

## **ANEURIN BEVAN UNIVERSITY HEALTH BOARD**

### **Minutes of the Charitable Funds Committee (CFC) held on Thursday 3<sup>rd</sup> March at 9.30 am via Teams**

#### **Present:**

Katija Dew  
Louise Wright  
Rob Holcombe

Glyn Jones  
Keith Sutcliffe

- Chair
- Independent Member
- Interim Director of Finance, Procurement & Value Based Healthcare
- Interim Chief Executive
- Associate Independent Member

#### **In attendance:**

Estelle Evans

Gwen Kohler  
Susan Gauntlett  
Alison Griffiths  
Emma Guscott  
Daniel Davies

- Head of Financial Services and Accounting
- Assistant Finance Director
- Assistant Head of Financial Accounting
- Charitable Funds Manager
- Secretariat
- Programme Manager, Value Based Health Care

#### **Apologies:**

Rani Mallison  
Stephen Chaney

- Board Secretary
- NWSSP

<b>1</b>	<b>Preliminary Matters</b>
<b>CFC 0303/01</b>	<b>Apologies for Absence</b>  The Chair welcomed everyone to the meeting. The Group had not received any written questions prior to the meeting.  Apologies for absence were noted.
<b>CFC</b>	<b>Declarations of Interest</b>

<b>0303/02</b>	There were no Declarations of Interest to record.
<b>CFC 0303/03</b>	<p><b>Draft Minutes of the meeting held on the 11<sup>th</sup> January 2022</b></p> <p>The minutes of the Charitable Funds Committee (CFC) meeting held on the 11<sup>th</sup> January 2022 were noted as a true and accurate record.</p>
<b>CFC 0303/04</b>	<p><b>Action Log</b></p> <p><b>CFC 1006/12 Ratification of approved applications to NHS Charities Together (NHS CT) circulated between meetings.</b>  <b>The Committee noted the outcome of the bids was unknown and contact will be made if no response received.</b> Estelle Evans informed members that a decision had not yet been made in relation to bids submitted to NHS Charities Together, due to a delay in the meeting due to take place in February 2022. Meeting has been delayed until the end of March 2022.</p> <p><b>CFC 1101/08 Reserves Policy Decision: The Committee was assured that the policy had been reviewed in line with previous Audit Wales recommendations. The Committee endorsed the proposal and agreed the reserve value of £266K for 2021/22</b>  <b>Action: The CF Team would amend the Reserves Policy and Charitable Funds procedure to reflect the changes.</b> The Committee agreed this action was complete.</p> <p><b>CFC 1101/09 Administration Charges- It was discussed that the recent announcement of 1% increase for all workers up to and including Band 5s would need be taken into consideration. Action: A further update on figures would come back to the Committee in the March 2022 meeting.</b> An update included on the agenda of the meeting. The Committee agreed the action as complete.</p>
<b>2</b>	<b>Items for Approval</b>
<b>CFC 0303/05</b>	<p><b>Admin Charge 21-22</b></p> <p>Estelle Evans, Head of Financial Services and Accounting, presented the paper to the Committee. It was reported that there had been a slight increase in the admin fee since reported at the November 2021 meeting. The admin fee was now £131,144k an increase of approximately £4,500k from the admin fee for the previous year. Members were informed that the increase was due to the 3% wage award, 1% for Bands 1-5, an increase in Charitable Funds meetings and a potential increase in the Audit fees. The Committee noted the increase.</p>
<b>CFC 0303/06</b>	<p><b>13 Clytha Square</b></p> <p>Estelle Evans gave an update on the paper previously presented to the committee in November 2021 on the future of the property owned by the charity, 13 Clytha Square, Newport. The report provided additional information to assist the committee in making an informed decision as to the</p>

	<p>future of 13 Clytha square, Newport. The report outlined that during a review of the legal title, it was established that it is registered as owned by the Health Board and not the charity and as such any sale would have to be approved by both the Health Board and Welsh Government</p> <p>Members were informed of the two options outlined in the report, and of the concerns raised around the condition of the property and the safety of Health Board staff working there due to antisocial behaviour in the area.</p> <p>The current revenue from the rent of 13 Clytha Square was £14K; £10K of which currently funded the Volunteer Service. Members raised concerns that staff were housed in a building deemed as unsuitable for health conditions and requested assurance that, if the sale of the building went ahead, that staff would be appropriately rehoused. Members were informed that some maintenance work had been undertaken.</p> <p><b>Action:</b> The Chair requested further information with legal opinion. Estelle Evans to look at further options for the building and a timeline for any actions made. <b>Estelle Evans</b></p> <p>Further investigation of the legal title was required. Alison Griffiths, Charitable Funds Manager, informed members that there was some evidence that the Charitable Funds original purchased 13 Clytha Square as accommodation for medical staff. <b>Action:</b> If further confirmation stated that the property was Health Board owned, members requested that the report be presented to the Board for wider consideration. <b>Estelle Evans</b></p> <p>The Committee noted the update. No decision was made.</p>
<p><b>CFC 0303/07</b></p>	<p><b>Property Valuation Funds/Use of Unrealised Gains</b></p> <p>Estelle Evans presented the paper to the Committee. Members were informed that previously the Charitable Funds had applied the administration fee across all funds. Upon doing this, it has resulted in the administration charge applied to the non-liquid assets reducing the actual value of the non-liquid asset below the actual market value of the asset.</p> <p>Glyn Jones, the Interim Chief Executive, queried whether applying the Administration fee across all investments would cause a similar issue to the one outlined in the report. Estelle Evans informed members that applying the Administration fee across all investments would reduce the balance of the funds.</p> <p><b>Decision:</b> The Committee approved the reinstatement of the market values of the non-liquid assets by utilising a one-off payment of £41K of the unrealised gain from 2021-22, as outlined in the report. Members also approved the amendment to the process; going forward an annual administration fee will not be charged against any non-liquid asset held by the Charity, ensuring that the values held within the accounts represent the market value.</p>

<b>CFC 0303/08</b>	<p><b>Bids to be Considered by the Committee</b></p> <p>CFC are required to review and approve bids made from funds where the purchase equates to over £25K or where the employment of staff is involved. Estelle Evans updated the Committee on the two outlined bids to be considered and informed members that both bids had been approved by the Executive Team.</p> <ul style="list-style-type: none"> <li>• CFC-249 Children &amp; Young People in COVID Recovery- This had previously been presented to the Committee; however, on investigation, this could not be supported through revenue funding. The required £8,737 would now be funded from existing Covid charitable funds. Charitable Funds Committee approval was required as it relates to staffing.</li> <li>• CFC-252 Ophthalmology Teaching Imaging Modules- a request for £43,200, funded from existing Ophthalmology charitable funds. Charitable Fund Committee approval was required as it is over £25k.</li> </ul> <p><b>Decision:</b> The Committee approved the outlined bids.</p> <p>Members noted the time delay in the approval for bid CFC-249. It asked that where bids were agreed in principle but redirected to seek alternative funds, that a fast-track process for approval by CFC is implemented should attempts to secure them fail to avoid gaps in service.</p>
<b>CFC 0303/09</b>	<p><b>CFC Small Grants Scheme</b></p> <p>Estelle Evans updated the Committee on Small Grants Scheme. In view of decrease in general funds available to the CFC, it was previously agreed to operate a Small Grants Scheme where the maximum bid amount will be up to £5k. Members were informed that the CF team were undertaking a review of protocols for the Small Grants Scheme application process. Two applications had been received. Members discussed the following:</p> <ul style="list-style-type: none"> <li>• SGS-001 Care After Death Service Request- a request received from the Integrated care After Death team, to provide memory boxes to families of patients who have sadly passed away. This would be a benefit to relatives of patients in ABUHB.</li> <li>• SGS-002 Chapel Wall Screens- a request received from the Chaplaincy department in GUH for the provision of screens displaying restful and calming prints with the intention to positively aid the peace and sanctuary the Chapel space provides for both staff and patients.</li> </ul> <p>The Chair suggested spreading bid requests out over the year, providing guidance and deadlines and the possibility to receive focused bids, for example, staff training. Estelle Evans to look further at set request times for bids.</p> <p>The Chair recommended a further look at longer term funding, through Charitable Funds, for schemes that are recognised as great benefit to patients and staff.</p>

	<p><b>Decision:</b> The Committee supported the bids totalling approximately £3K and the format of the Small Grants Scheme application form.</p>
<p><b>CFC</b> <b>0303/10</b></p>	<p><b>Update of the Financial Control Procedure (FCP)</b></p> <p>Estelle Evans updated the Committee on the changes to the Financial Control Procedure (FCP). Members were assured that changes reflected previous audit recommendations. The FCP had previously been submitted to Internal Audit and the Executive Team for comment.</p> <p><b>Action:</b> Members requested an annual review of the FCP in order to reflect any organisational changes, to be included in CF team annual work plan. <b>Estelle Evans</b></p> <p><b>Action:</b> The title 'Director of Finance, Procurement and Value Based Health Care', to be changed to 'Director of Finance', in line with the governance of the Charity. <b>Estelle Evans</b></p> <p><b>Decision:</b> Members approved the changes outlined in the report.</p> <p>Members thanked the team for their hard work and the comprehensive tracked changes, clearly showing amendments made.</p> <p><b>Action:</b> The updated FCP to be sent to Audit, Finance and Risk Committee for their approval on the 7<sup>th</sup> of April 2022. <b>Estelle Evans/secretariat</b></p>
<p><b>3</b> <b>CFC</b> <b>0303/11</b></p>	<p><b>Items for Information</b></p> <p><b>Finance Report for the Period Ending 31<sup>st</sup> January 2022</b></p> <p>Estelle Evans provided an update on the report outlining financial updates, significant donations, key performance indicators (KPI's) and new fund requests. The following was discussed:</p> <ul style="list-style-type: none"> <li>• Members were informed several legacies were associated with the same area, however, as these were separate, individual legacies, there was a legal requirement for individual accounts to be set up.</li> <li>• The CF team estimated that the income and expenditure would be slightly less for 2021-22 than the previous year, as a result of COVID. At present, the estimated unrealised gain was noted at £465K, due to current market volatility this was difficult to predict until the end of the financial year. <b>Action:</b> CFC would be kept updated on figures. <b>Estelle Evans</b></li> <li>• There were no overdrawn accounts.</li> <li>• Several CF accounts had been merged as part of an ongoing review, with the aim, where possible, to streamline and reduce the number of charitable funds. These were outlined in the report.</li> <li>• The annual accounts had been signed off by the Board on the 26<sup>th</sup> January 2022, the Auditor General on the 28<sup>th</sup> January 2022 and had been submitted to the Charities Commission prior to the deadline of the 31<sup>st</sup> January 2022.</li> </ul>

	<p>The current KPIs reported to the Committee were discussed. The CF teams requested feedback from members on what KPI's they would like to receive going forward. Glyn Jones explained how KPI's should be monitored to support spending money in an appropriate way and enable consolidation of accounts overtime if necessary. The Chair discussed how a metric displaying the turnaround from receiving money to appropriate spending would be a useful tool going forward. Susan Gauntlett, Assistant Head of Financial Accounting, informed members that the Static Fund Analysis should aid the review of how quickly funds are being spent.</p> <p>Louise Wright, Independent Member, requested further updates on how legacies funds outlined in the report would be spent by the CF team. Alison Griffiths informed members that the Calcraft Fund was managed by Doctor Miles Allison, and that a report would be produced outlining spending.</p> <p><b>Decision:</b> The Committee noted the report and approved the request for six new funds. Five new funds for legacies received and legacies pending were approved. The request for a new fund for the Care After Death Service was approved. Other funds were considered for the Care After Death Service, notwithstanding keeping funds to a minimum. However, having an individual fund was deemed the most appropriate.</p>
<b>CFC 0303/12</b>	<p><b>Update on Grant Bid to NHS Charities Together</b></p> <p>Estelle Evans informed the Committee that the meeting of NHS Charities Together had been postponed until the end of March, and an update would come back at a later date.</p>
	<p><b>Comfort Break</b></p> <p>Committee members took a five-minute comfort break.</p>
<b>4</b>	<b>Fund Holders</b>
<b>CFC 0303/13</b>	<p><b>Patient Reported Experience Measures (PREMS)/Patient Reported Outcome Measures (PROMS) Update</b></p> <p>Daniel Davies, Programme Manager, Value Based Healthcare, gave an update to the Committee on the bid. The following information was shared with members.</p> <ul style="list-style-type: none"> <li>• Funding was secured for March 2020-September 2020 and used to appoint a programme support analyst; however, staff were redeployed due to COVID which delayed progress.</li> <li>• The aim for PREMS and PROMS data was to utilise patient experience and outcome measures to improve Health Board services.</li> <li>• Guidance on how and when data should be collected, and tools for utilisation were developed by the Value Based Healthcare teams.</li> <li>• Two electronic patient experience platforms were being utilised to collect data, Jisc Online surveys, and Dr Doctor.</li> <li>• Data has been collected across twelve different service areas within the Health Board, collecting 4938 patient experiences. Reports have been produced based upon collection of experience measures and data</li> </ul>

	<p>and shared with relevant services. <b>Action:</b> Reports to be shared with members outside of the meeting. <b>Daniel Davies</b></p> <ul style="list-style-type: none"> <li>Value Based Healthcare teams have successfully developed a prototype dashboard, 'Power BI', collecting measures across all hospital sites. An example of a Heart Failure PREM report and the Power BI dashboard, showing qualitative and quantitative measures, was displayed to members. One challenge noted was the follow up on specific negative experience measure data due to anonymised responses.</li> </ul> <p>Louise Wright requested assurance around how this data would be used to improve services and that the Health Board was seeing the benefits from these funded projects. Daniel Davies informed members that data had been presented to the Quality and Patient Safety Group. Rob Holcombe, Interim Director of Finance, Procurement and Value Based Healthcare, informed members that wider piece of work was underway on PROMS and PREMS and would be provided to the Board. Members were informed that this data would be linked to the Health Boards transformation programmes, helping influence future decision making and improve patient outcomes.</p> <p>The Chair queried if there had been an internal evaluation on the systems used, and if so, what were the outcomes. Daniel Davies assured members that the Health Board had a Value Based Healthcare Patient Reference Group, with representation from Digital Communities Wales, looking at possible areas of improvement.</p> <p>Members thanked Daniel for the update. The Committee welcomed wider discussions around this project at Board level and requested the progress be followed by CFC. <b>Action:</b> To be included in the Committee's annual report. <b>Estelle Evans</b></p>
<b>5</b>	<b>Final Matters</b>
<b>CFC 0303/14</b>	<p><b>Any Other Business</b></p> <p>None noted.</p>
<b>6</b>	<b>Date of Next Meeting</b>
<b>CFC 0303/15</b>	The next meeting is being held at 09:30am on Thursday 9 <sup>th</sup> June 2022 via Microsoft Teams.