Committee for the period ending 31 December 2022.

### Argymhelliad / Recommendation

The Charitable Funds Committee is asked to note the report.



<b>Amcanion: (rhaid cwblhau)</b> <b>Objectives: (must be completed)</b>	
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability Choose an item. Choose an item. Choose an item.
Blaenoriaethau CTCI IMTP Priorities  <a href="#">Link to IMTP</a>	Choose an item.
Galluogwyr allweddol o fewn y CTCI Key Enablers within the IMTP	Finance
Amcanion cydraddoldeb strategol Strategic Equality Objectives  <a href="#">Strategic Equality Objectives 2020-24</a>	Improve the Wellbeing and engagement of our staff Choose an item. Choose an item. Choose an item.

<b>Gwybodaeth Ychwanegol:</b> <b>Further Information:</b>	
Ar sail tystiolaeth: Evidence Base:	
Rhestr Termau: Glossary of Terms:	KPIs – Key Performance Indicators
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to University Health Board:	

<b>Effaith: (rhaid cwblhau)</b> <b>Impact: (must be completed)</b>	
	<b>Is EIA Required and included with this paper</b> <b>No does not meet requirements</b>
<b>Asesiad Effaith Cydraddoldeb Equality Impact Assessment (EIA) completed</b>	An EQIA is required whenever we are developing a policy, strategy, strategic implementation plan or a proposal for a new service or service change. If you require advice on whether an EQIA is required contact <a href="mailto:ABB.EDI@wales.nhs.uk">ABB.EDI@wales.nhs.uk</a>



<p><b>Deddf Llesiant Cenedlaethau'r Dyfodol – 5 ffordd o weithio</b>  <b>Well Being of Future Generations Act – 5 ways of working</b></p> <p><a href="https://futuregenerations.wales/about-us/future-generations-act/">https://futuregenerations.wales/about-us/future-generations-act/</a></p>	<p>Integration - Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their objectives, or on the objectives of other public bodies</p> <p>Choose an item.</p>
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Static Funds Q3 2022/23			
Fund	Fund Balance Q3 2022/23 £	Expenditure Incurred Q4 20/21 - Q3 22/23 £	Details
<b>Legacy / Grant Funds</b>			
F010-LEGACY STW GEN G S WATKINS	- 26,325.45	1,226.29	To be used to refurbish wards in the old Springfield Unit
F018-LEGACY CCH GEN R W JONES	- 52,221.64	2,432.58	To be used for converting rooms into a reception area for CasGwent ward and for converting the ward balcony into an outside garden area that can be accessed by patients
F278-LEGACY RGH HAEM G S WATKINS	- 60,765.46	2,830.56	Directorate reviewing their funds
F298-LEGACY RGH BREAST G S WATKINS	- 60,765.46	2,830.56	In view of the new breast unit opening up in Dec 23, it has been agreed to use this fund for equipment
F342-LEGACY NHH RHEUM I M MORRIS	- 100,188.96	4,666.98	The directorate are looking at how they can utilise their funds and have purchased a few laptops
F387-LEGACY RGH EYE G M GUNTER	- 29,560.83	1,376.99	A £43k equipment purchase was approved by the Charitable Funds Committee in March 22 but not yet ordered, The new Directorate Manager is looking in to this
F552-LEGACY YAB B E WOOD	- 11,048.71	1,281.48	Dementia boards and clocks being purchased for all wards in YAB
F583-LEGACY NHH PALLIATIVE CARE I M MORRIS	- 29,132.85	1,479.68	Meeting to be arranged in March 23
F817-LEGACY NHH DIAB G M GUNTER	- 29,560.83	1,376.99	See F816 below
F831-LEGACY CALCRAFT J GRIFFITHS	- 100,323.58	220.75	New legacy received in December 2021, presentation on spend given to Oct 22 committee meeting
F997-ABUHB NHS CT GRANT COVID RECOVERY	- 91,254.50	2,650.50	New grant received in April 2022, expenditure has already been determined
	- 591,148.27	22,373.36	
<b>Unrestricted Funds</b>			
F057-RGH PG MRCOG	- 29,483.18	1,938.82	Audio systems in the Postgraduate Unit are being replaced and have been ordered. A contribution will be made from each of the funds held including this one
F103-ABUHB CHILL OUT IN THE CHAPEL	- 27,727.38	1,314.08	Services stalled for 2 years due to the pandemic, the service is now resuming and there are plans to purchase more massage equipment
F105-ABUHB VOLUNTEERING (CORPORATE)	- 71,270.90	3,463.36	Credited with Clytha Square rental income - £14k per year. CF Committee approved bid for £50k in Aug 22 for staffing to implement a system for service user feedback
F270-NHH CLINICAL HAEMATOLOGY	- 39,014.86	1,830.17	This is being used for the new cancer centre on ward 2/4, NHH
F277-NHH WINDSOR SUITE	- 50,484.13	2,201.68	Additional donations of £19k received in 2021/22 and this fund will be used for the new cancer centre on ward 2/4, NHH
F300-NHH BREAST CARE FUND	- 45,684.39	3,215.71	In view of the new breast unit opening up in Dec 23, it has been agreed to use this fund for training purposes
F301-RGH BREAST CARE UNIT	- 70,936.31	4,098.27	In view of the new breast unit opening up in Dec 23, it has been agreed to use this fund for equipment
F303-ABUHB BREAST CENTRE	- 257,789.09	10,956.30	Additional donations of £57k received in 2021/22 - Unit due to be opened Dec 23
F340-ABUHB RHEUMATOLOGY	- 58,183.68	2,710.31	The directorate are looking at how they can utilise their funds and have purchased a few laptops but they are using their legacy fund first see F342
F367-RGH E N T RESEARCH/TEACHING	- 23,874.42	1,112.12	Directorate are currently reviewing funds
F386-RGH POST GRADE EYE	- 86,849.19	3,026.98	A £43k equipment purchase was approved by the Charitable Funds Committee in March 22 but not yet ordered. The new Directorate Manager is looking in to this
F400-RGH RLG UROLOGY FUND	- 43,309.79	3,115.42	Directorate are currently reviewing funds
F485-ABUHB PHYSIO EQUIP FUND	- 24,917.57	1,160.88	Fund is in use, contacted signatory to inform them it was considered static and asked what plans they had to spend in the near future
F586-NHH ONCOLOGY REHAB	- 75,767.61	3,526.53	This is being used for the new cancer centre on ward 2/4, NHH
F696-STW SPRINGFIELD FUND	- 111,000.43	5,429.13	To be used to refurbish the wards in the unit
F702-ABUHB PERSON CENTRED CARE FUND	- 94,537.79	7,646.05	The Person Centred Care Team submitted their spending plans to the Charitable Funds Committee in August 22 for approval. Some of this relates to staffing and there were some issues in recruiting staff but this has been resolved and expenditure will follow
F816-NHH WENDY BOWEN TRUST DIABETES FUND	- 34,161.13	1,575.63	Plans to use funds for patient events based outside of hospital environment and with "celebrity" speakers and awards were cancelled due to the pandemic, due to be rearranged
	- 1,144,991.85	58,321.44	
<b>Total Static Funds</b>	<b>- 1,736,140.12</b>	<b>80,694.80</b>	

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	02 March 2023
<b>CYFARFOD O: MEETING OF:</b>	Charitable Funds Committee
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Charitable Funds Financial Control Procedure Update
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Robert Holcombe, Director of Finance, Procurement and Value Based Healthcare
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Estelle Evans, Head of Financial Services & Accounting

**Pwrpas yr Adroddiad (dewiswch fel yn addas)  
Purpose of the Report (select as appropriate)**

Ar Gyfer Penderfyniad/For Decision

This report details updates to be made to the Charitable Funds Financial Control Procedure (FCP) in relation to the application, approval and receipt of grant funding

**ADRODDIAD SCAA  
SBAR REPORT**

**Sefyllfa / Situation**

It was agreed to review the FCP and update the FCP as and when circumstances arose as opposed to updating the FCP based on the renewal date.

The Charitable Funds Committee is asked to approve the amendments to the FCP as detailed in this report.

**Cefndir / Background**

1. Grants

There is currently no process in place for applying for and obtaining grants across the Health Board. Staff independently seek funding opportunities or are contacted by organisations about available grants.

Consideration needs to be given on who will benefit from such grants and how each grant fits with the objects and ethics of the charity and Health Board. There needs to be clear guidance on who should approve grant requests and how each



grant is administered, monitored and reported on, ensuring deadlines and any terms and conditions are met.

Within the current FCP there is a section 9.3 which details income from grants as shown below:

- 9.3.1 Grants are usually restricted income given for a specific purpose and have terms and conditions on how it can be used by the charity.
- 9.3.2 Grants will often have additional requirements attached such as performance-related conditions and they are usually subject to numerous monitoring and evaluation reports.
- 9.3.3 Grant income can only be recognised when there is a formal offer of funding, or the income is received.
- 9.3.4 Where the charity is unable to meet certain agreed criteria the grant may have to be returned in full.
- 9.3.5 All paperwork must be ascertained when advised of/on receipt of the grant to provide a full audit trail.

## Asesiad / Assessment

We propose that a new section on Grants is included in the FCP as detailed below:

Before applying for a grant, all staff will:

- Complete the attached form identifying the provider of the grant, the nature of the grant, the amount of the grant and the beneficiary of the grant.
- Ensure that the attached form is signed off by the General Manager and the Executive Sponsor in support of a grant application being made.
- Send completed form to the Charitable Funds Manager who will ensure that the proposed bid fits with the objectives of the Charity.

The Charitable Funds Manager will:

- Consolidate potential grant applications and present a report to Executive Committee for approval to proceed to the application stage.
- Inform applicants of the outcome of the grant requests.
- Refer any requests for Research grants to the Research and Development department, unless the Research is solely for public benefit; if not for public benefit, it does not fit within the objects of the Charity.
- Return any requests that are deemed too onerous or not in line with the objectives of the Charity and the Health Board.

Once Executive Committee approval has been given:

- The requestor will submit the completed grant application form signed off by the Head of Service and
- Provide a copy of the application to the Charitable Funds Manager.

The Charitable Funds Manager will:

- Maintain a register of all grant requests (successful and unsuccessful)



- Set up a separate restricted fund for each successful grant received.
- Advise the Director of Finance of any issues arising from a grant.
- Ascertain paperwork when advised of successful grants, to provide a full audit trail.
- Notify the Charitable Funds Committee of significant (over £5k) grants received in their Finance Report which is presented at each meeting.

### Argymhelliad / Recommendation

The Charitable Funds Committee is asked to approve the amendment to the FCP.

### **Amcanion: (rhaid cwblhau) Objectives: (must be completed)**

Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability Choose an item. Choose an item. Choose an item.
Blaenoriaethau CTCI IMTP Priorities  <a href="#">Link to IMTP</a>	Choose an item.
Galluogwyr allweddol o fewn y CTCI Key Enablers within the IMTP	Finance
Amcanion cydraddoldeb strategol Strategic Equality Objectives  <a href="#">Strategic Equality Objectives 2020-24</a>	Improve the Wellbeing and engagement of our staff Choose an item. Choose an item. Choose an item.

### **Gwybodaeth Ychwanegol: Further Information:**

Ar sail tystiolaeth: Evidence Base:	
Rhestr Termau: Glossary of Terms:	FCP – Financial Control Procedure



Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to University Health Board:	
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<b>Effaith: (rhaid cwblhau)</b> <b>Impact: (must be completed)</b>	
<b>Asesiad Effaith Cydraddoldeb Equality Impact Assessment (EIA) completed</b>	<p><b>Is EIA Required and included with this paper</b> <b>No does not meet requirements</b></p> <p>An EQIA is required whenever we are developing a policy, strategy, strategic implementation plan or a proposal for a new service or service change. If you require advice on whether an EQIA is required contact <a href="mailto:ABB.EDI@wales.nhs.uk">ABB.EDI@wales.nhs.uk</a></p>
<b>Deddf Llesiant Cenedlaethau'r Dyfodol – 5 ffordd o weithio Well Being of Future Generations Act – 5 ways of working</b>  <a href="https://futuregenerations.wales/about-us/future-generations-act/">https://futuregenerations.wales/about-us/future-generations-act/</a>	<p>Integration - Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their objectives, or on the objectives of other public bodies</p> <p>Choose an item.</p>





**Charitable Funds  
Request to Apply for External Grant Funding  
CFC/EGF xxx**

<b>1. Who are you applying to:</b>
<b>2. Description and amount of grant to be applied for:</b>
<b>3. How were you made aware that this grant funding is available:</b>
<b>4. Who will this grant benefit:</b>
<b>5. Please detail below how you plan to spend the grant.</b>
<b>6. What reporting/evaluation is required for the grant, including timescales. Please demonstrate below how you plan to achieve this.</b>
<b>7. Other supporting information:</b>



<b>8. Submitted by:</b>	
Name:	Job title:
	Department/Service:
Telephone:	Email:
<b>This must be signed by the Head of Service</b>	Name:
	Signature:
	Date:
<b>9. Supported by:</b> <i>This must be signed by both the General Manager and Executive Lead</i>	
<b>General Manager</b>	<b>Executive Lead</b>
Name:	Name:
Job title:	Job title:
Signature:	Signature:
Date:	Date:

**For Executive Committee Use**

<b>Approved</b>	<b>Not Approved</b>
Next Action:	Reason:

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	02 March 2023
<b>CYFARFOD O: MEETING OF:</b>	Charitable Funds Committee
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Expenditure Requests for Approval
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Robert Holcombe, Director of Finance, Procurement and Value Based Healthcare
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Estelle Evans, Head of Financial Services & Accounting

**Pwrpas yr Adroddiad (dewiswch fel yn addas)  
Purpose of the Report (select as appropriate)**

Ar Gyfer Penderfyniad/For Decision

The Charitable Funds Committee is required to review and approve expenditure requests made from funds where the purchase is over £25K or where the employment of staff is involved.

The Charitable Funds Committee has previously agreed that all expenditure requests submitted to the Committee are initially scrutinised by the Executive Committee to get a view as to whether they should be supported.

**ADRODDIAD SCAA  
SBAR REPORT**

**Sefyllfa / Situation**

We have received two requests where funding is available out of departmental charitable funds but require approval by the Charitable Funds Committee as they relate to staffing.

A further request for funding has come for consideration from general funds as it is within the overall funding available although it would leave less in the fund to support the small grants scheme.

The Committee are asked to approve these requests following confirmation that they are supported by the Executive Committee.

**Cefndir / Background**



## 1. Requests where local funding is available

Requests	Total Cost £000	Local Funds Available £000	General Funds Requested £ 000	Revenue Element £ 000	Comments
<b>Funding Available</b>					
CFC-261 – Bladder Bowel Quality Improvement Project	10	10	0	N/A	6 months 0.2 WTE Band 8C
CFC-262 – Counsellor for Staff Wellbeing Service	42	42	0	N/A	12 months 1.00 WTE Band 6
Total	52	52	0	0	

There are two requests (attached for consideration as follows:

- CFC-261 – Bladder Bowel Quality Improvement Project**  
 This is for £10k to support a Band 8c working one day per week for 6 months to lead a quality improvement/service improvement pilot project to improve dignity, continence care and toileting of people living with dementia in a hospital setting. The post will be filled by the Head of the Bladder Bowel Service who is retiring in May and will return to lead this project.
- CFC-262 – Counsellor for Staff Wellbeing Service**  
 This is for £42k to support a full time, twelve-month fixed term contract for an additional experienced Band 6 Counsellor in the Employee Wellbeing Service, to help reduce waiting times due to unprecedented and increasing demand.

## 2. Request where local funding is not available

The Charitable Funds Committee have £65k available to be used at their discretion.

For Funding	Total Cost £000	Local Funds Available £000	General Funds Requested £ 000	Revenue Element £ 000	Comments
CFC-263 – Staff Recognition Awards Event	22	0	22	N/A	
Total	22	0	22	0	

There is one request (attached) as follows:

- CFC-263 – Staff Recognition Awards Event**  
 This is for £22k to support the 2023 Aneurin Bevan University Local Health Board Staff Recognition Award Event due to take place on 24<sup>th</sup> March 2023.





Rhestr Termau: Glossary of Terms:	
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to University Health Board:	Executive Committee

<b>Effaith: (rhaid cwblhau)</b> <b>Impact: (must be completed)</b>	
	<b>Is EIA Required and included with this paper</b> <b>No does not meet requirements</b>
<b>Asesiad Effaith Cydraddoldeb Equality Impact Assessment (EIA) completed</b>	An EQIA is required whenever we are developing a policy, strategy, strategic implementation plan or a proposal for a new service or service change. If you require advice on whether an EQIA is required contact <a href="mailto:ABB.EDI@wales.nhs.uk">ABB.EDI@wales.nhs.uk</a>
<b>Deddf Llesiant Cenedlaethau'r Dyfodol – 5 ffordd o weithio Well Being of Future Generations Act – 5 ways of working</b>  <a href="https://futuregenerations.wales/about-us/future-generations-act/">https://futuregenerations.wales/about-us/future-generations-act/</a>	Integration - Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their objectives, or on the objectives of other public bodies Choose an item.





## Charitable Funds Committee Bid Ref: CFC – 261

### Bid for Nurse leadership of a quality improvement project for Bladder and Bowel nursing service at County Hospital (pilot site)

#### 1. Introduction

There is a need for improvement in patient care on hospital wards in relation to challenging the “pad cultures” that exist in ward settings for older people and those living with dementia. Our recent research has shown that elderly people and those living with dementia admitted on to acute wards are put into incontinence pads and prevented from using the toilet.

Our proposed bid would support the salary for a Band 8c Project Leader one day a week to lead a quality improvement/service improvement pilot project to improve dignity, continence care and toileting of people living with dementia in a hospital setting.

The pilot study would run for 6 months at a total cost of £9,818.

#### 2. Background

**A recent research study Understanding approaches to continence care for people living with dementia in acute hospital settings, (Katie Featherstone,<sup>a</sup> Andy Northcott,<sup>a</sup> Paula Boddington,<sup>a</sup> Deborah Edwards,<sup>b</sup> Sofia Vougioukalou,<sup>b</sup> Sue Bale,<sup>c</sup> Karen Harrison Dening,<sup>d</sup> Karen Logan,<sup>e</sup> Rosie Tope,<sup>f</sup> Daniel Kelly,<sup>b</sup> Aled Jones,<sup>b</sup> Jackie Askey,<sup>g</sup> , Jane Harden <sup>b</sup>) has identified that a pad culture exists on wards within ABUHB.**

The acute hospital setting has become a key site of care for people living with dementia. People living with dementia are one of the largest populations in our hospitals, with the Department of Health and Social Care recognising that 25–50% of all acute hospital admissions are people who are also living with dementia. However, people living with dementia are a highly vulnerable group in the hospital setting and,

following an acute admission, their functional abilities can deteriorate quickly and significantly. Another term is deconditioning this problem identified constitutes loss of continence status and mobility and impact on dignity for the individual. The above research was conducted to explore what is happening and what constitutes 'good continence care'.

The study's focus was continence care, a common, but poorly understood, aspect of everyday care for people living with dementia during an acute admission. The study explored: what caring practices are observable when interacting with this patient group? How do ward teams respond to and manage continence needs? What informs these approaches? What are staff doing and why?

This ethnography study involved in-depth evidence-based analysis of everyday care to examine how ward staff responded to the continence care needs of people living with dementia and to follow the consequences of their actions.

This ethnography was carried out for 180 days, across 12 months, in six wards in three hospitals across England and Wales (ABUHB) that were purposefully selected to represent a range of hospital types, geographies and socioeconomic catchments.

In addition to general observations, 108 individuals participated directly in this study, contributing to 562 ethnographic interviews. Ten detailed case studies were also undertaken with people living with dementia.

This study identified 'pad cultures' as an embedded practice on these acute wards. There was routine use of continence pads among people living with dementia (regardless of continence status).

The use of continence pads should be a precautionary strategy, the rationale being to provide safeguards, ensure containment and prevent 'accidents or incontinence episodes, understanding that patients living with dementia not only will wear pads, but will use them only when required.

**Conclusions:** These 'pad cultures' enabled the number of unscheduled interruptions to the institutionally mandated timetabled work of these wards to be reduced but had significant impacts on people living with dementia and, in turn, wider consequences for these individuals and their identities. Ward staff described feeling abandoned with the responsibility of caring for large numbers of people living with dementia, believing that it was impossible to work in other ways to support their patient's continence. This study provides important evidence that undignified continence care of people living with dementia now needs to be challenged and addressed as a priority within ABUHB.

**Future work:** The findings of the study will be informing the development of education and training and the necessary improvements that need to be made at the interactional and organisational level.

### **3. Key Issues**

#### **3.1 Category of Bid**

This bid relates to:

Patient's welfare and amenities.

Staff education and welfare.

#### **3.2 Description of the Bid**

- This project will improve the patient experience and quality of life, maintain bladder/bowel function/ normality of continence status during a hospital stay, help restore dignity
- Reduce harm and bias towards elderly patients: rendering them incontinent by expecting them to use pads and preventing them from using the toilet as normal, causes distress and is a breach of human rights
- There is potential to prevent the deconditioning of elderly people that can occur during an acute and sometimes lengthy stay to hospital
- There is potential to realise significant cost savings by reduction in use of pads in all wards across ABUHB
- This project will facilitate nursing leadership supporting a quality improvement project to challenge the pad culture that currently exists on wards at the same time supporting nurses
- Improving patient experience and effectiveness of continence promotion strategies for people living with dementia in hospital settings
- Reporting progress: Corporate sponsorship has been sought from the executive team /Jenny Winslade has agreed to be corporate sponsor
- Sharing best practice across the corporate and clinical nursing teams
- Support and guidance to nursing staff on wards who care for this group of patients- valuing staff and their role in this essential /fundamental but challenging aspect of care delivery
- Recognising /acknowledging and raising the profile of this important but hidden aspect of nursing care – will help to improve staff morale The project will mean that ABUHB will become a

vanguard site leading the way and becoming a benchmark for the other health boards in Wales and the rest of the UK – regular reporting to the CNO at WAG through implementation

- This project has potential to raise the profile of nursing in ABUHB, through dissemination and sharing of best practice. Delivering conference papers and publication
- Working with ABCI to ensure robust quality improvement methodology is used ensuring it underpins this project
- A faculty of lead stakeholders including ABCI will convene regularly to plan the evolving service development strategies
- County hospital, Oak and Rowan ward a dementia friendly site will be used as the pilot/test site, requiring close collaboration
- Collaboration with the Dementia nursing leads utilising their expertise to underpin dementia friendly care
- PDSA cycles will be implemented, changes or effectiveness measured throughout

**Improvement Strategies will involve the following:**

- Staff training towards person centred care, continence assessment, appropriate use of pads/pad types /absorbencies and correct fitting
- Assessing the quantity and types of pads used on wards, working with procurement to establish and monitor patterns in pad ordering usage and costs of pads. (Potential for cost savings on pads) Implementing trial without pads on patients in ward settings
- Promoting assisting with elderly patients mobilizing, toileting, patient preferences, privacy
- Teaching staff to recognize the signs/behaviours in dementia patients expressing need to use toilet and to react appropriately.
- Encouraging appropriate use of equipment, steadies /toilet raisers/dementia friendly ward/toilet environments
- Ensuring effective communication between teams on continence status at step down /transfers and SBAR handovers
- Establish outcome measures- Continual monitoring and measuring of interventions so that effective outcomes can be achieved
- Implement PREMS /PROMS to evaluate and measure the patient /family /and staff experience
- Seek and share patient and family stories. Obtain case studies including mapping an elderly patients journey from admission to discharge
- Working in collaboration with Prof Katie Featherstone Lead researcher and author of the research study

This is a project that will benefit all older patients, but especially elderly patients living with dementia in the long term, but this type of service development sits outside of core business. There are insufficient

revenue funds to pay for the additional manpower to lead and support the project. There is potential for further research.

### **3.3 Outcome Measures & Benefits**

#### **3.3.1 Benefits**

The benefits of this study are improvements to the patient experience and effectiveness of continence promotion strategies for people living with dementia in hospital settings. The aim is to challenge the “pad culture” to promote continence and the restrictions to mobility that follows when patients are placed in pads instead of toileted. Ultimately, we hope that the proposed improvements will help to preserve patient’s dignity. This in turn will improve the overall patient experience, helping to prevent deconditioning and enable people to return to their own home on discharge. It may help to relieve the pressure faced by acute wards by expediting the discharge. It is time to acknowledge that by putting elderly patients with dementia into pads and preventing them from walking to the toilet means they are rendered incontinent in some cases, immobile and this means it changes their future. They are less likely to go home and more likely to require a placement in a nursing care home.

#### **3.3.2 Outcome Measures and Proposed Activities**

- Collaboration with ABCI will support a robust quality improvement project. The project will be underpinned by quality and improvement methodology to establish and measure outcomes throughout the pilot. The aim is to use County Hospital as a pilot site prior to roll out across ABUHB.
- It is hoped that improvements will result in promoting continence and dignified care including maintaining mobility. Activities will involve:
  - A mini faculty developed with Terms of Reference for the project.
  - A driver diagram will be established.
  - Outcome measures will be set.
  - Activities may include the delivery of training to staff in appropriate use of incontinence pads.
  - Continence promotion strategy.
  - Monitor the pad usage.
  - Establish a trial without incontinence pads.
  - Rationalise procurement process, monitoring usage and costs.
  - Enable patients to use the toiles, mobilise to toilets.
  - Establish dementia friendly toilet environment.
  - Encourage person centred continence care.

- Encourage effective communication of continence status:
  - Continence assessment/reassessments
- SBAR handovers, utilise PSAG boards.

### **Monitoring Patient and Family Experience**

- Questionnaires will be used, patient stories and case studies to capture patient and family experience
- Questionnaires will be used to monitor staff experience

### **Postholder**

- The postholder will lead this pilot project, report, and present findings and progress to Corporate Nursing and the Board. The postholder will also prepare and present a paper at the CNO showcase conference in Wales and to the International Continence Society Annual Conference in September 2023.

### **Public Benefit**

- This project has potential to improve the experience of not just people living with dementia, but all older people admitted to hospitals. Their toileting and continence needs will be treated in a dignified manner. Toileting will be promoted including respect for privacy during hospital admissions. This project will contribute to other HB policy to prevent the deconditioning of older patients, reduce harm and facilitate a successful and timely discharge home.

### **3.4 If the Bid is not Supported**

We are signed up to this pilot project but without this extra resource we run the risk that this project would not get completed which would damage the good reputation that the Health Board has in this area.

### **3.5 Bids relating to Additional Staff Resources**

The post will be for 1 day per week for a fixed term contract for a period of six months, May to October 2023. The post holder will be directly responsible to the Assistant Director of Nursing.

When this funding and post comes to an end, it is hoped that our participation in this pilot project will lead to a change in working practice across the whole of the NHS as described in this bid and the improvements will preserve the patient's dignity.

## **4. Financial Analysis**

### **4.1 Funding Requested**

The cost of a Band 8C, working 7.5 hours per week for 6 months totals £9,818.

This gross cost has been supplied by Finance and is based on pay scales dated 1<sup>st</sup> April 2022.

There will be some additional non staff costs such a laptop and travel expenses which will also be met by the charitable fund.

### **4.2 Availability of Local Charitable Funds**

F241 ABUHB BLADDER & BOWEL NURSING FUND  
Balance as at 31.12.2022 is £26,566.16

The total cost is being met by the above charitable fund.

### **4.3 Revenue Costs**

There are no associated revenue costs

### **4.4 Revenue Costs - Affordability**

N/A

## **5.0 Conclusions and Recommendations**

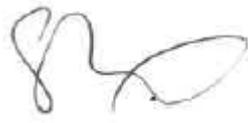
The Charitable Funds Committee is asked to approve the cost of a Band 8c Project Leader, 1 day a week for a period of 6 months, to lead a quality improvement/service improvement pilot project to improve dignity, continence care and toileting of people living with dementia in a hospital setting.

The cost of this bid is £9,818 and is being met by the Bladder and Bowel Nursing Charitable Fund.

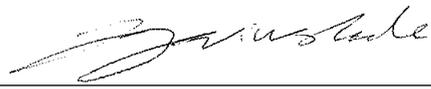
### **Bid Prepared by:**

<b>Name:</b>	<b>Karen Logan/Chris Overs</b>
<b>Title:</b>	<b>Nurse Consultant/Divisional Nurse</b>
<b>Date:</b>	<b>9/2/2023</b>

**Supported by Division**

<b>General Manager:</b>	<b>Sara Garland</b>
<b>Signature:</b>	
<b>Date:</b>	<b>9 February 2023</b>

**Executive Sponsor**

Executive Director of Nursing	<b>Jennifer Winslade</b>
<b>Signature:</b>	
<b>Date:</b>	<b>10 February 2023</b>



## **Charitable Funds Committee Bid Ref: CFC – 262**

**Bid for:** 12-month fixed term full time Staff Counsellor  
**For:** Employee Wellbeing Service  
**At:** Llanfrechfa Grange

### **1. Introduction**

Due to unprecedented and increasing demand, the Employee Wellbeing Service requires an additional experienced Counsellor to help reduce waiting times. This is at a cost of £42,117 for a 12-month period.

The Charitable Funds Committee is asked to approve the request which is to be funded from our own Wellbeing Charitable Fund.

### **2. Background**

The Psychological Therapy Service (PTS) is a central part of the Employee Wellbeing Service (EWS). The PTS provides rapid access and high-quality counselling and formalised psychological therapy e.g.: Trauma Focused CBT which can be accessed by all ABUHB staff. Demand for PTS has been growing steadily (approx. 20-30%) year on year which has resulted in a significant increase in waiting times for both clinical assessment and therapeutic intervention. In 2021 the PTS was restructured, and a stepped care model was introduced consisting of four pathways. This was done to create capacity to support all staff who sought help, as quickly and effectively as possible. It was also developed to meet the changing needs of the workforce as we had observed a marked increase in clinical risk and severity of distress in those staff who have sought help (risk and severity as measured by the CORE 10). The changes made to the PTS were based on 2021 service demands, and the increased demands of 2022, and predicted demands of 2023. Given the current climate, wellbeing and more especially the mental health of employees is paramount and therefore the additional resource would enable staff quicker access to high quality psychological support which we know in turn has a positive impact on several important organisational outputs including sickness absence, staff experience, patient experience, and quality of care.



### **3. Key Issues**

#### **3.1 Category of Bid**

This bid relates to:

Patient's welfare and amenities.

Staff education and welfare.

#### **3.2 Description of the Bid**

An additional Counsellor will increase capacity of the PTS which will allow staff to be seen in a timelier way, this will reduce clinical and actual risk and support several key organisational objectives relating to patient care and safety.

Currently all Counsellor and Clinical Psychologist posts in the PTS are filled and hence, additional funding is needed to employ an additional experienced Staff Counsellor (AfC band 6, 1.0 wte).

We had initially secured funding for a 3-month fixed term post linked to Winter pressure monies. However, despite going to internal advert due to approaching end of year timeframes, a reluctance for staff to be seconded from other parts of the organisation, and we assume the post not being attractive enough (i.e.: length of contract) it was not possible to recruit. We also explored accessing the Bank and locum agencies. Both options proved fruitless for different reasons.

**This bid is specifically to seek the committee's permission to access funds from our existing Charitable Bids account.**

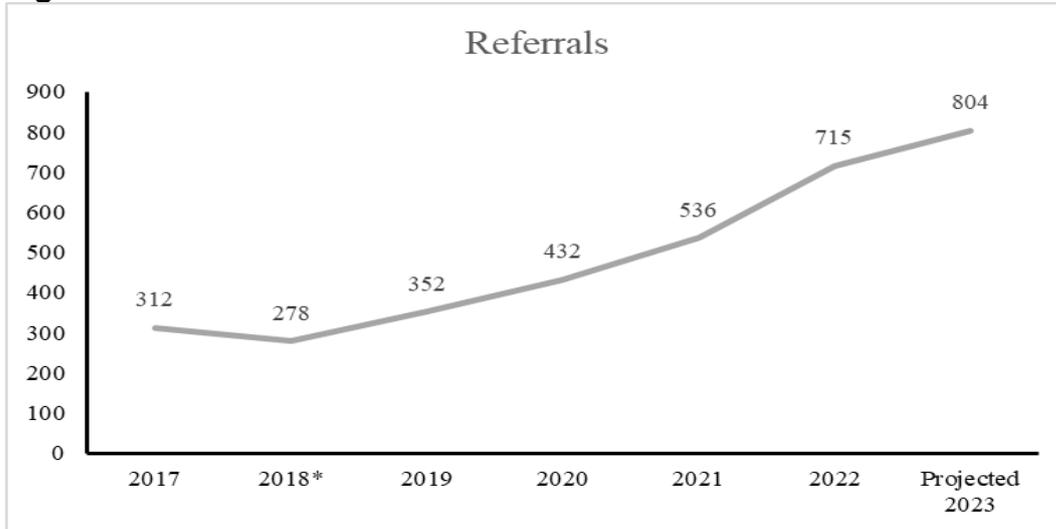
#### **3.3 Outcome Measures & Benefits**

##### **3.3.1 Activity Analysis**

Staff self-referrals to the Psychological Treatment Service (PTS) have increased steadily year on year.



Figure 1



\*2018 – decreased due to EAP in place.

Figure 1. shows the total number of referrals per year and projected referrals for 2023 are 804. For January 2023, a total of 71 referrals were received compared to 50 in 2022. If this trend continues, the projected number of referrals will be exceeded.

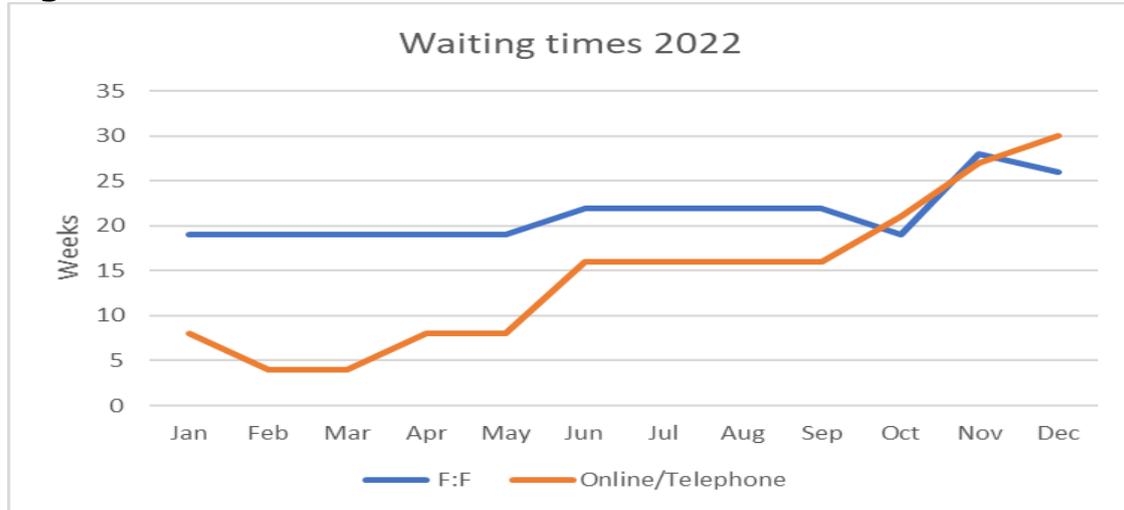
As of 31<sup>st</sup> January 2023, there were 308 staff members on the PTS waiting list for 1:1 psychological therapy. This equates to an approximate waiting time of 27 weeks.

It important to note that the Employee Wellbeing Service offers a wide range of staff support / interventions that isn't exclusively one to one psychological therapy based. As such it's clinical workforce (6.0 wte) is spread across the whole service not simply dedicated to the Psychological Therapy Service function. An additional Staff Counsellor would be a dedicated resource for the PTS.

Figure 2 below indicates the month by month waiting times for psychological therapy in 2022. The PTS currently offers four modalities of therapeutic support, in person, via phone, or online (MS Teams or via email).



**Figure 2**



### 3.3.2 Benefits

You will note that from January 2022 online/telephone waiting times decreased due to three months temporary funding for 1.0 WTE Staff Counsellor until end of March 2022. Waiting times continued to increase following the conclusion of this funding. **(Figure 2)**. We anticipate that having this resource for 12 months will be a significant help in reducing the current waiting times, it will also mean we are able to support staff more quickly. An additional benefit is that this resource will boost the morale of the Wellbeing Service who experience marked demoralisation at having to tell distressed staff that they must wait for increasing lengths of time before they will be offer help.

### 3.4 If the Bid is not Supported

If this bid was not successful, waiting times would remain lengthy and based on the projected figures would grow. This would also have several secondary impacts:

- Clinical effectiveness of psychological interventions is influence by length of time spent waiting. Based on NHS England IAPT data the optimal waiting time for psychological therapy is between 6-8 weeks. The longer the wait the more complicated the work, and poorer the outcome.
- Increased clinical risk. If people anticipate a longer wait they may be less likely to ask for help which would reduce



accessibility and increase the risk of staff experiencing suicidal ideation and not seeking help.

- The longer staff with psychological distress or acute mental health issues must wait for support the more these factors will impact on their ability to carry out their work. Quality and safety of clinical care will be impacted on negatively.
- Reduced morale of the Wellbeing Service Staff. Historically the EWS has very low levels of unplanned sickness absence and high morale. The pressure of the growing waiting list is beginning to cause moral distress in the team and will only worsen if unaddressed, unchecked this may lead to disengagement, demotivation and occupational burnout for some of the small team which would in turn compromise our ability to offer a high-quality service.

### 3.5 Bids relating to Additional Staff Resources

**This bid is specifically to seek the committee's permission to access funds from our existing Charitable Bids account and is not asking for additional funds at this point in time.**

- *What period is the committee being asked to fund staff?*  
1<sup>st</sup> April 2023-31<sup>st</sup> March 2024.
- *What is the tenure of appointment proposed for the new staff?*  
12-month fixed term.
- *Who has accountability for the staff?*  
Dr Adrian Neal, Consultant Clinical Psychologist and Head of Employee Wellbeing
- *What happens when funding comes to an end to the staff and the new service that they have provided?*

During the period of the fixed term contract, sources of permanent funding will be explored. If this is not possible then demands of the PTS will increase.



## **4. Financial Analysis**

### **4.1 Funding Requested**

The cost of a Band 6, full time for 12 months is £42,117.

This amount will be met by the Employment Wellbeing Charitable Fund.

### **4.2 Availability of Local Charitable Funds**

Fund Ref: F871 Employment Wellbeing Charitable Fund  
Current balance as of 31/01/22 is £94,916.37

### **4.3 Revenue Costs**

N/A

### **4.4 Revenue Costs - Affordability**

This bid is to secure access to funds from our existing charitable bids account.

## **5.0 Conclusions and Recommendations**

Since 2018 referral rates have consistently increased to all parts of the Employee Wellbeing service which has placed significant pressure on the Psychological Therapy Service resulting in increasing waiting times, now at 27 weeks. The PST had its busiest year in 2022 with the beginning of 2023 looking to continue with this trend. What's more the needs of those referring to the service are changing to include higher risk of self-harm, and more acute psychological distress and mental illness. The result is a long and growing waiting list which delays counselling/therapy for staff, which can further impact on their wellbeing and may extend the time they are unable to work, and or negatively impact their capacity at work. There is also a motivation to mitigate the negative impact on the wider Employee Wellbeing Service. There is an urgent need for additional clinical resources, with a preference for this to be an experienced Counsellor (AfC Band 6) to support our existing team. Alternative methods of funding have been explored however



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Aneurin Bevan  
University Health Board

given the current financial climate, and wider psychological workforce recruitment challenges.

We are seeking approval from the Charitable Funds Committee to access our existing account to fund a full time Band 6, 12-month Fixed Term post at a cost of £42, 117.

**Bid Prepared by:**

<b>Name:</b>	<b>Dr Adrian Neal</b>
<b>Title:</b>	<b>Head of Employee Wellbeing</b>
<b>Date:</b>	<b>7<sup>th</sup> February 2023</b>

**Supported by Division**

<b>General Manager:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**Executive Sponsor**

<b>Signature:</b>	<i>W. Hammonds.</i>
<b>Date:</b>	<b>Weds 8<sup>th</sup> February 2023</b>



## **Charitable Funds Committee Bid Ref: CFC – 263**

**Bid for** Staff Recognition Awards  
**For** all staff  
**At** ABUHB

### **1. Introduction**

The purpose of this paper is to make a request to the Charitable Fun Committee for funding of up to £22,000 including VAT to support the 2023 Aneurin Bevan University Local Health Board Staff Recognition Awards.

The Staff Recognition Awards has been an annual event that has run since 2011 until the pandemic in 2020. It is a significant event in the Health Board's calendar which recognises the contribution staff make to patient care and Health Board objectives. The event has a high profile and is an opportunity to thank staff for their hard work and dedication.

### **2. Background**

The Annual Staff Recognition Awards has been running successfully for several years, expanding in size since its inception. Year on year it has been extremely positively evaluated by the 300 staff who attend year on year.

It is well documented that feeling valued, receiving recognition and feedback play an important part in staff wellbeing and engagement levels and that this has a positive impact on patient care. A Staff Recognition Award scheme is one way in which the contribution of our staff can be publicly acknowledged, and the reputation of the Health Board and its staff further enhanced.

Support for the awards in previous years has been extremely positive. Any member of staff or team who works for the Health Board, at any level, can be nominated. Nominations are also welcome for our colleagues who work in Primary Care, whether as independent contractors (GPs, Dentists, Pharmacists &

Optometrists) or people who work with them, such as practice nurses, managers and receptionists.

Anyone can nominate a fellow colleague or team, however, the Head of Department or in the case of Primary Care, the Practice Manager or Senior Partner, should endorse the nomination to ensure that the recognition is based on sound evidence.

The nomination categories are:

- Patient's Choice Award
- Leadership
- Improving Patient Care
- Quality, Sustainability and Efficiency
- Employee Health and Well-being
- Partnership Working
- Team of the Year
- Education, Research and Innovation
- Population Health and Well-being
- Welsh Language Champion

Patients and the public can nominate our staff in the Patient's Choice Award category.

### **3. Key Issues**

#### **3.1 Category of Bid**

This bid relates to:

Staff education and welfare.

#### **3.2 Description of the Bid**

Valuing staff is a key objective of the Health Board. The Staff Awards Scheme to recognise staff is one way of showing appreciation for a job well done and to publicly recognise the dedication of our staff.

The Staff Recognition Awards are an opportunity for colleagues and managers to nominate those people who are making an outstanding contribution to the delivery of the Health Boards aims and objectives. The awards scheme will support the sharing of best practice in patient care and service delivery across a range of identified categories.

The Charitable Funds Committee has funded the Staff Recognition Awards for the last 5 events. The 2023 event has been promoted and booked for 24<sup>th</sup> March 2023 in the International Convention Centre (ICC), Newport with sponsorship secured for some of the cost. Unfortunately, other sponsorship did not materialise. If we cancel or postpone the event we will be liable for the cost of the venue as the sponsorship will be withdrawn if the event does not go ahead.

Given the financial situation we find ourselves in, where budgets are extremely tight or over committed, it does not feel appropriate to be funding this event through core budgets.

We therefore ask that the Charitable Funds Committee consider supporting the event once again.

### **3.3 Outcome Measures & Benefits**

#### **3.3.1 Activity Analysis**

Up to 400 people are invited to the event. This includes all nominees, Board members, members of the Community Health Council. In addition, the event is celebrated on Pulse, the ABUHB staff intranet.

#### **3.3.2 Benefits**

The outcome measures associated with the Staff Recognition Awards includes:

- Increased sharing of best practice to improve and enhance patient care/experience
- Increased staff engagement
- Increased staff satisfaction
- Enhanced reputation of the Health Board through positive publicity in the media resulting in increased public confidence
- Increased patient and public engagement due to the involvement of the Community Health Council on the judging panel
- Showcasing of the excellent work going on in the Health Board
- Celebration of our staff
- Raising morale

### **3.4 If the Bid is not Supported**

If the bid is not supported, it may be possible to scale down the costs associated with the awards through the reduction of refreshments and the award trophies, but the planned format and content of the Staff Recognition Awards strikes the right balance in terms of staff feeling valued through their participation in the awards, whilst keeping costs to a minimum.

### **3.5 Bids relating to Additional Staff Resources**

N/A

## **4. Financial Analysis**

### **4.1 Funding Requested**

The £22,000 (including VAT) reflects an attendance of approximately 400 people and includes the provision of food and the hire of the venue.

Finance have confirmed that we will be able to claim the VAT back.

If additional sponsorship funding comes in, we will reduce the amount of charitable funds we require.

### **4.2 Availability of Local Charitable Funds**

There are no other charitable funds to draw on.

### **4.3 Revenue Costs**

There are no revenue costs associated with this request.

### **4.4 Revenue Costs - Affordability**

N/A

## **5.0 Conclusions and Recommendations**

The aim of the Staff Recognition Awards is to recognise excellent practice and outstanding performance of the employees of Aneurin Bevan University Local Health Board.

Every day staff demonstrate their dedication in ensuring the delivery of excellent health care services to the people we serve. An annual staff recognition event will go some way towards publicly recognising their valuable contribution. It will support the

improvement of patient care by the internal sharing of best practice and enhance public confidence and the reputation of the Health Board through positive external publicity.

The Charitable Funds Committee is asked to support the Staff Recognition Event with funding of up to £22,000. Please note we will continue to look for sponsorship so are confident that this will reduce.

**Bid Prepared by:**

<b>Name: James Hodgson</b>	
<b>Title: Head of Comms</b>	
<b>Date: 9/2/2023</b>	

**Supported by Division**

<b>General Manager:</b>	<b>Karen Newman</b>
<b>Signature:</b>	
<b>Date:</b>	<b>9/2/2023</b>

**Executive Sponsor**

<b>Signature:</b>	
<b>Date:</b>	

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	02 March 2023
<b>CYFARFOD O: MEETING OF:</b>	Charitable Funds Committee
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Available Funding & Small Grants Scheme
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Robert Holcombe, Director of Finance, Procurement and Value Based Healthcare
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Estelle Evans, Head of Financial Services & Accounting

**Pwrpas yr Adroddiad (dewiswch fel yn addas)  
Purpose of the Report (select as appropriate)**

Ar Gyfer Penderfyniad/For Decision

This report provides the Charitable Funds Committee with details of funds that are available to them as at 31.01.2023 and includes three small grant requests for consideration.

**ADRODDIAD SCAA  
SBAR REPORT**

**Sefyllfa / Situation**

The Charitable Funds Committee approved a scheme allowing individuals to engage with Charitable Fund Holders to potentially access some of their charitable funds if the request meets the purpose/criteria of that fund. Once these avenues of funding have been explored the individual will be able to apply to the Committee for a small grant (£5k or under) either in whole or as a top-up to funding they have been able to secure.

The Committee is asked to note the funds available to them and approve the three small grant requests.

**Cefndir / Background**

**Funds Available to the Charitable Funds Committee**

The following table shows the discretionary funding currently available to the Committee:



**Table 1**

<b>Charitable Funds Committee - General Funds</b>	ABUHB F002 £000's	STW F010 £000's	RGH F006 £000's	CCH F018 £000's	Land F008 £000's	Clytha Sq F007 £000's	Painting F559 £000's	Contingency F002 £000's	Reserves F002 £000	Total £000's
<b>Funds previously available as at 31.03.2022</b>	88	26	0	52	68	153	25	46	266	724
Revaluation of 13 Clytha Square - Audit Adjustment 21/22 accounts						97				97
<b>Funds available as at 31.03.2022</b>	88	26	0	52	68	250	25	46	266	821
<b>Less Commitments</b>										
NHH Equipment Bid	-20									-20
YYF Radio Bid	-3									-3
Monies held in reserve re BID CFC-243 Volunteer Event	-15									-15
CFC-259 – Occupational Therapy Support for Staff	-22									-22
SGS-002 Chapel Wall Screens (not yet paid)	-1									-1
SGS-003 In Tune with Parent & Infant Mental Health Conference	-5									-5
SGS-004 LGH Walled Garden - Paths Upgrade	-3									-3
SGS-005 Scheduled Care - Gas Cylinder Trolleys	-3									-3
<b>Remaining available funds after commitments</b>	<b>16</b>	<b>26</b>	<b>0</b>	<b>52</b>	<b>68</b>	<b>250</b>	<b>25</b>	<b>46</b>	<b>266</b>	<b>755</b>
<b>2022/23</b>										
<b>Donations</b>										
NHH Thrombosis Fund	76									76
<b>Other</b>										
Increase in Reserves - 2022/23	-22								22	0
Potential Legal Charges - TP Price Estate	-5									-5
<b>Remaining available to the Committee as at 31.01.2023</b>	<b>65</b>	<b>26</b>	<b>0</b>	<b>52</b>	<b>68</b>	<b>250</b>	<b>25</b>	<b>46</b>	<b>288</b>	<b>820</b>

Key points:

- £65k is available from the AB general fund with requests for funding at this committee totalling £32.7k.
- Current funds available to the Committee for general ABUHB use is £65k.
- The Committee hold a contingency fund of £46k and reserves of £288k. Reserves have been set up to provide a buffer against unrealised losses.
- At 31st January 2023, our investments show an unrealised loss of £347k.
- The funds by site (STW £26K & CCH £52K) are made up of general legacy funds restricted by site and to comply with the terms of the legacy the money must be spent in the relevant site.

Asesiad / Assessment

Small Grant Requests received

Three grant requests have been received as identified in the table below. A copy of the grant applications are attached.

Grant Requests	Total Cost £	Ongoing Costs	Area of Benefit
SGS-006 Television for Rapid Diagnostic Clinic, GUH	715	0	Waiting Patients
SGS-007 Finance Conference	5,000	0	Staff
SGS-008 Llwyn Onn Improvements, St Cadocs	5,000	0	Patients



Total	10,715	0
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The requests are being submitted to the Committee as no other source of funding could be found within the list of existing charitable funds.

The Charitable Funds Committee can apply general funds for the benefits of patients and staff across the Health Board through the Small Grants Scheme.

The Committee has a balance of £65k available to support small grants.

If the Committee approve the CFC-263 Staff Recognition Award for £22k as requested in the previous paper (item 2.3) and the 3 small grants totalling £11k detailed in this paper, the Committee would have £32k remaining.

**Argymhelliad / Recommendation**

The Charitable Funds Committee is asked to note the funds available and approve the three small grant requests.

<b>Amcanion: (rhaid cwblhau) Objectives: (must be completed)</b>	
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability Choose an item. Choose an item. Choose an item.
Blaenoriaethau CTCI IMTP Priorities  <a href="#">Link to IMTP</a>	Choose an item.
Galluogwyr allweddol o fewn y CTCI Key Enablers within the IMTP	Finance
Amcanion cydraddoldeb strategol Strategic Equality Objectives  <a href="#">Strategic Equality Objectives 2020-24</a>	Improve the Wellbeing and engagement of our staff Choose an item. Choose an item. Choose an item.

**Gwybodaeth Ychwanegol:**



<b>Further Information:</b>	
Ar sail tystiolaeth: Evidence Base:	
Rhestr Termau: Glossary of Terms:	SGS – Small Grants Scheme
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to University Health Board:	

<b>Effaith: (rhaid cwblhau) Impact: (must be completed)</b>	
<b>Asesiad Effaith Cydraddoldeb Equality Impact Assessment (EIA) completed</b>	<p><b>Is EIA Required and included with this paper No does not meet requirements</b></p> <p>An EQIA is required whenever we are developing a policy, strategy, strategic implementation plan or a proposal for a new service or service change. If you require advice on whether an EQIA is required contact <a href="mailto:ABB.EDI@wales.nhs.uk">ABB.EDI@wales.nhs.uk</a></p>
<p><b>Deddf Llesiant Cenedlaethau'r Dyfodol – 5 ffordd o weithio Well Being of Future Generations Act – 5 ways of working</b></p> <p><a href="https://futuregenerations.wales/about-us/future-generations-act/">https://futuregenerations.wales/about-us/future-generations-act/</a></p>	<p>Integration - Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their objectives, or on the objectives of other public bodies</p> <p>Choose an item.</p>





**Charitable Funds  
Small Grants Scheme Application – Max £5k  
CFC/SGS-006**

**1. Name of ward or department and hospital:**

Rapid Diagnostic Clinic – Venue: Diagnosis Assessment Centre GUH  
Division: Clinical Support Services

**2. Description of item/service required:**

Large colour flat screen smart TV for patient waiting area &  
Portable stand

**3. Cost of item/service plus supplier information:**

*Please provide a quote if available and ensure that any costs for delivery and installation are included.*

*Please state if your costs include VAT.*

*If there is any ongoing maintenance or consumable costs, please explain how you intend paying for this.*

**LG 60" Smart TV**

TV Cost NHS Price £625.00

Supplier: The COS Group Ltd

**Mobile Smart Portable TV Stand up to 60"**

Cost: £89.99

Supplier: The COS Group Ltd

Contact: Frazer Hogg

*Business Development Manager*

Contact email: frazer@office-essentials.co.uk

Delivery included

Costings received via ABUHB procurement

**Total Cost - £714.99**

**4. How will this item/service benefit patients and staff:**

Patients attending the Rapid Diagnostic Clinic will be visiting the clinic for an extended period of time. During this one stop day assessment they will have a Radiology scan and then attend the Diagnosis Assessment Centre for a Nursing assessment and clinical review by a Clinician. This will be to primarily discount a diagnosis of cancer or to establish a new benign diagnosis.



Patients will be asked to attend the clinic for 3 – 5 hours and will be seated in the main waiting area of the centre. The benefit of watching the screen is that this can reduce the nervousness and anxiety of waiting patients, making them more relaxed before their appointment.

**5. Have you applied for funding for this item/service elsewhere, including your own charitable fund:**

**Please give details of who you approached, and the response received**

No availability of charitable funds within like departments - Radiology as confirmed by the Charitable Funds Manager.  
No League of Friends or similar organisations in GUH to approach.  
No previous applications submitted to the Charitable Funds Committee.

**6. Other supporting information:**

**7. Submitted by:**

Name:  
Sharne Rogers

Job title:  
Rapid Diagnosis Clinic (RDC) Co-ordination Manager

Telephone:  
01873 732316 X82316

Email:  
sharne.rogers@wales.nhs.uk

**8. Supported by:**

*This must be signed by the Directorate Manager/Head of Service*

Name:  
C Chick  
Job title: Divisional Director Clinical Support Services

Date: 7.10.22

Signature: 

**For Charitable Funds Committee Use**

Approved	Not Approved
Next Action:	Reason:



## Charitable Funds Small Grants Scheme Application – Max £5k CFC/SGS 007

### 1. Name of ward or department and hospital:

Finance Department, Aneurin Bevan University Local Health Board

### 2. Description of item/service required:

We are requesting funding from the Charitable Funds Committee of £5,000 to support the 2023 Aneurin Bevan University Local Health Board Finance Conference which is due to take place on 20<sup>th</sup> June 2023 at the Christchurch Centre in Newport.

The annual finance conference creates a platform for finance staff to share good practice and learn about the experiences service professionals have when managing NHS resources. This helps align our finance teams with our clinical and non-clinical services to help build relationships that are crucial when working together to design and develop future services and has motivated finance staff to look to develop outside of their traditional finance roles.

It is also an opportunity for the senior team to acknowledge the contribution and commitment of our staff especially in the current challenging financial climate; feeling valued, receiving recognition and feedback play a vital part in the wellbeing of our staff.

Finance teams are located across many locations in Gwent and as such, a key theme of the conference has always been to bring people together. This is even more important following the COVID pandemic as turnover of staff since 2020 means that many people have not met face-to-face.

Speakers and break-out sessions will be arranged to foster good connections between finance teams and the service by providing motivational case studies and examples of best practice from within our Health Board, from other Welsh Health Boards and from other sectors beyond the NHS.

Content will be available across the day to promote staff development, promoting the internal opportunities and national opportunities to pursue professional qualifications provided by local and national education providers.

Up to 150 people are invited to the event. This will include members of the Health Board Executive Team, Board Members, colleagues from Welsh Government and clinical service colleagues.

### 3. Cost of item/service plus supplier information:

*Please provide a quote if available and ensure that any costs for delivery and installation are included.*



*Please state if your costs include VAT.*

*If there is any ongoing maintenance or consumable costs, please explain how you intend paying for this.*

We have estimated £3,750 for the hire of the venue and provision of refreshments based on £25 per head for 150 people.

VAT has not been included as we are able to claim the VAT back.

We are hoping to secure an external speaker with the remaining funds of £1,250.

If we are successful in obtaining external sponsorship, we will reduce the amount of charitable funds we require.

#### **4. How will this item/service benefit patients and staff:**

A key theme of the conference is to link finance staff with service professionals to help both staff groups gain an insight into the challenges all people working in the NHS. The benefits that result from finance staff networking with guest speakers from the service has been proven to help our service colleagues with some of their financial challenges which has an indirect benefit to patient care.

The benefits associated with the annual finance conference include:

- Promotion of development opportunities for finance staff
- Sharing of best practice to improve and enhance the service
- Increased networking with clinical professionals and service managers from within and outside the Health Board
- Increased staff engagement
- Increased staff satisfaction
- Showcasing some of the excellent work undertaken by our staff to motivate and promote the variety of roles within the finance team
- Acknowledgement of the commitment and contribution of our valued staff

The feedback from staff has been that the re-establishment of a face-to-face conference would be welcomed.

#### **5. Have you applied for funding for this item/service elsewhere, including your own charitable fund:**

*Please give details of who you approached, and the response received.*

The annual Aneurin Bevan University Local Health Board Finance Conference has run successfully since 2015, until the pandemic in 2020, with an attendance level of between 100 and 150 people each year. It has been funded from the finance budget with some sponsorship received.

This is the first time that the Charitable Funds Committee has been approached to fund the finance conference.

The conference and venue were originally booked in 2022 but had to be postponed due to COVID restrictions in place at that time. The venue has allowed us to re-arrange our event in 2023 without any penalty being incurred for cancelling the original booking but we will be liable for the costs if we cancel or postpone again.

Understandably the Finance Department does not receive donations so has no charitable funds available. Given the focus on the financial challenge the Health Board is facing in 2023/24, we will struggle to balance our budget if we were to fund this event.

Recognising the value that this conference will bring not only to the Finance Community but also other clinical and non-clinical services within the Health Board, an approach is being made to the Charitable Funds Committee to consider funding for this conference.

**6. Other supporting information:**

**7. Submitted by:**

Name: Alex Thomas	Job title: Finance Business Partner
Telephone: 01633 623830	Email: Alex.thomas3@wales.nhs.uk

**8. Supported by:**

*This must be signed by the Directorate Manager/Head of Service*

Name: Chris Commins	Date: 13 <sup>th</sup> February 2023
Job title: Assistant Director of Finance	
Signature: 	

**For Charitable Funds Committee Use**

<b>Approved</b>	<b>Not Approved</b>
Next Action:	Reason:



GIG  
CYMRU  
NHS  
WALES

Bwrdd Iechyd Prifysgol  
Aneurin Bevan  
University Health Board



**Charitable Funds  
Small Grants Scheme Application – Max £5k  
CFC/SGS 008**

**1. Name of ward or department and hospital:**

Llwyn Onn, St Cadocs, Newport

**2. Description of item/service required:**

We are kindly requesting additional funds to support our project to improve the aesthetic of our building.

**3. Cost of item/service plus supplier information:**

*Please provide a quote if available and ensure that any costs for delivery and installation are included.*

*Please state if your costs include VAT.*

*If there is any ongoing maintenance or consumable costs, please explain how you intend paying for this.*

We would like to request £5,000 to support the develop of a trauma-informed environment within LLwyn Onn. This funding will go towards items such as:

- Jet washing the exterior of the building
- Painting the building
- Planters/flower beds
- Soil
- Plants

Our priorities for the money are initially cleaning the outside of the building and making it look fresh and clean. We have received a quote from an external company (via works and estates) for the jet washing of the building at a cost of £3,208 plus VAT. Unfortunately due to the timing of our request we will not be able to source a minor works quote for the painting until April however, we anticipate this to be a similar cost to the jet washing and we will endeavour to get this at the earliest opportunity.

We understand that the small grant scheme is up to a maximum of £5,000 and we are requesting the full amount of the grant and if successful we will liaise with works and estates to see how best the remaining money can be spent. If we have insufficient funds for planters, flower beds, plants etc we will appeal for these items to be donated.

This application has been discussed with Alison Griffiths.



Please do not hesitate to get in touch if you have any further questions.

#### **4. How will this item/service benefit patients and staff:**

Llwyn Onn is a child and family therapies service based in St Cadoc's. Young people and families attend the building in order to engage in psychological therapies covering a range of modalities. Children attending the service will be experiencing mental health challenges and many will have experiences of social deprivation, adverse childhood experiences and childhood trauma. Experiences of trauma are prevalent within society, with 2/3 of children experiencing at least one trauma before the age of 16 (SAMHSA, n.d). For those accessing mental health services, this number is higher. As such, we endeavour to create a context of safety and connection for all families who generously attend our service.

Llwyn Onn is a portacabin, situated at the bottom of the St Cadoc's site. Unfortunately, this cabin is quite old and is visually uninviting. As a service we are continuing to develop in line with trauma-informed models of care. This is a key driver for Wales, as evidenced by the recent Trauma Informed Wales document (Trauma Informed Wales, 2022). A key aspect of this approach is the development of trauma-informed physical environments. This describes the importance of maintaining environments that are welcoming, engaging, comfortable, soothing and empowering.

The ACE's Hub trauma-informed toolkit also highlights the importance of the physical environment in the development of trauma-informed services (ACE's Hub Self-Assessment Toolkit, 2021). In particular, this document highlights the importance of having environments that:

- promote a sense of physical and emotional safety
- promote health and wellbeing
- consider aspects of the environment that may be re-traumatising.

We have recently received some support to change the carpets and paint the walls within the clinical areas of the building, which will go a long way to improve the interior for service users. We hope to carry out a 'walk through' the building to consider any other changes we could make to ensure those attending the building are as comfortable as possible.

#### **5. Have you applied for funding for this item/service elsewhere, including your own charitable fund:**

*Please give details of who you approached, and the response received.*

An approach was made by the Charitable Funds Manager to Mental Health Fundholders for funding from 3 St Cadoc's legacy funds, but the Fundholders have recently reviewed their funds and are pooling these legacy funds together with other funds to provide a gym on site for patients.



**6. Other supporting information:**

More broadly, we would be interested in setting up a charitable stream for CAMHS within the health board charities. This will support the purchase of things such as therapy materials, sensory toys etc, on an ongoing basis. We would be keen to have any guidance and support around how to do this.

**7. Submitted by:**

Name:

Lauren Stead  
Georgina Cratchley  
Charlie Cowtan  
Andrew Bamber

Job title:

Clinical Psychologist  
Clinical Psychologist  
Clinical Psychologist  
Clinical Psychologist

Telephone:

[01633 436996](tel:01633436996)

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[Lauren.stead2@wales.nhs.uk](mailto:Lauren.stead2@wales.nhs.uk)  
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[charles.cowtan@wales.nhs.uk](mailto:charles.cowtan@wales.nhs.uk)  
[andrew.bamber2@wales.nhs.uk](mailto:andrew.bamber2@wales.nhs.uk)

**8. Supported by:**

*This must be signed by the Directorate Manager/Head of Service*

Name:

Clare Lipetz

Date:

**23.02.2023**

Job title:

Divisional Director

Signature:

**For Charitable Funds Committee Use**

**Approved**

**Not Approved**

Next Action:

Reason:



<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	02 March 2023
<b>CYFARFOD O: MEETING OF:</b>	Charitable Funds Committee
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Spending Plans over £25k Update
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Robert Holcombe, Director of Finance, Procurement and Value Based Healthcare
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Estelle Evans, Head of Financial Services & Accounting

**Pwrpas yr Adroddiad (dewiswch fel yn addas)  
Purpose of the Report (select as appropriate)**

Ar Gyfer Trafodaeth/For Discussion

In June 2022, the Charitable Funds Committee reviewed spending plans of funds with balances over £25k and asked for an update of these plans against spend in 6 months' time to support the development of spending plans going forward.

**ADRODDIAD SCAA  
SBAR REPORT**

**Sefyllfa / Situation**

The Aneurin Bevan University Local Health Board Charitable Fund held a total value of £6.044M consisting of 430 individual funds as at 31.03.22. Of this, there were 52 funds that had balances over £25k representing 12% of the total number of funds and 64% of the total value of funds held.

The Charitable Funds Committee want to ensure spend is made from these funds on a timely basis and wish to further develop spending plans to encourage spend. Monitoring actual spend against planned spend will allow the Committee to target those Fundholders whose funds remain unspent.

**Cefndir / Background**

An analysis of these funds is shown below:



Type of Fund	As at 31.03.22		As at 31.01.23	
	No of Funds	Value of Funds £000's	No of Funds	Value of Funds £000's
Valuation Funds	3	343	3	343
Committee Fund	1	399	1	484
Covid Fund	1	101	1	91
Legacy /Grant Funds	15	976	17	1,055
Other Funds	32	2,056	30	2,093
<b>Total Funds</b>	<b>52</b>	<b>3,875</b>	<b>52</b>	<b>4,066</b>

### Key points

- The 3 valuation funds relate to 13 Clytha Square (£250k), TP Price Estate (£68k) and the Domestic Chaplain Painting (£25k).
- The Charitable Funds Committee's own fund (£484k) is included here which covers reserves, contingency monies, monies committed and remaining money available for its small grant scheme.
- The charity's own Covid fund has commitments against the full value of the fund which has previously been submitted to the Committee.
- There are 2 Grant funds which are restricted funds and relate to grants received from NHS Charities Together Covid monies and have commitments against them.

### Asesiad / Assessment

The remaining 45 funds consisting of legacy and other funds are summarised in the attachment to this report with details of spending plans submitted in June 22 and spend against them as at January 23.

### Key points for consideration

- Several funds such as Breast Care and Haematology are awaiting new units before committing their funds.
- Some funds such as Rheumatology and Monmouth Community Nurses struggle to use their funds as due to the nature of their roles, they do not require much equipment and they are small teams.

Fundholders are due to submit spending plans for 23/24 to the June Charitable Funds Committee.

### Argymhelliad / Recommendation

The Charitable Funds Committee is asked to discuss this report and consider further reporting mechanisms to ensure that funds are spent in a timely manner.



<b>Amcanion: (rhaid cwblhau)</b> <b>Objectives: (must be completed)</b>	
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability Choose an item. Choose an item. Choose an item.
Blaenoriaethau CTCI IMTP Priorities  <a href="#">Link to IMTP</a>	Choose an item.
Galluogwyr allweddol o fewn y CTCI Key Enablers within the IMTP	Finance
Amcanion cydraddoldeb strategol Strategic Equality Objectives  <a href="#">Strategic Equality Objectives 2020-24</a>	Improve patient experience by ensuring services are sensitive to the needs of all and prioritise areas where evidence shows take up of services is lower or outcomes are worse Choose an item. Choose an item. Choose an item.

<b>Gwybodaeth Ychwanegol:</b> <b>Further Information:</b>	
Ar sail tystiolaeth: Evidence Base:	
Rhestr Termau: Glossary of Terms:	
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to University Health Board:	

<b>Effaith: (rhaid cwblhau)</b> <b>Impact: (must be completed)</b>	
	<b>Is EIA Required and included with this paper</b> <b>No does not meet requirements</b>
<b>Asesiad Effaith Cydraddoldeb Equality Impact Assessment (EIA) completed</b>	An EQIA is required whenever we are developing a policy, strategy, strategic implementation plan or a proposal for a new service or service change.



	<p>If you require advice on whether an EQIA is required contact <a href="mailto:ABB.EDI@wales.nhs.uk">ABB.EDI@wales.nhs.uk</a></p>
<p><b>Deddf Llesiant Cenedlaethau'r Dyfodol – 5 ffordd o weithio</b>  <b>Well Being of Future Generations Act – 5 ways of working</b></p> <p><a href="https://futuregenerations.wales/about-us/future-generations-act/">https://futuregenerations.wales/about-us/future-generations-act/</a></p>	<p>Involvement - The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves</p> <p>Choose an item.</p>



Spending Plans over £25k Update

No	Department	Fund Details	Balance		Spending Plan June 22	Update Jan 23
			31.03.22 £000's	31.01.23 £000's		
1	Nursing	F112 ABUHB NURSE CONFERENCE	27	-	Holding monies for when face-to-face conferences return	Used monies for other training purposes.
2	Facilities	F134 FACILITIES	-	155	-	Merged all facility funds into one plus received large donation/grant for filming at St Cadocs. Spending plans to be obtained but will focus on staff wellbeing.
3	General Surgery	F295 ABUHB THE CARE PROJECT	44	68	Ongoing, used for student bursaries. Consultant has previously attended Committee	Paid out £65k in bursaries this year but received the majority of this in income from the Shaw Foundation. Plus received a large donation from NHH Thrombosis charity when closing.
4	Postgraduate	F043 ABUHB POSTGRADUATE FUND	107	72	There are plans to replace all the AV kit (audio system) across the HB over the next 12 months which will potentially utilise most of the funds. A contribution will be made from each of the funds held including those under £25k with the bulk of the costs from F043 and F051	Orders are still being processed to upgrade the audio visual systems across the postgraduate sites.
5		F051 RGH PG POSTGRADUATE NO 1 ACCOUNT	49	47		
6		F057 RGH PG MRCOG	29	29		
7	Person Centred Care	F103 ABUHB CHILL OUT IN THE CHAPEL	28	28	During Covid, volunteering services stopped and funds were unspent.	The Team struggled to recruit to posts they sought approval for in June 22 causing a delay in spend but the service user feedback system is recently up and running.
8		F105 ABUHB VOLUNTEERING (CORPORATE)	58	71	Services are only now resuming. Bid to Committee June 22 to use £50k for staffing to implement system for service user feedback. Looking at purchasing a software solution to manage volunteers.	
9		F702 ABUHB PERSON CENTRED CARE FUND	83	94		
10		F713 ABUHB FFRIND 1 MI VOLUNTEER SERVICE	83	64		
11	Breast Care	F298 LEGACY RGH BREAST G S WATKINS	61	61	Monies left for equipment but awaiting opening of new unit at the end of 2022 before deciding how to spend. To be discussed with new Fundholders	Unit due to open in December 2023. Fundholders are aware of funds available and will purchase equipment as and when they require it and not wait for the opening of the unit.
12		F300 NHH BREAST CARE FUND	45	46	Funds used for training, will consider further plans when new unit is open	Agreed to rename and use this for training when the new unit opens as any monies/donations received will go to main unit account.
13		F301 RGH BREAST CARE UNIT	72	71	Fundholders retired, meeting to be arranged with new Fundholders to discuss	As F298 above.
14		F303 ABUHB BREAST CENTRE	236	259	Some funds used for fundraising but this is the appeal fund with monies to be used to refurbish area inside the new Breast Unit	Plans are being drawn up for the new unit and money will be allocated shortly for the interior of the building including the services of a designer. Funds continue to be raised.
15	Paediatrics	F207 LEGACY RGH CHILDREN'S WARD - H M MILSOM	150	112	Planning a sensory room in GUH	Purchased a needle guide for £18k and a Bilycocon Light system for £17k and two thermo care cots are on order at £5k each. They are still planning to purchase items for the sensory room and are working with works and estates re installation.
16	Neonatal	F231 ABUHB DINKY DRAGONS	41	45	Planning to purchase furnishings etc for 2 Health Board properties in Mitchell Close, near GUH, which is going to be used for parent accommodation	Actively raising funds for the unit. Purchased bottle warming systems for £10k. Timescales for Mitchell Close not confirmed yet.
17	Bladder & Bowel	F241 ABUHB BLADDER & BOWEL NURSING FUND	35	27	Used to support training, attendance at conferences. Planning to organise a conference or study day. Fund has built up over the years from sponsorship	£10k has been requested for staffing for a project which is being presented to the CFC March 23
18	Critical Care	F265 ABUHB GUH CRITICAL CARE UNIT	83	68	Concentrated on spending their legacy funds first, 3 funds left with total balance of £10k. Purchasing a virtual reality therapy kit for £8k, plus various training courses and conferences.	Virtual Reality Kit was purchased. Fund used regularly for staff training £6k. 3 legacy funds have a current total balance of £4k.
19	Haematology	F270 NHH CLINICAL HAEMATOLOGY	39	39		Majority of monies being kept for new cancer unit in Nevill Hall.
20		F273 RGH WARD B6 NORTH - HAEMATOLOGY	48	46		
21		F277 NHH WINDSOR SUITE	52	51		
22		F278 LEGACY RGH HAEM G S WATKINS	61	61		
23	Vascular Surgery	F306 RGH VASCULAR LABORATORY	34	34	Fund used regularly, £13k committed to minor works job to convert day room to treatment room	Have seen sight of minor works request of £8k, not yet paid.
24	Orthopaedics	F327 RGH CASTING TECHNIQUES COURSE	103	113	Used to facilitate casting training. Monies raised from outside students covers cost of training for ABUHB staff. Plans to use money to cover salary costs of a course co-ordinator. Teaching aids will also need to be revitalised	£11k has been spent on training equipment and a further £5k spent on training expenses. Income from courses has raised further monies.
25	Rheumatology	F340 ABUHB RHEUMATOLOGY	58	58	Consultant previously attended the Committee explaining that they use very little in the way of equipment. Circumstances remain unchanged.	After further discussion with directorate, laptops purchased at £10k. Some other IT equipment on order.
26		F342 LEGACY NHH RHEUM I M MORRIS	100	88		
27	Ophthalmology	F386 RGH POST GRADE EYE	88	87	Merged all funds to form one fund. £13k to be used as below - F387	To date the equipment has not been ordered. Information passed to the new directorate manager to follow up. There are some small items of equipment that are required.
28		F387 LEGACY RGH EYE G M GUNTER	30	30	Committed in full - Bid CFC-52 for teaching equipment for £43k submitted to CF Committee in Nov 21 with remaining £13k funded from main fund, F386	
29	Urology	F400 RGH RLG UROLOGY FUND	43	43	Directorate currently reviewing funds	Directorate looking at equipment requirements, purchased a Trans perineal Needle at a cost of £14k
30		F407 RGH WINDSOR BOWSHER PROSTATE CANCER FUND	62	48		
31	Renal Unit	F411 LEGACY RENAL UNIT G BEST	75	73	To be followed up	The renal units are privately funded and currently do not require large purchases.
32	Nephrology	F414 LEGACY B E WOODS RENAL	40	33	Recently discussed with Clinical director and directorate manager, awaiting further information	Purchased laptops, projector and large interactive TV and other training equipment - £6k
33	Dietetics	F435 ABUHB DIET SHEET	26	-	To be followed up	Training course spend - balance now under £25k
34	YAB	F550 BG YAB HOSPITAL FUND	48	-	One fund for the hospital, benefited from a large donation during the pandemic. Uses fund regularly for a variety of items.	There is only the one fund for all the wards and departments in YAB. Purchased various medical equipment including 2 bladder scanners at £7k each, chair weighing scales and an otoscope. Fridge and microwave for staff and are looking for wellbeing events for staff.
35	Palliative	F583 LEGACY NHH PALLIATIVE CARE I M MORRIS	29	29	To be followed up	Meeting to be rearranged for March 23.
36	Oncology	F586 NHH ONCOLOGY REHAB	76	76	Fundholder retired, awaiting information from Senior Nurse.	Senior Nurse confirmed that majority of monies would be made available for new oncology unit in Nevill Hall - see Haematology above.
37	Monmouth Community Nurses	F660 MON CHIPPENHAM COMM NURSES	72	64	Fund has had a high balance for several years. Fund is used regularly but not much requirement for items for this small team	Purchased laptops. Looking at upgrading office furniture and team building events.
38	Chepstow Community Hospital	F018 LEGACY CCH GEN R W JONES		52	Was under the control of the Charitable Funds Committee until February 23	Plans to convert rooms to create a reception area on GasGwent ward and to make a garden for patients on the external balcony.
39	Springfield Unit	F010 LEGACY STW GEN G S WATKINS		26	Was under the control of the Charitable Funds Committee until February 23	It has now been confirmed that the Springfield/Casnewydd unit is staying, monies will be used to refurbish the wards. Further meeting to be arranged in April 23 to support with orders and minor works requests and relevant approvals etc.
40		F696 STW SPRINGFIELD FUND	111	111	Meeting arranged for June 10 <sup>th</sup> with Fundholder to discuss	
41	Diabetes & Cardiovascular	F770 YYF DIABETES & CARDIOVASCULAR R & D	55	53	Both Fundholders retired, contacted replacement and directorate manager for plans to use the fund. No monies have been paid into this fund for some time	Follow up with new directorate manager.
42	Cardiology	F811 LEGACY RGH CCU ARTHUR HENRY MORGAN	116	107	ECG Package £8k	The ECG was purchased. An echo valve system has recently been ordered for £8k and a minor works request for £8k for the installation of automatic doors on the unit in the Grange has been approved.
43		F813 LEGACY NHH CCU M T SPENCER-JONES	75	70	Used to support training, some training equipment on order for £3k	Used on a regular basis since new signatories took over from retired fundholder.
44	Diabetes	F816 NHH WENDY BOWEN TRUST DIABETES FUND	34	30		IT equipment and other items to support the team in their endeavour to provide top class education and training to both patients and staff in ABUHB.
45		F817 LEGACY NHH DIAB G M GUNTER	30	30	Awaiting meeting to discuss with Fundholder.	Plans for a large spend in Nevill Hall once the location of the Diabetes Service has been confirmed as permanent.
46		F818 LEGACY RGH EJ WATKINS	32	31		Identified equipment for the team that will require funding so will endeavour to spend as soon as possible.
47	Endoscopy	F831 LEGACY CALCRAFT J GRIFFITHS	100	100	Recently received, Consultant to attend next CFC meeting, discussing ideas with WIMAT, the central endoscopy training body for Wales	Consultant attended October meeting with plans for an Endoscopy Fellowship. When the unit is ready to progress this they will submit a detailed request for approval.
48	Workforce & OD	F871 ABUHB EMPLOYEE WELL BEING SERVICE	86	95	Fundholder currently looking into providing additional psychology sessions	To be used for employing additional psychologists for service. One request for £20k was submitted to the Committee and approved in October and a further bid for £42k is being submitted to the March meeting. Fund balance has increased re monies received for training.
<b>TOTAL</b>			<b>2,954</b>	<b>2,995</b>		



Managing your investment portfolio

ANEURIN BEVAN UHB  
CHARITABLE FUNDS

Heather Lamont,  
Client Investments Director

2 March 2023

Image courtesy of Koestler Arts. *Sun Rise*, Hackney and Islington Probation Service, Bronze Award for Painting 2016, Monument Trust Scholar 2015.

**CCLA**  
GOOD INVESTMENT

- Your portfolio valuation and income forecast
  
- Investment markets in 2022
  
- Economic and markets outlook
  
- COIF Charities Ethical Investment Fund:
  - Objectives
  - Performance
  - Portfolio activity and positioning
  
- Reference material including:
  - Our approach to sustainable investment
  - More on Ethical Fund portfolio components and characteristics
  - COIF Charities Property Fund performance and positioning

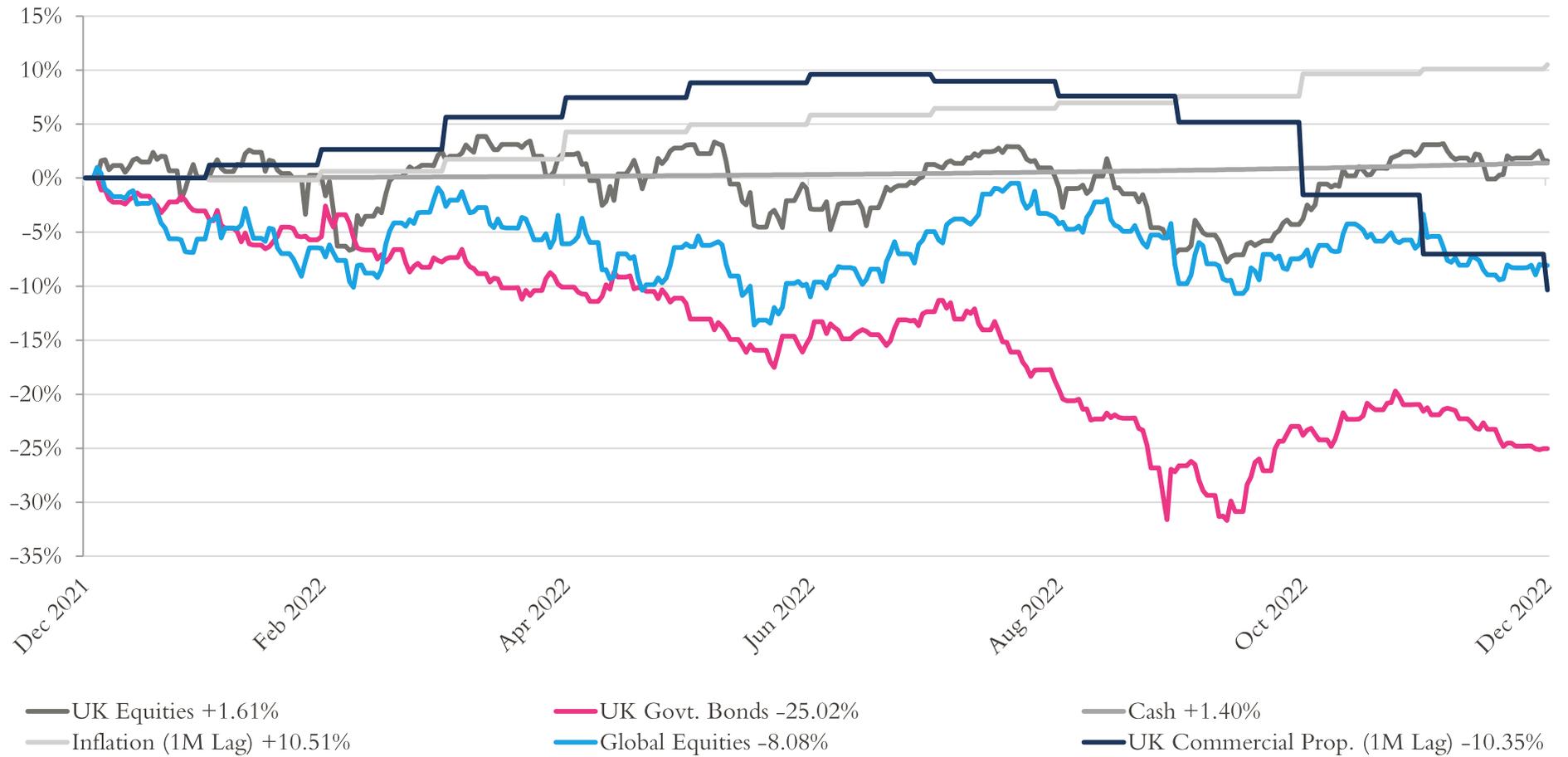
<b>Holdings</b>	<b>Market Value</b>	<b>Income yield</b>	<b>Forecast Annual Income</b>
COIF Charities Ethical Investment Fund	£4,395,394	2.96%	£130,103
COIF Charities Property Fund	£851,539	5.06%	£43,093
<b>Total portfolio</b>	<b>£5,246,933</b>	<b>3.03%</b>	<b>£173,196</b>

Source CCLA as at 16 February 2023.

Annual income figures are based on current fund unit holdings and forecast distributions per fund unit for calendar year 2023.

Please note that this portfolio valuation is not intended for audit purposes. Forecast yields and annual income is not guaranteed.

Please see valuation risk warning at the end of this presentation.



Source: Bloomberg as at 31 December 2022.  
 Past performance is not a reliable indicator of future results.



*Tightening monetary policy and war in Ukraine have **weakened valuations** in most equity sectors – with the exception of energy stocks.*

*The outlook for **corporate earnings** in the face of higher inflation and lower economic growth is key to progress from here.*

Source: Bloomberg as at 31 December 2022

### **Slower economic growth**

- As inflation and higher interest rates bite, growth will be limited
  - Though global recession may well be avoided
  - The UK is weaker than other major economies and recession here still appears likely
- Inflation will fall from current levels
  - But tighter monetary conditions will persist
  - No return to benign disinflation

### **Market recovery**

- Equities looking reasonably priced in the US, and cheap in many other markets
  - Corporate earnings still under pressure from inflation
  - Anticipation of economic recovery should support improved sentiment in 2023
- Fixed interest (bonds) now present some attractive opportunities
- Higher bond yields present a challenge for valuations in other sectors (property, infrastructure)
  - Though underlying cash flows and fundamentals continue to make these assets useful diversifiers

Source: CCLA as at February 2023. The market review, analysis, and any projections contained in this document represent the current house view and should not be relied upon to form the basis of any investment decisions.

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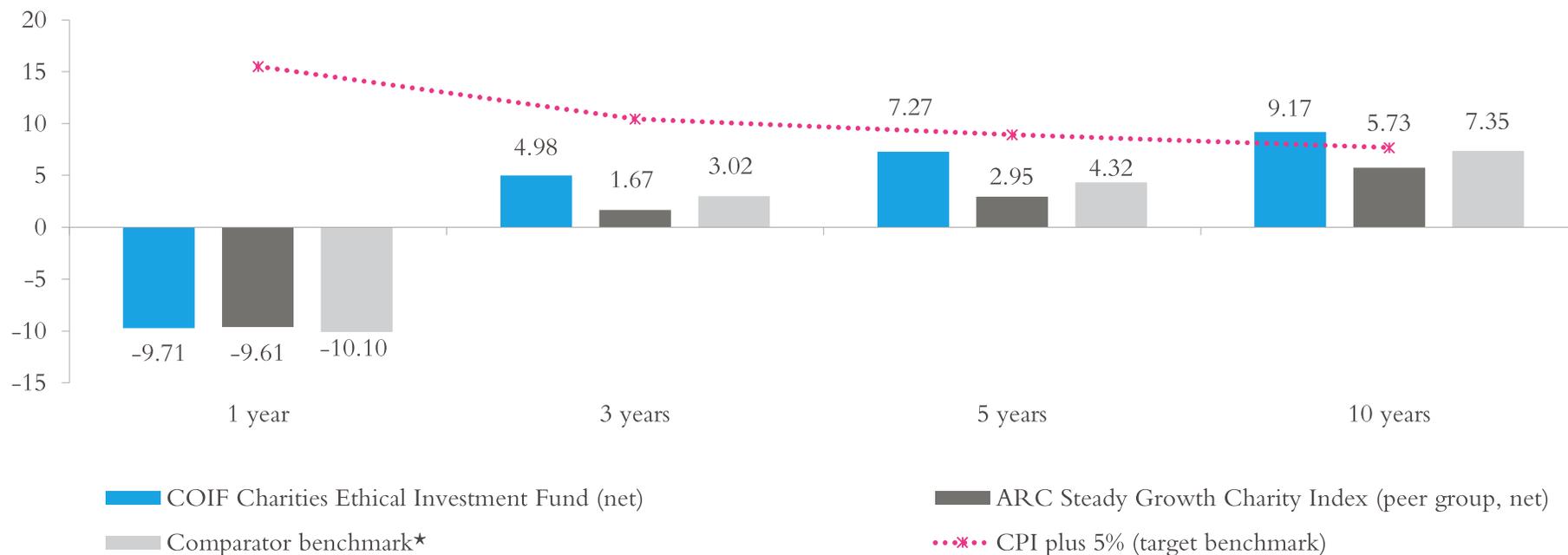
## Long term investment objective

- To provide a long-term total return comprising growth in both capital and income
  - Benchmark: long term total return of inflation (CPI) plus 5% per annum, before costs

## We also aim to deliver:

- Volatility of total return (risk) significantly below that of the equity market
  - Equity weighting between 50-85% of portfolio value
- From within total return, an income distribution (dividend) which is reliable from year to year and rises progressively over time.
  - Accumulation units available for clients who do not want to draw income.

Annualised total returns % as at 31 December 2022



Source: CCLA, as at 31 December 2022.

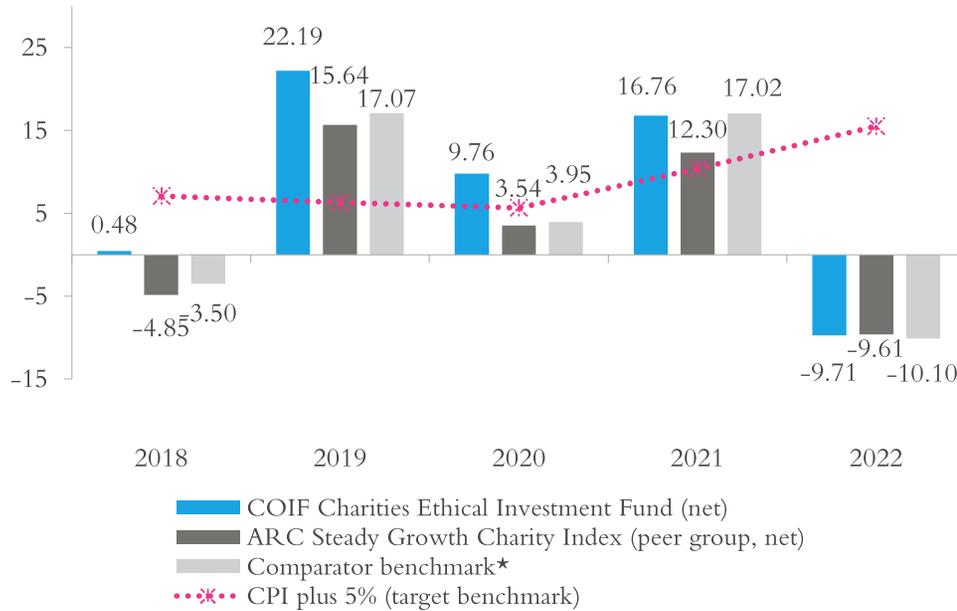
\*Comparator benchmark: MSCI World Index (75%), Markit iBoxx £ Gilts Index (15%), MSCI UK Monthly Property Index (5%) and SONIA (5%).

The comparator benchmark is subject to change. Please refer to detailed description in the appendix.

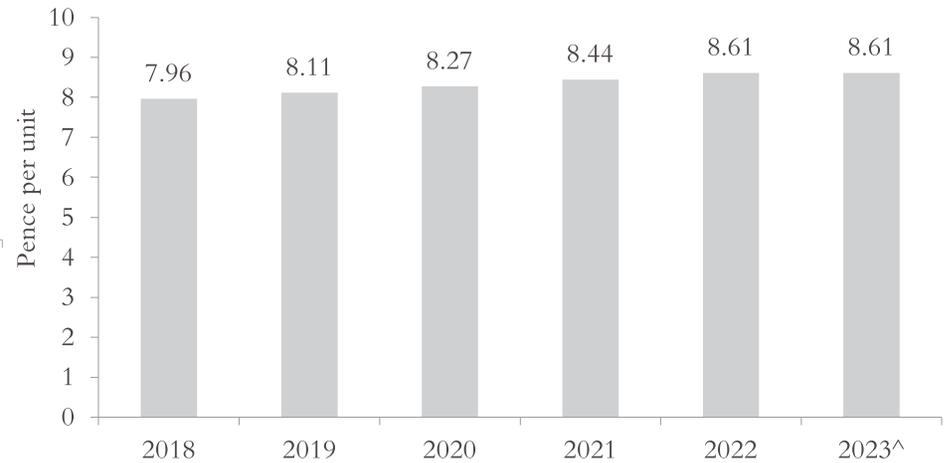
Total return performance is shown net of management fees and expenses on a mid price basis with gross income reinvested.

Past performance is not a reliable indicator of future returns.

**Discrete year total return performance %**  
12 months to 31 December



**Historical and projected annual distribution**



Current yield 3.14%\*\*

Source: CCLA, as at 31 December 2022.

\*Comparator benchmark: MSCI World Index (75%), Markit iBoxx £ Gilts Index (15%), MSCI UK Monthly Property Index (5%) and SONIA (5%).

The comparator benchmark is subject to change. Please refer to detailed description in the appendix.

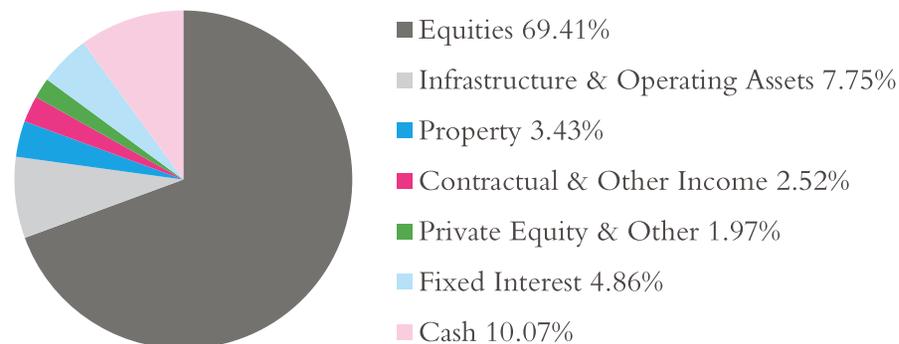
Total return performance is shown net of management fees and expenses on a mid price basis with gross income reinvested.

^Projected distributions. Projections for annual distributions are subject to change.

\*\*Based upon mid-market price as at 31 December 2022 and a projected annual distribution of 8.61p per unit. Forecast income and yields are not guaranteed. Past performance and distributions are not a reliable indicator of future returns.

- A multi-asset, long-term fund suitable for eligible charity investors
- Seeks to provide highly diversified and well balanced spread of investments
- Managed to meet clear ethical and responsible investment standards
- Use of alternative asset types providing contractual cashflows
- Fund size: £1,937m

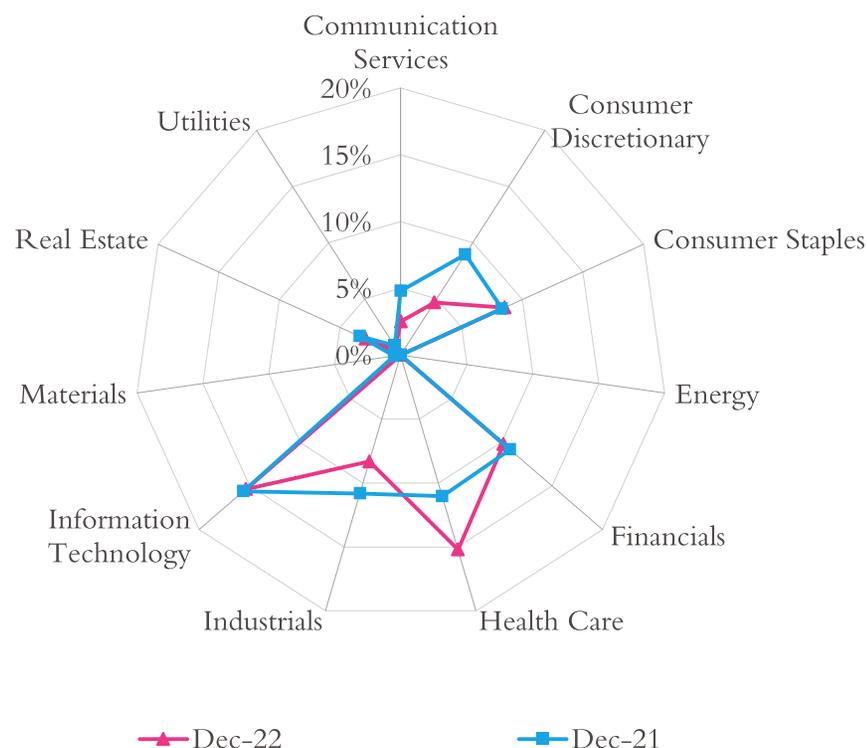
**Asset allocation**



Source: CCLA, as at 31 December 2022. Asset allocation is subject to change.

Infrastructure and operating assets refers to investments that facilitate the functioning of society with the potential for steady cash flows (e.g. energy-related and social). Contractual assets refers to investments that generate contracted cash flows over a specific period and are typically secured against assets.

**Equity sector changes (%)**



- Over the last 12 months, the portfolio has become incrementally more defensive with a higher weighting to healthcare and reduced consumer and industrials exposure.
- In addition, we have used the market volatility in 2022 to add several high-quality businesses with excellent long term growth prospects at attractive valuations to the portfolio. These include;
  - Ansys (industrial simulation/engineering software)
  - Nvidia (leading edge semiconductors)
  - Intuitive surgical (leader in robotic surgery)
  - Experian (credit reference bureau)
  - Intuit (accounting software)
  - ICON (outsourced clinical trials)

Source: CCLA as at 31 December 2022.

The market review, analysis, and any projections contained in this slide represent the house view and should not be relied upon to form the basis of any investment decisions. Past performance is not a reliable indicator for future results.

## Changes in non-equity asset allocation



- The allocation to infrastructure increased slightly during the period as we raised the allocation of environmental infrastructure that is benefitting from elevated inflation and high electricity prices.
- A small reduction to the contractual income allocation reflecting the fall in value of music royalty fund share prices.
- The property allocation fell slightly, reflecting weakness across the logistic focused REITs due to concerns around higher debt costs feeding through to lower property valuations, despite the strong rental growth profile.
- Private equity exposure increased slightly over the period reflecting a combination of resilient private asset valuations and investment in a new private equity fund position, Cambridge Innovation Capital Fund II.
- The most notable change over the course of 2022 was the introduction of a fixed interest allocation. This was completed in September response to the sharp rise in bond yields and prospective returns.
- The cash level was raised as we sought to increase the resilience of the portfolio against a challenging macroeconomic backdrop of high inflation and central banks raising interest rates.

Source: CCLA, as at 31 December 2022. Asset allocation is subject to change.

Infrastructure and operating assets refers to investments that facilitate the functioning of society with the potential for steady cash flows (e.g. energy-related and social). Contractual assets refers to investments that generate contracted cash flows over a specific period and are typically secured against assets.

## Mitigating risk

- **Underweight equities** since late 2021.
  - Remaining active throughout 2022, trimming or exiting positions where we believed capital was better used elsewhere.
- Our **preference for quality assets** should support portfolio resilience in tough economic times.
  - Avoiding the most sensitive areas such as retail, airlines and energy.
- Equities are more **defensively positioned**
  - Shift from consumer discretionary, industrials; towards healthcare, professional services.
- **Reduced alternatives exposure in Q4**, focusing on assets whose valuations were most at risk from rising yields.

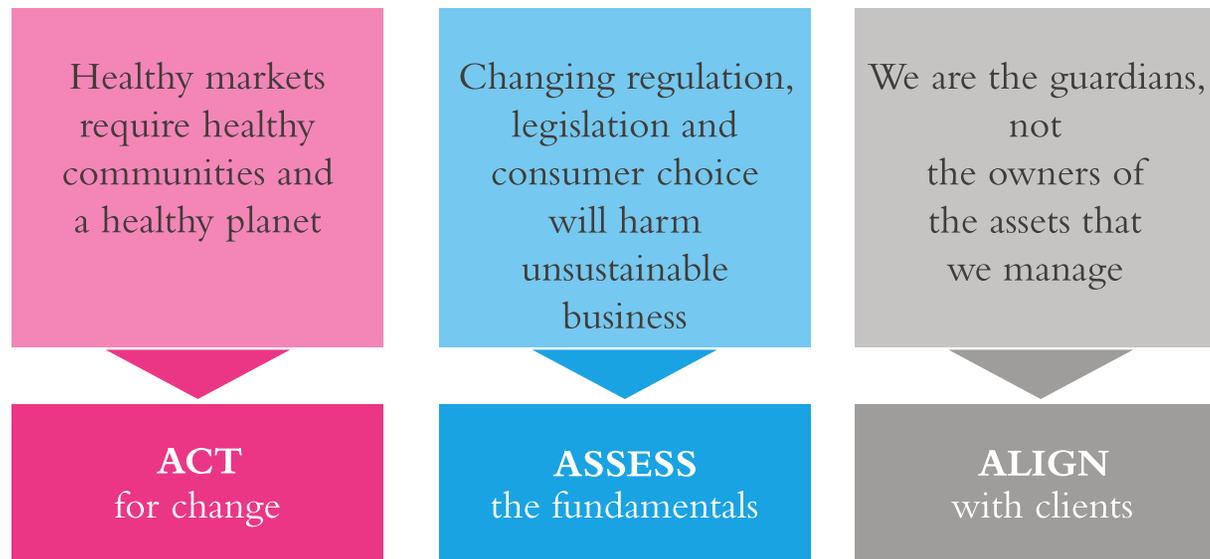
## Taking advantage of opportunities

- Market weakness can make high quality stocks available at **compelling valuations**
  - New holdings in 2022 include Intuitive Surgical, Icon, Essilor Luxottica, Intuit.
  - Added to existing holdings such as Adobe, Edwards Life Sciences
- Introduction of **certificates of deposit** (CDs) to boost returns from portfolio cash.
- Re-entry to **fixed interest** markets at attractive yields:
  - Initial position in short-dated gilts following market yield spike in late September 2022
  - Switched to 10-year issue and increased allocation in November 2022.

Source: CCLA as at December 2022. The market review, analysis, and any projections contained in this document represent the house view and should not be relied upon to form the basis of any investment decisions. The information does not constitute the provision of financial, investment or other professional advice.

## REFERENCE MATERIAL

Our framework for Good Investment is built on over 60 years' experience of investing responsibly on behalf of our charity, church and local authority clients



Beyond portfolio composition, focused on catalysing lasting, real-world, systemic change



One of the world’s largest providers of renewable energy. CCLA filed a shareholder proposal relating to the company’s climate disclosures. This was successfully withdrawn once assurances were provided by NextEra.

Alphabet is one of more than 40 companies in performance tier 5 of the CCLA Corporate Mental Health Benchmark Global 100. We are asking for improvements in workplace mental health management and disclosures.

Following a major controversy related to Abbott’s infant formula products, we escalated our engagement and wrote directly to the Lead Director and Chair/CEO, asking for several specific remedial actions.

CCLA supported a SHARE letter in 2022 to Chair of the Leadership Development & Compensation Committee on concerns about the company’s approach to Freedom of Association and Collective Bargaining. Depending on the outcome we may escalate the engagement.

Engaging with IHG via CCLA’s Find It, Fix It, Prevent It initiative. IHG has identified forced labour in its Oman operations. Engagement now focussing on ‘remedy’ to victims and assessment of operations elsewhere.

CCLA co-filed a resolution in 2022, followed by 6 weeks of negotiations with the company. Unilever agreed to measure and disclose sales of its products against government-endorsed NPMs\*, allowing us to withdraw the resolution. We continue to push for targets on sales of healthy foods.

We co-filed a shareholder resolution at Bank of America for the 2023 AGM asking the company to clarify its climate transition plans.

Source: CCLA. \*nutrient profiling models

## COIF CHARITIES ETHICAL INVESTMENT FUND RESTRICTIONS

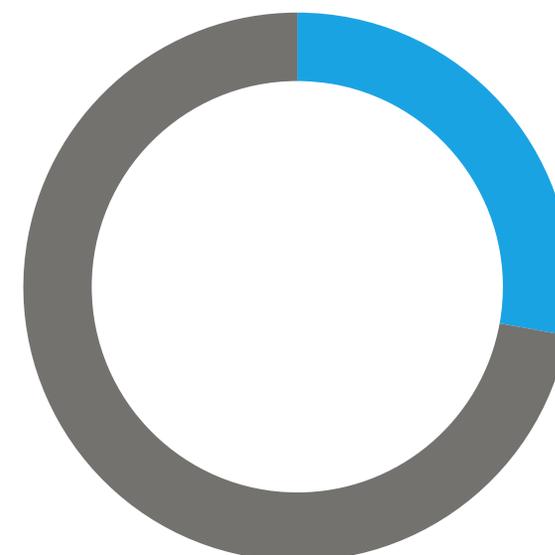


The COIF Charities Ethical Investment Fund is managed in accordance with an ethical investment policy that is set through consultation with unitholders. This requires CCLA to dedicate capital to positive investments, engage with companies to achieve positive changes in business practice and implement the following ethical restrictions.

Theme	Further details	COIF Charities Ethical Investment Fund
Climate change	Oil sands extraction	Companies that derive more than 5% of their revenue from the extraction of these fuels are restricted
	Energy coal extraction	Companies that derive more than 5% of their revenue from the extraction of these fuels are restricted
	Other 'fossil fuel' extraction	Companies that derive more than 10% of their revenue from extracting and refining of oil or gas
	Other High carbon businesses	Minimum standards for engagement progress
	Electrical utilities	No investment in companies that cannot align with the Paris Climate Change agreement
Armaments	Strategic military sales	Restricted if derive more than 10% of revenue from strategic military sales
	Civilian firearms	10% revenue restriction
	Nuclear weapons	Investment prohibited if involved in the production of these weapons
	Landmines, cluster munitions, chemical or biological weapons	Investment prohibited if involved in the production of these weapons
Tobacco		10% revenue restriction
Alcohol		10% revenue restriction
Adult entertainment		10% revenue restriction
Gambling		10% revenue restriction
High interest rate lending		10% revenue restriction
Specific client restrictions	Sanctity of Life	Production of single-purpose abortifacients
Animal testing	Testing of cosmetics on animals	Restricted if in priority sector and chooses to conduct testing on animals
	Breast milk substitutes	Companies that do not meet the FTSE4Good criteria
ESG Minimum Standards	Companies with an MSCI ESG Rating of B or below	Comply/explain approach applies
Respecting international norms	Substantiated allegations of non-conformity with the UN Global Compact	Engagement that can lead to divestment if no progress is made
Oppressive regimes	Sovereign debt	No debt from countries identified by CCLA as being the most oppressive
Third-party funds		Screened against ethical investment criteria

Source: CCLA. The majority of ethical restrictions are applied through standard and bespoke data feeds provided by MSCI. Revenue restrictions based on total revenue from all exposures unless stated.

Security	Portfolio weight %
COIF Charities Property Fund	3.00
UK Treasury 4.25% 07/06/2032	2.71
Microsoft	1.97
UnitedHealth	1.52
Unilever	1.39
United Kingdom Gilt 0.875% 31/07/2033	1.30
Novo Nordisk	1.26
IntercontinentalExchange	1.25
Danaher	1.25
Greencoat UK Wind	1.23
HDFC Bank	1.19
Relx	1.15
AIA	1.14
Adobe	1.12
Stryker	1.12
Pepsico	1.11
Chicago Mercantile Exchange	1.04
NextEra Energy	1.03
S&P Global	1.03
London Stock Exchange	1.02



■ Top twenty holdings 27.84% ■ Rest of the portfolio 72.16%

Source: CCLA as at 31 December 2022  
 Holdings are subject to change.

## INFRASTRUCTURE &amp; OPERATING ASSETS

## Social

**Student Accommodation**

- Empiric Student Property
- Basecamp Student Housing I

**Healthcare and Care home Property**

- Assura
- Primary Health Properties
- Target Healthcare
- Wren Retirement

## General

- Brookfield Infrastructure
- InfraCapital Partners III
- KKR Global Infrastructure III
- Macquarie Korea Infra Fund
- Pan European Infra Fund I
- Pan European Infra Fund II
- SP Real Assets II

## Energy, Resources &amp; Environment

**Renewable Energy Infrastructure**

- Aquila European Renewable Income
- Bluefield Solar Income Fund
- Clean Growth Fund LLP
- Foresight Solar Fund
- Greencoat UK Wind
- Greencoat Renewables
- JLEN Environmental Assets Group
- Next Power III
- Renewables Infrastructure Group
- US Solar Fund

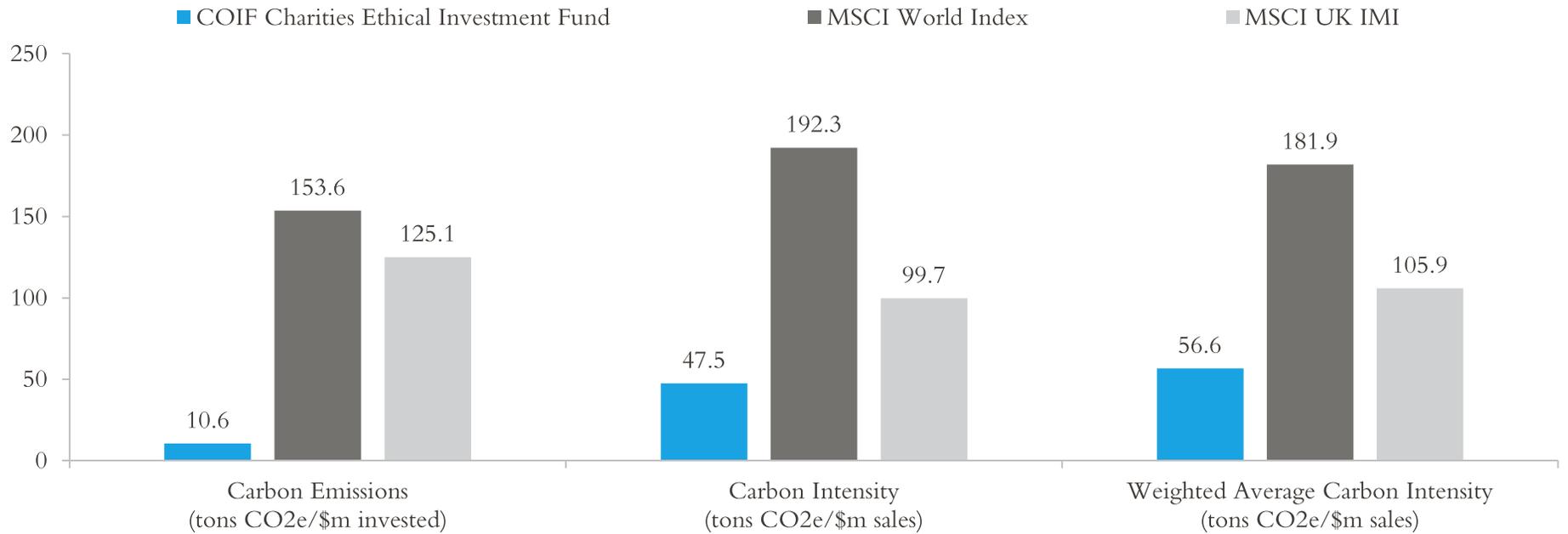
**Energy Efficiency**

- Clean Energy and Environment Fund
- SDCL Energy Efficiency Income Trust
- Gresham House Storage Fund

Source: CCLA as at 31 December 2022

Asset allocation is subject to change. Infrastructure and operating assets refers to investments that facilitate the functioning of society with the potential for steady cash flows (e.g. energy-related and social).

We question the viability of oil and gas assets in the transition to a lower carbon world. As a reflection of the current level of uncompensated risk associated with climate change, our portfolios are significantly underweight carbon.



**How efficient is my portfolio in terms of carbon emissions per unit of output?**

**What is my portfolio's exposure to carbon intensive companies?**

**What is my portfolio's normalized carbon footprint per million dollars invested?**

Source: MSCI ESG Carbon Footprint Calculator, 31 December 2022. Scope 1 & 2 emissions.

- Consistent income, capital growth over time

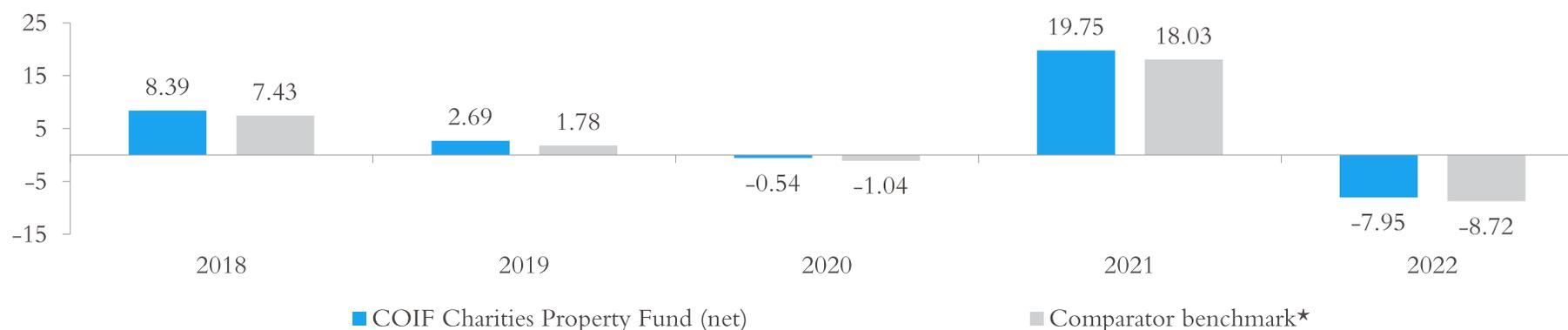
### Property investment returns since 1991



Source: MSCI/AREF Other Balanced Property Fund Index as at 31 December 2022.

Past performance is not a reliable indicator of future returns.

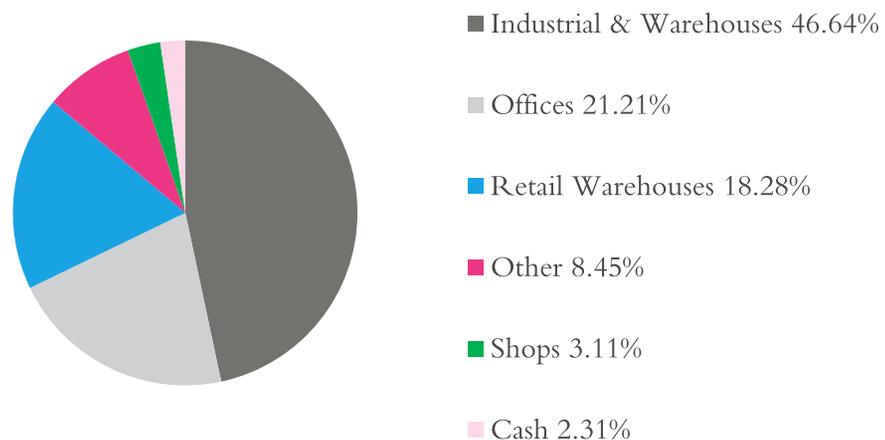
**Discrete year total return performance %**  
12 months to 31 December



Annualised returns % as at 31 December 2022	1 year	3 years	5 years	10 years
<b>COIF Charities Property Fund (net)</b>	<b>-7.95</b>	<b>3.11</b>	<b>4.06</b>	<b>7.30</b>
Comparator benchmark*	-8.72	2.16	3.12	6.82

Source: CCLA as at 31 December 2022. \*Comparator benchmark: MSCI/AREF UK Other Balanced Quarterly Property Fund Index. Total return performance is shown net of management fees and expenses on a NAV price basis with gross income reinvested. Past performance is not a reliable indicator of future results.

**Asset Allocation**



Source: CCLA as at 31 December 2022.  
 Allocations are subject to change.

**Property portfolio details**

Fund size	£589m
Top 5 properties	29.63%
Top 5 tenants (of rental income)	22.21%
Weighted unexpired term (years)	6.44
Investment vacancy rate	9.40%
Development vacancy rate	4.30%

Geographic/sector allocation %



Source: CCLA as at 31 December 2022.

\*Comparator benchmark: MSCI/AREF UK Other Balanced Quarterly Property Fund Index.

Asset allocation is subject to change.

**Our Responsible Property process includes:**

- **Pre-purchase due-diligence:**
  - Understanding the issues and assessing material ESG challenges at the asset level prior to acquisition. For example, sustainability, flood risk and contaminated land.
  - Establish investment life cycle action plans.
- **Active management of the assets by our agents:**
  - To monitor and improve energy, waste and water performance of those assets directly controlled and operated by the landlord (such as multi-let buildings).
  - Engagement with the tenants where leasing passes full control of the assets. Pursue collaboration and provide advice on reduction of energy, waste, and water usage.
  - Provide 100% renewable energy
- **Engagement with tenants:**
  - Rolling out ‘green lease’ clauses in all new leases and renewals.
  - These clauses ensure:
    - Tenant repairs don’t reduce the EPC rating of the premises.
    - Alterations or improvements don’t reduce the EPC rating of the property.
    - The tenant leaves environmental upgrades to the premises at the end of the lease.
    - Tenants share data on energy usage with the landlord.

## THE COIF CHARITY FUNDS – LATEST PUBLISHED FEES AND COSTS



COIF charity funds	Fund management fee (% p.a.)			Ongoing charges figure (% p.a.)	
	AMC	Other expenses	Total	Cost of underlying investments	Total
Investment Fund	0.60	0.05	<b>0.65</b>	0.24	<b>0.89</b>
Ethical Fund	0.60	0.08	<b>0.68</b>	0.23	<b>0.91</b>
Fixed Interest Fund	0.22	0.09	<b>0.31</b>	–	<b>0.31</b>
Property Fund	0.65	0.04	<b>0.69</b>	–	<b>0.69</b>
Global Equity Income Fund	0.75	0.05	<b>0.80</b>	–	<b>0.80</b>
Deposit Fund	0.20	0.00	<b>0.20</b>	–	<b>0.20</b>

The ongoing charges figure (OCF) shows the total annual operating costs taken from the fund. The OCF is the sum of two components: these are the fund management fee (FMF) and the cost of underlying investments.

The FMF includes CCLA's annual management charge (AMC), VAT payable thereon where applicable (including any VAT reclaims received during the accounting period that the FMF is based on), and other costs and expenses of operating and administering the fund such as trustee/depositary, audit, custody, legal, regulatory and professional fees, and may include other charges such as Fitch Rating fees if applicable.

The underlying investments' costs are the impact to the fund of costs incurred in other funds or similar investments (e.g. investment trusts, limited liability partnerships) in which the CCLA fund invests.

The OCF does not include the fund's transaction costs (i.e. the costs of buying and selling the underlying investments in a fund). For more information on costs, including transaction costs, please refer to the fund's key information document.

CCLA's multi-asset funds are actively managed to achieve their target benchmark (over time, they aim to achieve an average total return before costs of inflation, as measured by the Consumer Price Index, plus 5%).

To give our clients insight into the progress of their investments over shorter periods we have created the market comparator. This is not a formal target or a constraining benchmark but is intended as a reasonable guide to how the total return of the actively managed funds differs from that of more passive portfolios. It is based on established investment market indices, weighted in proportions which reflect the return objectives of the fund.

To keep the information relevant the comparator benchmark is adjusted from time to time to reflect changes in long term return expectations and any structural changes in the fund. These alterations are reviewed and approved by the COIF board before they are implemented.

Comparator benchmark: MSCI World Index (75%), Markit iBoxx £ Gilts Index (15%), MSCI UK Monthly Property Index (5%) and Sterling Overnight Index Average (5%).

Comparator benchmark detail and history are as follows:

- From: 1.1.2021: MSCI World Index 75%; MSCI UK Monthly Property Index, 5%; Markit iBoxx £ Gilts Index, 15% and SONIA (Sterling Overnight Index Average), 5%.
- From 1.1.18 to 31.12.2020: MSCI World ex UK Index, 45%; MSCI UK Investable Market Index, 30%; MSCI UK Monthly Property Index, 5%; Markit iBoxx £ Gilts Index, 15% and 7-day LIBID, 5%.
- From 1.1.16 to 31.12.17: MSCI UK Investable Market Index, 45%; MSCI Europe ex UK Index, 10%; MSCI North America Index, 10%; MSCI Pacific Index, 10%; IPD UK All Property Index, 5%; Markit iBoxx £ Gilts Index, 15% and 7-day LIBID, 5%.
- From 01.01.12 to 31.12.2015 MSCI UK All Cap 45%, MSCI Europe Ex UK (50% Hedged) 10%, MSCI North America (50% Hedged) 10%, MSCI Pacific (50% Hedged) 10%, IPD All Property Index 5%, BarCap Gilt 15% & 7 Day LIBID 5%.

There is no initial charge. Annual management expenses (accrued daily, paid monthly) due to CCLA on the COIF Charity Funds are deducted before declaration of dividends and interest. The expenses of the Investment Fund, Global Equity Income Fund and Property Fund are taken from capital. The expenses of the Fixed Income Securities Fund and the Deposit Fund are taken from income. Fund charges applied to capital may result in capital erosion.

Holdings in the Investment Fund, Global Equity Income Fund and the Fixed Interest Securities Fund are valued at the mid market price. Holdings in the Property Fund are valued based on the net asset value of a share.

Please note that income yields or forecast annual income is not guaranteed and can change over time due to changes in fund constituents, interest rates and the average maturity date of the securities held by a fund. The income yield on the Fixed Interest Fund is an indication of the expected level of income.

This document is a financial promotion and is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice.

To ensure you understand whether a CCLA product is suitable, please read the fund fact sheet document and the scheme particulars. CCLA strongly recommends you seek independent professional advice prior to investing. Investors should consider the risk factors identified in the scheme particulars.

Past performance is not a reliable indicator of future results. The value of investments and the income derived from them may fall as well as rise. Investors may not get back the amount originally invested and may lose money. Any forward-looking statements are based upon CCLA's current opinions, expectations and projections. CCLA undertakes no obligations to update or revise these. Actual results could differ materially from those anticipated.

Investment in a CCLA managed fund is only available to charities within the meaning of section 1(1) of the Charities Act 2011. The CCLA managed fund is approved by the Charity Commission as a Common Investment Fund under section 24 of the Charities Act 1993 (as has been replaced by the Charities Act 2011) and is an Unregulated Collective Investment Scheme and an unauthorised Alternative Investment Fund.

The company CCLA Fund Managers Limited (registered in England & Wales, No. 8735639, at One Angel Lane, London EC4R 3AB) is authorised and regulated by the Financial Conduct Authority and is the manager of the COIF Charity Funds (registered charity numbers 218873, 803610, 1046249, 1093084, 1121433 and 1132054).

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# CCLA

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CCLA Investment Management Limited (registered in England No. 2183088) and CCLA Fund Managers Limited (registered in England No. 8735639) at registered office, One Angel Lane, London EC4R 3AB, are authorised and regulated by the Financial Conduct Authority.



## CHARITABLE FUNDS COMMITTEE PROGRAMME OF BUSINESS 2022/23

The purpose of the **Charitable Funds Committee** is to ensure the stewardship and effective management of funds which have been donated, bequeathed and given to the Aneurin Bevan Health Charity for charitable purposes by making and monitoring arrangements for the control and management of the Health Board's Charitable Funds.

This Annual Programme of Business has been developed with reference to:

- the Committee's Terms of Reference as agreed by the Board in March 2022;
- the Board's Assurance Framework (based on its Annual Objectives for 2021/22 and 2022/23).
- key risks identified through the Corporate (Strategic) Risk Register and Operational Risk Registers.
- audit and regulatory reports identifying weaknesses in internal control (following consideration by the Audit, Risk and Assurance Committee); and
- key statutory, national and best practice requirements and reporting arrangements.

Matter to be Considered by Committee	Frequency	Responsible Lead	Scheduled Committee Dates 2022/23					
			2 <sup>nd</sup> Aug	27 <sup>th</sup> Oct	19 <sup>th</sup> Jan	2 <sup>nd</sup> March		
<b>Preliminary Matters</b>								
Attendance and Apologies	Standing Item	Chair	✓	✓	✓	✓		
Declarations of Interest		All Members	✓	✓	✓	✓		
Minutes of the Previous Meeting		Chair	✓	✓	✓	✓		
Action Log and Matters Arising		Chair	✓	✓	✓	✓		
<b>Committee Requirements as set out in Standing Orders</b>								
Development of Committee Annual Programme of Business 2022/23	Annually	Chair & Director of CG				✓		
Review of Committee Programme of Business	Standing Item	Chair	✓	✓	✓	✓		
Annual Review of Committee Terms of Reference 2022/23	Annually	Chair & Director of CG				✓		
Annual Review of Committee Effectiveness 2022/23	Annually	Chair & Director of CG				✓		
Committee Annual Report 2022/23	Annually	Chair & Director of CG				✓		
<b>Financial Reporting</b>								
Financial Update including Investments Valuation	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓		
Report on Significant Donations and Gifts	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓		
Update on new and closed funds	Standing Item	Head of Financial	ü	✓	✓	✓		

Matter to be Considered by Committee	Frequency	Responsible Lead	Scheduled Committee Dates 2022/23						
			2nd Aug	27th Oct	19th Jan	2nd March			
		Services & Accounting							
Overdrawn Accounts	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓			
KPIs Review	Standing Item	Head of Financial Services & Accounting		✓	✓	✓			
Legislation Changes	Standing Item	Head of Financial Services & Accounting		✓ (Separate item)	✓	✓			
<b>Expenditure Approval</b>									
Funds available to the Committee	Standing Item	Assistant Finance Director	✓	✓	✓	✓			
Consideration of Bids/Small Grants	Standing Item	Assistant Finance Director	✓	✓	✓	✓			
<b>Fund Holders</b>									
Attendance at Meetings*	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓			

Matter to be Considered by Committee	Frequency	Responsible Lead	Scheduled Committee Dates 2022/23							
			2nd Aug	27th Oct	19th Jan	2nd March				
Spending Plans over £25k	Annually	Head of Financial Services & Accounting	✓							
Spending Plans Review	6 monthly	Head of Financial Services & Accounting			✓ deferred	✓				
<b>Governance and Assurance</b>										
Level of Reserves	Annually	Assistant Finance Director	✓							
Review Investment Performance – CCLA to attend	Annually	Assistant Finance Director			✓					
Review of Financial Control Procedure	Annually	Assistant Finance Director				✓				
Specification for Investment Contract (Expires 31.3.23)	One-off	Assistant Finance Director	✓							
Tender for Investment Contract	One-off	Assistant Finance Director		✓						
Appointment of Investment Managers	One-off	Assistant Finance Director			✓					

Matter to be Considered by Committee	Frequency	Responsible Lead	Scheduled Committee Dates 2022/23						
			2nd Aug	27th Oct	19th Jan	2nd March			
<b>General Reports</b>									
Approval of Admin Charge/Unrealised Gain Apportionment 22/23	Annually	Head of Financial Services & Accounting		✓					
Proposed change in Accessing Charitable Funds	Cmt Request	Head of Financial Services & Accounting		✓					
An update on 13 Clytha Square	Standing Item	Head of Financial Services & Accounting	✓	✓	✓	✓			
<b>Annual Accounts and Report</b>									
Draft Annual Report and Accounts	Annually		✓						
Final Accounts and Annual Report Approval	Annually				✓				
<b>Evaluation Reports</b>									
<b>Items requested by Committee members/internal stakeholders</b>									

KEY	
D of CG	Director of Corporate Governance
D of FPV	Director of Finance, Procurement and Value

FCP	Financial Control Procedure
KPI	Key Performance Indicators

<b>*schedule of fundholders</b>	
<b>August</b>	Person Centred Care Charitable Funds
<b>October</b>	Calcraft Fund
<b>January</b>	TBC
<b>March</b>	TBC