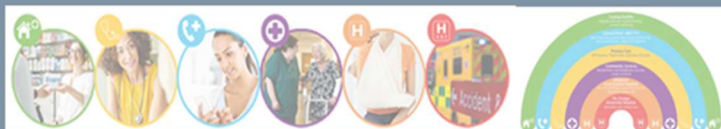


DATE OF MEETING	Friday 7th March 2025 at 09:30-12:30
VENUE	Microsoft Teams

PRESENT	Paul Deneen, Independent Member (Chair) Neil Patrick, Independent Member (Vice Chair) Robert Holcombe, Director of Finance and Procurement
IN ATTENDANCE	Gareth Lewis, Head of Financial Services & Accounting Alison Griffiths, Charitable Funds Manager Susan Gauntlett, Assistant Head of Financial Accounting Mark Ross, Assistant Finance Director Robert Jones, Assistant Director of Finance Jenna Stevens, Consultant Anaesthetist (Item 2.3) Karen Newman, Assistant Director of Communications and Engagement (Item 2.3) Antonia Cavalier, CCLA (Item 3.5) Vanessa Williams, Directorate Manager (Item 3.6) Dr Mohamed Adlan, Consultant Physician (Item 3.6) Fern Woodhead, Governance Support Officer
OBSVERING	None
APOLOGIES	Nicola Prygodzicz, Chief Executive Rani Dash, Director of Corporate Governance Richard Clark, Independent Member

CFC/0703/01	Welcome and Introductions Paul Deneen (PD), Chair, welcomed everyone to the meeting.
CFC/0703/02	Apologies for Absence Paul Deneen (PD), Chair, noted the apologies for absence.
CFC/0703/03	Declarations of Interest There were no declarations of interest to record.
CFC/0703/04	Draft Minutes of the meeting held on 13th January 2025.



	<p>The minutes of the previous meeting held on 13th January 2025 were agreed as a true and accurate record.</p> <p>The Committee APPROVED the minutes from the previous meeting.</p>
CFC/0703/05	<p>Committee Action Log</p> <p>The Committee received the action log and was content with progress made on the completed actions.</p> <p>The Committee NOTED the report for information.</p>
CFC/0703/06	<p>Finance & Performance Report</p> <p>Susan Gauntlett (SG), Assistant Head of Financial Accounting, provided the Committee with a financial update for period ending 31st January 2025.</p> <p>The Committee was advised of the following key issues within the report:-</p> <ul style="list-style-type: none"> • Expenditure had increased by 18% compared to the same to period 2023/24; • Expenditure as a percentage of fund balances in the first 10 months of the year were higher than in previous years; • Since 2021/22, both the total number of funds and number of static funds had decreased; • On 31st January 2025 the CCLA investments were reflecting an unrealised gain of £186k with funds decreasing by £53k on 28th February 2025. <p>SG advised the Committee that the total income at month 10 was £805k highlighting this was £77k less then the same reporting period last year. Throughout the year the charity had received 2 legacies and 1 grant income and a total expenditure of £1.2M.</p> <p>The Committee was advised that as the Clytha Square property sale was not completed in this financial year the charity would need to sell some of the investments to cover the cost of cash flow for 2024/25.</p> <p>AG advised the Committee that there was an NHS Charities Together grant for a workforce well-being programme where funds could be available for the Health Board to bid for if Welsh Government agrees to the spend.</p>



There was a request to the Committee to approve the set up of the following new legacy funds:-

- LEGACY CJ WINTOUR – ABUHB PAEDIATRICS CROHN'S DISEASE
- LEGACY T JACKSON – RGH MEDICAL DAY CASE UNIT

Robert Holcombe (RH), Director of Finance and Procurement, asked if the legacy requests were specific in the direction of where the funds were used. SG advised that the legacy documents specified where the funds should be used.

RH asked who advises the solicitors of the titles of what the legacies could be used for. AG advised that the solicitors were asked to be generic on the request to ensure the specification would not be obsolete in the future.

The Committee **APPROVED** the set-up of the 2 new funds requests and **NOTED** the report.

CFC/0703/07

Funds available to the Committee 2024/25

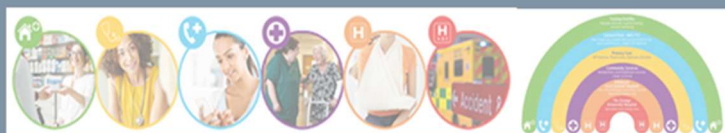
Mark Ross (MR), Assistant Finance Director, provided the Committee with an update on the funds available to the Committee in 2024/25, advising that there was a balance of £12.6k available to support any grant or bid requests.

The Committee was asked to approve the proposal of releasing some of the reserves of an amount equal to the total balance of Dividends & Interest income received in 2024/25 to the General Purpose fund with effect from 1 April 2025.

MR advised there was £830k currently in the reserve and the request would be to release £175k with the £12.6k combined to use for 2025/26 leaving the level of reserve at £785k.

The Committee was advised that the charity was still getting bid requests and there was a need to communicate to the Health Board what the charity would be able to fund.

Paul Deneen (PD), Chair, advised that later in the year, if there were bid requests coming through that meant there was a requirement to release additional funds, an agenda



item should be added on an ad-hoc basis in readiness for bid and grant approvals.

Robert Holcombe (RH), Director of Finance and Procurement, advised the Committee that the Health Board had put a hold on certain administrative arrangements such as conferences, with these requests likely to come as a bid to the Committee to support.

The Committee **NOTED** the funds available and **APPROVED** the transfer of an amount equal to the total balance of Dividends and Interest income received in 2024/25 from Reserves to the General Purpose fund with effect from 1 April 2025.

CFC/0703/08

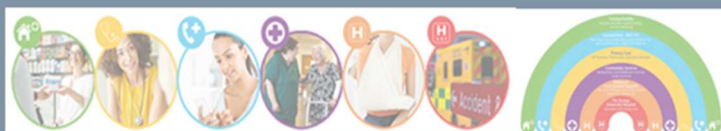
Consideration of Bids/Small Grants

Gareth Lewis (GL), Head of Financial Services & Accounting, provided the Committee with an overview of the requests that had been received for funding by the Charitable Funds Committee via their Small Grants Scheme as well as 2 more substantial requests for approval.

Robert Holcombe (RH), Director of Finance and Procurement, made the Committee aware that the grants and bids requests had not been to the Executive Committee for oversight prior to the meeting due to the Health Board pressures.

The Committee considered and approved the following small grant applications:-

- SGS-019 MHLN Nurse Conference for £4k;
- SGS-020 MHLN Wellbeing & Connection Growth for the Integration of International Nurse for £900;
- SGS-021 Furniture for Therapy Room at Beechwood ward in St Cadocs for £4,230k;
- SGS-022 Pride Staff Network across ABUHB for £2,500k, The committee received a request for funding for some items for the Pride Staff Network. The committee was supportive of the request in principle. However, the Committee asked for the matter to be reviewed once all of the Staff Networks had been approached regarding any additional requests, so that all requests be considered together at the June meeting. **Action: Head of Financial Services & Accounting**



RH asked if the funding requests were coming from the general funds. Alison Griffiths (AG), Charitable Funds Manager, advised that the funds would be from the general funds, confirming that the team had looked at other areas to try and get funding with this being the last option.

RH asked if the Mental Health and Learning Disability department had access to any other funds. AG advised that there were other funds available to them but these funds had been committed to fund a gym.

The Committee requested that, going forward, when grant applications were submitted, the Charitable Funds team would look at all options before using the general funds.

The Committee considered and approved the following bid applications:-

CFC-268 bid for Staff Recognition Awards 2025/26 – up to £28k approved.

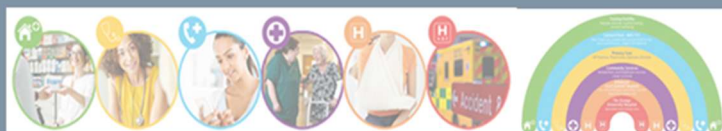
GL advised the Committee that the request would be up to £28k for the Staff Recognition Awards and would share the final agreed figure with the Committee Members once discussed at the Executive Committee meeting on 10th March 2025. **Action: Head of Financial Services & Accounting**

Karen Newman (KN), Assistant Director of Communications and Engagement, advised the Committee that the launch for the awards nominations was on 10th March 2025 and was going to extend the patient choice award over a 12 month period with the event being held on Friday 4th July 2025.

Paul Deneen (PD), Chair, asked if it was possible to include volunteers as part of the categories. KN advised that the Health Board would include volunteers as part of the award ceremony.

CFC-269 bid for Clinical Sessions for Decarbonisation Initiatives - £17k approved.

Jenna Stevens (JS), Consultant Anaesthetist, presented the Committee with an overview of the benefits the Clinical Sessions for Decarbonisation Initiatives would have on the Health Board.



The Committee was advised that the NHS were responsible for over 6% of the UK's carbon emissions, with the Health Board now working to deliver the NHS Wales decarbonisation strategic plan and to aim to meet net zero by 2030.

The Committee was advised that the focus of the strategy for 2025 was to continue to raise awareness, reduce medical procurement, pharmaceutical waste and optimise patients conditions to try and reduce prescribing.

The Committee agreed for a 3 year plan to be created to support the decarbonisation programme and to be included for the next Committee meeting in June 2025. **Action: Director of Finance and Procurement**

The Committee **APPROVED** the grants and bids requests.

CFC/0703/09

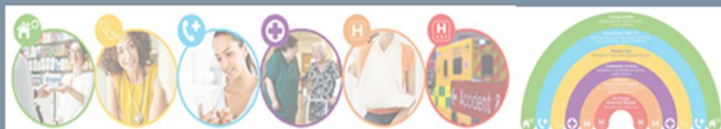
Review of Financial Control Procedure

Gareth Lewis (GL), Head of Financial Services & Accounting, provided the Committee with an overview of the review of the Financial Control Procedure (FCP) which was reviewed throughout the year to account for any changes in legislation or processes and reported to the Committee.

The Committee was advised that it had been agreed to review and update the FCP as and when circumstances arose as opposed to updating the FCP based on the renewal date, highlighting the next renewal date was due in July 2025 as part of the Health Boards 3-year review process.

During the review there was a requirement to make the following minor amendments:-

- Changes throughout the document to reflect the change in address of the Charitable Funds Team who moved from Mamhilad, Pontypool to Ty Gwent, Cwmbran in November 2024;
- Renumbering of the appendices throughout the document so that they follow in order of appearance within the policy;
- An addition at Fundraising 9.5.2 to include guidance on ensuring the safety of the foods offered to patients and visitors;



	<ul style="list-style-type: none"> An additional point in Appendix 15 – 3.5 Bids relating to Additional Staff Resources, making reference to the plans that needed to be considered to cover maternity and sickness leave. <p>The Committee was advised that due to a system error with the report being uploaded to Admin Control the track changes on the report had been removed, GL agreed to share the track changes version with Committee Members outside of the meeting. Action: Head of Financial Services & Accounting</p> <p>The Committee APPROVED the listed amendments to the FCP.</p>
CFC/0703/10	<p>Legislation Changes</p> <p>Mark Ross (MR), Assistant Finance Director, provided the Committee with an update on the legislation changes, advising that there had been no changes to the legislation.</p> <p>The Committee NOTED the update.</p>
CFC/0703/11	<p>Update on Property Matters</p> <p>Mark Ross (MR), Assistant Finance Director, provided the Committee with an updated on the Clytha Square property, advising there had been some interest with a developer considering an offer.</p> <p>The Committee agreed that if an offer was not submitted by 31st March 2025 the property could go to auction. MR advised the Committee that the property at auction would sell for between £150k to £200K.</p> <p>The Committee APPROVED for the property to go to auction if no offers were received by 31st March 2025 and NOTED the update.</p>
CFC/0703/12	<p>Audit Wales 2024/25 Timeframe for Programme of Work</p> <p>Gareth Lewis (GL), Head of Financial Services & Accounting, provided the Committee with an update on the Audit Wales 2024/25 timeframe for the programme of work, advising that the team had met with Audit Wales and the aim was to start on the charitable funds accounts in October 2025 and to be completed by the January 2026 Committee meeting.</p>



	<p>The Committee requested for a verbal update on the audit plan to be presented to the June 2025 meeting. Action: Head of Financial Services & Accounting</p> <p>The Committee NOTED the Audit Wales 2024/25 timeframe.</p>
<p>CFC/0703/13</p>	<p>Current Fund Holders Plans</p> <p>Gareth Lewis (GL), Head of Financial Services & Accounting, provided the Committee with an overview of the current fund holder plans with balances over £25k, advising that the Charitable Funds team monitor these plans against spend to ensure that funds were spent in a timely manner.</p> <p>The Committee was advised that there was a total value was £5.721M consisting of 401 individual funds reporting at 31st March 2024. Of this, there were 44 funds that had balances over £25k with 7 now being closed and 37 funds remaining open.</p> <p>GL advised the Committee that throughout 2025/26 some of the fund holders with funds over £25K would provide updates for assurance on their spending plans.</p> <p>Paul Deneen (PD), Chair, praised the team for the positive progress made and having a clear plan in place for the fund holders to share their funding plans with the Committee.</p> <p>The Committee NOTED the current fund holder plans report.</p>
<p>CFC/0703/14</p>	<p>Review of Investment Strategy and Performance (CCLA)</p> <p>Antonia Cavalier (AC),CCLA, provided the Committee with an overview of the Charitable Funds performance in investments.</p> <p>Mark Ross (MR), Assistant Finance Director, advised the Committee that the Health Board uses CCLA to invest the charities funds of £5.5M and highlighted that the 3-year contract with CCLA would expire in March 2026 with a 12month extension option before going to tender.</p> <p>The Committee received an overview of the communities the funds had been invested in, with the interest rates reducing resulting in a decrease in the charities investment</p>



amount being lower in 2024 to previous years. It was highlighted that there had still been a positive return in 2024 of £165K, a 5.8% return rate.

Paul Deneen (PD), Chair, asked what CCLA's predications were for 2025 based on the percentage returns. AC advised that the interest rates were unpredictable at the moment with the capital values but the ethical fund would increase by 3% in 2025 based on project forecast income.

The Committee was advised that there had been a positive return in 2024 for property with the portfolio now seeing capital growth.

AC provided the Committee with guidance that the ethical and property fund was medium risk investment with a risk that the funds could lose capital value.

The Committee **NOTED** the Charitable Funds performance in investments.

CFC/0703/15

Attendance of Current CFC Fund Holders for Slow Moving Funds

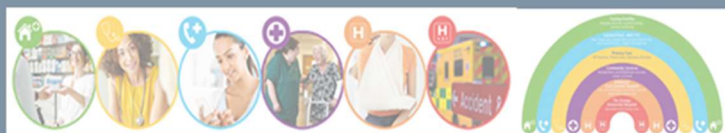
The Committee received an overview of the spending plans for 3 of the account with slow moving funds.

Vanessa Williams (VW), Directorate Manager, asked the Committee for approval to use the F812- LEGACY NHH CARDIO & F813 LEGACY NHH CCU funds to fund a cat lab machine that would have an impact on saving lives. There would be a cost of £50k to start the use of the machine.

The Committee agreed to support the request of using the funds for a cat lab machine.

Dr Mohamed Adlan (DMA), Consultant Physician, asked the Committee to approve the use of F770 - YYF DIABETES & CARDIOVASCULAR R & D funds to support a research project for thyroid genetic testing on 2500 patients, that would be a cost of £40k.

Neil Patrick (NP), Independent Member, asked what the timeframe would be for using the funds. Alison Griffiths (AG), Charitable Funds Manger, advised that the funds had been active for a number of years and the aim was to spend the funds once the plan had come to the Committee.



	<p>The Committee agreed to support the request of using the funds on a research project.</p> <p>The Committee APPROVED the requests and NOTED the spending plans.</p>
CFC/0703/16	<p>Review of Committee Programme of Business</p> <p>The review of Committee Programme of Business was provided to the Committee for information.</p>
CFC/0703/17	<p>Items to be Brought to the Attention of the Board and Other Committees</p> <p>No items to be brought to the attention of the Board or other Committees.</p>
CFC/0703/18	<p>Any Other Urgent Business</p> <p>As this was the last meeting to be attended by Mark Ross, Assistant Finance Director, the Chair took the opportunity to thank him for his excellent service particularly to the Charitable Funds Committee. He was wished a very happy retirement.</p>
CFC/0703/19	<p>Date of Next Meeting</p> <p>Wednesday 4th June 2025</p>

