

Charitable Funds Committee

Fri 07 March 2025, 09:30 - 12:30

Microsoft Teams



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

Agenda

1. PRELIMINARY MATTERS

CFC 20250307 Agenda - Approved.pdf (2 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 13th January 2025

Attached *Chair*

CFC 20250307 1.4 Draft Minutes January 2025. reviewed by BC & PD.pdf (5 pages)

1.5. Committee Action Log

Attached *Chair*

CFC 20250307 1.5 Action Log - Approved.pdf (2 pages)

2. ITEMS FOR APPROVAL/RATIFICATION/DECISION

2.1. Finance & Performance Report

Attached *Assistant Head of Financial Accounting*

CFC 20250307 2.1 Finance and Performance Report.pdf (8 pages)

CFC 20250307 2.1a Finance and Performance Report.pdf (1 pages)

CFC 20250307 2.1b Finance and Performance Report.pdf (1 pages)

2.2. Funds available to the Committee 2024/25

Attached *Head of Financial Services and Accounting*

CFC 20250307 2.2 Funds available to the Committee 2024-25.pdf (5 pages)

2.3. Consideration of Bids/Small Grants

Attached *Head of Financial Services and Accounting*

CFC 20250307 2.3 Consideration of Bids Small Grants Scheme Cover report v2.pdf (5 pages)

CFC 2020307 2.3a 268 Staff Recognition Awards 2025.pdf (4 pages)

CFC 2020307 2.3b 269 Charitable Funds St Cadocs Clinical Futures.pdf (9 pages)

CFC 2020307 2.3c SGS-019 MHLD - NURS - CONF 2025.pdf (6 pages)

CFC 20250307 2.3d SGS-020 MHLD -INTERNATIONAL NURS - WB 2025.pdf (7 pages)

- 📄 CFC 2020307 2.3e SGS-021 Furniture for Therapy Room Beechwood STC.pdf (5 pages)
- 📄 CFC 2020307 2.3f SGS-022 Pride Staff Network Application.pdf (4 pages)

2.4. Review of Financial Control Procedure

Attached *Head of Financial Services and Accounting*

- 📄 CFC 20250307 2.4 Review of Financial Control Pressures.pdf (3 pages)
- 📄 CFC 20250307 2.4a Review of Financial Control Pressures.pdf (57 pages)

3. ITEMS FOR DISCUSSION

3.1. Legislation Changes

Oral *Assistant Finance Director*

3.2. Update on Property Matters

Oral *Assistant Finance Director*

3.3. Audit Wales 2024/25 Timeframe for Programme of Work

Oral *Head of Financial Services and Accounting*

3.4. Current Fund Holders Plans

Attached *Head of Financial Services and Accounting*

- 📄 CFC 20250307 3.4 Current Fund Holders Plans.pdf (4 pages)
- 📄 CFC 20250307 3.4a Current Fund Holders Plans.pdf (2 pages)

3.5. Review of Investment Strategy and Performance (CCLA)

Attached *Assistant Finance Director/CCLA*

- 📄 CFC 20250307 3.5 Aneurin Bevan UHB Charitable Funds Presentation.pdf (40 pages)

3.6. Attendance of Current CFC Fund Holders for Slow Moving Funds

Attached *Assistant Finance Director*

- **Update on the Cardiology Account**
- **Update on the F770 - YF DIABETES & CARDIOVASCULAR R & D Account**

- 📄 CFC 20250307 3.6 Attendance of Current CFC Fund Holders for Slow Moving Funds.pdf (3 pages)

4. ITEMS FOR INFORMATION

4.1. Review of Committee Programme of Business 2024/25

Attached *Director of Corporate Governance*

- 📄 CFC 20250307 4.1 Charitable Funds Forward Work Plan Cover Report.pdf (4 pages)
- 📄 CFC 20250307 4.1 Appendix 1 CFC FWP 2024-25 March Meeting.pdf (5 pages)

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: • Wednesday 4th June 2025

AGENDA

Date and Time	Friday 7th March 2025, 09:30PM-12:30PM
Venue	Microsoft Teams

Item	Title	Format	Presenter
1	PRELIMINARY MATTERS		
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 13th January 2025	Attached	Chair
1.5	Committee Action Log	Attached	Chair
2	ITEMS FOR APPROVAL/RATIFICATION/DECISION		
2.1	Finance & Performance Report	Attached	Assistant Head of Financial Accounting
2.2	Funds available to the Committee 2024/25	Attached	Head of Financial Services and Accounting
2.3	Consideration of Bids/Small Grants	Attached	Head of Financial Services and Accounting
2.4	Review of Financial Control Procedure	Attached	Head of Financial Services and Accounting
3	ITEMS FOR DISCUSSION		
3.1	Legislation Changes	Verbal	Assistant Finance Director
3.2	Update on Property Matters	Verbal	Assistant Finance Director
3.3	Audit Wales 2024/25 Timeframe for Programme of Work	Verbal	Head of Financial Services and Accounting
3.4	Current Fund Holders Plans	Attached	Head of Financial Services and Accounting

3.5	Review of Investment Strategy and Performance (CCLA)	Attached	Assistant Finance Director/CCLA
3.6	Attendance of Current CFC Fund Holders for Slow Moving Funds <ul style="list-style-type: none"> • Update on the Cardiology Account • Update on the F770 - YYF DIABETES & CARDIOVASCULAR R & D Account. 	Attached	Assistant Finance Director
4	ITEMS FOR INFORMATION		
4.1	Review of Committee Programme of Business 2024/25	Attached	Director of Corporate Governance
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: <ul style="list-style-type: none"> • Wednesday 4th June 2025 		

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



DATE OF MEETING	Monday 13th January 2025 at 13:00-14:00
VENUE	Microsoft Teams

PRESENT	Paul Deneen, Independent Member (Chair) Neil Patrick, Independent Member (Vice Chair) Richard Clark, Independent Member Nicola Prygodzicz, Chief Executive 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 Julie Rees, Audit Wales (Item 2.4) Cai Hale, Audit Wales (Item 2.4) Rani Dash, Director of Corporate Governance Fern Cook, Governance Support Officer
OBSVERING	None
APOLOGIES	None

CFC/1301/01	Welcome and Introductions Paul Deneen (PD), Chair, welcomed everyone to the meeting.
CFC/1301/02	Apologies for Absence Paul Deneen (PD), Chair, noted the apologies for absence.
CFC/1301/03	Declarations of Interest There were no declarations of interest to record.
CFC/1301/04	Draft Minutes of the meeting held on 7th November 2024 The minutes of the previous meeting held on 7 th November 2024 were agreed as a true and accurate record.

	<p>The Committee APPROVED the minutes from the previous meeting.</p>
<p>CFC/1301/05</p>	<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>
<p>CFC/1301/06</p>	<p>Final Accounts & Annual Report 2023/24</p> <p>Gareth Lewis (GL), Head of Financial Services & Accounting, provided the Committee with an overview of the final annual accounts and annual report for the year ending 31 March 2024 for the Health Board Charitable Fund and other related charities.</p> <p>The Committee was advised that there had been a few changes to the accounts from the draft to the final, as follows:</p> <ul style="list-style-type: none"> • Donations, legacies and grants was now at £507k (£437k in the draft accounts). The increase had come from income transactions which were identified as deferred income and had now been reclassified. • Change in the gain of investment assets to now reporting at £5.4M due to a reporting error of £28K from CCLA that was identified by Audit Wales during the review. <p>GL advised the Committee that CCLA had informed the Health Board that the error was due to valuation difference and discrepancies on their system and assurance was provided that this would not happen again. GL assured the Committee that measures had been put in place to ensure a reporting error would not occur again with a full report being sent alongside the valuation going forward.</p> <p>Julie Rees (JR), Audit Wales, advised the Committee that the audit found no areas of concerns during the audit and the team had been very quick and robust at looking at the errors raised when reviewing the accounts.</p> <p>The Committee was advised that the annual report had been subject to audit, by Audit Wales, in conjunction with the Annual Accounts. There were some small amendments</p>



	<p>as a result of the audit to the income of donations, legacies and grants and the CCLA investments.</p> <p>Paul Deneen (PD), Chair, asked if there was a need for the Committee to have a report from the fraud team included within the forward work plan for 2025/26. Rani Dash (RD), Director of Corporate Governance, advised that the Committee would report on exception if something was to be raised.</p> <p>The Committee was advised that the next steps would be for the annual accounts and annual report be presented to the Board for approval on 29th January 2025 and then submit to the Charity Commission by 31st January 2025.</p> <p>Robert Holcombe (RH), Director of Finance and Procurement, thanked the finance team and Audit Wales for completing the audit within the deadlines set by the Charity Commission.</p> <p>The Committee APPROVED the final accounts and annual report for submission to the Board for sign off in readiness for submission to the Charity Commission by 31st January 2025.</p>
<p>CFC/1301/07</p>	<p>Letter of Representation 2023/24</p> <p>Gareth Lewis (GL), Head of Financial Services & Accounting, provided the Committee with an overview of the Letter of Representation, advising that, as part of their annual audit process, Audit Wales had requested the Health Board to submit a Letter of Representation, as evidence that trustees of the charity acknowledge and accept responsibility for the financial statements.</p> <p>The Committee was advised that the letter would provide assurance of the accuracy of the financial information and that management accepts its responsibility for the accuracy and completeness of the financial statements.</p> <p>GL advised the Committee that the letter would be presented to the Board on 29th January alongside the final accounts and annual report for approval.</p> <p>The Committee APPROVED to recommend the Letter of representation for approval by the Board.</p>
<p>CFC/1301/08</p>	<p>Charitable Funds ISA 260 report</p>



	<p>Julie Rees (JR), Audit Wales, provided the Committee with an overview of the Charitable Funds ISA 260 report, advising that the report provides a summary of the findings from the audit.</p> <p>Cai Hale (CH), Audit Wales, advised the Committee of the adjustments required that had been identified in the audit highlighting that the £70k of deferred income that had now been reclassified due to the conditions being met within the standard operating procedure (SOP) and few small changes inconsistencies within the annual report.</p> <p>CH advised the Committee of the audit recommendations around the treatment of grant incomes, assuring the Committee that the Health Board had put measures in place for the reviewing new and expired grants against the SOP.</p> <p>Mark Ross (MR), Assistant Finance Director, advised the Committee that the audit process was now working very well with the audit being completed by the end of December 2024.</p> <p>Paul Deneen (PD), Chair, thanked Audit Wales, finance and the governance team for their work to support the completion of the audit.</p> <p>The Committee NOTED the ISA 260 report.</p>
CFC/1301/09	<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/1301/10	<p>Items to be Brought to the Attention of the Board and Other Committees</p> <p>Items to be brought to the attention of the Board were to note the following for approval on 29th January 2025:-</p> <ul style="list-style-type: none"> • Final accounts 2023/24 • Annual report 2023/24 • Representation letter 2023/24 • Charitable Funds ISA 260 report.
CFC/1301/11	<p>Any Other Urgent Business</p> <p>There was no other urgent business raised for discussion.</p>
CFC/0711/12	<p>Date of Next Meeting</p>



DRAFT





Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

CYFARFOD BWRDD IECHYD PRIFYSGOLN ANEURIN BEVAN
ANEURIN BEVAN UNIVERSITY HEALTH BOARD MEETING

Outstanding	Overdue: In Progress	Not Due	Completed	Transferred to another Committee
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Committee Meeting	Minute Reference	Agreed Action	Lead	Target Date	Progress/ Completed
November 2024	CFC/0711/06	<p>Draft Accounts and Annual report</p> <p>The final annual report to be shared with the divisional teams and the internet to increase the awareness of the charitable funds.</p>	Head of Financial Services & Accounting	January 2025	<p>Completed</p> <p><u>February</u> Following approval by the Board at the end of January, the Final Annual Report has been shared internally with divisional teams and published on the Internet.</p> <p><u>December</u> The Final Annual Report will be shared once approved by Board at the end of January.</p>



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*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.*



DYDDIAD Y CYFARFOD: DATE OF MEETING:	07 March 2025
CYFARFOD O: MEETING OF:	Charitable Funds Committee
TEITL YR ADRODDIAD: TITLE OF REPORT:	Financial Report for Period Ending 31 January 2025
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Robert Holcombe, Director of Finance, Procurement and Value Based Healthcare
SWYDDOG ADRODD: REPORTING OFFICER:	Susan Gauntlett, Assistant Head of Financial Accounting

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

Er Sicrwydd/For Assurance

ADRODDIAD SCAA
SBAR REPORT

Sefyllfa / Situation

This report updates the committee on a range of financial issues, including the following items, that were agreed as part of the annual work plan:

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

A number of key issues are presented in this report:

- Expenditure is 18% higher than the same period in 2023/24.
- Expenditure as a % of fund balances in the first 10 months of the year is higher than in previous years.
- Since 2021/22, both the total number of funds and number of static funds has decreased.
- As at 31st January 2025 the CCLA investment is reflecting an unrealised gain of £186k.

Cefndir / Background

1. Financial Position as at 31 January 2025

Table 1 below shows the financial position for the period to 31 January 2025 (month 06) compared to the previous report (month 06) and the 2023/24 Annual Accounts.

Table 1

Financial Statement to 31 January 2025	Final Accounts 2023/24 £000	Month 03 2024/25 £000	Month 06 2024/25 £000	Month 10 2024/25 £000
<u>Income & Expenditure</u>				
Income				
Donations	237	46	88	96
Legacies	44	0	0	10
Grants	226	366	366	317
Investment Income	211	66	111	171
Other Income	158	38	156	211
	876	516	721	805
Expenditure	1,257	448	780	1,237
Gains / (losses) on investment assets	375	-33	-32	186
Surplus / (Deficit)	-6	35	-91	-246
<u>Balance Sheet</u>				
Property	330	330	330	330
Investments	5,477	5,472	4,973	5,163
Debtors	202	154	218	166
Current Liabilities	-886	-453	-390	-578
Cash at Bank	641	254	499	437
Cash on Deposit	0	0	0	0
Net Assets	5,764	5,757	5,630	5,518
Funds of the Charity	5,764	5,757	5,630	5,518
Total Charity Funds	5,764	5,757	5,630	5,518

The following commentary supports the figures in Table 1:

1.1 Income

Month 10 income totals £805K. This is £77K lower than the same period in 2023/24, mainly due to a reduction in donations, legacies and grant income offset by an increase in other income.

Donations, legacies, and grant income

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

Fund Ref	Received From	Amount £	Location
Apr-24 F271 RGH GWYNLLYU MEDICAL DAY CASE UNIT F281 GUH B0 SURGICAL WARD	Unknown C Hunt	3,000.00 <u>1,000.00</u> 4,000.00	ROYAL GWENT THE GRANGE
May-24 F574 YYF GERONTOLOGY FUND F303 ABUHB BREAST CENTRE F303 ABUHB BREAST CENTRE	UCB Biopharma Blackwood RFC CCBC Mayor Charity	2,500.00 1,250.00 <u>1,000.00</u> 4,750.00	YYF ABUHB ABUHB
Jun-24 F703 ABUHB JACKS APPEAL	Abertillery & LL Defibs	<u>4,940.00</u> 4,940.00	ABUHB
Jul-24 F191 ABUHB MATERNITY FUND F303 ABUHB BREAST CENTRE F462 RGH ANTICOAGULANT FUND (SAM JONES)	Mrs Helen Edwards Just Giving Linda Proudman	1,318.50 2,380.35 <u>1,805.46</u> 5,504.31	ABUHB ABUHB ROYAL GWENT
Aug-24 F003 ABUHB HOLDING ACCOUNT INT & ADMIN F703 ABUHB JACKS APPEAL	Just Giving Iestyns Fish Bar	1,000.00 <u>1,396.00</u> 2,396.00	ABUHB ABUHB
Sep-24 F816 NHH WENDY BOWEN TRUST DIABETES FUND	Crick E District F Group	<u>3,000.00</u> 3,000.00	NEVILL HALL
Oct-24 F703 ABUHB JACKS APPEAL	Nelson CC	<u>1,408.00</u> 1,408.00	ABUHB
Nov-24 F002 ABUHB CF COMMITTEE F160 ABUHB GYNAECOLOGY FUND F240 ABUHB COMMUNITY GYNAE & FAMILY PLANNING F638 STW SYCAMORE WARD EMI F703 ABUHB JACKS APPEAL	League of Friends League of Friends League of Friends League of Friends Taylor Wimpey South	4,130.27 5,000.00 30,000.00 10,000.00 <u>1,000.00</u> 50,130.27	ABUHB ABUHB ABUHB ST WOOLOS ABUHB
Dec-24 F223 GUH PAEDIATRIC DEPT F277 NHH WINDSOR SUITE F303 ABUHB BREAST CENTRE	PEDS M Edwards Just Giving	1,000.00 3,000.00 <u>1,000.00</u> 5,000.00	THE GRANGE NEVILL HALL ABUHB
Jan-25 F047 NHH PG BASIC ORTHOPAEDIC COURSE	Crickhowell and District	<u>3,000.00</u> 3,000.00	NEVILL HALL
Overall Total		84,128.58	

Since the start of the year, we have received 2 legacies: £5,000 for the Medical Day Case Unit at RGH and £2,500 for the treatment and care of children suffering with Crohn's disease. We have also received grant income of £3,500 (final instalment) in relation to the Health Foundation Head and Neck project.

1.2 Expenditure

The expenditure to Month 10 totals £1,237K which is £193K higher than the same period in 2023/24. To date in 2024/25 there has been increased expenditure on equipment, specifically in Urology, Rheumatology, defibrillators in the community and Facilities. In addition, the staffing costs in relation to grant funded schemes remains high.

1.3 Gains / Losses on Investment Assets

At 31 January 2025, the CCLA Investment presented an unrealised gain of £186K against the 2023/24 year end value.

1.4 Overall Position

The overall position for the period is a decrease in funds of £246K. Excluding investment gains there would be an underlying decrease of £432K, reflecting the fact that expenditure has significantly exceeded income so far this year.

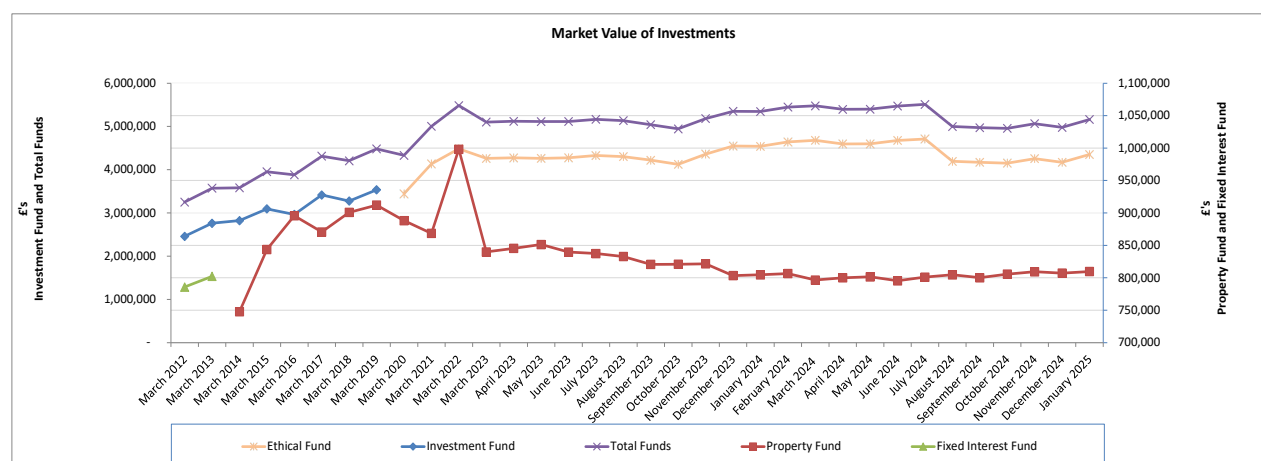
1.5 Balance Sheet

Value of Investments

The investments valuation for CCLA as of 31 January 2025 is as follows:

Investment Valuation	No of Units	Valuation / Unit as at 31/01/25	Total Valuation
		Pence/Unit	£000
Property Fund	769,509	105.22	810
Ethical Fund	1,511,068	322.66	4,353
Total			5,163

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



Cash Balances

Overall cash balances have decreased since the start of the year, even after drawing down £500k from our investments in July last year – this reflects the increasing level of spending as reported in this paper. At the end of January, we held £405K in current / bonus accounts.

The forecast year end cash balance is £105k, we will keep this under review as it looks likely that we will require the sale of further investments to release cash early in the new financial year.

Monthly Cash Flow Forecast

The Monthly Cashflow Forecast is presented at Appendix A and has been included to enable the cash position to be monitored. It presents actual figures for April to January & forecast figures for the period to May 2025.

It should be noted that:

- CCLA interest & dividends are lower in the 2nd half of the year due to the reduction in the value of CCLA investments held.
- Expenditure is usually much higher in March as there is a bigger focus on paying as many invoices as possible before yearend plus this is when the administration charge for the financial year (£166k) gets paid.
- The proceeds from the sale of 13 Clytha Square are not included within this forecast.

2. Overdrawn Accounts

There are no overdrawn accounts as of 31 January 2025.

3. Streamlining of funds and Closed funds

No funds have been merged or closed since the last committee meeting.

4. New Funds

Approval to set up the following two new restricted legacy funds is requested:

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

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 set period.

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 Q4	2023/24 Q4	2024/25 Q1	2024/25 Q2	2024/25 Q3
Number of funds	Number of funds	No	430	419	413	414	410	411
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	30	23	22	21	20

The KPIs in relation to the number of funds and number of static funds have been updated for Q3 2024/25. Overall, there has been a small decrease in the number of funds since the start of the year.

The number of static funds has decreased because of increased expenditure and details are shown in Appendix B.

Charitable Funds Key Performance Indicators	Measurement		YTD Indicators			
			2021/22 M01 - M12	2022/23 M01 - M12	2023/24 M01-M12	2024/25 M01-M10
Number of merged funds	Number of funds closed as a result of merger	No	8	12	7	2
Expenditure expressed as a percentage of the overall fund balance	Expenditure excludes admin charge to reflect 'true' spend	%	13.29	15.65	19.18	19.93
Donations received in the year	Number of Donations Received	No	1,145	855	855	484
	Value of Donations Received	£	399,434	417,866	227,762	95,646

There have been 2 funds merged since the start of the financial year.

Expenditure as a percentage of the overall fund balance should increase as the year progresses and as more expenditure is incurred. As at Month 10 this measure is showing a higher value than that reported at the end of 2023/24 indicating that the level of expenditure has increased this year.

The number and value of donations received in the current year are also detailed above, with the 2021/22, 2022/23 & 2023/24 values shown as comparators. The number & value of donations is currently significantly lower than in previous years

The table below reflects the average time between the receipt of legacy / grant income and the corresponding expenditure being incurred and the monies spent in full. The values for 2024/25 will be updated at year end.

Charitable Funds Key Performance Indicators	Measurement		Annual Indicators			
			2021/22 M12	2022/23 M12	2023/24 M12	2024/25 M12
Time between receipt of income and expenditure incurred	Legacies	Mths	79	98	115	To be completed in M12
	Grants	Mths	23	32	22	

6. Update on Grants from NHS Charities Together (NHS CT)

Workforce Wellbeing Programme Update

NHS Charities Together has been in contact with Welsh Government to explore match funding of £300k to be made available for NHS Charities in Wales in total and have agreed the focus of this grant will be in the following 3 areas:

- Prevention of ill health, both mental and physical
- Support for international recruitment
- Suicide prevention

The representative from Welsh Government will be contacting the Staff Wellbeing leads in each organisation to discuss further.

Asesiad / Assessment

This report provides a financial update for the Charitable Funds Committee for the period ending 31 January 2025.

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to approve the set-up of the new funds detailed in Item 4 above and to note the remainder of the report.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Cyfeirnod Cofrestr Risg Corfforaethol a Sgôr Cyfredol: Corporate Risk Register Reference and Score:	The monitoring and reporting of committee business is a key element of the Health Boards assurance framework
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 Link to IMTP	Choose an item. Choose an item.
Galluogwyr allweddol o fewn y CTCI Key Enablers within the IMTP	Governance
Amcanion cydraddoldeb strategol Strategic Equality Objectives Strategic Equality Objectives 2020-24	Improve the wellbeing and engagement of our staff Choose an item. Choose an item.

Gwybodaeth Ychwanegol:


Further Information:

Ar sail tystiolaeth: Evidence Base:	N/A
Rhestr Termau: Glossary of Terms:	KPIs – Key Performance Indicators

Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to University Health Board:	N/A
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Effaith: (rhaid cwblhau) Impact: (must be completed)	
Resource Assessment:	
• Workforce	Not Applicable
• Service Activity & Performance	Yes, outlined within the paper
• Financial	Yes, outlined within the paper
Asesiad Effaith Cydraddoldeb Equality Impact Assessment (EIA) completed	No does not meet requirements 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 ABB.EDI@wales.nhs.uk
Deddf Llesiant Cenedlaethau'r Dyfodol – 5 ffordd o weithio Well Being of Future Generations Act – 5 ways of working https://futuregenerations.wales/about-us/future-generations-act/	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.

MONTHLY CASHFLOW FORECAST

 Bwrdd Iechyd Prifysgol Aneurin Bevan University Health Board	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	FORECAS	FORECAS	TOTAL	FORECAS	FORECAS
	Apr-24 Mth 1	May-24 Mth 2	Jun-24 Mth 3	Jul-24 Mth 4	Aug-24 Mth 5	Sep-24 Mth 6	Oct-24 Mth 7	Nov-24 Mth 8	Dec-24 Mth 9	Jan-25 Mth 10	Feb-25 Mth 11	Mar-25 Mth 12	2024/25	Apr-25 Mth 1		May-25 Mth 2	
BALANCE B/F	615,268	499,773	327,724	228,367	61,488	560,784	474,437	418,476	453,576	397,386	404,950	358,949			615,268	105,402	76,690
INCOME																	
DONATIONS INCOME	26,103	21,134	10,669	9,711	9,784	10,022	8,521	54,844	5,894	8,816	17,600	17,600	200,698	16,725	16,725		
JUST GIVING INCOME	4,617	1,309	2,125	7,543	2,997	1,471	2,481	713	2,234	615	1,960	1,960	30,024	2,502	2,502		
LEGACY INCOME	-	-	-	-	-	-	-	-	2,500	3,500	-	-	6,000	500	500		
GRANT INCOME	3,500	-	-	-	-	-	-	200	-	-	-	78,470	82,170	-	-		
INVOICE RECEIPTS	800	52,568	1,380	17,730	1,250	4,266	4,550	1,590	100	19,350	9,200	9,200	121,984	10,165	10,165		
COURSE INCOME	3,500	3,903	1,510	1,010	6,257	6,210	2,900	1,510	8,720	1,830	1,320	1,320	39,990	3,332	3,332		
OTHER INCOME	-	250	575	-	500,250	2,728	-	0	-	25,274	-	-	529,077	44,090	44,090		
PAID TO CF IN ERROR	11,520	88,423	1,127,425	21,300	2,415	11,175	12,231	42	7,033	375	-	-	1,281,940	-	-		
BANK INTEREST	2,582	2,342	1,503	1,726	717	1,080	2,033	1,821	1,743	1,667	1,780	1,780	20,773	1,731	1,731		
VAT RECLAIMED	734	-	224	360	373	-	1,851	-	-	523	940	940	5,945	495	495		
CCLA INTEREST & DIVIDENDS	-	44,866	-	-	43,789	-	-	40,376	-	-	43,200	-	172,231	-	43,200		
FUNDS FROM SALE OF CLYTHA SQUARE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
TOTAL INCOME	53,356	214,795	1,145,410	59,381	567,831	36,952	34,568	101,095	28,224	61,950	76,000	111,270	2,490,832	79,541	122,741		
EXPENDITURE																	
FASTER PAYMENTS	141,385	124,145	95,570	86,183	49,699	101,074	81,345	45,570	46,737	25,884	28,117	75,064	900,772	75,064	75,064		
TRANSFERS - PAYMENTS TO ABUHB	5,175	173,491	16,786	127,549	6,759	7,364	-	5,866	26,707	21,100	92,809	288,678	772,283	31,011	31,011		
TRANSFERS - PAYMENTS TO ABUHB FOR ERF	21,373	89,133	1,128,007	12,353	8,897	14,685	7,760	3,120	9,264	6,916	-	-	1,301,507	-	-		
PAYABLE ORDERS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
OTHER	8	-	-	-	-	-	-	-	-	-	-	-	8	1	1		
JUST GIVING	47	47	47	47	47	47	47	47	47	47	47	47	562	47	47		
BANK CHARGES	29	29	27	29	27	29	27	28	31	29	28	28	341	28	28		
G4S	835	-	4,330	100	3,105	100	1,350	11,365	1,630	410	1,000	1,000	25,225	2,102	2,102		
TOTAL EXPENDITURE	168,851	386,845	1,244,767	226,260	68,534	123,299	90,529	65,995	84,415	54,385	122,000	364,817	3,000,698	108,254	108,254		
NET INCOME/(EXPENDITURE)	-115,495	-172,049	-99,357	-166,880	499,296	-86,347	-55,961	35,100	-56,191	7,564	-46,000	-253,547	-509,866	-28,713	14,487		
BALANCE C/F	499,773	327,724	228,367	61,488	560,784	474,437	418,476	453,576	397,386	404,950	358,949	105,402	105,402	76,690	91,177		

Static Funds Q3 2024/25

Fund	Fund Balance Q3 2024/25 £	Expenditure Incurred Q4 2022/23 - Q3 2024/25 £	Details
Legacy / Grant Funds			
F278-LEGACY RGH HAEM G S WATKINS	- 58,644.29	3,563.34	The bulk of these funds are on hold awaiting further information as to if and when the new cancer centre on ward 2/4, NHH is going ahead.
F298-LEGACY RGH BREAST G S WATKINS	- 58,644.29	3,563.34	It was agreed to use this fund for equipment requirements for the new breast unit in YYF which has been operational for a year. Consideration is being given to purchase a diathermy machine.
F411-LEGACY RENAL UNIT G BEST	- 70,308.21	6,341.24	The renal unit is privately run and there are no plans for any large purchases in the near future. As well as this legacy they also have another unrestricted fund for the department which is used for small purchases.
F583-LEGACY NHH PALLIATIVE CARE I M MORRIS	- 27,723.08	2,101.20	Fundholder is using fund for training courses. Further requisitions are continuing to be received.
F812-LEGACY NHH CARDIO V WILLIAMS	- 43,883.82	1,500.64	Cardiology has several large legacy funds and are currently using others for their equipment needs which are frequent. This fund will be used when the other funds are depleted. A list of items being considered were presented by a representative for the Fundholder who attended the 7th November Committee meeting.
F813-LEGACY NHH CCU M T SPENCER-JONES	- 67,095.82	4,723.70	As above
F817-LEGACY NHH DIAB G M GUNTER	- 28,528.93	1,733.48	The service has moved to a new diabetes centre located in Gilwern Ward and purchases will follow.
F831-LEGACY CALCRAFT J GRIFFITHS	- 106,135.69	6,222.15	The fund will be used to offer travelling fellowships to attract doctors to work in ABUHB. This fund is being monitored as a fund over £25k.
	- 460,964.13	29,749.09	
Unrestricted Funds			
F057-RGH PG MRCOG	- 28,454.01	1,728.91	The audio systems in the Postgraduate Unit are being replaced - this is ongoing, other funds within Postgrad have already been charged. The MRCOG course is run periodically and spend should increase over the coming year.
F211-ABUHB GWENT CYSTIC FIBROSIS FUND	- 20,690.59	1,242.82	Meeting requested with Fundholder to discuss plans to use this fund. This will be followed up.
F233-ABUHB BABY COOLING EQUIPMENT	- 20,500.72	1,242.47	Fund originally set up to provide cooling equipment on ambulances for transporting babies between hospital sites. It has been agreed at Transport Subgroup to purchase 2 sets of Neo-Restraints for each transport team, 6 sets in total. This equipment will replace existing worn and torn equipment that we utilise on every baby, for every transfer. Also exploring transport phototherapy equipment as a future purchase
F270-NHH CLINICAL HAEMATOLOGY	- 36,921.59	3,550.29	Although the new cancer centre on ward 2/4, NHH is on hold, the bulk of the funds is going to be kept for this.
F306-RGH VASCULAR LABORATORY	- 32,627.23	1,981.12	The purchase of an additional scanner for GUH has been put on hold by the directorate awaiting the outcomes of ones recently purchased for RGH and NHH. The bulk of this money was intended to replace a particular scanner as original was purchased over 6 years ago out of charitable funds.
F340-ABUHB RHEUMATOLOGY	- 55,241.32	4,323.26	Fundholder attended CF Committee meeting on 9th November 2023 to see how they can be supported to spend funds. Orders were submitted for 2 scanners, 1 for RGH and 1 for NHH at a cost of £35k but were charged against a Rheumatology legacy charitable fund.
F367-RGH E N T RESEARCH/TEACHING	- 23,041.03	1,400.01	Fundholder attended the CF Committee meeting on 9th November 2023 and had plans for staff workshops and teaching equipment for the seminar room etc. The department in E Block, RGH was recovering from a major flood.
F770-YYF DIABETES & CARDIOVASCULAR R & D	- 49,953.24	4,657.74	Fundholder attended CFC was due to attend 7th November meeting with plans to spend the whole fund on a thyroid research project. Bid is being submitted to March 25 meeting.
F783-ABUHB TISSUE VIABILITY	- 19,825.03	1,256.59	Meeting to be arranged with Fundholder.
F839-RGH NEUROLOGY FUND	- 19,774.15	1,201.51	Further meeting to be arranged to discuss spend.
F861-STW CHEST CLINIC RESEARCH	- 19,835.91	1,346.23	Concerns re the transfer of services from St Woolos to RGH has put a hold on purchasing from this fund. Fundholder will review when future location of the department is confirmed.
F999-ABUHB COVID-19	- 85,012.15	8,271.99	Currently working with Fundholder to review the projects that were identified to be charged to this fund to see reasons for underspend etc.
	- 411,876.97	32,202.94	
Total Static Funds	- 872,841.10	61,952.03	

Cefndir / Background

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

The table below shows the transactions on the general together with commitments agreed by the Committee.

Charitable Funds Committee - General Funds	ABUHB F002 £000's
Fund Balances as at 31.03.2024	68.4
24/25	
Sale of 3 High Street	24.9
Unknown/General Donations	13.6
SGS 012 Well Being Pop up Events across ABUHB	-2.1
SGS 013 Mental Health & Learning Disabilities Wellbeing Space	-0.6
SCS 014 Decarbonisation Promotional Materials	-1.0
SGS-015 Moral Injury Workshops	-4.4
CFC 259 Occupational Therapy Support for Staff	-4.3
CFC 264 Televisions for Bedwas Ward, Ysbyty Ystrad Fawr	-21.3
CFC-265 Staff Resource for Decarbonisation Programme	-12.7
13 Clytha Square costs - Security	-3.6
Total 24/25	-11.5
Balance as at 31.01.25	57.0
Less Commitments	
CFC-234 Radio YYF	-1.0
SGS 009 Person Centred Value Based H C Education Programme	-4.5
SGS 012 Well Being Pop up Events across ABUHB	-0.4
SGS 013 Mental Health & Learning Disabilities Wellbeing Space	-2.4
SCS 014 Decarbonisation Promotional Materials	-0.1
SGS 017 Women's Health Conference	-5.0
SGS 018 Child & Baby Memorial Garden	-5.0
Contribution from F564 for Bid CFC-264 Televisions	5.1
CFC 265 Staff Resource for Decarbonisation Programme	-0.8
CFC 267 Bid for Suicide Postvention Support Oct 24-Mar 25	-25.0
13 Clytha Square costs -Block up access to RGH Site	-5.3
Total Commitments	-44.4
Remaining available funds after commitments	12.6

Asesiad / Assessment



Key points

- The actual cost of the purchase and installation of televisions in Bid CC-64 was £6.8k lower than the estimated £28k.
- Payments totalling £8.9k relating to 13 Clytha Square have been charged against the Committee's general fund but will be recovered from the sale.
 - £3.6k for securing the empty property pending sale.
 - £5.3k to block a pedestrian access to the Royal Gwent Hospital site.
- The Committee **has a balance of £12.6k** available to support requests.

Release of some reserves

Looking forward to the next financial year, there is not a significant amount available to the Committee to utilise for General Fund purposes, and therefore any future small grants bids are likely to be rejected on the basis there is a shortage of funds available.

However, there is a significant amount currently held in the Charitable Funds Reserve because of the recent approach of retaining Dividends and Interest income in addition to unrealised gains on investments.

The table below shows the estimated total amount to be held in reserves at the 31st March 2025 as well as the required reserve and shows there is a reserve considerably in excess of the requirement, albeit some of that is related to the unrealised gain which is volatile.

	Unrealised gain £000	Dividends & interest £000	Total £000
31/03/2024	403	196	599
To 31/01/25	186	156	342
Estimate to 31/3/25	0	19	19
Total (estimated) reserve at 31/3/25	589	371	960
Proposal to release for 2025/26		-175	-175
Balance of reserve left after transfer	589	196	785
Current calculated reserve requirement			375
Potential additional reserves - 2025/26			
Sale of Clytha square			200
Dividends and interest			150



We are therefore proposing a transfer from 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. The total amount to be transferred will be dependent on the actual amount received, which will not be confirmed until the final year-end report is received from CCLA towards the end of April but is currently £156k with an estimated total year-end balance of £175k.

By transferring this amount to the General Purpose fund, it provides a balance available to the Committee to cover any commitments that have already been made in 2024/25, but also gives the committee a balance to utilise to support any forthcoming bids in the new financial year.

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to note the funds available and also provide approval for 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.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Cyfeirnod Cofrestr Risg Corfforaethol a Sgôr Cyfredol: Corporate 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 Link to IMTP	Choose an item.
Galluogwyr allweddol o fewn y CTCI Key Enablers within the IMTP	Finance
Amcanion cydraddoldeb strategol Strategic Equality Objectives Strategic Equality Objectives 2020-24	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:	SGS – Small Grants Scheme CFC – Charitable Funds Committee
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to University Health Board:	

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Resource Assessment:	A resource assessment is required to support decision making by the Board and/or Executive Committee, including: policy and strategy development and implementation plans; investment and/or disinvestment opportunities; and service change proposals. Please confirm you have completed the following:
• Workforce	Not Applicable
• Service Activity & Performance	Yes, outlined within the paper
• Financial	Yes, outlined within the paper
Asesiad Effaith Cydraddoldeb Equality Impact Assessment (EIA) completed	No does not meet requirements 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 ABB.EDI@wales.nhs.uk
Deddf Llesiant Cenedlaethau'r Dyfodol – 5 ffordd o weithio Well Being of Future Generations Act – 5 ways of working https://futuregenerations.wales/about-us/future-generations-act/	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.



DYDDIAD Y CYFARFOD: DATE OF MEETING:	07 March 2025
CYFARFOD O: MEETING OF:	Charitable Funds Committee
TEITL YR ADRODDIAD: TITLE OF REPORT:	Consideration of Bids / Small Grants Scheme
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Robert Holcombe, Director of Finance, Procurement and Value Based Healthcare
SWYDDOG ADRODD: REPORTING OFFICER:	Gareth Lewis, 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 the requests that have been received for consideration to access the Small Grants Scheme as well as 2 additional bids for funding.

The Committee is asked to consider the requests submitted.

ADRODDIAD SCAA
SBAR REPORT

Seyllfa / 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. All requests must be evaluated and supported by the Executive Committee, and they were considered by the Committee on the 27 February. Feedback from that meeting will be given verbally by the Finance Director.

Any bids received over £5k will not routinely be considered by the Committee, unless referred by the Executive Committee.

The Committee is asked to consider each request in line with the Charities' objectives taking into account comments received from the Executive Committee.



Cefndir / Background

Throughout the last year there have been many successful engagements between individuals seeking funding and Charitable Fund Holders who have approved their requests. This is a key part of the strategy to ensure funds are spent and shows increasing awareness of funds available throughout the Health Board and willingness of fundholders to ensure this happens.

There are however areas where there are no suitable funds available and requests have been submitted to the Charitable Funds Committee for their consideration.

Asesiad / Assessment

There are 4 small grant applications and 2 bid requests (attached) for consideration as listed in the tables below:

Small Grant Requests	Total Cost £	Ongoing Costs	Area of Benefit
SGS-019 MHLN Nurse Conference	4,000	0	Staff
SGS-020 MHLN Wellbeing & Connection Growth for the Integration of International Nurses	900	0	Staff and Patients
SGS-021 Furniture for Therapy Room, Beechwood Ward, St Cadocs	4,230	0	Patients (relatives and staff)
SGS-022 Pride Staff Network across ABUHB	2,500	0	Staff
Total Bids	11,630	0	

Bids for consideration	Total Cost £000's	Ongoing Costs	Area of Benefit
CFC-268 Bid for Staff Recognition Awards 25/26	25	0	Staff
CFC-269 Bid for Clinical Sessions for Decarbonisation initiatives	17	0	Staff & Patients
Total Bids	42	0	

Key points

- Opportunity for sponsorship (CFC 268) and some fundraising (SGS 021) could reduce the overall commitment.
- Any requests relating to the employment of staff must be approved by the Charitable Funds Committee to ensure that contracts are fixed term and under a period of two years. It must be clear what plans are in place to cover



unexpected costs such as maternity leave and sickness. This particularly applies to grant funding as they will not normally support these items.

- All requests must have the full support of the Executive Committee. The bids will be considered at the meeting to be held on 27th February 2025.
- The Committee **has a balance of £12.6k** available to support requests.
- The Committee only has sufficient funds to approve the 4 small grant requests totalling £11.6k which would leave the Committee with **£1k**.
- To fund the bid requests totalling £42k the Committee could consider committing against funds available in the new financial year, based on:
 - the creation of available funds from the reserve as detailed in the funds available report, agenda item 2.3.

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to consider approving the small grants from the balance of the general fund at 31/1/25 and the additional bids from the reserve release from 1/4/25.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Cyfeirnod Cofrestr Risg Corfforaethol a Sgôr Cyfredol: Corporate 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 Link to IMTP	Choose an item.
Galluogwyr allweddol o fewn y CTCI Key Enablers within the IMTP	Finance
Amcanion cydraddoldeb strategol Strategic Equality Objectives	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:

SGS – Small Grants Scheme

Partion / Pwyllgorau â
ymgynhorwyd ymlaen llaw y
Cyfarfod Bwrdd Iechyd Prifysgol:
Parties / Committees consulted
prior to University Health Board:

**Effaith: (rhaid cwblhau)
Impact: (must be completed)**

Resource Assessment:

A resource assessment is required to support decision making by the Board and/or Executive Committee, including: policy and strategy development and implementation plans; investment and/or disinvestment opportunities; and service change proposals. Please confirm you have completed the following:

• **Workforce**

Not Applicable

• **Service Activity & Performance**

Yes, outlined within the paper

• **Financial**

Yes, outlined within the paper

**Asesiad Effaith
Cydraddoldeb
Equality Impact
Assessment (EIA) completed**

No does not meet requirements

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 ABB.EDI@wales.nhs.uk

**Deddf Llesiant
Cenedlaethau'r Dyfodol – 5
ffordd o weithio
Well Being of Future
Generations Act – 5 ways
of working**

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.



<https://futuregenerations.wales/about-us/future-generations-act/>



Charitable Funds Committee

Bid Ref: CFC – 268

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 Funds Committee for funding of up to £28,000 to support the 2025 Aneurin Bevan University Health Board Staff Recognition Awards.

The Staff Recognition Awards has been an annual event that has run since 2011. 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; 2024's event saw a record number of 500 staff attend at a new venue in Ebbw Vale.

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/Experience
- 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
- Going the Extra Mile
- Green Healthcare
- Apprentice of the Year

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 Board's 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 6 events. The 2025 event will be held on 4 July 2025 (day before the NHS' birthday) at Ebbw Vale Leisure Centre.

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. However, we recognise that the Charitable Fund is not able to fully cover the cost of the event at this point in time, and the Chief Executive therefore agrees to underwrite any residual costs of the project.

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 500 people are invited to the event. This includes all nominees, Board members, members of Llais and our partners. 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 Llais 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, we will either not be able to proceed this year which will be the first time in 13 years, or the Chief Executive will need to consider an alternative funding model.

3.5 Bids relating to Additional Staff Resources

N/A

4. Financial Analysis

4.1 Funding Requested

The £28,000 (including VAT where items are eligible) reflects an attendance of approximately 500 people and includes the production, provision of food and the hire of the venue.

Consideration is currently being given to host the Annual Nursing Conference the day before with the same set up. If this proposal is determined to be deliverable, costs can be shared between the two events and thus cheaper for each event. However, this will be confirmed in the coming months.

If additional sponsorship funding comes in or we confirm another event to share costs, 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 ongoing 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.

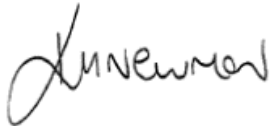
Every day staff demonstrate their dedication in ensuring the delivery of excellent health care services to the people we serve. An annual staff recognition event will go some way towards publicly recognising their valuable contribution. It will support the improvement of patient care by the internal 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 £28,000. Please note we will continue to look for sponsorship so are confident that this will reduce.


Bid Prepared by:

Name:	Dan Davies
Title	Chief Business Officer
Date:	04 February 2025

Supported by Division

General Manager:	Karen Newman
Signature:	
Date:	04 February 2025

Executive Sponsor

Name:	Nicola Prygodzicz
Job Title:	Chief Executive
Signature:	
Date:	04 February 2025



Charitable Funds Committee Bid Ref: CFC – 269

Bid for Funding of Clinical Sessions for Decarbonisation Planning – Clinical Futures at St Cadocs HQ

1. Introduction

The bid is to fund the equivalent of one clinical session per week at a monthly cost of £1385.25 for a period of 12 months (£16,623) to continue work on reaching the Welsh Government's target of net zero by 2050. This includes a projected % pay rise for 2025/26.

2. Background

The Decarbonisation Programme Board comprises of five areas of focus:

1. Buildings, Estates and Facilities
2. Communications and digital
3. Clinical and Health Planning
4. Workforce & OD
5. Waste

This bid relates to the activities in Group 3, Clinical and Health Planning.

3. Key Issues

3.1 Category of Bid

This bid relates to:

Staff education and welfare.

3.2 Description of the Bid

To continue to provide financial support to allow valued and needed work to continue on the Decarbonisation Programme. The Clinical Lead for the programme's, Clinical and Health Planning group has been instrumental in implementing, educating and changing working practices for so many at the benefit of the environment and well-being of future generations, including the health of those generations. Funding awarded for this year has been instrumental in supporting the expansion of the decarbonisation work. There are currently more than 50 active projects under the Clinical and Healthcare Planning group, led by Dr Jenna Stevens.

As with last year, there has been an agreement from the Clinical Director within Anaesthetics, that should funding be successful, one session per week would continue to be released to allow the vital work to progress further.

3.3 Outcome Measures & Benefits

3.3.1 Activity Analysis

Conferences attended

1. Research for Greener Surgery Conference 17th December 2024
2. ABUHB Workshop Developing Future Strategy/Integration Green healthcare 18th November 2024
3. NHS Wales Sustainability Conference 13th June 2024

Presentations

1. Anaesthetic Directorate QUID "Entonox on Labour Ward GUH" 6th December 2024
2. Association of Anaesthetist Great Britain and Ireland Core topics study day "Anaesthetists Role in Sustainability" 5th Dec 2024 (invited to speak)
3. NHS Wales Sustainability Conference "Celebrating Success: Evaluation of Mobile Nitrous Oxide destruction unit at ABUHB" 13th June 2024 (invited to speak)
4. South Wales Network of Acute Pain team's 10th Annual conference "An Anaesthetist's journey into Sustainability. Will you join me?" 22nd May 2024 (invited to speak)

Awards

1. Winner of 'The Sustainability Champion Wales Award' at NHS Wales Sustainability Awards 2024.
2. Winner of 'Green Healthcare Award' at 2024 ABUHB Staff Recognition Awards.

New project ideas

1. Green Social Prescribing in Pre-habilitation and peri-operative medicine. Keen to explore funding for research trial with NIHR.
2. All Wales Green theatres network. Aim to establish a group via NHS Exec similar to Greener Critical Care. ABUHB Clinical lead has well established links with Sustainability Clinical Leads in CAV and Swansea Bay. To utilise new links within NHS Exec to create this group to progress Green Theatre agenda.
3. Set up ABUHB Green maternity team to spread and scale suitable projects.
4. Staff engagement visits at sites across ABUHB (YYF, NHH, RGH, GUH to date) to continue.
5. Waste – to introduce metal 'single use' item recycling within theatres and introduction of reusable sharps bins to name a few areas.

Projects supported

- 'Green teams'
 1. Inhaler Decarbonisation app. HB wide spread and scale of the power app developed by Respiratory Lead Pharmacist Victoria Richards-Green. Support through group 2 & 3.
 2. Emergency Department Bronze accreditation 'Green ED' led by Dr Helen Sharkey, Consultant Emergency Medicine – support via group 3.
 3. 'Green Endoscopy Group' led by Dr Rhodri Davies, Consultant Gastroenterologist – support via group 3
- Energy saving
 1. Interventional radiology theatre shutdown
 2. Cardiology cath lab shutdown
- Green anaesthesia/theatre projects

1. Revolution Zero - Reusable sterile surgical textiles feasibility trial. SBRI grant funded collaboration across ABUHB, CAV and Swansea Bay. Key role: named link clinician for ABUHB. Responsible for ABUHB staff engagement and recruitment of evaluation and engagement lead for ABUHB RGH theatres. Results of trial due in early 2025.
 2. Green Tonsillectomy – reducing unnecessary use of sterile gowns and drapes for non-sterile procedures.
- Green patient pathways
 1. Short stay arthroplasty pathway led by trauma and orthopaedics, links with Dr Tom Rees, Anaesthetic lead for trauma. Length of stay reduction of 1.8 days per patient = 68.22kgCO₂e per patient/procedure (based on 37.9kgCO₂e/day for low-intensity in-patient elective stay). 394 procedures in 6 months = 26, 878.68 kgCO₂e savings (approx. 27 tonnes of CO₂e). January 2025 plans to introduce oral analgesia pre-medication to reduce the use of intravenous medicines intraoperatively.
 2. Screening questionnaire to streamline nurse led face to face pre-assessment. Avoid unnecessary hospital visits, free up valuable nursing time.
 3. Streamlining of Head and Neck cancer pathway. Support for carbon savings calculations.
 - Waste/switch to lower carbon alternatives
 1. Numerous within Pre-assessment and peri-operative medicine
 - a. Unnecessary MRSA swabbing in pre-assessment clinic.
 - b. Day case anaesthetic chart
 - c. Group and save for laparoscopic cholecystectomy
 - d. Repeat blood investigations
 2. Alfentanil drug waste in theatres - Anaesthetic trainee led project (Clinical Lead is named clinical supervisor)
 3. Use of plastic bags to return theatre sets to CSSD within ABUHB.
 4. Fluid warmers.

Projects led

- 'Green teams'
 1. ABUHB Green theatre champions network. A small group of keen theatre staff have been identified and agreed to be our

green theatre champions and will enable Clinical Lead to embed the 'Green Theatre checklist' into ABUHB Theatres. Implement Theatre 'Sustainability Initiative of the Month' ideas and other projects across ABUHB Theatres (have gained approval from Theatre Innovation Board for this and Clinical Lead reports back to this group with project ideas and outcomes).

2. Sustainable Anaesthesia Policy written. To be disseminated once formatted.
- Energy saving
 1. GUH Theatre shutdown. Education and engagement with ODPs, theatre leads and anaesthetists to identify suitable theatres. SOP developed for manual out of hours shutdown of suitable operating theatres as no option for automatic switch off at GUH.
 - Gases
 1. Entonox waste reduction across ABUHB. Establishing links with service users (midwifery, endoscopy, ED, minor injuries units and fracture clinic). Identification of areas across all sites where manifold decommissioning possible (mostly RGH). Implementation of waste reduction strategies across areas of clinical use. Ongoing trial of capture technology. Links with SBRI funded project to develop new technology. Awaiting outcome and delivery of another destruction unit. Business case for further mobile units or possible central destruction unit for maternity services (Co-lead with Rebecca Clement, Midwifery green champion)
 2. N2O waste reduction at GUH. Audit of clinical use. Link with AP for medical gases. To reduce manifold size as appropriate.
 3. Safe removal of waste N2O cylinders (links with Medical Gas Governance group). Ongoing issues. Letter to medical gas company regarding this and links with WG regarding an All Wales solution.
 - Waste/switch to lower carbon alternatives
 1. Ethyl chloride spray reduction - switch to lower carbon footprint alternative (Ice at YYF and trial of cool stick at NHH through newly formed 'Green theatre champions network')
 2. Switch to Hexi-prep wipes across theatres in ABUHB (have enquired about spread and scale to other areas).

New contacts made

- Outside of ABUHB
 1. Ann Corp, Head of Decarbonisation and Programme Management Office Health and Social Care Climate Emergency Programme.
 2. Lisa Wise, Deputy Director Health, Social Care and Early Years, Welsh Government.
 3. Dr Claire Dunstan - National Clinical Lead for Anaesthetics and Peri-operative Care (POC). Clinical Implementation Network (CIN) for the Strategic Programme for Planned Care and Recovery. Clinical Lead for Patient-centred Value based Healthcare (Secondary Care) Cardiff and Vale. Orthopaedic Pre-assessment lead Cardiff and Vale Bevan Exemplar
 4. Greener Critical Care Network - Dawn Mussa NHS Executive, Dr Jack Parry-Jones ICU Consultant CAV, Dr Babu Muthuswamy, ICU Consultant ABUHB and Critical care network lead.
 5. Changing Shape team CAV - Kate Blower
 6. Cardiff Medical School - offered opportunities for year 3 & 4 students for special study modules in Sustainability within ABUHB.

- Within ABUHB
 1. Mr Jonathan Clarke - Associate Medical Director for QI ABUHB.
 2. Dr Paul Whitemore, Consultant Respiratory Medicine.
 3. Dr Matthew Carwardine, Consultant Anaesthetist and Intensive Care medicine.
 4. Mr Simon Wood, Consultant Surgeon and CD for surgical directorate.
 5. Dr Nidhika Berry, Consultant Microbiologist and Clinical Lead
 6. Dr Nilima Parry-Jones, Consultant Haematologist
 7. LesleyAnn Bushell - Senior Midwifery Manager
 8. Pharmacy links - Bethan Jones, Pharmacy Manager RGH. Sara Boyle, Antimicrobial Pharmacist.
 9. Dr Stacey Harris, Paediatric SR and previous fellow with CSH.

3.3.2 Benefits

There has been a significant decrease in the use of volatile gases for anaesthesia in ABUHB under Jenna's leadership. The below table shows the usage in litres of Nitrous oxide and Entonox. This reduction in usage led to a carbon saving of 588, 655 kgCO₂e.

GAS	2022-23 Usage in Litres	2023-24 Usage in Litres	Total reduction in litres
<i>Entonox</i>	<i>2, 958, 396</i>	<i>2, 698, 742</i>	<i>259, 654</i>
<i>Nitrous oxide</i>	<i>1, 756, 800</i>	<i>703, 750</i>	<i>1, 053, 050</i>

The Theatre Shutdown project, led by Jenna, has also contributed to the reduction in electricity use with an estimated annual saving (up to September 2024) as shown below:

HOSPITAL	PLANT / AREA	Cost	HRS	Power - KWH	CO2
	Total Estimated Annual Saving for NHH	£9,422.78	20439 Hrs	50432.94 KW/h	11.231 tCO2
	Total Estimated Annual Saving for RGH	£34,914.61	122738 Hrs	181423.53 KW/h	40.401 tCO2
	Total Estimated Annual Saving for SWH	£5,716.93	23359 Hrs	30277.65 KW/h	6.743 tCO2
	Total Estimated Annual Saving for YYF	£29,869.85	30137 Hrs	154553.91 KW/h	34.418 tCO2

All of the figures are estimated annual savings for ventilation (AHU) only (cost, hours, power KWH and CO2) and are for electric only and does not include thermal saving (heating and cooling).

The cost saving is based on the current unit rate I have and is again for electric only.

At GUH the theatre staff have complete control on all the theatre plant (via the surgeons panel), the staff can put it in setback at break times etc or turn the AHU off when finished (there is no time schedule for these theatres at GUH) therefore it is difficult to put a figure on this.

Above are examples of the significant changes in practice and the positive results on both our carbon footprint and our finances.

Through engagement, departments such as Endoscopy, Emergency Care, Maternity, Cardiology, Gastroenterology and Theatres have set up 'green' projects and in most cases, 'Green Champions', resulting in reduction in waste with items such as drapes, gloves, paper and energy.

3.4 If the Bid is not Supported

There is not an alternative funding stream so the Decarbonisation Programme would lose the Clinical Lead to support and lead on ABUHB wide projects.

The knowledge and expertise the Lead brings along with the engagement and confidence from other clinical staff, would cease.

3.5 Bids relating to Additional Staff Resources

The current funding is due to expire in May therefore the funding would commence then for 12 months.

Line management responsibility would remain with Anaesthetics however, reporting on progress with Decarbonisation will continue to be reported via the Decarbonisation programme Board and Welsh Government.

Once the funding has expired in 2026, further funding is likely to be sort.

4. Financial Analysis

4.1 Funding Requested

The funding is for one clinical session per week to free time to work on Decarbonisation projects. Finance have provided the cost of £1385.25 per month, £16, 623 over 12 months.

4.2 Availability of Local Charitable Funds

There is insufficient funding in the charitable funds for Decarbonisation to cover the revenue costs.

4.3 Revenue Costs

Staff costs as described above.

4.4 Revenue Costs - Affordability

This bid is for 100% session cover and takes into account future pay rises. However, the savings some of the key projects have already made for the health board more than shows the Clinical Leads time more than pays for itself. Further cost and carbon savings are planned for the coming year and will continue beyond 2026. The

clinical engagement, thanks to the lead, has resulted in more clinical staff questioning their current practice and looking at ways to reduce carbon and finances whilst maintaining patient safety.

5.0 Conclusions and Recommendations


It is recommended the committee fully support this application for clinical sessions to support the health board in not only achieving net zero but improving services and experiences for both patients and staff.

There is so much waste within the health board and this project and the Clinical Lead are working to reduce this; resulting in carbon and cost savings.


Bid Prepared by:

Name:	Francine Phillips
Title:	Service Improvement Manager
Date:	09/01/2025

Supported by Division

General Manager:	
Signature:	
Date:	09/01/25

Executive Sponsor

Hannah Evans, Director of Strategy, Planning & Partnerships	
Signature:	
Date:	17/01/2025

Charitable Funds
Small Grants Scheme Application – Max £5k
CFC/SGS [019](#)

MHLD Nursing Conference Proposal – February 2025

1. Name of ward or department and hospital:
MHLD - Nursing
2. Description of item/service required:
<p><u>MHLD Nursing Conference Proposal</u></p> <p>Our Health Board recognises that our nurse teams are the heartbeat of patient care and recovery. Among them are our dedicated mental health and learning disabilities (MHLD) nurse teams, who face unique challenges every day. They work tirelessly to support patients in mental health crisis, many often with long term complex needs. They go above and beyond to ensure individuals' holistic wellbeing. Our nurses operate in challenging physical and emotional environments, this can be in locked wards or alone in the community, these settings can often feel more isolated and lacking opportunities in open wards and clinics in other teams have to connect, learn and grow within their specialty or to prioritise their own wellness.</p> <p>Mental health and learning disabilities nursing is a specialty that requires unique skills, empathy, and resilience. Our diverse nursing workforce often work with patients who have been marginalised, misunderstood and in need of specialised care. Our Nursing teams face emotional and psychological demands that can be overwhelming without the right support and resources.</p> <p>By hosting a conference tailored to our MHLD nursing teams, we acknowledge the distinct challenges and celebrate the incredible work these teams do.</p> <p><u>Our Vision for the MHLD Nursing Workforce Conference Day</u></p> <p>Our proposal for the MHLD nursing conference day is to share our vision and launch our Nursing Workforce Strategy. Our proposal for the MHLD nursing conference day is to share our vision and launch our Nursing Workforce Strategy. Our strategy builds on the strong foundations that have been laid in both the Quality Strategy and the wider nursing workforce strategy, from our Health Board. Ours with a specific focus on both our mental health and learning disabilities specialties. This event will be an opportunity for a day filled with passionate MHLD professionals, all gathered with a common goal: to enhance their skills, share their experiences, and build a stronger, more connected community. It will #BeeTheChange, an active 'hive' of knowledge and hope for our MHLD nursing teams who deserve recognition and support.</p> <p>The conference day will be a cross-pollination of ideas and innovations. Workshops will</p>

allow nurses to share learning and innovation, the sessions will provide a space to discuss challenges and find solutions together. The unique networking opportunities from this event will enhance professional relationships. It's a day dedicated to learning, wellbeing, and networking, providing a firm foundation after a turbulent couple of years to support the retention and growth of our MHLN nursing.

The event will provide a platform for our nurse teams to voice their experiences, share their successes, and learn from each other. This conference will not only enhance their professional development but also boost their morale and sense of belonging.

Celebrating Stability and Leadership

The recent substantive appointment of our Division Nurse ends a few extra challenging years of instability in assured leadership. This appointment brings the launch of the new MHLN specialty workforce nursing strategy at the conference. This will set a clear direction and leadership for the future. Our teams will **#BeeInformed** and **#BeeInvolved**. This strategy is a testament to our commitment to improving mental health and learning disabilities care, recognising the vital role these nurse teams have in our healthcare system. It clearly outlines goals, provides a roadmap for implementation, and ensures that MHLN nurses have the support, knowledge, and connections they need to thrive.

The Impact of the Conference

This conference is more than just a day of learning and networking. It's a celebration of MHLN nurses, a recognition of their invaluable contributions and a step towards a brighter, more connected future for mental health and learning disabilities care. By investing in this event, we invest in the wellbeing of our nurses and the quality of care they provide to some of the most vulnerable members of our community.

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 request funding to cover a minimum attendance of 100 colleagues at this day.

The negotiated rate is £40 per person, this includes VAT. The rate covers room hire for the day, media equipment and stationary supplies for workshops.

For each delegate it includes a buffet lunch, coffee/tea/water in the day.

The amount requested in this bid is for minimum attendance of 100 persons is £4000 including VAT



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

This event will be benefits to Patients and Staff:

Patients:

- **Improved Quality of Care:** Enhanced skills and knowledge will support in better patient outcomes and higher quality care.
- **Holistic and Specialised Care:** Nurse teams will learn new techniques and best practices, enabling them to provide more comprehensive and specialised care.

Staff:

- **Professional Development:** The conference will offer workshops and keynote presentations to help nurses gain new knowledge and skills.
- **Networking and Collaboration:** It will facilitate connections between MHLN nursing workforce, growing a more cohesive and effective workforce.
- **Wellbeing and Resilience:** Sessions focused on mental health and wellbeing will help nurses manage stress, build resilience and maintain a more healthy work-life balance.
- **Integration of International Nurses:** The conference will provide a platform for our newly arrived international nurses to share their experiences and integrate into our wider local healthcare system and social connections. Aiming to develop sustainable recruitment options.

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.

I am submitting this to secure our dates and booking. At time of submitting, I have sought initial advice on potential of other sources, no funds currently available in MHLN Division. Emailed Linda Jones, Head of Nursing Education, Development & Corporate Team. Linda is supportive, but has advised the Nursing Conference Corp pot is prioritised for HB Conference, which is committed and planning is underway for July 2025. It is unlikely that there will be resource remaining that can equitably give contribution to each of the 6 Division's Nursing Team across Health Board.

At the time of this submission we have no other funding options available.



6. Other supporting information:

Objectives/Benefits/Measuring Success/Follow up Plan

Objectives:

1. **Enhance Professional Development:**

- 🌐 Provide opportunities for nurses to gain new knowledge and skills through various educational sessions.

2. **Promote Networking and Collaboration:**

- 🌐 Facilitate connections to share best practices and innovative approaches.

3. **Launch the MHLD Specialty Workforce Nursing Strategy:**

- 🌐 Introduce and discuss the new strategy, outlining its goals and expected impact.

4. **Support Wellbeing and Resilience:**

- 🌐 The day sessions will include opportunities to help nurses manage stress and build resilience.

5. **Integrate International Nurses:**

- 🌐 Provide a platform for international nurses to integrate and contribute to the community.

Benefits:

1. **Improved Patient Care:**

- 🌐 Enhanced skills and knowledge will lead to better patient outcomes.

2. **Stronger Professional Networks:**

- 🌐 Networking opportunities will foster collaboration and support.

3. **Increase Staff Retention, Personal and Professional Experiences and Satisfaction:**

- 🌐 Focus on professional development and wellbeing will boost job satisfaction,

experiences and retention rates.

4. **Enhanced Workforce Strategy:**

- 🌐 The new strategy will provide clear direction and support for workforce development.

5. **Cultural Competence and Diversity:**

- 🌐 Integrating international nurses will enhance cultural competence in patient care.

Measuring Success:

1. **Attendance and Participation:**

- 🌐 Track the number of attended and diversity of nursing roles/teams attendees.

2. **Feedback and Satisfaction:**

- 🌐 Collect feedback, speaker and session ratings for the event.

3. **Learning and Development:**

- 🌐 Assess knowledge gain and implementation of learning through surveys and other feedback.

4. **Networking and Collaboration:**

- 🌐 Measure new professional connections and collaboration initiatives.

5. **Wellbeing and Resilience:**

- 🌐 Assess the self-reported impact of wellbeing sessions on stress levels and resilience.

6. **Strategy Launch:**

- 🌐 Measure awareness and adoption of the new strategy.

7. **Overall Impact:**

- 🌐 Assess improvements in patient care and staff retention and satisfaction.

By implementing an additional follow-up plan, the benefits of the conference will be sustained and our specialist MHLN nursing community will continue to grow and thrive more effectively.

Follow-Up Plan:

1. **Immediate Follow-Up (Within 1 Week):**

- 🌐 Send thank you emails and collect feedback.

2. **Short-Term Follow-Up (1-3 Months):**

- 🌐 Share conference materials, publish a report and facilitate networking options going

forward.

3. Medium-Term Follow-Up (3-6 Months):

- Evaluate impact and support strategy awareness/implementation.

4. Long-Term Follow-Up (6-12 Months):

- Facilitate smaller local follow-up events, monitor progress, and celebrate achievements.

5. Continuous Engagement:

- Maintain engagement and communication, build a community of practice.

7. Submitted by:

Name:
Catherine King

Job title:
Senior Service Improvements, & Programmes Manager for MHL D – Quality Improvement & Engagement

Telephone:

Email:
Catherine.m.king@wales.nhs.uk

8. Supported by:

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

Name: Nadine Gould

Date: ~~5/5/23~~ 5/2/25

Job title: MHL D Divisional Nurse

Signature: approved via email

Please note you will be asked to complete an evaluation form to demonstrate how your small grant has made a difference.

For Charitable Funds Committee Use

Approved	Not Approved
Next Action:	Reason:

RE CF Team
Supported at Executive level
by Leanne Watkins (by e-mail)
19.02.25

Charitable Funds
Small Grants Scheme Application – Max £5k
CFC/SGS-020

MHLD Proposal Wellbeing & Connection Growth for the Integration of International Nurses into our Division & Health Board.

1. Name of ward or department and hospital:

MHLD – Nursing

2. Description of item/service required:

Wellbeing & connection growth for international nurses integration into our Division & Health Board.

The Health Board and MHLD Division are proud and excited to have the opportunity this month to welcome 11 nurses from overseas, to work in our services. They are currently undergoing a comprehensive two-week training programme. Following this training, we plan to hold an induction and wellbeing event to help them establish professional and personal connections within Gwent.

These international professionals have made significant personal sacrifices, leaving behind their families and friends to join our team. It is crucial that we provide them with opportunities to connect with colleagues and the local community, fostering a sense of belonging and support.

We aim to hold regular connection and wellbeing opportunities, to support in creation of a community, starting with a special day on **18th March**. These events will promote wellbeing and build connections among our nursing and wider staff, alleviating feelings of isolation and strengthening team cohesion and morale. The ambition is these connections will establish and sustain ongoing in natural community friendships. By investing in these events, we can create a more supportive and welcoming environment for our international colleagues, ultimately enhancing their job satisfaction and retention.

We kindly request your support in contribution we can use towards funding these events, which will support in cover costs such as venue hire, refreshments and activities designed to promote relaxation and social interaction and connection. Your contribution will enable us to provide impactful activities and pop-up spaces, making a significant difference in the lives of our nursing staff and helping us build a stronger, more connected team, open to existing and new nursing staff as we welcome our new colleagues to Gwent.

Our request is for consideration of your support for our ongoing wellbeing initiatives, which have proven essential in developing a more positive and sustainable environment for our dedicated staff. Through our previous



experiences, we have demonstrated the critical need for effective, continuous engagement with our colleagues on the ground. Our commitment to listening and valuing wider Health Board colleagues' voices, particularly through conversations shared at Pop-Up-Pop- In Wellbeing activities and on the big blue bus, has been instrumental in shaping our wellbeing activities.

We have compassionately observed and listened to our colleagues, identifying a continuous need to implement and sustain three simultaneous wellbeing activities:

Preventative Measures: Raising awareness of mental health, creating a stigma-free culture, and conducting regular check-ins to monitor staff wellbeing.

Targeted Interventions: Providing in-house support or effective signposting for issues like burnout, stress, and resilience.

Self-Care Culture: Encouraging self-care through mobile apps, mindfulness techniques, and lifestyle changes.

Despite the challenges posed by our physical environments, as well as limited additional funds, we have continued to facilitate and host numerous initiatives, where we have capacity in resource, to all HB colleagues, thanks to funding and volunteer support. However, we know it is not enough to simply offer one off wellbeing events; we must continuously nurture a positive culture that empowers staff to take necessary breaks, especially during times of extreme burnout.

Mental health and learning disabilities nursing is a specialty that demands unique skills, empathy, and resilience. Our nurses often work in challenging environments, such as locked wards or isolated community settings, where opportunities for connection and growth are limited. This isolation in the environment and the added isolation our international colleagues may feel from being in a new country, may further hinder their ability to prioritise their own wellness. This may impact on themselves and wider feeling of 'team'.

Thank you for considering our request. ANY financial support will be appreciated and invaluable in sustaining our wellbeing initiatives and ensuring the continued success of our dedicated staff.

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 request funding to contribute to support space and content for wellbeing and connection activities size groups of 20-30 colleagues.



The funds will contribute to room hire for the day and some light refreshments and towards activities where possible.

The amount requested in this bid is for £900

However, we are appreciative of ANY amount you may wish to offer.

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

This event will be benefits to Patients and Staff:

Benefits for Staff

Improved Mental Health:

- Regular wellbeing activities can help reduce stress, anxiety, and burnout, leading to better overall mental health.
- Staff who feel supported are more likely to engage in self-care and preventative measures.

Increased Job Satisfaction:

- Feeling valued and supported can significantly boost job satisfaction and morale.
- Opportunities for professional and personal growth can enhance staff engagement, retention and loyalty.

Enhanced Feeling of Team Connection:

- Wellbeing activities can strengthen relationships and teamwork among staff.
- A supportive environment increases collaboration and mutual respect.

Better Retention Rates:

- Staff who feel supported and connected are more likely to stay with the organisation, reducing turnover.

This is particularly important for international staff who may face additional challenges in adjusting to a new environment/country.

Benefits for Patients

Higher Quality of Care:

- Staff who are mentally and emotionally well are better equipped to provide high-quality care.
- Reduced burnout means staff can be more attentive, compassionate, and patient-focused.

Consistency in Care:

- Improved retention rates lead to more stable and consistent care for patients. A reduction in reliance on agency staff.
- Patients can benefit from building long-term relationships whilst in our care.

Positive Environment:

- A supportive and positive workplace culture can create a more welcoming and comforting environment for patients.
- Patients are likely to feel more at ease and supported when they see their/our teams are well and happier working together.

Enhanced Patient Outcomes:

- When staff are feeling better supported, they can focus more on patient care, leading to better health outcomes.
- A positive staff environment can contribute to a more positive patient experience overall.

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.

At the time of this submission, we have some opportunities and connections for some volunteers to provide wellbeing activities and colleagues to facilitate and host, but there is a lack of suitable rooms to host a wellbeing environment for attendees and volunteers who generously give their time and support the content for activity eg crafting.

I have been advised by the Charitable Funds Manager that there may be an opportunity in the future to apply for a grant from NHS Charities Together but it is not available until later in the year and there could be a competitive process with limited funding available. We will of course apply if we are eligible and repay the Charitable Funds Committee if we are successful.



6. Other supporting information:

Objectives/Benefits/Measuring Success/Follow up Plan

Objectives

Enhance Staff Wellbeing:

- Provide regular opportunities for staff to engage in wellbeing activities.
- Improve a culture of self-care and mental health awareness.

Improve Staff Retention:

- Create a supportive environment that encourages staff to stay with the organisation.
- Offer targeted support for international staff to help them integrate and feel valued.

Strengthen Teams:

- Promote activities that build strong relationships and teamwork among staff.
- Encourage open communication and mutual support within the team.

Improve Job Satisfaction:

- Ensure staff feel appreciated and supported in their roles.
- Provide opportunities for professional and personal growth.

Follow-up Plan

Regular Monitoring and Evaluation:

- Conduct regular surveys and feedback for sessions to assess the



impact of wellbeing activities.

- Monitor participation rates and engagement levels in wellbeing initiatives.

Performance Metrics:

- Monitor for improvements in staff performance, productivity and sickness rates.
- Measure changes in staff retention and turnover rates.

Qualitative Feedback:

- Collect personal stories from staff about their experiences with the wellbeing initiatives.
- Observe and document behavioural changes and improvements in team cohesion.

Continuous Improvement:

- Use feedback and data to refine and enhance wellbeing activities.
- Identify and seek to address any gaps or areas for improvement in the support provided to staff.

Sustainability Planning:

- Develop a long-term plan to sustain and expand wellbeing initiatives.
- Seek ongoing opportunity and support to ensure the continuity and growth of these activities.

7. Submitted by:

Name:
Catherine King

Job title:
**Senior Service Improvements, &
Programmes Manager for MHLD –
Quality Improvement &
Engagement**



Telephone:	Email: Catherine.m.king@wales.nhs.uk
8. Supported by: <i>This must be signed by the Directorate Manager/Head of Service</i>	
Name: Nadine Gould	Date: 10/02/2025
Job title: MHL D Divisional Nurse	
Signature: approved via email	

Please note you will be asked to complete an evaluation form to demonstrate how your small grant has made a difference.

For Charitable Funds Committee Use

Approved	Not Approved
Next Action:	Reason:

RE CF Team
Supported at Executive level
by Leanne Watkins (by e-mail)
19.02.25



GIG
NHS

Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

**Charitable Funds
Small Grants Scheme Application – Max £5k
CFC/SGS xxx 021**

1. Name of ward or department and hospital:	
Beechwood psychiatric intensive care unit, St. Cadocs Hospital	
2. Description of item/service required:	
Anti-ligature and weighted table and chairs for therapy room.	
3. Cost of item/service plus supplier information:	
<i>Please provide a quote if available and ensure that any costs for delivery and installation are included.</i>	
<i>Please state if your costs include VAT.</i>	
<i>If there is any ongoing maintenance or consumable costs, please explain how you intend paying for this.</i>	
Weighted table x1 - £1,818.00	
Weighted x4 chairs - £2,412.00	Price includes VAT
4. How will this item/service benefit patients and staff:	
Currently there is no safe space for service users to utilise various therapies within the ward. Presenting as a safety concern and also a negative impact on patients' well-being. This equipment will help us provide a safe and comfortable environment for service users to utilise whilst on the ward, thereby improving their mental and physical well-being, improving their experience of the service and having a positive impact on their overall health and decreasing the amount of incidents of self-harming behaviours.	
5. Have you applied for funding for this item/service elsewhere, including your own charitable fund:	
<i>Please give details of who you approached, and the response received.</i>	
Staff are currently fundraising for the ward. Staff have collected donations of craft equipment to utilise in the activity room and also acquired specialised lockable cupboards for the storage of equipment.	
6. Other supporting information:	
At present on the ward, service users have no safe space to complete any therapies or therapeutic engagement activities. We are making every effort to make adjustments to the ward to provide a safe space within the ward area. We currently have no occupational therapy input and staff on the ward go above and beyond to provide therapies for the patients. However, to do this we need support with provisions etc. We are looking into changing one of the rooms into an activity/mindfulness room, where we can provide therapies within a safe space for our service users. This would have a positive impact on the psychological and physical well being of our patients as we can provide safe and meaningful activities that are not limited as they will not be conducted within the area of the ward that is limited as to what equipment can be utilised.	



Due to the nature of the ward, and our acuity being high we are unable to facilitate any of these therapies within the main area of the ward. Meaning the main ward area is being kept sterile at all times.


As the ward is an intensive care unit, our patients can present with challenging behaviours, including and not limited to: violence, aggression and self-harming behaviours. The safety of the service users and staff is paramount, thus needing specialised equipment and furniture on the ward. The equipment specified above would need to be anti – ligature and weighted, so the safety of patients and staff can be assured. The furniture being weighted would hinder anyone attempting to move the furniture for nefarious reasons.

7. Submitted by:

Name: Roxanne Ralph	Job title: Health care support worker
Telephone: 07904398138	Email: Roxanne.ralph@wales.nhs.uk

8. Supported by:

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

Name: Andrew Price	Date:
Job title: Senior Nurse	31/01/2025
Signature: 	

Please note you will be asked to complete an evaluation form to demonstrate how your small grant has made a difference.

For Charitable Funds Committee Use

Approved	Not Approved
Next Action:	Reason:

RE CF Team
Supported at Executive level
by Leanne Watkins (by e-mail)
19.02.25

Please note that the ward are just starting fundraising and have agreed to pay the Committee back with any funds received.

Beechwood Ward Feedback.

On Beechwood Ward (P.I.C.U) we strive to provide 100% quality of care for our service users. To help us achieve this, we would greatly appreciate any feedback that you could provide to help us improve our service. The aim of this form is to establish what resources we could provide/improve to aid in your recovery whilst you are on PICU.

Please could you take the time to complete the questions below in as much detail as possible.

Name: (optional)	
Current time on PICU:	Too long

1. Do you feel there are adequate resources on Beechwood Ward to aid in your recovery in regards to Occupational Therapy/recovery through activity input?

YES NO

Comments:

There are no resources for activities.

2. We understand the ward can be unsettled at times; so, when carrying out tasks such as crafts, mindfulness activities etc. do you feel it would be beneficial to have a separate space to complete these activities?

YES NO

Comments:

If we have on ~~chance~~ opportunity to do any activities, it's cut short because of unsettled patients

3. Due to the nature of the ward, sometimes staff are unable to facilitate activities within the main ward area. Do you feel this has an impact on your mental and physical well-being?

YES NO

Comments:

To constantly be told "There's no staff" makes me feel like nobody wants to give me time and help me feel better.

Beechwood Ward Feedback.

On Beechwood Ward (P.I.C.U) we strive to provide 100% quality of care for our service users. To help us achieve this, we would greatly appreciate any feedback that you could provide to help us improve our service. The aim of this form is to establish what resources we could provide/improve to aid in your recovery whilst you are on PICU.

Please could you take the time to complete the questions below in as much detail as possible.

Name: (optional)	JOSH
Current time on PICU:	Over A Year.

1. Do you feel there are adequate resources on Beechwood Ward to aid in your recovery in regards to Occupational Therapy/recovery through activity input?

YES NO

Comments:

No Activities to do or no where to go.

2. We understand the ward can be unsettled at times; so, when carrying out tasks such as crafts, mindfulness activities etc. do you feel it would be beneficial to have a separate space to complete these activities?

YES NO

Comments:

Away from patients that cause trouble

3. Due to the nature of the ward, sometimes staff are unable to facilitate activities within the main ward area. Do you feel this has an impact on your mental and physical well-being?

YES NO

Comments:

I like doing crafts and games, have not done any, because theres none here and no room

Beechwood Ward Feedback.

On Beechwood Ward (P.I.C.U) we strive to provide 100% quality of care for our service users. To help us achieve this, we would greatly appreciate any feedback that you could provide to help us improve our service. The aim of this form is to establish what resources we could provide/improve to aid in your recovery whilst you are on PICU.

Please could you take the time to complete the questions below in as much detail as possible.

Name: (optional)	JS
Current time on PICU:	15 weeks

1. Do you feel there are adequate resources on Beechwood Ward to aid in your recovery in regards to Occupational Therapy/recovery through activity input?

YES NO

Comments:

There is no OT therapy involvement at all in my care. There is no room for activities and I think its important especially when the ward is unsettled

2. We understand the ward can be unsettled at times; so, when carrying out tasks such as crafts, mindfulness activities etc. do you feel it would be beneficial to have a separate space to complete these activities?

YES NO

Comments:

Its a good distraction when its unsettled and helps calm the mind and we currently haven't got a space for this.

3. Due to the nature of the ward, sometimes staff are unable to facilitate activities within the main ward area. Do you feel this has an impact on your mental and physical well-being?

YES NO

Comments:

Boredom and the ward being unsettled and not being able to escape the noise and distress is very challenging. It makes me feel worse and uneasy.



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

Charitable Funds Committee

Bid Ref: CFC – **SGS-022**

This is a Small Grant Request

Bid for funding for Pride staff network
For All staff
At Pan Health board

1. Introduction

The Pride Staff Network exists to support and celebrate LGBTQIA+ members of staff in ABUHB. We would hope to use charitable funds to build and sustain the Network through further fostering a sense of community for Network staff. In line with the Welsh Government LGBT Action Plan we want to support the Health Board to increase the visibility of LGBTQIA+ staff which will also lead to creating a safe environment for LGBTQIA+ patients and community members.

We would like to purchase Pride branded lanyards for staff members across the Health Board who are LGBTQIA+ and pin badges to advocate the pride network. The ABUHB Pride Network will support and celebrate LGBTQIA+ staff and allies, that build a sense of network coherence and togetherness, and also cover costs for speakers to the regular network meetings, and other support events.

2. Background

The Pride Staff Network has existed for many years as a place of informal support and connection, essential for people who are from a marginalised or minoritised background.

Our community aims to bring people together from across the Health Board. We also hope to be able to drive positive change by giving our network members a voice and support in highlighting issues, policies and practices in work that impact on us as LGBTQ+ people, and our patients, and that ensures ABUHB is a safe and supportive environment for everyone.

Census data suggests that there are an estimated 500 LGBTQIA+ staff members working for Aneurin Bevan HB. However, currently the network has around 40 active

members and the co-chairs are currently engaged in a strong push to increase awareness and visibility of the network. Part of this work is in developing a sense of belonging and comradeship between members of the group.

In addition, we are aware as co-chairs that our LGBTQ+ staff members at times encounter homophobia and transphobia, both in a work setting and at home. The Health Board Executive team put out a strong statement of support following an onslaught of homophobic abuse received via the HB's social media pages when a brief article about attending a Pride event was published. This has emphasised the need for a network for staff to come together to feel supported and safe in work. We welcome the HB's position and, as the Stonewall Standards Audit conducted for the HB in 2018/9 demonstrated, as well as feedback from staff now, our staff directly experience transphobia and homophobia from patients and also, sadly, colleagues every day. This ranges from micro-aggressions and thoughtlessness, to clear examples of hate speech.

3. Key Issues

3.1 Category of Bid

This bid relates to:

Purchase of equipment.

3.2 Description of the Bid

We are asking for funding of £2500.

We would intend to support the Pride Network in a variety of ways:

- 1. We will purchase 400 lanyards (to ward safe standards) that would be exclusively available to Pride network members, that combine the Progress Pride branding with the NHS Wales logo. We will also purchase 50 Trans specific lanyards which has been requested by our Trans staff members.*
- 2. We will also purchase 1000 small enamel Pride flag pins which can be worn by network staff or allies to show their support for colleagues and the wider principles of inclusion.*
- 3. Any surplus funding would be used to support the activities of the network, for example by providing refreshments for Network meetings and our annual events program.*

As far as we are aware, there are no options to meet this request within core funding. We have considered asking staff members to self-fund, however this would be a gesture from the HB to demonstrate its commitment to support staff, in line with the recent statement from Execs.

3.3 Outcome Measures & Benefits

3.3.1 Activity Analysis

- *We would purchase 400 Pride lanyards, 50 Trans lanyards which can be distributed to Pride Network staff members, and 1000 pin badges.*

3.3.2 Benefits

We anticipate the funding would enable the purchase of equipment would further foster a sense of community for members of the staff network, as well as demonstrate the HB's commitment to supporting staff and thinking about their wellbeing in a visible way, which in turn demonstrates support and safety to LGBTQI+ patients and family members who access NHS care.

3.4 If the Bid is not Supported

We would not be able to purchase the lanyards if the bid were not supported. We would approach the new EDI lead when they are in post to request additional support from EDI core funding if available.

3.5 Bids relating to Additional Staff Resources

- *NA*

4. Financial Analysis

4.1 Funding Requested

*Lanyards £972.42 (please see attached quote)
Pins £672 (please see attached quote)
Events £850*

4.2 Availability of Local Charitable Funds

None

4.3 Revenue Costs

NA

4.4 Revenue Costs - Affordability

We do not anticipate any additional revenue costs.

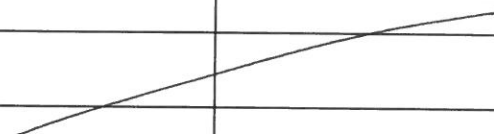
5.0 Conclusions and Recommendations

The bid is requesting financial support for merchandise to support and promote the Pride Staff Network for all staff across ABUHB.

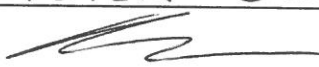
Bid Prepared by:

Name:	Elanor Maybury
Title:	Clinical Psychologist
Date:	03/07/2024

Supported by Division NOT APPLICABLE.

General Manager:	
Signature:	
Date:	

Executive Sponsor

Name:	PETER CARR
Signature:	
Date:	01/08/2024



**CYFARFOD BWRDD IECHYD PRIFYSGOLN
ANEURIN BEVAN
ANEURIN BEVAN UNIVERSITY HEALTH BOARD
MEETING**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	07 March 2025
CYFARFOD O: MEETING OF:	Charitable Funds Committee
TEITL YR ADRODDIAD: TITLE OF REPORT:	Financial Control Procedure Annual Review
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Robert Holcombe, Director of Finance, Procurement and Value Based Healthcare
SWYDDOG ADRODD: REPORTING OFFICER:	Gareth Lewis, 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 Financial Control Procedure is reviewed throughout the year to account for any changes in legislation or processes and reported to the Committee. In addition to this an annual review is carried out and the Charitable Funds Committee is asked to approve the amendments as detailed in this report.

**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. Amendments are now required following an annual review and are summarised below with the FCP attached displaying tracked changes as previously requested by the Committee.

The FCP is due for renewal in July 2025 as part of the Health Board's 3-year review process.

Cefndir / Background

As above.

Asesiad / Assessment

There are several minor changes to be made as follows:

- 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.
- An additional point in Appendix 15 – 3.5 Bids relating to Additional Staff Resources, making reference to the plans that need to be considered to cover maternity and sickness leave.

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to approve the listed amendments to the FCP.

Once all changes have been approved, the FCP will be presented to Internal Audit to review the changes made, before being submitted to the Audit, Risk & Assurance Committee for full ratification.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Cyfeirnod Cofrestr Risg Corfforaethol a Sgôr Cyfredol: Corporate 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 Link to IMTP	Choose an item. Choose an item.
Galluogwyr allweddol o fewn y CTCI Key Enablers within the IMTP	Finance
Amcanion cydraddoldeb strategol Strategic Equality Objectives Strategic Equality Objectives 2020-24	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
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to University Health Board:	

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Resource Assessment:	A resource assessment is required to support decision making by the Board and/or Executive Committee, including: policy and strategy development and implementation plans; investment and/or disinvestment opportunities; and service change proposals. Please confirm you have completed the following:
• Workforce	Not Applicable
• Service Activity & Performance	Yes, outlined within the paper
• Financial	Yes, outlined within the paper
Asesiad Effaith Cydraddoldeb Equality Impact Assessment (EIA) completed	No does not meet requirements 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 ABB.EDI@wales.nhs.uk
Deddf Llesiant Cenedlaethau'r Dyfodol – 5 ffordd o weithio Well Being of Future Generations Act – 5 ways of working https://futuregenerations.wales/about-us/future-generations-act/	Prevention - How acting to prevent problems occurring or getting worse may help public bodies meet their objectives Choose an item.



Aneurin Bevan University Health Board

CHARITABLE FUNDS

Financial Control Procedure

N.B. Staff should be discouraged from printing this document. This is to avoid the risk of out-of-date printed versions of the document. The Intranet should be referred to for the current version of the document.

Status: Issue 6
Approved by: Audit Committee
Owner: Director of Finance

Issue date: 19 July 2022
Review by date: 19 July 2025
Policy No: ABUHB/Finance/0244

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1 Introduction

Charitable Funds is the term given to money that is donated to the Aneurin Bevan University Health Board and which is administered through a registered charity, Aneurin Bevan University Local Health Board Charitable Fund and Other Related Charities, number 1098728. The Health Board is the Corporate Trustee of the charity and has appointed the Charitable Funds Committee to oversee the management of its funds. The charity uses the working name "Aneurin Bevan Health Charity" which is used throughout this document.

2 Policy Statement

Aneurin Bevan University Health Board is committed to ensuring that it has sound financial controls in place to ensure that there is good control and probity over the use of charitable funds. It is also committed to ensuring that it is compliant with charity regulations set out by the Charity Commission.

3 Aims

The document will set out procedures that are to be adopted by delegated Charitable Fund Holders in the day-to-day management of charitable funds and in setting out the corporate responsibilities of the Health Board.

4 Scope

The document is relevant to staff within the Corporate Finance Department and specifically the Charitable Funds Office. It is also relevant to staff that have been identified as Charitable Fund Holders and have been delegated a specific charitable fund account to manage on behalf of the trustee.

5 Roles and Responsibilities

5.1 Corporate

5.1.1. The Director of Finance is responsible for ensuring that proper financial controls and segregation of duties exist for charitable funds. The Assistant Director of Finance (Financial Systems & Services) assumes managerial responsibility for Charitable Funds, with the day-to-day management delegated to the Charitable Funds Manager.

5.1.2. Individuals must not set up a charity using the name of the Health Board or any of the Health Boards' hospitals without prior permission from the Health Board.

5.1.3. Individuals must not set up their own bank account to receive monies intended for the Aneurin Bevan Health Charity.

5.1.4. All correspondence relating to charitable funds must be passed to the Charitable Funds Manager immediately. Disciplinary action will be taken where monies are misappropriated or mislaid because staff have not receipted monies

promptly or not informed the Charitable Funds Manager of pertinent information.

5.2 Charitable Funds Committee

The role and responsibility of the Charitable Funds Committee is defined within the Terms of Reference of the committee and their work plan which is reviewed annually.

5.3 Charitable Fund Holders

This policy applies to all staff that have been identified as Charitable Fund Holders to manage those accounts.

6 General Information

6.1 Charitable Funds are variously described as Trust Funds, Endowment Funds, Gift Funds or Non-Exchequer Funds. Property can only be held for charitable purposes if it is for public benefit and exclusively charitable.

6.2 The legal objects of the Aneurin Bevan Health Charity are as follows:

The trustees shall hold the trust funds upon trust to apply income, and at their discretion, so far as permissible, capital, for any charitable purpose or purposes relating to the National Health Service in the area of Gwent.

6.3 All expenditure and activities of the charity and individual accounts within charitable funds must be within the scope of the objects shown above.

6.4 Charitable Funds are used for items of expenditure relating to the Health Service which are not normally paid from revenue funds because it would be inappropriate to do so. Funds are intended to provide those additional amenities that will improve the conditions under which patients are cared for and treated or staff work. Examples of items typically purchased from charitable funds are shown in Appendix 1.

6.5 Charitable funds may not be used to supplement remuneration directly or indirectly.

6.6 Income generated through the normal course of NHS staff activities should not be accounted through charitable funds but be part of the normal revenue income of the Health Board.

7 Financial Controls

- 7.1 The Director of Finance is responsible for maintaining all financial records to enable the production of reports and annual accounts that comply with accounting standards and Charity Commission regulation.
- 7.2 All transactions must be coded correctly in the General Ledger and all supporting documentation must be retained for audit purposes.
- 7.3 Overdrawn funds are not permitted and therefore expenditure against a specific fund can only be allowed when sufficient funds exist.
- 7.4 In the unlikely event that an overdrawn fund balance occurs the account manager must ensure that the account is returned to credit within a reasonable period. Overdrawn funds must be reported to the Charitable Funds Committee.
- 7.5 Control accounts must be reconciled monthly by the Charitable Funds Manager and approved by the Assistant Head of Financial Accounting.
- 7.6 All inter-organisation balances between the charitable funds and the Health Board's revenue funds must be reviewed and cleared monthly.
- 7.7 The banking services for charitable funds must be in a separate bank account to those used for revenue funds.
- 7.8 All costs directly involved in the administration of the Charitable Funds must be identified in reports and annual accounts to reduce any subsidy from the Health Board.
- 7.9 Procedures, duties and controls must be reviewed for current relevance, practicability and efficiency on an ongoing basis.
- 7.10 Transaction listings and reconciliations must be reviewed for completion, reasonableness and evidence of posting.

8 Charitable Fund Holders

8.1 Signatories

All delegated charitable fund accounts must have two nominated signatories. The first signatory is the Charitable Fund Holder who takes primary responsibility for the management of the account and must be aware of and be compliant with this financial control procedure. The second signatory must be a person of equivalent or more senior position to the Charitable Fund Holder.

8.2 Delegation of Charitable Accounts

Charitable funds are formally delegated to Charitable Fund Holders on an annual basis by letter from the Director of Finance on behalf of the Charitable Funds Committee. The letter which will be issued in March of each financial year is shown in Appendix 2 and will cover the following areas:

- The basis that the account is being delegated.
- The terms of reference of the account.
- Authorised signatories of the account.
- The requirement to read and be familiar with the Charitable Funds Financial Control Procedure and Management Guide.
- The requirement to provide an annual return in relation to the activities and expenditure of the account.
- The withdrawal of the right to be a Charitable Fund Holder if compliance with requirements is not followed.

8.3 **Reporting the Use of Delegated Funds**

Charitable Funds Holders are required to submit an annual report to the Charitable Funds Committee setting out how the account has been used in the previous financial year. The reporting requirements vary depending on the fund balance on the account and is summarised as follows:

<i>AVERAGE VALUE OF FUND</i>	<i>REQUIREMENT</i>
Less than £25K	<p>A simple proforma return setting out what the fund was used for and the main purchases and income activity made in the year.</p> <p>A proforma is attached in Appendix 3.</p>
Greater Than £25K	<p>A more detailed report setting out the activities and spending over the following headings:</p> <p>In the last Year Main activities Income sources Expenditure – detailing the items purchased and how they have improved the services provided by the ward/dept.</p> <p>Plans for the Forthcoming Year Main activities Income sources Expenditure</p> <p>Plans for Future Years Main activities Income sources Expenditure</p> <p>A proforma is attached in Appendix 4.</p>

Reports must be submitted to the Charitable Funds Manager by 30th April following the end of the preceding financial year.

For significant funds with balances greater than £25K it is important that spending plans are in line with the strategic direction of the Board and additional level of scrutiny is required at a departmental or service level to ensure that funds are used appropriately.

8.4 **New Charitable Fund Accounts**

New charitable fund accounts must be approved by the Charitable Funds Committee by using the form shown in appendix 5. The purpose of the fund must be identified together with two signatories.

9 Income

9.1. Types of Funds

Monies may be given to be held for a specific or general purpose but how they are accounted for depends on the specific terms on which they have been given:

- Restricted Funds - can only be spent in accordance with written instructions imposed at the time the funds were donated or granted or in accordance with the specific terms of a fundraising appeal. They consist of legacies and grants where a legal document and signed agreement restricts the use to the terms of the bequest/agreement.
- Unrestricted Funds – may be spent at the discretion of the trustees in line with the objectives of the charity and fall into the following below categories.
 - Designated funds whereby a particular part of the hospital or activity was nominated by the donor at the time their donation was made. Whilst their donation is not binding on the trustee, these types of donations are allocated to the designated funds.
 - General Funds – these relate to donations received by the charity where no specific preference has been expressed by the donor as to the utilisation of the funds. This type of donation is assigned to the Charitable Funds Committee to decide how the funds are best used.

9.2 Legacies

9.2.1 The Charitable Funds Manager will: -

- Send a letter of thanks to the Executors, if appropriate.
- Process and act on correspondence to ensure that the bequest is received promptly.
- Record the legacy details in the legacy register.
- Set up a separate restricted fund for each legacy received.
- Advise the Director of Finance of any issues arising from a legacy.
- Inform the Health Board's Property Group of any land and property bequeathed to the Health Board and act on their advice.
- Ascertain paperwork when advised of bequests, to provide a full audit trail.

9.2.2 All legacies must be reported to the Charitable Funds Manager and used in accordance with the terms of the will and within a reasonable timescale.

9.3 Grants

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.
- 9.3.6 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.
- 9.3.7 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.
- 9.3.8 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.
- 9.3.9 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.

9.4 Donations

- 9.4.1 All monetary donations, including funds raised by the staff such as raffle monies, must be receipted into Charitable Funds. Staff must not keep cash donations at a local level.
- 9.4.2 Charitable Fund Holders must ensure that when a donation is received any condition or direction, which is attached, is noted and complied with. It may be necessary to decline the gift if the attached conditions are unduly onerous or if the Health Board is incapable of meeting the conditions. Charitable Fund holders must report potential donations that could generate additional running costs to their Directorate Manager. The Directorate Manager must determine how these costs are to be met before accepting the donation.
- 9.4.3 The Charitable Funds Manager must ensure that the Charitable Funds do not contain funds received for Clinical Trials. These funds are not deemed to be Charitable as it is the sponsoring company that benefits from the trial. Funds for research are permissible providing the research is published in the public domain.
- 9.4.4 The Charitable Funds Manager must ensure posters and leaflets are distributed across the Health Board informing people how they can make a monetary donation to the charity. Both the poster and leaflet must emphasise that donors must obtain a receipt for their donation. The procedure for making a monetary donation, with a sample poster, is shown in Appendix 7.
- 9.4.5 Documentation should include an option for the donor to make a 'Gift Aid' declaration allowing the Health Board to reclaim tax.
- 9.4.6 Cheques should be made payable to Aneurin Bevan Health Charity.
- 9.4.7 The Charitable Fund Holder or their nominated individual or the Charitable Funds Manager must send a letter of acknowledgement to the donor. Some examples of wording to be included within thank you letters can be found in Appendix 8.
- 9.4.8 Small personal gifts such as chocolates and flowers given by grateful patients, relatives or friends need not be accounted for in the formal sense.
- 9.4.9 Gift cards and vouchers can be accepted and must be recorded as a donation and used for the benefit of the ward/department.

9.5 Fundraising

- 9.5.1 Most health service bodies raise funds on a regular basis through fetes, coffee mornings, lotteries and appeals etc. For small society lotteries, the charity must be registered with the licensing authority in the area where the principal office of the charity is located. Aggregated proceeds from all

lotteries that take place across the Health Board must not be more than £250,000 in any one year.

9.5.2 Cake sales may take place within Health Board premises providing that they adhere to the Health Board's Health & Safety policies around food safety. Further guidance and advice is available from the Health & Safety department.

9.5.2 Raffles may take place in Aneurin Bevan University Health Board, providing the following points are complied with:

- Raffles must be registered with the Charitable Funds Team using the 'Raffle Request Form' in Appendix 9.
- The Charitable Funds Team will issue pre-printed raffle tickets together with a Raffle Return Form
- Every ticket in the raffle must cost the same and the ticket fee must be paid before entry into the draw is allowed
- Tickets must not be sold to, or by, those under the age of 16
- Proceeds must not exceed £5,000 for a single draw
- All proceeds of the raffle must be credited to the Charitable Funds account using the ward/department receipt book
- No single prize may be worth more than £1,000
- Alcohol donated as raffle prizes may be accepted at the discretion of the Ward/Department Manager
- Prizes may be purchased from charitable funds if sufficient funds are available, but alcohol must not be purchased. Prizes should cost significantly less than the anticipated income from the raffle
- Raffle tickets must be drawn randomly and the winners must be notified by telephone or in writing by the designated staff member
- The Raffle Return Form must be completed and returned to the Charitable Funds Team together with any unused tickets within a month of the actual draw
- The winning tickets must be attached to the Raffle Return Form
- The rules governing the use of raffles will be printed on the back of the raffle return form for ease of reference
- The Charitable Funds Team will maintain a register of raffles in order to complete the required lottery return to the licensing authority in Torfaen County Borough Council.
- Aggregated proceeds from all raffles that take place across the Health Board must not be more than £250,000 in any one year.

9.5.3 Guidelines on sponsorship are detailed in Appendix 10.

9.6 Gift Aid

9.6.1 Donations and Fundraising (Sponsorship) Income can be Gift Aided.

9.6.2 The Gift Aid scheme allows the Charity to collect an additional amount over and above the donation in lieu of income tax.

9.6.3 Donors must sign a declaration, prior to making their donation or undertaking

their fundraising activity, that

- they wish the Charity to reclaim the tax relief
- they are currently UK taxpayers and the amount of tax they pay exceeds the amount of tax reclaimable

9.6.4 The Charitable Fund Manager can provide gift aid declarations and advice on the scheme.

9.7 Acknowledgement

9.7.1 The process for acknowledging donations, legacies and grants is shown in the diagram in Appendix 6

10 Investments

10.1 The investment policy is attached in Appendix 11.

10.2 The Charitable Funds Committee is responsible for appointing an investment management company or companies to manage the Charitable Fund's investments. The Investment Management Company must be informed of the Investment Policy of the charity and the trustees may rely on the professional advice of the Investment Management Company in formulating the policy. The policy should be reviewed annually to ensure it still fits with the overall aims of the charity.

10.3 The Charitable Funds Committee or a nominated representative should instruct the Investment Management Company to: -

- Provide details of all transactions undertaken on behalf of charity.
- Hold stock and share certificates for safekeeping.
- Provide details of dividends and interest received.
- Provide valuations on request.
- Attend the Charitable Funds Committee at least annually to formally present the investment performance of the period.

10.4 The Assistant Director of Finance (Financial Systems & Services) is responsible for: -

- Maintaining an Investment Register to record details of all investments held.
- Calculating realised gains or losses (profit/loss) on sale of investments.
- Calculating unrealised gains or losses on investments.
- Informing the Charitable Funds Committee at each meeting of the investment valuation.
- Ensuring all interest and dividends received are allocated/utilised in accordance with the wishes and agreement of the Charitable Funds Committee.
- Ensuring any unrealised gains or losses on investments are allocated/utilised in accordance with the wishes and agreement of the Charitable Funds Committee

- Ensuring the investments held is reflected in the charity's annual accounts.
- Ensuring working balances are kept in a Government Banking Service, interest bearing, bank account.

11 Expenditure

11.1 The detailed procedure for purchasing goods and services from Charitable Funds is detailed in Appendix 12– Purchases from Charitable Funds.

11.2 All purchases are subject to the following approval hierarchy:

Purchases Up To	Approvers
£5,000	Two individual fund holders
Additional approvals for £5,001 - £15,000	Divisional General Manager
£15,001 - £25,000	Executive Director
>£25,000	Charitable Funds Committee

11.3 In addition to the approval hierarchy set out in the previous table for more significant funds, because of their relatively high value, an additional level of scrutiny is required at a departmental or service level to ensure that funds are used for the strategic benefit of the service or department and where a wider engagement would be desirable. Therefore, evidence of planning engagement and specific plans for the account is required to support purchases where fund balances exceed £25K.

11.4 Any expenditure relating to the employment of staff must also be approved by the Charitable Funds Committee to ensure that contracts are fixed term and under a period of two years by completing the bid application form showed in Appendix 15.

11.5 An authorised signatory list is maintained by the Charitable Funds Manager. The approval hierarchy is also contained in the Oracle iProcurement module.

11.6 The Charitable Funds Manager will be responsible for ensuring that certification of expenditure by Authorised Signatories is within the limits set out in this procedure.

11.7 Expenditure can be incurred provided it falls within the remit of the fund from which it is being paid and satisfies the following criteria:

- 11.7.1 It is not for the benefit of an individual (e.g., retirement gifts) unless it is a payment to an individual that benefits a wider group – an example being a training course for the benefit of the department or service.
- 11.7.2 Charitable funds cannot be used as funding support for staff without the approval of the Charitable Funds Committee.

-
- 11.7.3 No alcohol to be purchased.
 - 11.7.4 Where meals are provided (for example as part of a conference for speakers) alcohol and tobacco cannot be claimed.
 - 11.7.5 A distinction should be made between work and work networking opportunities as opposed to purely social activities; the latter being inappropriate.
 - 11.7.6 The need to be proportionate and reasonable in expenditure.
 - 11.7.7 Consumable items should be paid from NHS funds not charitable funds.
 - 11.7.8 All minor works requests not available on Oracle should be submitted via the Charitable Funds Office where availability of funds and authorised signatory will be confirmed before the Works department initiates any works.
 - 11.7.9 Where expenses and reimbursements are to be reclaimed via charitable funds, claims must be made within 3 months of the date the expenditure was incurred in line with the wider Health Board policy.
 - 11.7.10 Loyalty cards may only be used to purchase goods if the card is registered to the department and not the individual.
 - 11.7.11 Events and initiatives that promote staff wellbeing are allowed from charitable funds, but they need to demonstrate a direct benefit to the wellbeing of our staff which will then have an indirect benefit to our patients.

Wellbeing can be defined as being happy, healthy, contented, comfortable, or a combination of all these things and apply to both an individual's physical and mental state. It can be understood as how individuals are satisfied with their life or how they evaluate their life both at work and at home, how they feel and how they function.

Such events and initiatives need to be agreed in advance with the Charitable Funds Manager.

- 11.7.12 Team building activities can be a powerful way to develop collaboration and trust, increase motivation, nurture strengths, address weaknesses and promote cooperation. They need to have a real purpose and be properly planned to make a genuine impact.

Team building must be collective types of activities and events, often involving collaborative tasks, causing a group of people to work together effectively as a team, enhancing social relations and defining roles within teams.

The benefits are listed below:

- Improves problem-solving skills – Taking on new challenges at a different level helps your brain grow and develop, allowing you to get more from your experiences.
- Relieves stress – Work also involves a level of stress. While stress is an excellent motivator at times, knowing how to manage it is key to long-term success.
- Builds teamwork skills – This creates better working relationships allowing your team to be more productive.
- Playing games is fun – All work and no play makes Jack a dull (and unproductive) staff member.
- Improves learning retention – By actively engaging your employees you're enhancing their capabilities for learning retention.
- Active participation in learning improves how much information and skill a person retains from the training.

11.7.13 Examples of items typically purchased from charitable funds are shown in Appendix 1.

12 Value Added Tax - VAT

- 12.1 Certain items purchased from charitable funds may be exempt from VAT where the goods are: -
- Purchased wholly from charitable funds.
 - Purchased by an eligible body wholly from funds provided by a charity or voluntary contributions.
- 12.2 The following items are exempt from VAT if used for the purposes stated
- Medical, scientific, computer, video, sterilising, laboratory, or refrigeration equipment used in medical research, training, diagnosis, or treatment
 - Parts and accessories for use with the above items
 - Qualifying aids for people with disabilities
 - Computer software solely for use in medical research, diagnosis or treatment and its repair and maintenance
- 12.3 Zero rating only applies when the item being purchased is used solely for the declared purpose e.g., a computer may qualify where used entirely for medical research. However, zero rating does not apply if the computer were used partly for research and partly for general administrative work.
- 12.4 Charitable Fund Holders should refer to the VAT Guidelines - HM Custom & Excise - Notice 701/6 (4.11) Appendix 13 to determine the eligibility of purchases for VAT exemption.
- 12.5 The Procurement Department will complete a VAT exemption certificate, when placing the order, for those goods that are zero rated. A proforma VAT exemption certificate is shown in Appendix 14.

12.6 The Charitable Funds Manager will be responsible for clarifying VAT issues.

13 Accounting

13.1 The Assistant Director of Finance (Financial Systems & Services) is responsible for configuring the Oracle Financials System to be able to satisfy financial reporting regulation for Charities.

13.2 Accounts must be produced annually and be subject to external audit opinion and be filed with the Charities Commission before 31 January following the accounting year end.

13.3 The accounts must be submitted to the Charitable Funds Committee for approval and signed off by the Aneurin Bevan University Health Board, who act as Corporate Trustee for the charity

14 Administration Charges

14.1 All costs of administering the funds must be charged to the Charitable Funds accounts. Exchequer funds must not be used to subsidise charges.

14.2 The administration fee should cover the cost of administering the funds on a day-to-day basis and includes charges from the investment companies, finance and general administrative costs and auditors' fees.

14.3 Administration charges are charged to the funds annually. The total charges incurred by the Charity are apportioned based on the average monthly fund balance. During the year an estimated charge may be applied to ensure that individual fund accounts do not exceed available funds.

15 Corporate Reporting

15.1 On an annual basis the Assistant Director of Finance (Financial Systems & Services) will ensure that year end accounts and reports are prepared, in line with current accounting regulation for Charities and that the Charitable Funds Committee approve the audited accounts.

15.2 The Assistant Director of Finance (Financial Systems & Services) will provide a financial report to each Charitable Funds Committee meeting giving details of the current financial position.

15.3 The Charitable Funds Manager will ensure that reports, showing opening and closing balances together with transactions, on each fund are available to view by fund managers through the Oracle Reporting Suite – QlikSense.

16. Training

16.1 In addition to this Financial Control Procedure a Management User Guide has been developed which is issued to all Charitable Fund Holders. The guide gives practical advice to help managers know their responsibilities and to assist them in common activities such as receiving donations and purchasing goods or

services from funds.

- 16.2 The Charitable Funds Team will meet with Charitable Fund Holders on a regular basis to ensure they understand and comply with these procedures.
- 16.3 Further advice and training is available if necessary and can be arranged through the Charitable Funds Office.

17. Audit

- 17.1 Internal Audit and Audit Wales will audit Charitable Fund Holders, General Offices and the Finance department periodically to determine the effectiveness of this procedure.
- 17.2 Auditors will present a report of their findings and recommendations to the Audit, Finance and Risk Committee, Charitable Funds Committee and the Health Board.

18. Review

- 18.1 This procedure will be reviewed every three years unless a requirement arises for this to be reviewed earlier.

Appendix 1



Aneurin Bevan Health Charity

CHARITABLE FUNDS

Examples of Items Typically Purchased from Funds

The Health Board (the trustees) are keen that funds are used as soon as practicable following donation. The list below has been developed as an aid to managers and Charitable Fund Account Managers about the type of items that charitable funds can be used for.

If you wish to discuss any specific issues in more detail, please contact:

Charitable Funds Team
 Tel No: 01495 765431 (internal calls to ext 55431)
 E-mail: Charitable.Funds.ABB@wales.nhs.uk

Chat with us on Teams

Patients Expenditure	Notes
Medical equipment	<ul style="list-style-type: none"> • Donations are often received with a wish that equipment is purchased • Individuals fundraise to purchase a particular piece of equipment • Providing additional equipment would benefit both patients and staff. For example, on a cardiology ward where patients are required to be weighed daily, there is a hoist provided at each end of the ward, but an additional hoist would improve conditions. • Medical equipment when purchased through the charitable funds is VAT exempt • Maintenance costs and consumables need to be considered as these are usually met by revenue budgets
Seasonal activities/Occasions	<ul style="list-style-type: none"> • Gifts for patients resident in hospital over Christmas • Easter eggs, Halloween items • Decorations for wards and departments at Christmas, Diamond Jubilee etc

	<ul style="list-style-type: none"> • Ward/Department buffets – open to all, patients, staff and visitors
Therapies	<ul style="list-style-type: none"> • Dance classes for older adult patients • Musical equipment • Gardening for Mental Health patients • Trips for diabetic and renal patients to show how they can manage their condition in normal day to day activities • Craft items
Environment	<ul style="list-style-type: none"> • Replacement of bay curtains that are adequate but worn • Cot bedding and mobiles • Pictures and murals • Plants at hospital entrances • Christmas trees and lights at hospital entrances • Garden furniture and benches • Refurbishment of areas to provide bereavement rooms • Redecoration to encompass new ideas of highlighting certain features by using different colours for patients to identify them more easily such as toilet doors, toilet seats
Other equipment	<ul style="list-style-type: none"> • Game consoles and games – as well as keeping children occupied it also improves patient co-ordination in stroke patients • Televisions • Music centres • Storage containers to tidy up areas • Dignity pegs – to clip bay curtains together • Bariatric equipment such as toilet seats, commodes, anaesthetic cushions and chairs as the Health Board provides standard items but unfortunately the physical size of patients treated is increasing and this exceeds the working load limit. • Bereavement memory boxes • Sympathy cards • Toys for children play areas
Staff Expenditure	Donations are often given with a wish that they are spent on the staff

<p>Training courses and conferences (including accommodation and travel expenses)</p>	<ul style="list-style-type: none"> • Knowledge gained by an individual on a training course can be passed on to other staff and will indirectly benefit patients
<p>International conferences/courses</p>	<ul style="list-style-type: none"> • Revenue budgets do not usually support international events due to the cost, but knowledge gained from this wider platform can improve practise here
<p>Staff Awards (not cash)</p>	<ul style="list-style-type: none"> • Prizes for poster presentations at Nurse Conference • Staff Recognition Award – in the form of a trophy • Team building events
<p>Training equipment</p>	<ul style="list-style-type: none"> • Provide the necessary equipment to enable in-house training • In-house training can be much cheaper than sending staff away on courses as there are no travel costs and staff are on hand in case of emergencies
<p>Other equipment</p>	<ul style="list-style-type: none"> • Kettles, Microwaves, Fridges. Additional items • as what is provided is not always within staff proximity • Laptops – so staff can access information while away from their area of work • Computers with higher specifications than Health Board standard required to run certain types of software • Storage items – to tidy areas • Smart phones – provided in areas such as district nursing so that staff can access information and also in cardiology where GPs can access on call Consultants • Educational books
<p>Team Building</p>	<ul style="list-style-type: none"> • Professional Team building events etc. • Escape Rooms • Outdoor Pursuits – with trained personnel • Games – It’s a Knockout, Treasure Hunts, Bowling, Paint balling etc. • Invited speakers (motivational) • Room/Hall Hire • Food can be included with above activities but no alcohol. • Travel – e.g., bus hire from place of work can be included for above activities within reason.

Staff Wellbeing	<ul style="list-style-type: none">• Events and Initiatives that promote staff wellbeing which shows a direct benefit in the wellbeing of our staff that has an indirect benefit to our patients. (To be agreed in advance with the Charitable Funds Manager).
Research	<ul style="list-style-type: none">• Provided it has gone through the Research and Development Committee• Provided it is for public benefit
Service Promotion	<ul style="list-style-type: none">• Items for stands at Big Cheese Event in Caerphilly and the Eisteddfod

Appendix 2

Dear Charitable Fund Holder

Delegation of Charitable Funds

Fund No: Fund Name:

This letter formally delegates responsibility for the management of the above account to you as a Charitable Funds Holder for the financial year commencing 1 April 20XX.

All charitable funds within Aneurin Bevan University Health Board are managed within the umbrella of a registered charity no 1098728. Good governance is essential and therefore as the Charitable Funds Holder there are several responsibilities that you have and must be aware of and comply with as follows:

Authorised Signatories

All accounts must have two signatories identified to support all requests for expenditure from the account; the second signatory to the account must be at least of equivalent seniority in the organisation. Expenditure over certain thresholds will also require additional authorisation in accordance with the following table:

Purchases Up To	Approvers
£5,000	Two account signatories
Additional approvals for £5,001-£15,000	Divisional General Manager
£15,001-£25,000	Executive Director
>£25,000	Charitable Funds Committee

Use of the Charitable Account

A "*USER GUIDE*" for Charitable Fund Holders has been developed which provides essential information about how to manage an account from receiving donations and income to how to go about making purchases from the account. Please ensure you are familiar with this document which is attached.

The detailed procedures for managing charitable funds are contained in the Charitable Funds Financial Control Procedure with which you should also be familiar. This can be accessed from the Health Board's intranet.

Annual Reporting

The Charitable Funds Committee has introduced a requirement for account managers to provide an annual report on how the fund has been used in the last

financial year and what the main sources of income were. Most funds are small in value and so only a brief pro-forma return will be required.

For larger funds that exceed £25K in value a slightly more detailed return is required describing the activities of the previous year and also to set out plans for the forthcoming and future years.

The Charitable Funds Committee reserves the right, as trustee of the charity, to delegate the use of the account to another manager if the requirements set out in this letter are not observed.

I would be grateful if you would sign this letter as acceptance of these terms and return it to the Charitable Funds Team by e-mail by no later than 30th April.
Charitable.Funds.ABB@wales.nhs.uk

If you have any queries, I would be grateful if you would contact the Charitable Funds Manager on 01495 765414 by TEAMS or by e-mail
Charitable.Funds.ABB@wales.nhs.uk

Yours sincerely

Director of Finance

Signature 1

Signature 2

Name:

Name:

Appendix 3

**Charitable Fund Holder – Annual Report 20XX/20XX
For the Charitable Funds Committee
For funds less than £25K**

Account No:	
Account Name:	
Provisional Fund Balance as at 28.02.20XX	£

Financial Summary	
Income	
Expenditure	

Describe your main source of income for the year:

Please describe how the fund was used in the year, including the items purchased and how they were used to improve the service providing examples of benefits to patients and staff. If appropriate, please provide photographs.

Please could you provide quotes from patients and staff about the difference purchases from charitable funds have made to them.

This information is used in the Charitable Funds Annual Report and to provide information to the Charitable Funds Committee.

Non-Cash Items		
Have you received goods donated during the year? Excluding food and other perishable items, please could you list these items indicating an approximate monetary value.		
Item	Received from	Approximate Value

<i>Examples</i>		
<i>Toiletries for patients</i>	<i>Abergavenny School</i>	<i>£75</i>
<i>I-Pad</i>	<i>Relatives of patient JB</i>	<i>£300</i>
<i>Hand cream for Staff</i>	<i>Patient JD</i>	<i>£5</i>
<i>We have to include a value for donated goods within our accounts</i>		

Signed:	
	Charitable Funds Holder
Date:	

Signed:	
	2nd Signatory
Date:	

If you require assistance in completing this form, please contact the Charitable Funds Manager on 01495 765414, by [TEAMS](#) or by e-mail Charitable.Funds.ABB@wales.nhs.uk

This form must be completed and returned to the Charitable Funds department by 30th April

Appendix 4

**Charitable Fund Holder – Annual Report 20XX/20XX
For the Charitable Funds Committee
For funds more than £25K**

Account No:	
Account Name:	
Provisional Fund Balance as at 28.02.XX	

Financial Summary	
Income	
Expenditure	

Describe your main source of income for the year:

Please describe how the fund was used in the year, including the items purchased and how they were used to improve the service providing examples of benefits to patients and staff. If appropriate, please provide photographs.

Please describe detailed plans with estimated costs for the fund in the next twelve months and over the medium term of three years, describing the benefits these purchases will make to both staff and patients.

Please could you provide quotes from patients and staff about the difference purchases from charitable funds have made to them.

Non-Cash Items		
Have you received goods donated during the year? Excluding food and other perishable items, please could you list these items indicating an approximate monetary value.		
Item	Received from	Approximate Value
<i>Examples</i>		
Toiletries for patients	Abergavenny School	£75
I-Pad	Relatives of patient JB	£300
Hand cream for Staff	Patient JD	£5
We have to include a value for donated goods within our accounts		
This information is used in the Charitable Funds Annual Report and to provide information to the Charitable Funds Committee.		

Signed:	
	Charitable Funds Holder
Date:	

Signed:	
	2nd Signatory
Date:	

If you require assistance in completing this form, please contact the Charitable Funds Manager on 01495 765414, [by TEAMS](#) or by e-mail Charitable.Funds.ABB@wales.nhs.uk

This form must be completed and returned to the Charitable Funds department by 30th April

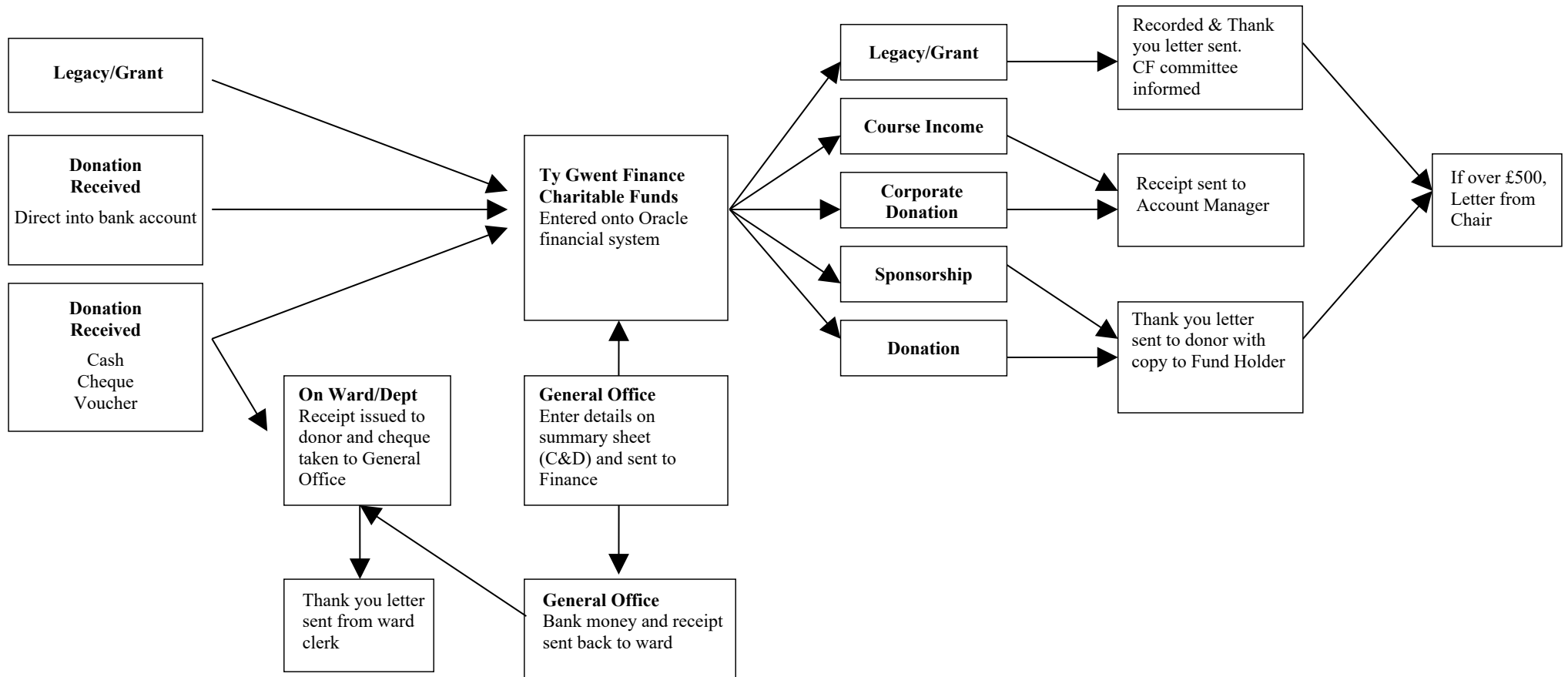
Appendix 5

Request Form to open New Charitable Fund Account Signatories

All delegated charitable fund accounts must have two nominated signatories. The first signatory is the Charitable Fund Holder who takes primary responsibility for the management of the account and must be aware of and be compliant with this financial control procedure. The second signatory must be a person of equivalent or more senior position to the Charitable Fund Holder.

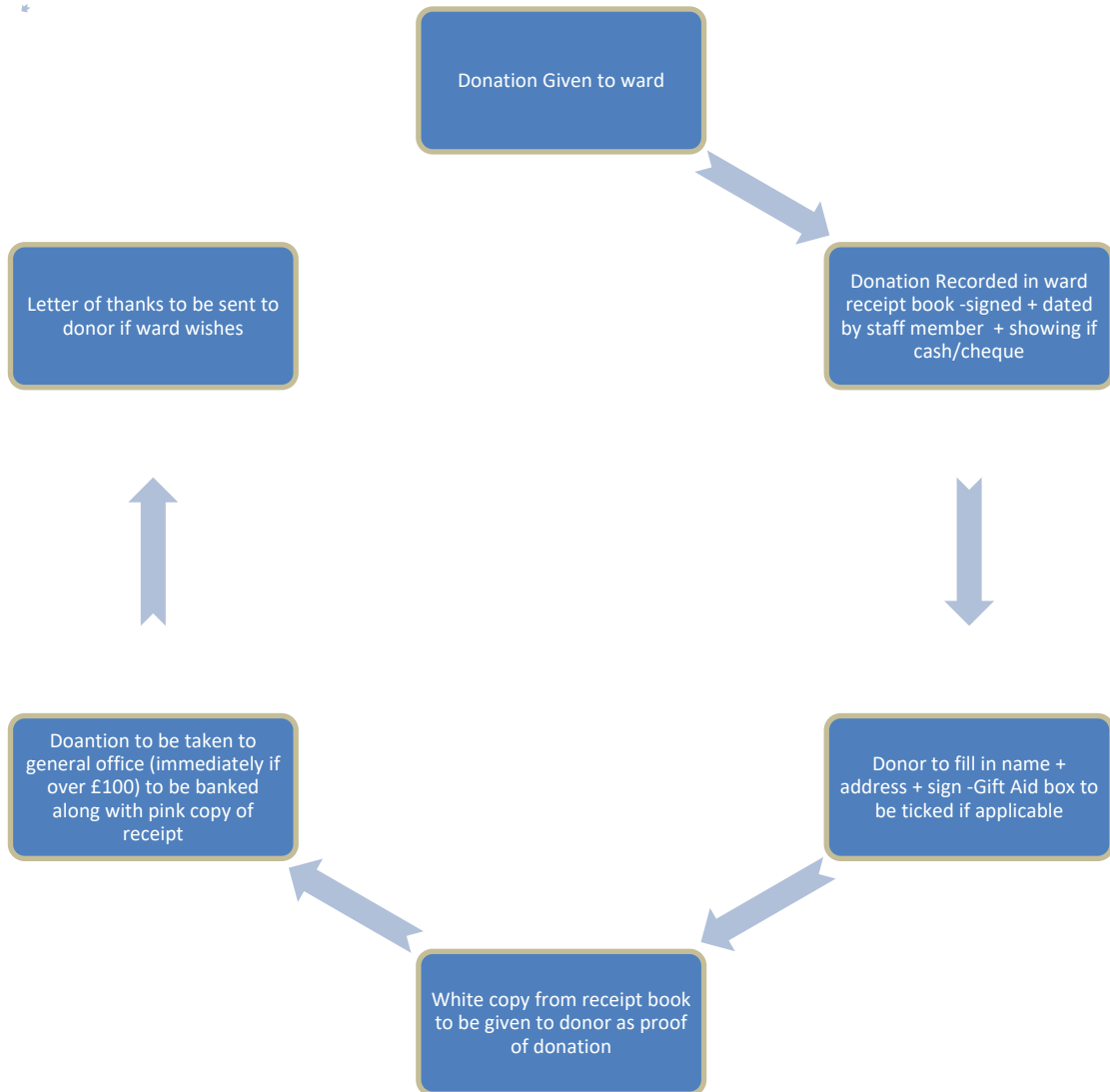
Proposed Name of Account:	
Hospital:	
Department/Ward:	
Purpose of Account:	
1 st Account Signatory:	
Name:	
Designation:	
Signed:	
Date:	
2 nd Account Signatory:	
Name	
Designation	
Signed	
Date	
Please note the second signatory must be of equal or higher grade	
For Finance Use	
Fund Name:	
Fund No:	
Date Set Up:	

APPENDIX 6 - PROCESS for ACKNOWLEDGING DONATIONS



Appendix 6a

Ward Donation Procedure



Appendix 7

Donations Procedure

1 Introduction

This procedure for monetary donations is based on the guidelines and recommendations of the Charity Commission and Wales Audit Office.

All donations must be receipted and paid into the Charitable Funds Account.

2 Poster & Leaflets

A poster and leaflet informing people of how to make monetary donations must be displayed in each ward/department. The poster is not designed to ask people for money but to inform potential donors of the procedure. Both the poster and leaflet emphasise that donors must obtain a receipt for their donation.

The poster is included within this appendix. The Charitable Funds Manager will supply copies of the donation leaflet on request.

3 Ward/Department Level

Authorised Officers, who have been nominated by the Authorised Signatory of each fund, are the only members of staff permitted to accept donations.

Each fund will have its own receipt book.

A receipt must be issued for each donation received. The receipt will be pre-numbered and in three parts (see Appendix 11):

- Top copy (white) to the donor
- Second copy (pink) to be sent either
 - a) to the Charitable Funds Manager, Finance Dept, Ty Gwent with the donation (**please do not send cash in the post**) or
 - b) taken to the General Office with the donation
- Bottom copy (yellow) to be retained in receipt book

The Authorised Officer must sign the receipt. The receipt should clearly indicate which ward or department the donation is for and whether the donation is cash/cheque or other.

Spoilt receipts (the top two copies) should be sent to the Charitable Funds Manager with the bottom copy being retained at ward level.

Fund Holders may request the Charitable Funds Manager to send a letter of thanks when a receipt is deemed to be insufficient.

Cash and cheques must be kept in a locked safe or cash box in the ward/department until it is convenient to take the donation to the General Office or send to the Charitable Funds Manager. The use of a cash box is only suitable for amounts up to £100. Cash Donations exceeding £100 must be taken to the General Office immediately.

Unauthorised persons should not accept donations but should direct the donor to one of the following: -

- An authorised person
- An information leaflet for making monetary donations
- The General Office.

Account managers should ensure that all staff within their area are aware of the donation process.

The Charitable Manager shall be responsible for: -

- Controlling and issuing pre-printed receipts to wards and departments.
- Monitoring receipts
- Ensuring continuity of receipt numbers
- Recording the income in the accounts.

4 General Office

Donations may be made at any General Office in accordance with the Charitable Funds Financial Procedure.

All receipts received from wards/departments by General Offices must be forwarded to the Charitable Funds Manager with their Cash Receipt and Bank Deposit sheets.

5 Post

All postal donations should be sent to: -

The Charitable Funds Manager
Aneurin Bevan University Health Board
PO Box 163
Cwmbran
NP44 3HR

6 Banking

All donations should be banked within one week of receipt.

APPENDIX 7



Charitable Donations

Members of the public sometimes wish to make a donation for the benefit of our patients and staff. All such donations are gratefully accepted into the registered charity of the organisation. If you wish to make a donation please follow the steps below. Thank you.

Give donation to Staff-in-Charge

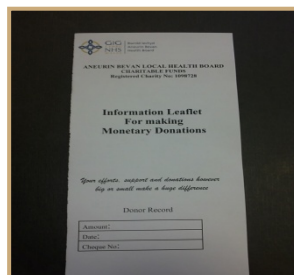
Hand in donation at General Office



OR



pick up a leaflet for further information



Cheques should be made payable to: -

Aneurin Bevan Health Charity

ALWAYS ASK FOR A RECEIPT

Donations are used for the general benefit of patients and staff of Aneurin Bevan University Health Board.

For more details please contact the Charitable Funds Department - Tel No: 01495 765414
Aneurin Bevan University Health Board Charitable Fund and Other Related Charities
Registered Charity No. 1098728

Receipt No: CF D00001

APPENDIX 7

Aneurin Bevan Health Charity
Registered Charity No: 1098728
RECEIPT FOR INDIVIDUAL CHARITABLE DONATION

I, Name of Donor		
Of, Address of Donor		Post Code:
Give to Aneurin Bevan Health Charity		
The sum of	£ (Cheque/Cash/other) Please make cheque payable to Aneurin Bevan Health Charity	For the general purposes of the charity, to be used for patient and staff welfare.
Without imposing any trust it is my wish that my donation should be used for:	Ward/Dept: Hospital: Other - please specify:	
<p>GIFT AID DECLARATION <i>giftaid it</i></p> <p>We are able to recover the tax on your donation which allows us to claim a further 25p for every £1 donated. In order that we can qualify for tax relief you must supply us with your full name, home address and post code and tick the box below.</p> <p>The amount of Income Tax and /or Capital Gains Tax you pay for each tax year must be at least equal to the amount of tax that the charity will reclaim on your gifts for that tax year.</p> <p>Please Tick if you would like Aneurin Bevan Health Charity to treat this donation as a Gift Aid donation. <input type="checkbox"/></p>		
Donor's Signature:		
Date:		
Receiving Staff's Signature:		
Staff Name: (please print)		
For Finance Use		
Oracle Receipt No:		
Fund No:		
Gift Aid Ref:		

Appendix 8

Example of thank you letters

The information in bold will need to be changed as required. Please note this is just a guide and covers the basic elements of a thank you letter.

General Donation

Dear **Name**

Thank you for your donation of **amount to ward/department**.

We are grateful to receive donations which help to provide additional benefits for the care and treatment of patients, purchase medical equipment, improve the hospital environment and support the continuing education for staff.

On behalf of Aneurin Bevan Health Charity and in particular the staff on the **ward/department** I would like to thank you for this kind gift.

Please do not hesitate to contact me if at some time in the future you would like to know how this money is spent.

Yours sincerely

In Loss

Dear **Name**

We are very sorry to hear of your sad loss. It is kind of you to think of us at this time.

On behalf of Aneurin Bevan Health Charity and in particular the staff on **name** ward I would like to thank you for donations totalling **amount** in memory of **name**. This money will be placed in the charitable fund for the **ward/ department** at the **Hospital** and will be used at the discretion of the Nurses and Doctors to provide additional benefits for the care and treatment of patients and also for the benefit of staff on the **ward/department**.

Please do not hesitate to contact me if at some time in the future you would like to know how this money is spent.

Yours sincerely

In Lieu of Flowers

Dear **Name**

Thank you for your donation received in lieu of flowers at the funeral of **Name**. It is so kind of you to think of us at this sad time.

On behalf of Aneurin Bevan Health Charity and in particular the staff on **ward/department** I would like to thank you for donations totalling **amount**. This money will be placed in the charitable fund for the **ward/department** at the **Hospital** and will be used at the discretion of the Nurses and Doctors to provide additional benefits for the care and treatment of patients and also for the benefit of staff.

Please do not hesitate to contact me if at some time in the future you would like to know how this money is spent.

Yours sincerely

Care Received

Dear **Name**

Thank you for your donation of **amount** in respect of the care you received while a patient at our hospital.

On behalf of Aneurin Bevan Health Charity and in particular the staff on the **ward/department** I would like to thank you for this kind gift. The money will be placed in the charitable fund for the **ward/department** at the **Hospital** and will be used at the discretion of the Nurses and Doctors to provide additional benefits for the care and treatment of patients and also for the benefit of staff on the **ward/department**.

Please do not hesitate to contact me if at some time in the future you would like to know how this money is spent.

Yours sincerely

APPENDIX 9

**Aneurin Bevan Health Charity
 Charitable Fund Procedures
 Raffle Request Form**



Charitable Fund No.	
Name of Requester:	
Participating Dept:	
Hospital:	

Price per Ticket:	
No of tickets required	

**Tickets will be issued in booklets of 4
 The maximum number of tickets issued on initial request is 200
 Further tickets can be made available for the same raffle if needed.**

Date of Draw:	
---------------	--

Please note the closing date will automatically be set to the day before the actual draw

Prize Details	
1st Prize	
2 nd Prize	
3 rd Prize	
4 th Prize	
5 th Prize	

If there are more than 5 prizes, the 5th prize will read "Runner-up prizes"

APPENDIX 10

GUIDELINES RE SPONSORSHIP

Aneurin Bevan University Health Board is grateful to individuals who wish to raise money for its hospitals and clinics through sponsorship. All monies raised in this way are placed within the charitable funds of the Aneurin Bevan University Health Board. Charitable funds are intended to provide those additional amenities that will improve the condition under which patients are cared for and treated or the conditions under which staff work.

The following guidelines are provided to help you the organiser and us to ensure that monies raised for the Health Board via sponsorship does come to us.

By giving us as much information as possible we may adapt the sponsor form to suit your needs. We need to ensure that people contributing know who is participating in the sponsorship, what type of event is being sponsored, where and when the sponsorship is taking place and most importantly what and where the money is being raised for.

- 1) Sponsorship Forms can be obtained from the Charitable Funds Manager.
- 2) If you wish to donate on-line, please visit the website www.justgiving.com and type in Aneurin Bevan and follow the instructions
- 3) All cheques are to be made payable to Aneurin Bevan Health Charity.
- 4) All forms and total sponsorship are to be returned to the Charitable Funds Manager.
- 5) On receiving the sponsorship, the Charitable Funds Manager will issue a receipt or certificate showing the total raised.
- 6) Certificates may also be obtained for presentation on the day to thank individuals for participating.
- 7) Arrangements can be made for formal cheque presentation to the relevant department within the Health Board.

If you have any queries or if you require further information, please contact the Charitable Funds Team: -

Charitable Funds Team
Aneurin Bevan University Health Board
P O Box 163, Cwmbbran NP44 3HR **Tel No: 01495 765431**
Charitable.Funds.ABB@wales.nhs.uk

Appendix 11

Charitable Funds – Investment and Reserves Policy

1. Purpose

Aneurin Bevan University Health Board, as a Corporate Trustee, needs to ensure it can demonstrate effective management of current charitable funds, whether invested or held as liquid assets to meet forecast expenditure. It also needs to ensure donations are spent on a timely basis whilst maintaining a level of reserves that will ensure the ongoing viability of the charity.

The purpose of this document is to detail the current investment and reserves policy for Aneurin Bevan Health Charity.

2. Investment Overview

The power of investment given to trustees is detailed in Section 3 of the Trustees Act 2000. This act imposes a duty on those acting as Charity trustees, when exercising their powers of investment, to consider the need for diversification, to reduce the risk of loss should an investment fail.

In addition, as Corporate Trustee, Aneurin Bevan University Health Board, in line with the ethos of promoting patient care, will attempt to ensure that all investments are ethically and environmentally sound and are not opposed to the purpose of the charity.

3. Investment Policy

The overall aim in investment of funds is to maximise total return whilst balancing risks and requirement for income. It has been agreed that:

- a) The Health Board's Charitable Funds can be invested in several different forms of investments, in line with the Trustees Investment Act 1961.
- b) The Charitable Fund Committee, on behalf of Aneurin Bevan University Health Board, has the delegated authority to appoint investment advisors. The investment management company will operate within the limits set down in this policy.
- c) The performance of the investment management company will be reviewed annually by the trustee and will be subject to re-appointment on a 3 yearly basis with an agreement

- to extend for a further 2 years. Any proposed change in provider shall be subject to a formal tender process.
- d) The managed investment portfolio will be a minimum of 75% of the total funds held.
 - e) The working capital balance will be retained in a Government Banking Service, interest bearing, account which will be distinct from Aneurin Bevan University Health Board's 'revenue' account, to enable daily cash requirements to be met. At all times, it must be ensured that sufficient liquid resources are maintained to meet routine payment requirements.
 - f) Investments are to be made within the limits of the Health Board's Ethical Policy, which is to exclude those companies whose main business is related to the production or sale of tobacco or alcohol and companies with significant involvement in coal, oil and gas, armaments, gambling and pornography.
 - g) The Charitable Funds Committee or a nominated representative should instruct the Investment Management Company to:
 - Provide details of all transactions undertaken on behalf of charity.
 - Hold stock and share certificates for safekeeping.
 - Provide details of dividends and interest received.
 - Provide valuations on request.
 - Attend the Charitable Funds Committee at least annually to formally present the investment performance of the period

4. Reserves Policy

The Charitable Funds Committee has considered the Charity's reserve policy, observing both Charity Commission guidance on reserves and the current level of funds held.

If reserves are too high, the charity is retaining funds without justification and this could constitute a breach of trust. If reserves are too low, the fund's ability to meet future commitments or needs may be at risk.

The Charity operates on the basis that it only spends what it has received and does not rely on future donations to meet its commitments. Therefore, the reserves should be set at a level sufficient to cover the liabilities that face the charity, namely the cost of administering the funds and any unrealised losses.

The value of reserves held will change each year and will be maintained from several sources including those unrestricted funds that have not been committed and are freely available to spend on any of the charity's purposes and any unrealised gain.

5. Review

The Health Board's Charitable Funds Investment and Reserve policy will be reviewed annually by the Charitable Funds Committee.

Appendix 12

PURCHASES FROM CHARITABLE FUNDS

I. Purchases For Goods and Services

Purchases for goods and services, including reimbursements, should be made via the ABUHB Oracle Financial system and be supported by an official order. An order can be issued to a supplier from the procurement department on receipt of an approved requisition. When goods are received, they need to be receipted to allow invoices to be paid. The process of requisition, order, receipt and payment is shown below and included as a flow chart in appendix 12a

A. Requisition

Requisitions are raised via Oracle SSP (Self Service Procurement) and requisitioners must:

- Provide as many details as possible of the goods or services to be ordered and any quotations received must be attached.
- Clearly indicate "CHARITABLE FUNDS".
- Include financial code (fund number).
- Be authorised in accordance with the approval hierarchy set out in section 8 above.
- Ensure that all requisitions are submitted via the Charitable Funds Manager

Before processing the requisition, the Charitable Funds Manager will:

- Check that sufficient funds exist against the specific fund being used.
- Check the appropriateness of expenditure from Charitable Funds.
- Check eligibility for VAT exemption.
- Check authorisation as per approval hierarchy.

B. Order

Once the requisition has been approved the Procurement Department will issue an official order together with a VAT exemption certificate where necessary and the supplier will deliver goods or services in due course.

An electronic copy of the order will be available on the Oracle system.

C. Receipt of Goods/Services

When goods have been received, the account manager should immediately acknowledge delivery of goods to enable subsequent invoices to be paid. The delivery must be 'receipted' in the Receipting module of the Oracle SSP system detailing the date of receipt, number of units received etc.

D. Payment

When an invoice is issued from the supplier the Charitable Funds Section will match the invoice to the receipted Oracle order to enable payment to be processed.

E. Payment to Fund Holder

Charitable Fund Holders must obtain authorisation from a second authorised signatory when requesting reimbursement of purchases, they have made on behalf of the charitable fund.

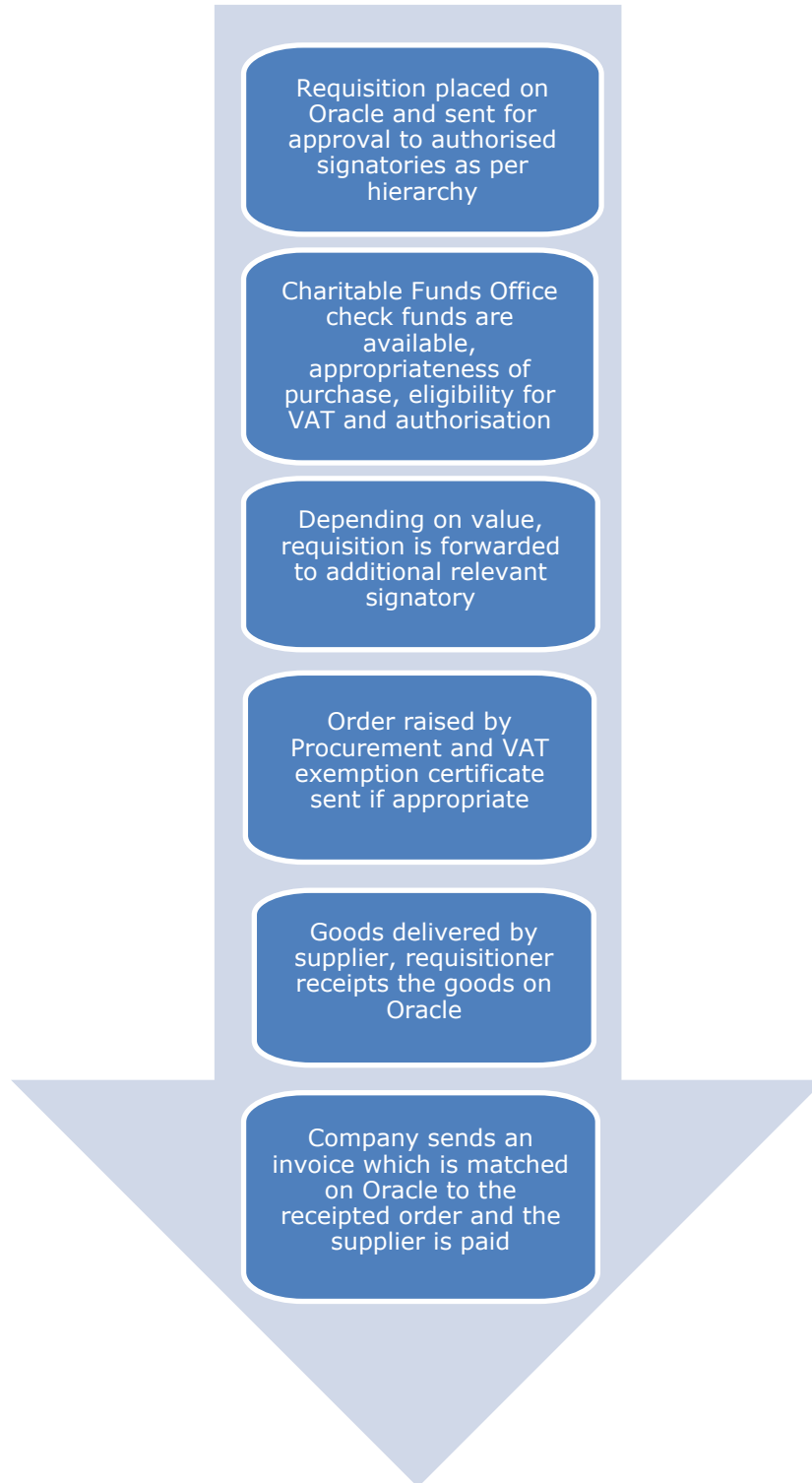
F. Requests to Pay Employees

Where an additional payment is required to be made to an individual employee for undertaking tasks relating to the objects of the charitable fund then a **Staff Payments Claim Form** must be completed. An example is shown in **Appendix 12b**.

Please note that ABUHB has a responsibility to ensure all income due to employees complies with taxation regulations and this responsibility extends to charitable funds, including staff prizes given as cash.

Appendix 12a

Charitable Funds Ordering Process



APPENDIX 12b

**ANEURIN BEVAN UNIVERSITY HEALTH BOARD
CHARITABLE FUNDS
STAFF PAYMENTS - CLAIM FORM**
(For staff that are employed by Aneurin Bevan ULHB)

PAYMENTS TO STAFF THROUGH PAYROLL

To be completed by claimant

Name:

Address:

Payroll No:

Grade:

Dates Worked	Sessions Worked	Payment Claimed

Signed: _____

Date: _____

To be completed by Authorised Signatory / Fund Holder

Payment to be made:

Fund to be charged:

Authorised by:

Date:

Please send claim to Payroll Services, Floor 4, Companies House,
Cardiff or email Payroll.Services2@wales.nhs.uk

Please send a copy of this form to Charitable Funds, Finance Department,
Ty Gwent or email to Charitable.Funds.ABB@wales.nhs.uk

To be completed by Paymaster Services

Actioned by: _____ **Month / Week** _____

Appendix 13

**Charitable Purchases – VAT Guidance
 HM Customs and Excise Notice 701/6 (4.11)
 Charity funded equipment for medical, veterinary etc uses**

Not eligible for relief	Goods	Eligible for relief as:
X	Air Conditioners	
	Air control systems, specialist (capable of precisely controlling pressure, temperature and humidity)	Laboratory equipment
X	Air filters, general	
	Air filtration systems, specialist (built to meet specific circumstances)	Laboratory equipment
X	Air showers	
X	Alarms, security or smoke	
X	Alarm bracelets	
X	Alcohol spray	
	Anaesthetic apparatus	Medical equipment
	Animal cages, specialist (for example, free from chemicals and not available for consumer use)	Laboratory equipment
	Aprons, lead lined for x-ray protection	Medical equipment
X	Aprons, other	
	Artificial Limbs	Goods for use of disabled person
	Autoclaves	Sterilising equipment
X	Bactericides	
	Bandages	Medical equipment
	Barometers	Scientific equipment
	Bedding, specialist (for example, free from chemicals) for animal cages	Laboratory equipment
	Bedpans	Medical equipment
	Bedpan washers, with sterilising steam cycle	Sterilising equipment
X	Bedpan washers, other	
	Beds, highly specialised e.g. net suspension or medical water beds	Medical equipment

	Beds, hospital – with tilting action or variable height features	Goods for use of disabled person
X	Biocidal sprays	
X	Blankets	
	Bunsen burners	Laboratory equipment
	Bottle washers, animal cage specific	Laboratory equipment
	Cages, animal, specialist (for example, free from chemicals and not available for consumer use)	Laboratory equipment
X	Cameras, still	
	Cameras, video	Video equipment
X	Cameras, digital (with video capability)	
	Cameras, thermal imaging	Scientific Equipment
X	Cartridges, printer	
X	Catering equipment	
	Catheters	Medical equipment
X	CD players or recorders	
	Centrifuges	Scientific or laboratory equipment
	Clamps – medical	Medical equipment
X	Cleaning equipment	
X	Closed circuit television systems	
	Commode chairs	Goods for use of disabled person
	Computer disks and tapes	Accessory to computer equipment
	Computer keyboards	Computer equipment
	Computer mouse	Accessory to computer equipment
	Computer printers	Accessory to computer equipment
	Computer screens	Accessory to computer equipment
	Computer screen filters	Accessory to computer equipment
	Computer servers	Computer equipment

X	Computer stationery	
	Computer tablet, including iPads	Computer equipment, provided there is evidence the item is to be used mainly for medical or veterinary research, and so on.
X	Cotton wool	
X	Curtains	
X	Data	
	Deep freezers	Refrigeration equipment
	Dental chairs	Medical equipment
	Dental drills	Medical equipment
	Dental mirrors	Medical equipment
	Dental spittoons	Medical equipment
X	Disinfectants	
	Drip poles	Medical equipment
X	Drugs trolleys	
	DVD players, recorders or blank DVDs	Video equipment
	Endoscopes	Medical equipment
	Electro-cardiographs	Medical equipment
X	Ethernet	
	Eye test charts	Medical equipment
	Examination couches, adjustable	Medical equipment
	First aid kits – supplied as pre-packaged units	Medical equipment
	Forceps	Medical equipment
X	Fuel	
	Fume cupboards	Laboratory equipment
X	Gloves, nitrile	
	Gloves, surgical	Medical equipment
X	Gloves, other	
X	Gymnasium equipment	
X	Hearing aids	
	Heart pacemakers	Medical equipment or goods for use disabled person
	Hoists and patient lifting devices	Goods for use disabled person
	Howie-style lab coats (reusable)	Laboratory equipment

X	Howie-style lab coats (disposable)	
	Hypodermic needles	Medical equipment
	Ice making machines	Refrigeration equipment
	Identification bracelets for patients	Medical equipment
	iPads	Computer equipment
X	iPhones	
	Kidney bowls	Medical equipment
	Lab coats, including Howie-style reusable lab coats	Laboratory equipment
X	Laboratory animals	
	Laboratory benches	Laboratory equipment
	Laboratory glassware	Laboratory equipment
X	Lockers	
	Mattresses, specially designed for the relief/prevention of pressure sores	Medical equipment
	Medicine measures, graduated	Medical equipment
	Microscopes	Scientific or laboratory equipment
X	Mobile phones	
X	Nurse call systems	
X	Occupation therapy materials	
	Operating lights	Medical equipment
X	Overbed tables	
X	Overhead projecting units	
	Pacemakers	Medical equipment or goods for use disabled person
X	Pagers	
	Patient trolleys and stretchers	Medical equipment
	Physiotherapy equipment, specialised – other than gymnasium equipment	Medical equipment
	Pillows orthopaedic, specially designed and used for neck or spinal injuries	Medical equipment

X	Pillows, other	
	Pipettes	Laboratory Equipment
X	Power supplies, including UPS	
X	Printer cartridges	
X	Projectors (including ceiling mounted options)	
	Rack washers, animal cage specific	Medical equipment
	Radiography equipment	Medical equipment
	Renal dialysis units	Medical equipment or goods for use of disabled person
	Resuscitation equipment	Medical equipment
	Resuscitation dummies	Resuscitation training model
X	Routers	
	Scalpels	Medical equipment
X	Screens	
	Sharps bins	Medical equipment
X	Smartphones	
X	Sound systems	
	Specialist animal cages (for example, free from chemicals and not available for consumer use)	Laboratory equipment
	Specialist bedding (for example, free from chemicals) for animal cages	Laboratory equipment
	Sphygmomanometers	Medical equipment
	Splints	Medical equipment
X	Stationery	
X	Sterilising Solutions	
X	Sterilising wipes	
	Stethoscopes	Medical equipment
	Surgical gloves	Medical equipment
	Surgical gowns	Medical equipment
	Surgical masks	Medical equipment
	Suture needles	Medical equipment
	Swabs	Medical equipment
	Syringes	Medical equipment
	Tablet, computer (including iPads)	Computer equipment, provided there is evidence the item is to be used mainly for

		medical or veterinary research, and so on.
X	Tape recorders	
X	Telephones	
X	Television Sets	
	Test tubes	Laboratory equipment
	Thermal imaging cameras	Scientific equipment
	Thermometers, clinical	Medical equipment
	Thermometers, other	Scientific equipment
	Tongue depressors	Medical equipment
X	Towels	
X	Uniforms	
	USB memory sticks	Computer equipment
	Video cameras	Video equipment
	Video tapes	Video equipment
	Video players	Video equipment
	Video monitor	Video equipment
X	Wall screens or monitors	
X	Waste disposal bags, boxes, jars & snacks	
X	Waste disposal machinery	
	Weighing machines	Scientific equipment
	Wheelchairs	Goods for use of disabled person
X	WiFi systems	
X	Wipes, clean room	
X	Wipes, sterilising	
	Wound dressings	Medical equipment
	X-ray films/plates	Medical equipment
	X-ray machines-medical	Medical equipment
	X-ray machines-other	Scientific equipment
	X-ray viewers	Medical equipment

Appendix 14

Aneurin Bevan Health Charity

Certificate for purchases/imports using donated funds

Purchase/import by an eligible NHS body of medical, scientific equipment, etc

1	I	
2	of	Aneurin Bevan University Health Board PO Box 163 Cwmbran NP44 3HR
3	Which is	A National Health Service Health Board
4	Declare that the above named is purchasing/importing	Relevant Goods (Medical Equipment)
5	Which I believe are	Medical Equipment, Scientific Equipment, Computer Equipment, Video Equipment, Sterilising Equipment, Laboratory Equipment, Refrigeration Equipment or parts of accessories of the equipment named above.
6	From	

and paid for this supply with funds provided entirely by charitable or voluntary contributions.

I also declare that the goods will be used in either medical research, treatment, diagnosis or training and I claim relief from value added tax under item 5, Group 15 of Schedule 8 to the Value Added Tax Act 1994.

SIGNATURE	
DATE	



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

Appendix 15

Charitable Funds Committee
Bid Ref: CFC –

Bid for **(equip/service)**
For **(Dept /Service)**
At **(Site)**

1. Introduction

This section should give a succinct summary of what the committee is being asked to support. It should not contain detail.

It should contain the total cost of the bid.

2. Background

This section should give a brief background to the service for which the bid forms part and how the requirement for the bid has arisen.

3. Key Issues

3.1 Category of Bid

This bid relates to: *(please delete as appropriate)*

Purchase of equipment.

Patient's welfare and amenities.

Staff education and welfare.

3.2 Description of the Bid

This section should detail the key issues that the successful bid will address in terms of the service.

Please explain why this request is not being met through core funds.

What alternatives have been considered?

3.3 Outcome Measures & Benefits

3.3.1 Activity Analysis

Show activity relating to the proposed equipment or new service. For example relating to equipment:

- *No of patients/procedures per annum.*
- *Frequency of use (e.g. twice / week)*

3.3.2 Benefits

Benefits should be clearly described relating to the bid. Outcome measures should be described in activity terms if applicable. For example, if the bid says that the investment in a new post will lead to a specific outcome then the activities leading to the outcome and the change in the outcome measures should be described and quantified.

Whilst the committee does not generally encourage bids to support additional staff any such bid will need to have carefully developed this section.

In the case of bids for the benefit of staff projects and programmes the report will need to demonstrate how it meets 'public benefit'. This is a Charity Commission requirement and is usually easy to demonstrate in the case of equipment purchases but may be more tenuous in the case of staff projects and programmes.

3.4 If the Bid is not Supported

This section should set out what the alternatives are to the department submitting the bid if it is turned down.

3.5 Bids relating to Additional Staff Resources

These kinds of bids are not generally supported but that is not to say they are never supported. However, the following additional information is required:

- *What period is the committee being asked to fund staff?*
- *What is the tenure of appointment proposed for the new staff?*
- *Who has accountability for the staff?*
- *What happens when funding comes to an end to the staff and the new service that they have provided?*
- *It must be clear what plans are in place to cover unexpected costs such as maternity leave and sickness. This particularly applies to grant funding as they will not normally support these items.*

4. Financial Analysis

4.1 Funding Requested

This should state the total costs, how much the committee is being asked to fund and the basis of how it has been costed. If costs straddle more than 1 financial year a clear profile of costs must be shown.

What is the proposed procurement route?

4.2 Availability of Local Charitable Funds

It should be clearly stated in this section if there are any available local charitable funds. Full explanations must be given if these funds cannot be used.

Fund Ref: Current balance

4.3 Revenue Costs

This section should set out any revenue costs associated with the bid (e.g. maintenance contracts) or say that there are none if that is applicable.

4.4 Revenue Costs - Affordability

This section should describe how any increased revenue costs will be paid for. It is not sufficient to simply say 'from the budget' in the context of the current financial position of the health board. It

should describe other wider financial benefits. For example, new equipment which may lead to a lower length of stay in hospital. In this example it might not be possible to describe actual cost savings but it is nevertheless a definite benefit and should be included.

5.0 Conclusions and Recommendations

This section should summarise what the committee is being asked to support.

Bid Prepared by:

Name:	
Title:	
Date:	

Supported by Division

General Manager:	
Signature:	
Date:	

Executive Sponsor

Signature:	
Date:	

The Charitable Funds Committee is asked to discuss this report to see how they can further ensure funds are spent in a timely manner.

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 Link to IMTP	Choose an item.
Galluogwyr allweddol o fewn y CTCI Key Enablers within the IMTP	Finance
Amcanion cydraddoldeb strategol Strategic Equality Objectives Strategic Equality Objectives 2020-24	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.

Gwybodaeth Ychwanegol: Further Information:	
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:	

Effaith: (rhaid cwblhau)
Impact: (must be completed)



<p>Asesiad Effaith Cydraddoldeb Equality Impact Assessment (EIA) completed</p>	<p>Is EIA Required and included with this paper No does not meet requirements</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 ABB.EDI@wales.nhs.uk</p>
<p>Deddf Llesiant Cenedlaethau'r Dyfodol – 5 ffordd o weithio Well Being of Future Generations Act – 5 ways of working</p> <p>https://futuregenerations.wales/about-us/future-generations-act/</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	31.03.22 £000's	Balance 31.03.23 £000's	31.03.24 £000's	31.01.25 £000's	Update & Plans 22/23 & 23/24	Update Jan 25	Status Feb-24
1	Nursing	F112 ABUHB NURSE CONFERENCE	27	-	-	-	Originally holding monies for when face-to-face conferences returned but using for training. Spending brought fund under £25k.	N/A	😊
2	Facilities	F134 ABUHB FACILITIES	-	25	-	-	Merged all facility funds into one. Spending plans focused on staff wellbeing and brought fund under £25k.	N/A	😊
3		F140 ABUHB MEDIA FUND	-	63	62	0	New joint fund between Communications & Facilities - received monies for filming at St Cadocs.	Spent on staff wellbeing in full including £25k for 24/25 staff awards. Fund to be closed.	😞
4	General Surgery	F295 ABUHB THE CARE PROJECT	44	119	105	69	Ongoing, used for student bursaries. Fundholder has previously attended Committee. Paid out £65k in bursaries in 22/23 and £57k in 23/24. Income from the Shaw Foundation. Plus received a large donation from NHH Thrombosis charity when closing.	Bursaries paid in 24/25, expect to receive £45k income and to pay out similar bursaries in 25/26	😊
5	Postgraduate	F043 ABUHB POSTGRADUATE FUND	107	62	56	56	Over £40k spent on upgrading the audio visual systems across the postgraduate sites. Funds fluctuate as course fees are being paid into some of these funds, expenditure is still going through. Significant balances still held.	Ongoing	😐
6		F051 RGH PG POSTGRADUATE NO 1 ACCOUNT	49	47	50	52			
7		F057 RGH PG MRCOG	29	29	28	-			
8		F059 RGH POSTGRADUATE NO 2 A/C	-	-	26	34			
9	Person Centred Care	F103 ABUHB CHILL OUT IN THE CHAPEL	28	28	-	-	During Covid, volunteering services stopped and funds were unspent. Funds started being spent when services resumed. Fundholder attended CF Committee and presented plans for various staffing, The Team struggled to recruit to posts.	N/A	😊
10		F105 ABUHB VOLUNTEERING (CORPORATE)	58	71	31	-			
11		F702 ABUHB PERSON CENTRED CARE FUND	83	65	-	-			
12		F713 ABUHB FFRIND 1 MI VOLUNTEER SERVICE	83	64	28	-			
13		F715 ABUHB DEMENTIA FUND	-	39	38	30			
14	Breast Care	F298 LEGACY RGH BREAST G S WATKINS	61	61	59	59	Monies left for equipment but awaiting opening of new unit before deciding how to spend. To be discussed with new Fundholders	See F303 below. This legacy fund will be used for equipment purchases.	😐
15		F300 NHH BREAST CARE FUND	45	46	43	41	Agreed to rename and use this for training when the new unit opens.	Agreed to use as dedicated fund for training. Unlikely to receive future donations as those are directed to the main Breast Unit Fund.	😐
16		F301 RGH BREAST CARE UNIT	72	70	68	64	As F298 above.	Agreed to merge into F303 below.	😐
17		F303 ABUHB BREAST CENTRE	236	261	260	261	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. The unit was operational from Feb 24.	Items that were planned to be charged to the charity are now being met by capital funding. In terms of spending going forward, the department is working through a wish list but the Team are mindful of retaining a reasonable amount of funding to future proof the unit in terms of decoration, flooring etc.	😐
18	Paediatrics	F207 LEGACY RGH CHILDREN'S WARD - H M MILSOM	150	106	97	65	Purchased a needle guide for £18k and a Billycocon 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.	The unit has depleted its own charitable fund and are now reliant on this legacy fund. Sensory room is in the process of being completed. Half the costs have been paid awaiting final invoice for the remainder.	😐
19	Neonatal	F231 ABUHB DINKY DRAGONS	41	46	55	-	Actively raising funds for the unit. Purchased bottle warming systems for £10k. One property at Mitchell Close has recently opened, the second one is due to be opened next financial year. The staff are looking to upgrade the gardens and purchase garden furniture.	N/A	😐
21	Bladder & Bowel	F241 ABUHB BLADDER & BOWEL NURSING FUND	35	27	-	-	Fund has built up over the years from sponsorship. £10k requested for staffing for a project presented to the CFC March 23. Staff Training/conferences/study days ongoing.	N/A	😊
22	Critical Care	F265 ABUHB GUH CRITICAL CARE UNIT	83	65	-	-	Concentrated on spending their legacy funds first, now spent. Purchased a virtual reality therapy kit for £8k, plus various training courses and conferences.	N/A	😊
23	Haematology	F270 NHH CLINICAL HAEMATOLOGY	39	39	38	37	Majority of monies being kept for new cancer unit in Nevill Hall.	Some funds are being spent whilst awaiting outcome of new cancer unit at Nevill Hall	😐
24		F273 RGH WARD B6 NORTH - HAEMATOLOGY	48	45	44	39			
25		F277 NHH WINDSOR SUITE	52	54	52	43			
26		F278 LEGACY RGH HAEM G S WATKINS	61	61	59	59			
27	Vascular Surgery	F306 RGH VASCULAR LABORATORY	34	34	32	33	Fund used regularly. A minor works request for £13k was funded from revenue/capital as money made available at year end.	Plans for scanner for GUH put on hold by directorate until next year	😐
28	Orthopaedics	F327 RGH CASTING TECHNIQUES COURSE	103	104	110	105	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	Income from courses has raised further monies. Training costs ongoing.	😞
29	Rheumatology	F340 ABUHB RHEUMATOLOGY	58	58	55	55	Consultant previously attended the Committee explaining that they use very little in the way of equipment. After further discussion with directorate, laptops purchased at £10k. Some other IT equipment on order.	Directorate Manager attended CF Committee meeting and had plans to purchase 2 new scanners, one for Nevill Hall and one for Royal Gwent. Purchases of £30k have been made	😊
30		F342 LEGACY NHH RHEUM I M MORRIS	100	86	83	53			

No	Department	Fund Details	Balance				Update & Plans 22/23 & 23/24	Update Jan 25	Status Feb-24
			31.03.22 £000's	31.03.23 £000's	31.03.24 £000's	31.01.25 £000's			
31	Ophthalmology	F386 RGH POST GRADE EYE	88	89	34	38	Merged all funds to form one fund. £13k to be used as below – F387	Donations are being received into this fund and purchases are being made.	😊
32		F387 LEGACY RGH EYE G M GUNTER	30	30	-	-	Originally committed in full - Bid CFC-52 for teaching equipment for £43k Nov 21 with remaining £13k funded from main fund, F386 Equipment was no longer required but a tonometer costing £10k was purchased along with other items. Fund spent and closed.	N/A	😊
33	Urology	F400 RGH RLG UROLOGY FUND	43	43	-	-	Directorate looking at equipment requirements, purchased a Trans perineal Needle at a cost of £14k and various small items of equipment being purchased including fridge and microwave for staff.	N/A	😊
34		F407 RGH WINDSOR BOWSER PROSTATE CANCER FUND	62	63	56	-		N/A	😞
35	Renal Unit	F411 LEGACY RENAL NEWPORT G BEST	75	74	70	70	The renal units are privately funded and currently do not require large purchases.	The renal units are privately funded and currently do not require large purchases.	😐
		F417 LEGACY RENAL MAMHILAD P MANNING	-	-	33	31			
36	Nephrology	F414 LEGACY B E WOODS RENAL	40	35	34	26	Purchased laptops, projector and large interactive TV and other training equipment - £6k	Funds are being spent	😞
37	Dietetics	F432 RGH DIETETIC FUND	-	-	25	-	Funds reviewed, merged and now balance under £25k	N/A	😐
38		F435 ABUHB DIET SHEET	26	-	-	-	Training course spend - balance now under £25k	N/A	😊
39	YAB	F550 BG YAB HOSPITAL FUND	48	37	-	-	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 including celebration of the 75th birthday of the NHS.	N/A	😊
40	Palliative	F583 LEGACY NHH PALLIATIVE CARE I M MORRIS	29	29	28	28	Fundholder is reviewing.	This is a restrictive legacy and we are working with the Fundholder to explore purchases.	😐
41	Oncology	F586 NHH ONCOLOGY REHAB	76	76	81	60	Senior Nurse confirmed that majority of monies would be made available for new oncology unit in Nevill Hall - see Haematology above.	Funds are now being spent whilst awaiting the outcome of the new cancer unit.	😐
42	Monmouth Community Nurses	F660 MON CHIPPENHAM COMM E32	72	66	60	60	Fund has had a high balance for several years. Fund is used regularly but not much requirement for items for this small team	Fundholder to be invited to June CF Committee meeting to see how they can be supported to spend funds.	😞
43	Chepstow Community Hospital	F018 LEGACY CCH GEN R W JONES	-	52	39	39	Plans to convert rooms to create a reception area on Cas Gwent ward and to make a garden for patients on the external balcony.	Plans to be followed up	😊
44	Springfield Unit	F010 LEGACY STW GEN G S WATKINS	-	26	-	-	Money used for chairs for physiotherapy and occupational therapy	N/A	😊
45		F696 STW SPRINGFIELD COMM WARD PROJECT	111	111	108	101	Monies were going to be used to refurbish the wards and there were plans to develop the day rooms due to lack of facilities and concerns raised by patients/relatives. Unfortunately plans for St Woolos changed with the wards transferred to RGH	Fundholder attended CFC meeting and purchase requests are now coming through to refurbish/reutilise areas.	😞
46	Diabetes & Cardiovascular	F770 YF DIABETES & CARDIOVASCULAR R & D	55	52	50	50	Research nurse was not funded as difficulty in recruiting for a short time. Fundholder asked to attend CF Committee to be supported to spend funds.	Fundholder has submitted plans for this money to be used in total towards 2 research projects with regard to thyroid disease.	😐
47	Cardiology	F811 LEGACY RGH CCU ARTHUR HENRY MORGAN	116	141	60	51	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. Further income of £51k was received for this legacy	This fund is constantly used to support the cardiology unit.	😊
48		F812 LEGACY NHH CARDIO V WILLIAMS	-	45	44	44	New legacy received	Fundholder attended CFC meeting in Nov 24 and explained plans to purchase equipment.	😐
49		F813 LEGACY NHH CCU M T SPENCER-JONES	75	70	67	67	Used on a regular basis mainly to support training.		😐
50	Diabetes	F816 NHH WENDY BOWEN TRUST DIABETES FUND	34	30	29	31	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.	To be followed up	😐
51		F817 LEGACY NHH DIAB G M GUNTER	30	30	29	29	Plans for a large spend in Nevill Hall once the location of the Diabetes Service has been confirmed as permanent.	To be followed up	😐
52		F818 LEGACY RGH EJ WATKINS	32	31	28	29	Identified equipment for the team that will require funding so will endeavour to spend as soon as possible.	To be followed up	😐
53	Gastroenterology	LEGACY GASTROENTEROLOGY FELLOWSHIP	100	110	106	106	Consultant attended October 23 meeting with plans for an Endoscopy Fellowship for the life of the fund to attract doctors to work in ABUHB. When the unit is ready to progress this they will submit a detailed request for approval.	To be followed up	😐
54	Workforce & OD	F871 ABUHB EMPLOYEE WELL BEING SERVICE	86	84	61	34	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 was submitted to the March meeting. Fund balance has increased re monies received for training.	Funds are being spent	😊
55	Pharmacy	F477 ABUHB PHARMACY	-	-	42	46	Fundholder reviewed funds and merged all pharmacy funds together to form one ABUHB fund. Plans to use funds for staff wellbeing.	Fund still receives donations/sponsorship and is also spending funds	😐
		TOTAL	2,954	3,099	2,563	2,095			

Aneurin Bevan UHB Charitable Funds

Antonia Cavalier, Director - Client Investments

7th March 2025



image courtesy of Koestler Arts

Portfolio valuation

Holdings	Market value	Forecast income yield	Forecast annual income
COIF Charities Ethical Investment Fund	£4,291,481	2.84%	£121,958
COIF Charities Property Fund	£809,678	5.43%	£43,939
Total portfolio	£5,101,159		£165,897

Source: CCLA as at 21 February 2025. Annual income figures from long-term funds are based on current fund share holdings and forecast distributions per fund unit for calendar year 2025. Annual income figures for COIF Charities Deposit Fund balances are based on the current declared interest rate which is subject to change. 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.

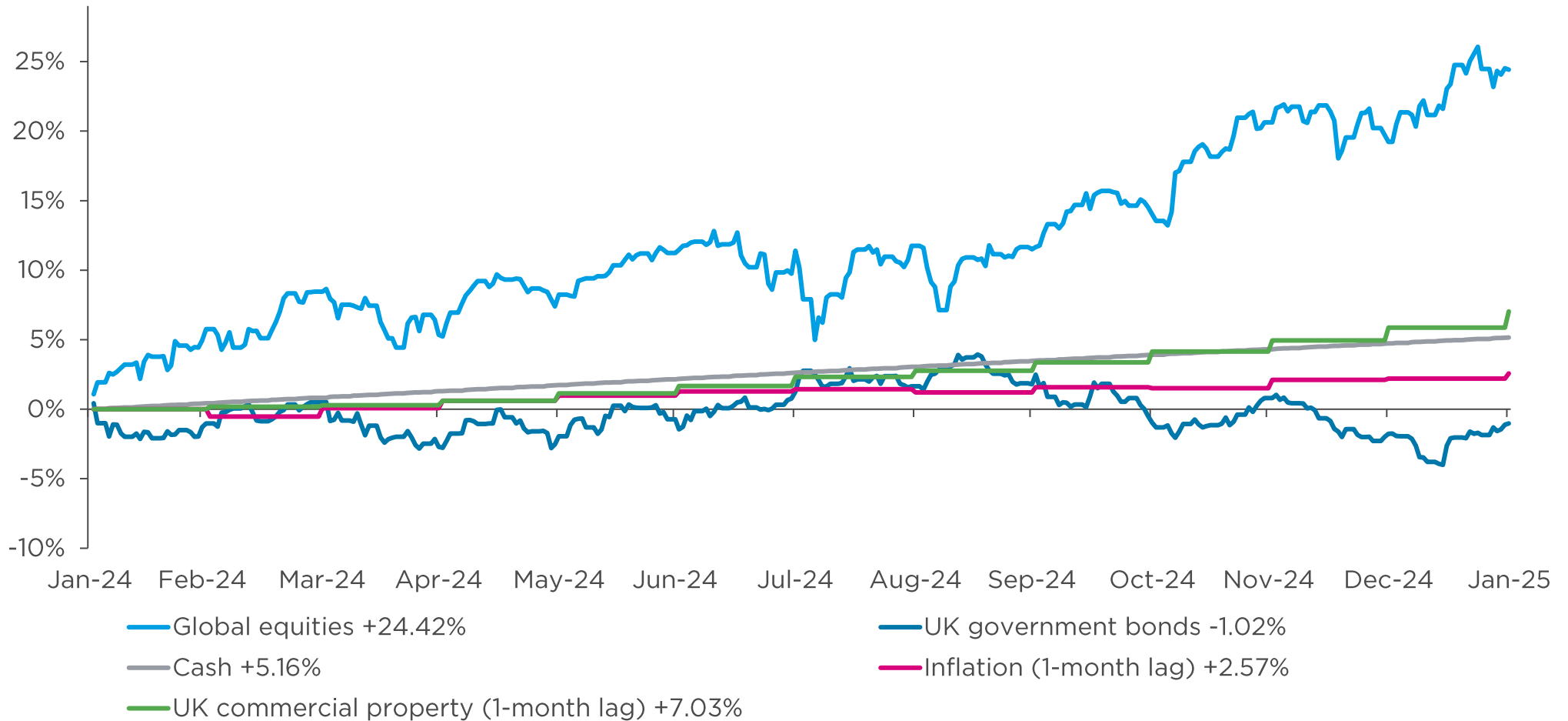
Portfolio performance

Net performance as at 31 December 2024	Current quarter (%)	Last six months (%)	Last twelve months (%)
Your portfolio	+0.9	+1.8	+5.8
Consumer Price Index	+0.6	+0.9	+2.6

Source: CCLA as at 31 December 2024

Performance is shown net of management fees and expenses on a unit price basis with net income reinvested. Net returns will be lower after the deduction of fees and charges. Past performance is not a reliable indicator of future results.

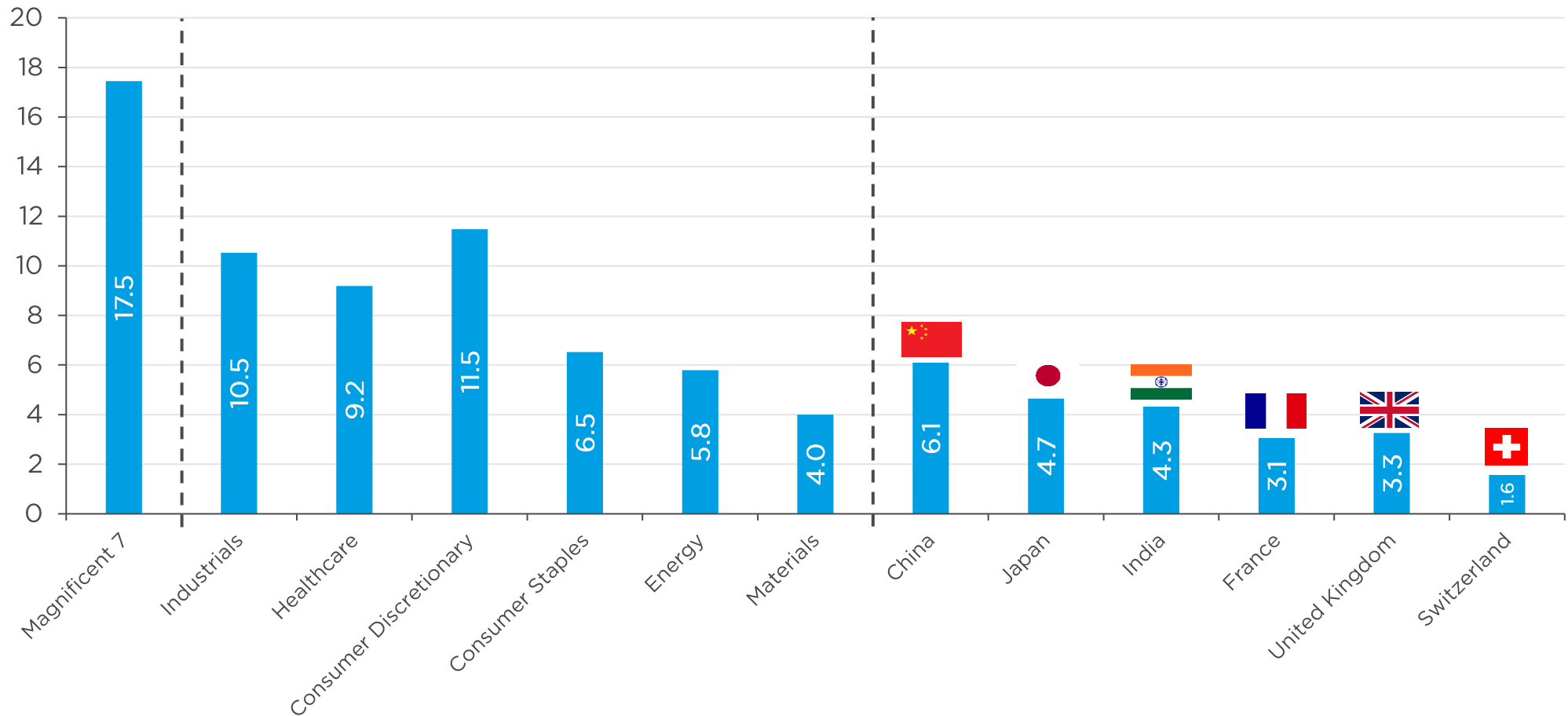
Market review – 12-month returns



Source: Bloomberg, as at 31 January 2025. Inflation and UK commercial property performance are on a one-month lag. Past performance is not a reliable indicator of future results.

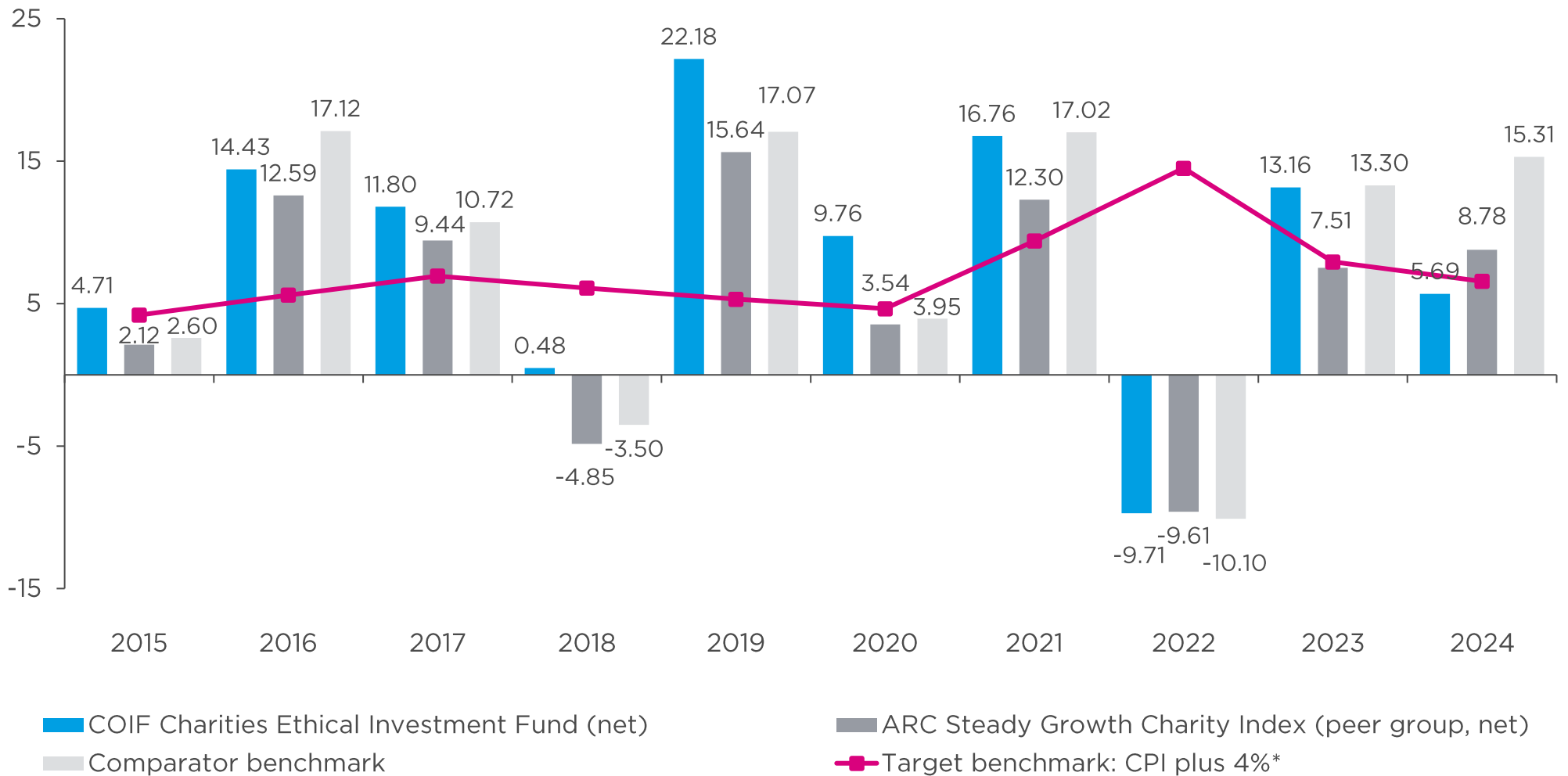
Is the market too concentrated now?

Market cap (\$ trillion)



Source: CCLA, as at 31 January 2025. Apple, Microsoft, Google, Meta, Amazon, Tesla and Nvidia comprise the 'magnificent 7'. The graph includes the aggregate market cap for the above MSCI ACWI global industrials, health care, consumer discretionary, consumer staples, energy and materials sectors in \$tn. Country stock markets include CSI 300 Index, Nikkei 225 Index, NSE Nifty 500 Index, CAC All Tradable Index, FTSE All-Share Index and Swiss Market Index, in \$tn.

Calendar year returns (%)



Source: CCLA, as at 31 December 2024. *Target benchmark: gross returns of CPI+5%. Note: CPI+4% has been used for the performance charts to give a comparable net figure by assuming 1% costs. 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. Performance shown after management fees and other expenses, with the gross income reinvested. **Past performance is not a reliable indicator of future returns.**

Performance in 2024

Our positioning remains in line with our disciplined investment approach, our desire for diversification and our ability to control risks.

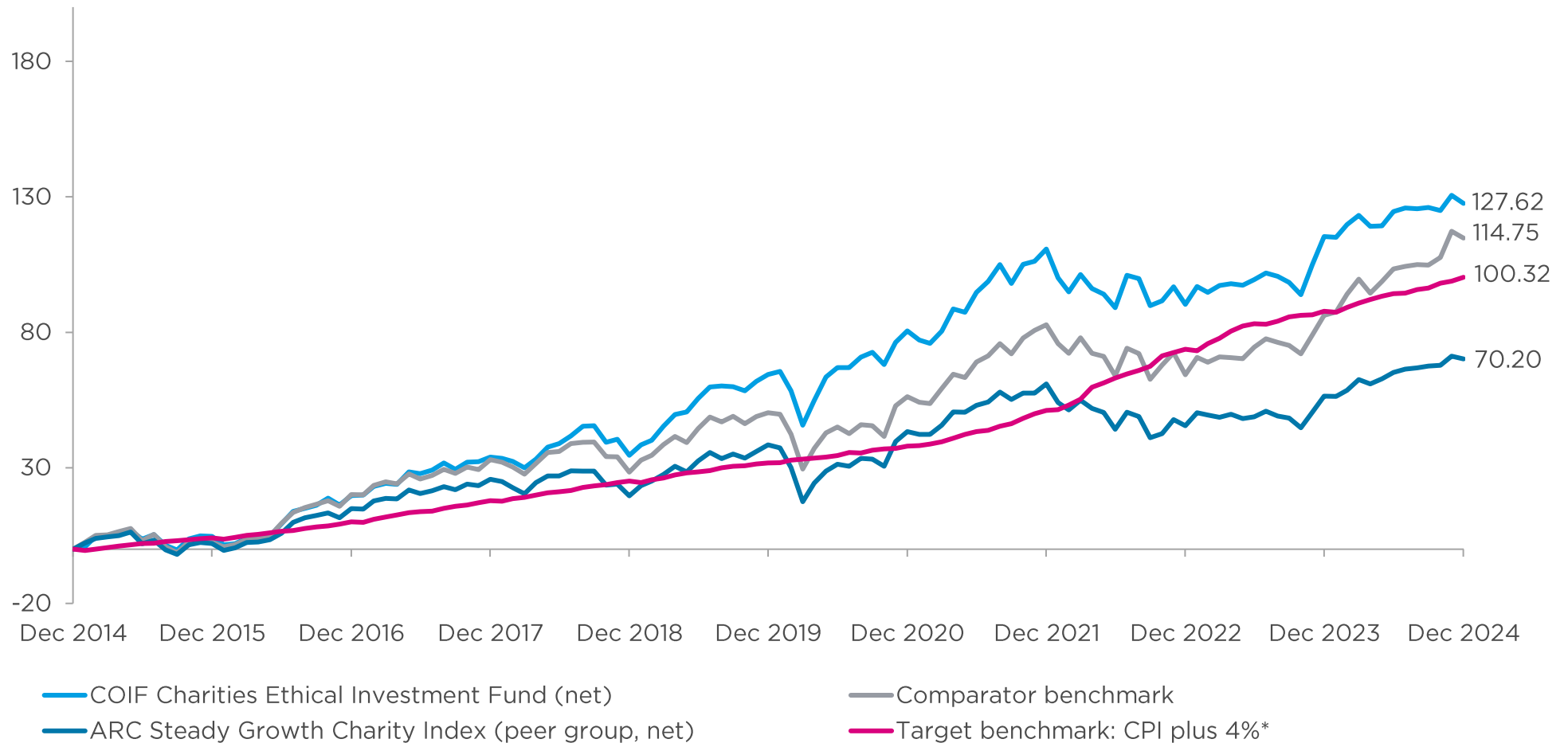


- Equities led returns with strong absolute performance from a range of sectors such as financials, industrials and information technology.
- Fixed interest suffered over the year but our underweight position was helpful.



- Relative performance in equities was weaker due to our absence from Apple, Meta, Tesla and the banks which had a strong year, we were also underweight to Nvidia. Returns were weakest overall in healthcare and consumer staples.
- Rising bond yields had a negative impact on some alternatives in the portfolio, such as renewables.

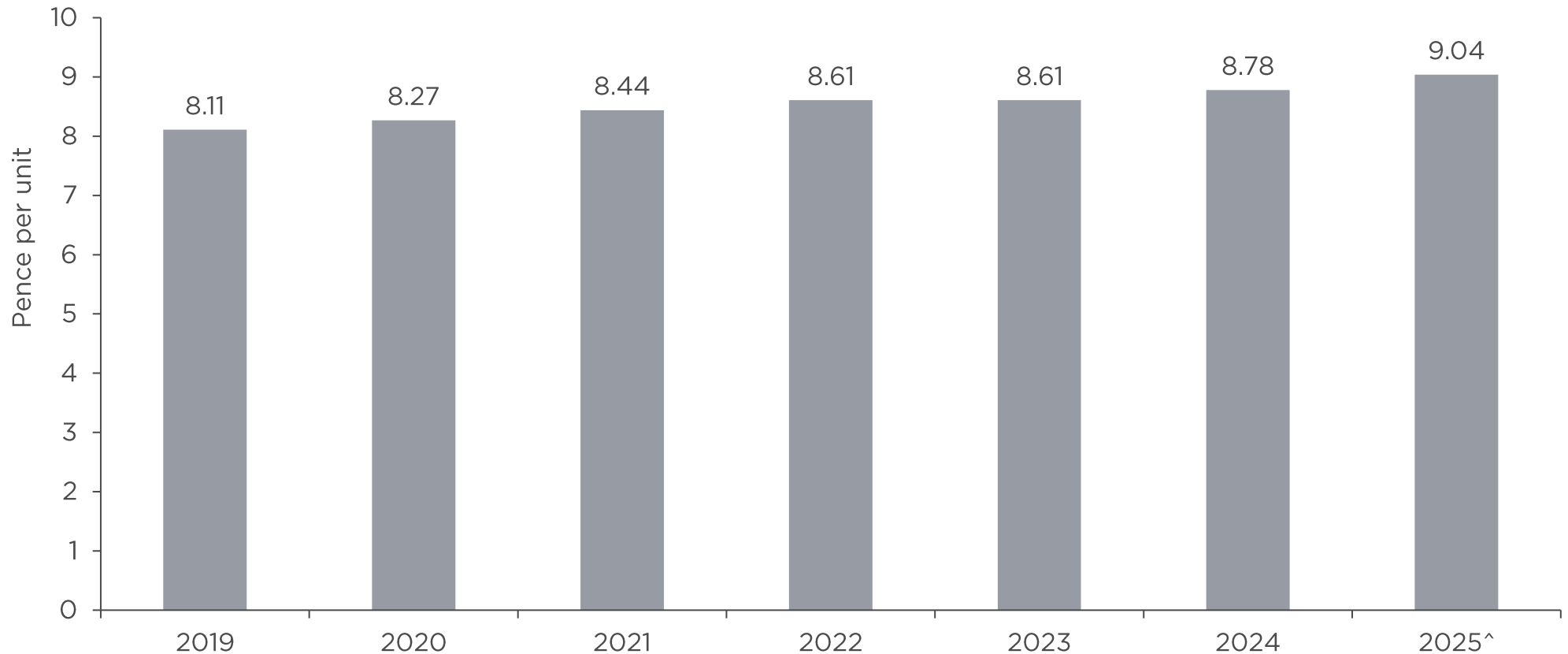
Cumulative performance (%)



Source: CCLA, as at 31 December 2024. *Target benchmark: gross returns of CPI+5%. Note: CPI+4% has been used for the performance charts to give a comparable net figure by assuming 1% costs. 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. Performance shown after management fees and other expenses, with the gross income reinvested. **Past performance is not a reliable indicator of future returns.**

Historical and projected annual distribution

Current yield: 2.92%*



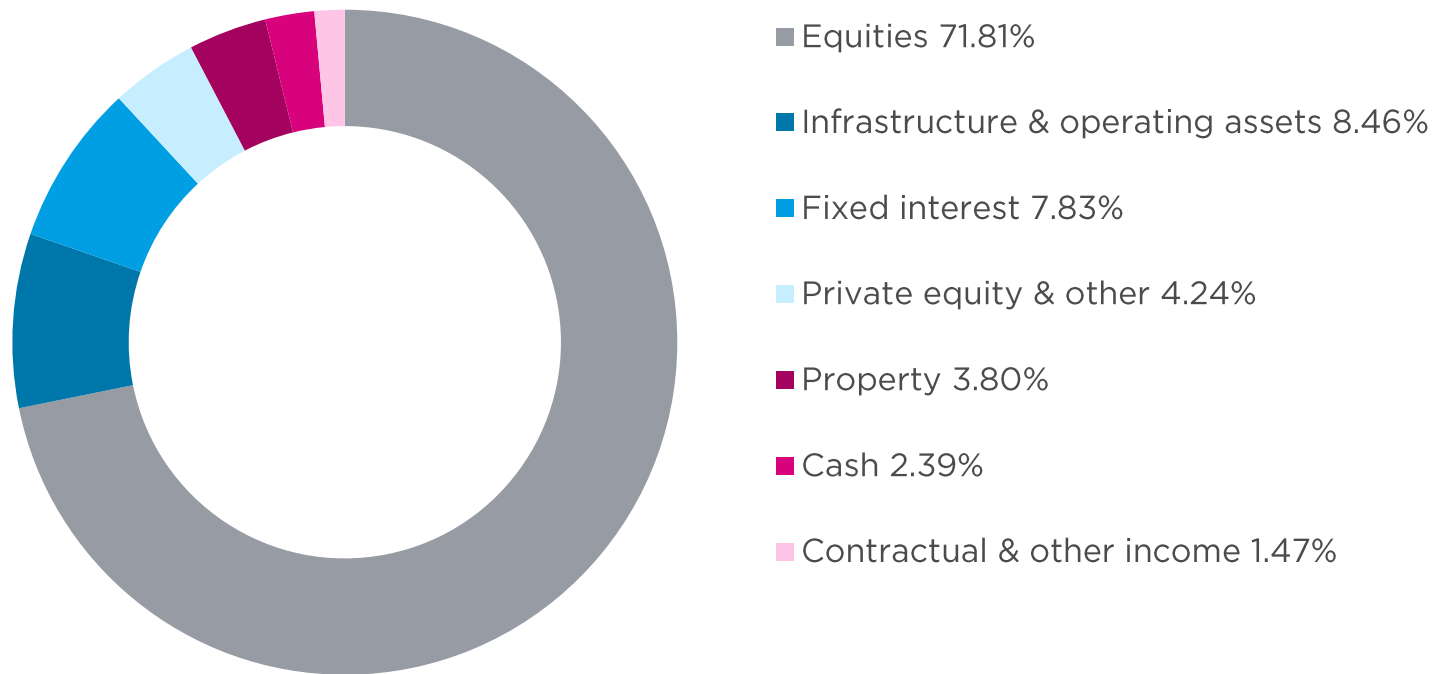
Source: CCLA, as at 31 December 2024. Data showing COIF Ethical Fund. ^Projected annual distribution. Projections for annual distribution is subject to change. *Current yield is based on unit price as at 31 December 2024 and a projected annual distribution of 9.04p per unit. Forecast income yields are not guaranteed. **Past distribution is not a reliable indicator of future results.**

COIF Ethical Investment Fund

Fund size:
£2,377m

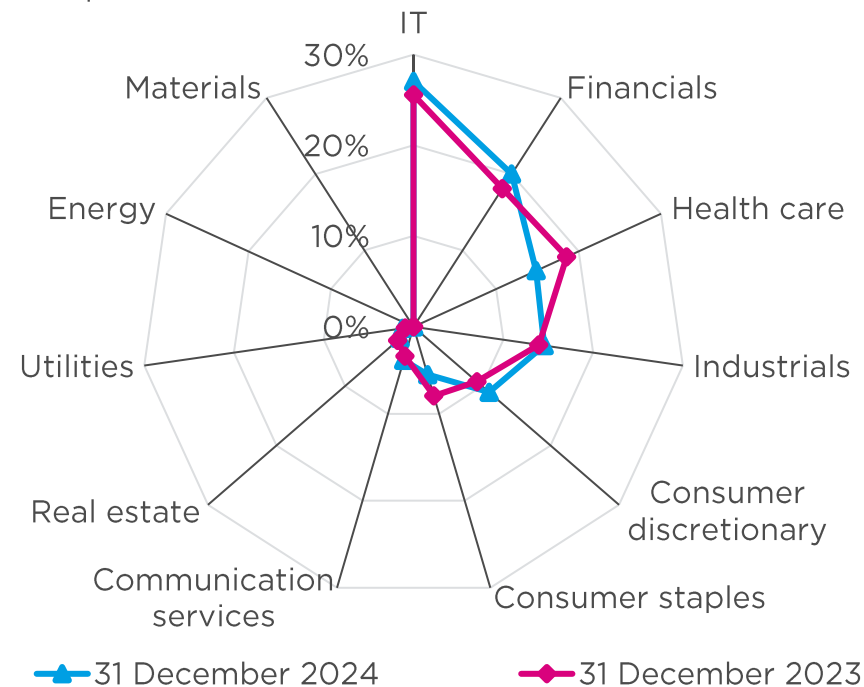
Source: CCLA, as at 31 December 2024. Asset allocation is subject to change. Infrastructure and operating assets refers to investments that facilitate the functioning of society with the potential for steady cash flows. Contractual assets refers to investments that generate contracted cash flows over a specific period and are typically secured against assets.

- 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 ethical and responsible investment standards
- Uses alternative asset types to provide contractual cash flows



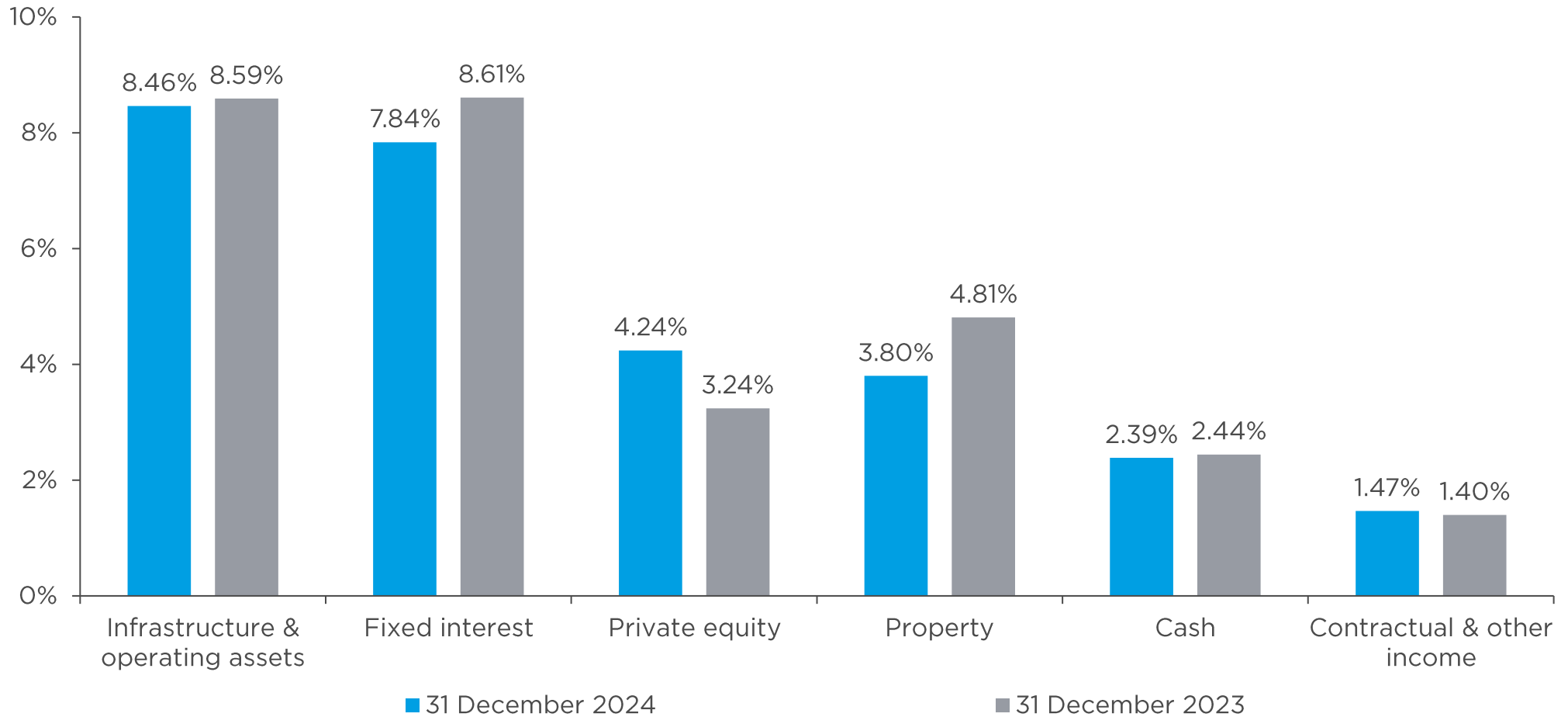
Equity positioning

- Over the past 12 months, exposure to IT has remained stable with strong performance win semiconductors offset by some weakness within software. No new positions were taken, while profits were taken in the semiconductor industry.
- Health care exposure has fallen due to muted performance and as we exited our positions in Edwards Lifesciences and Humana. Elsewhere, we added to positions in life sciences and medical technology including Avantor, ICON, Abbott Labs and Zoetis.
- Overall exposure to financials has risen with strong recent performance from market infrastructure names such as Tradeweb, London Stock Exchange Group and Visa, offset by the sale of private equity manager Blackstone Group and Prudential. We introduced insurance broker AJ Gallagher.
- Within industrials, we have taken profits in areas of the portfolio where valuations have expanded and introduced a new holding in equipment rental business Ashtead as well as Spirax, a thermal energy and fluid technology solutions company.
- Exposure to the consumer sector has risen via three new holdings that we think should exhibit defensive characteristics: Hermès, Compass Group and O'Reilly Automotive. We exited Costco, Starbucks, Nike and Pepsi.



Source: CCLA, as at 31 December 2024. Data showing COIF Ethical Fund. Sector weights are the percentage of the total equity assets in the portfolio. Asset allocation is subject to change. 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.**

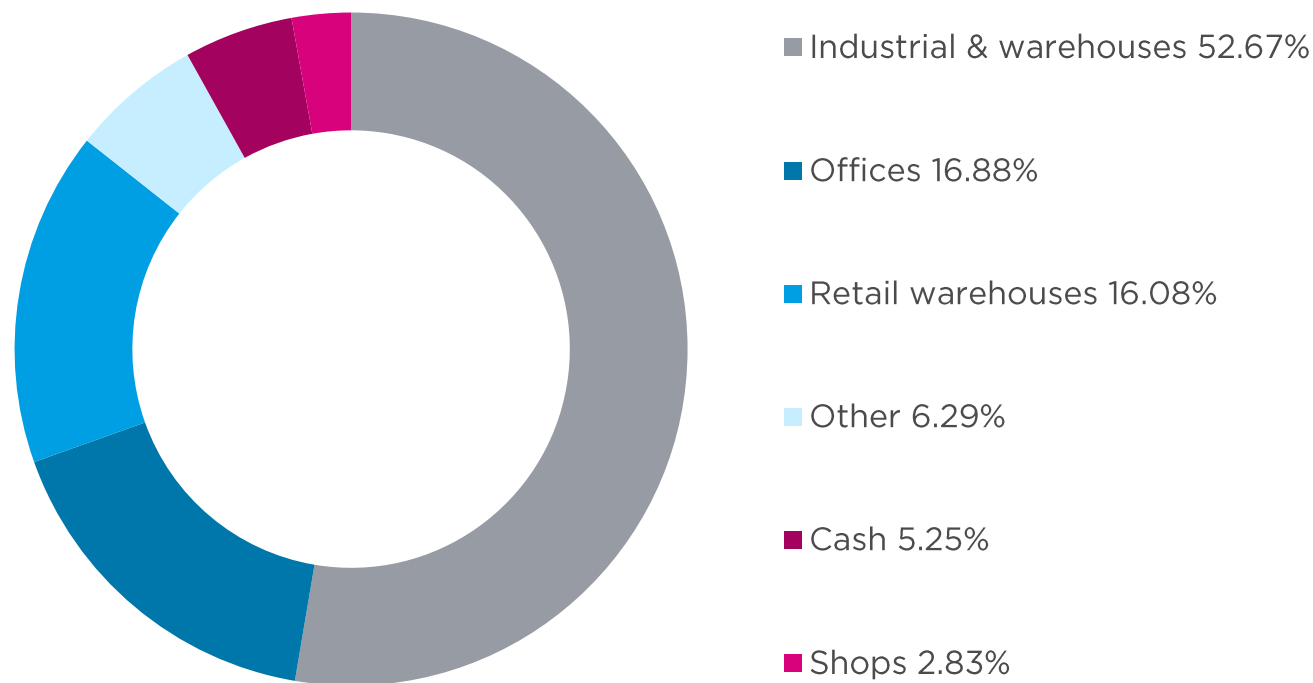
Positioning in other assets



Source: CCLA, as at 31 December 2024. Data showing COIF Ethical Fund. 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. Contractual assets refers to investments that generate contracted cash flows over a specific period and are typically secured against assets.

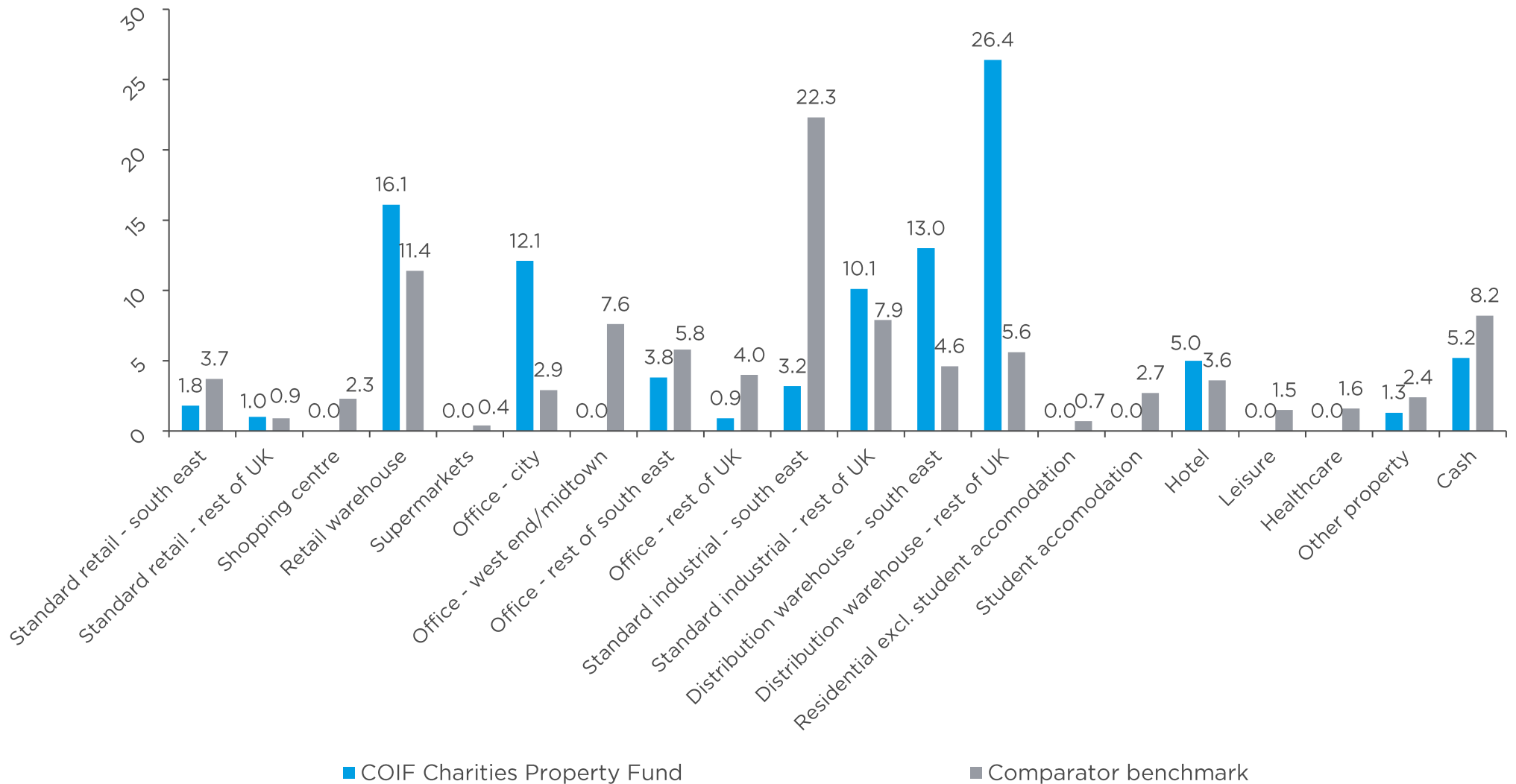
COIF Charities Property Fund

- Seeks to provide high quality, well-diversified commercial property portfolio
- Actively managed to add value
- Focus on delivering an attractive income and capital appreciation
- Fund size: £466 million



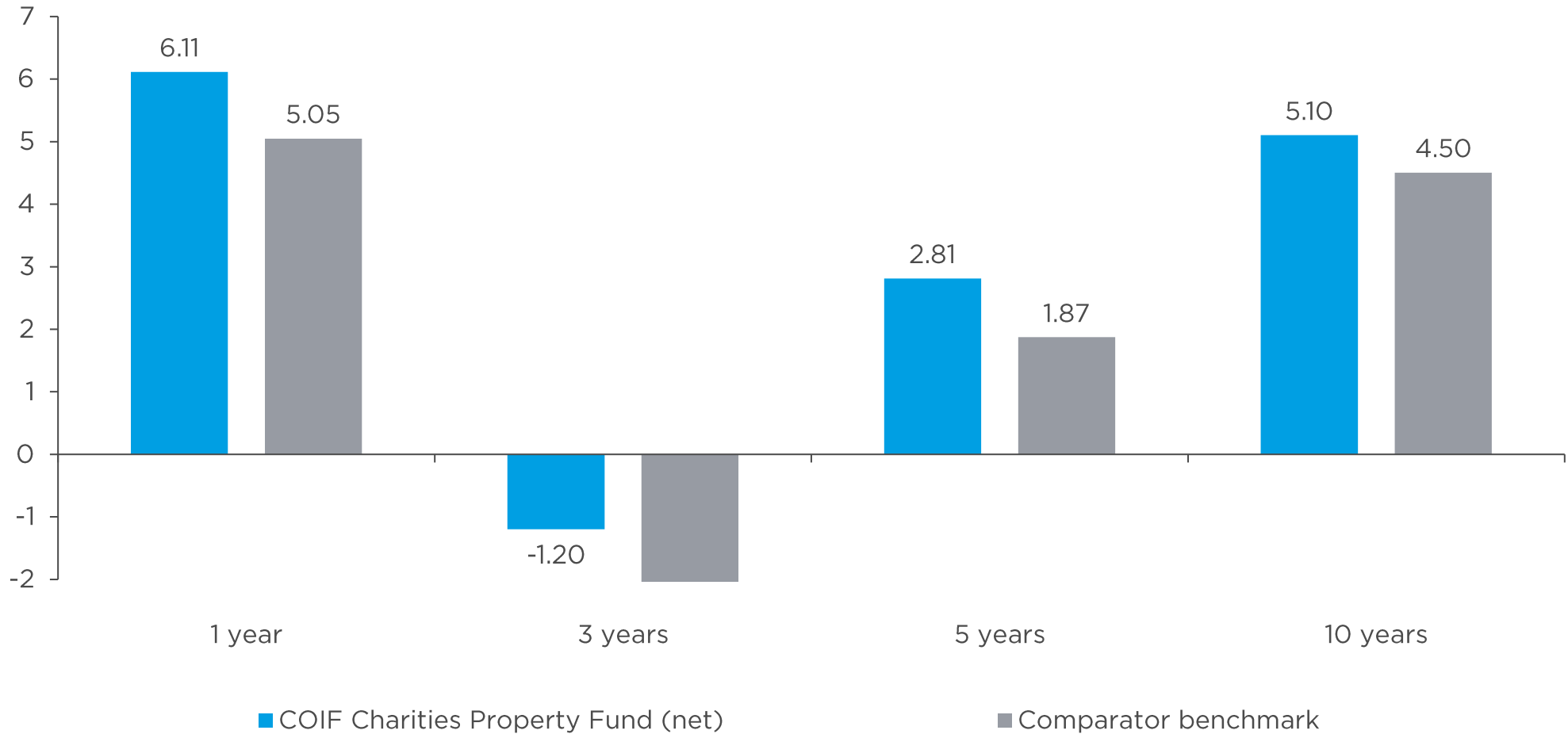
Source: CCLA, as at 31 December 2024. Allocations are subject to change.

Geographic and sector allocation



Source: CCLA, as at 31 December 2024. Comparator benchmark: MSCI/AREF UK Other Balanced Quarterly Property Fund Index. Asset allocation is subject to change.

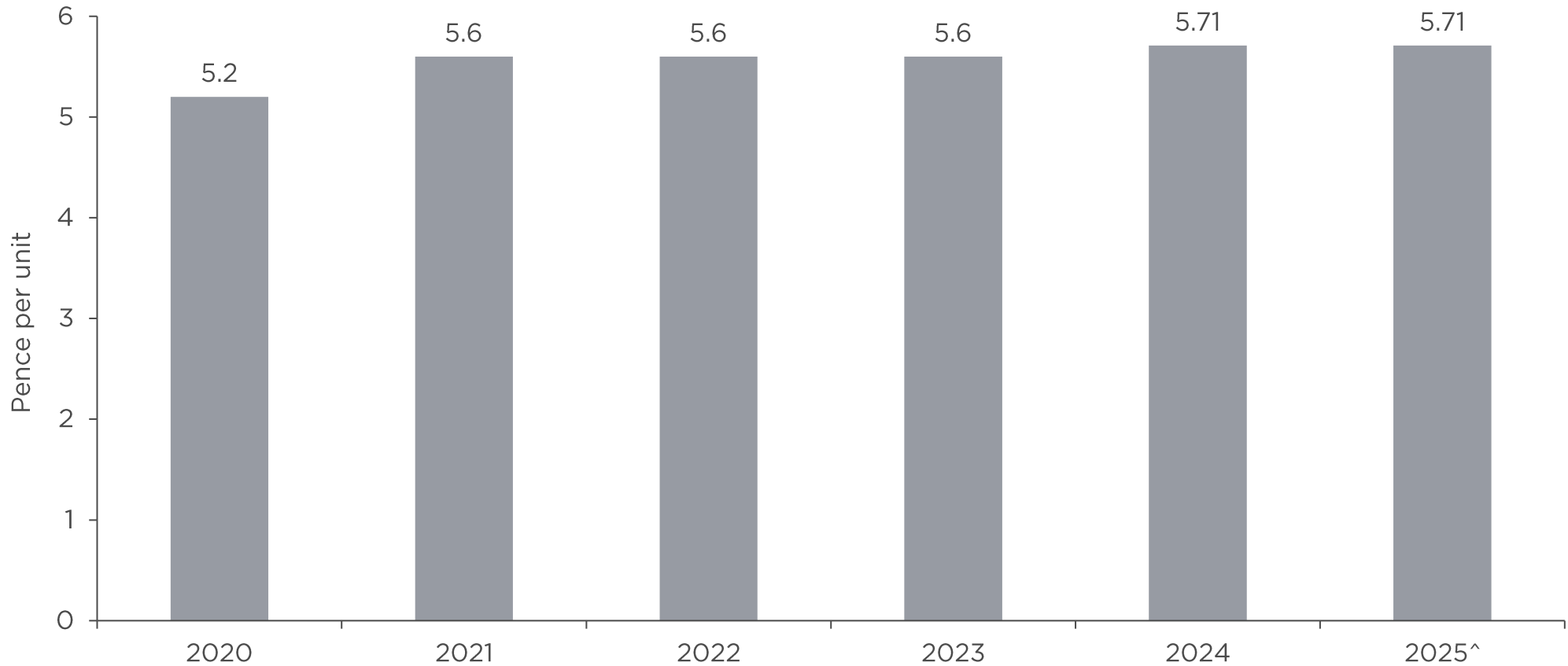
Annualised performance (%)



Source: CCLA, as at 31 December 2024. Comparator benchmark: MSCI/AREF UK Other Balanced 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.

Historical and projected annual distribution

Income yield 5.44%*



Source: CCLA, as at 31 December 2024. Data shows the COIF Charities Property Fund. ^Projected distribution. Projections for annual distribution are subject to change and are not guaranteed. *Based on NAV price as at 31 December 2024 and a projected annual distribution of 5.71p per unit. Forecast yields are not guaranteed. Past distribution is not a reliable indicator of future results.

Good Investment

Our approach
is guided by
three imperatives.

Act

Driving change

Healthy markets require
healthy communities
and a healthy planet

Assess

Re-assessing the fundamentals

Changing regulation, legislation
and consumer choice will harm
unsustainable business

Align

Aligning with our clients


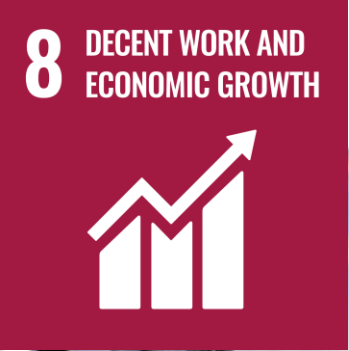
We are the guardians,
not the owners of the
assets that we manage

A track record of catalysing real change





Net-zero portfolios through real-world action

- Long heritage of climate engagement, dating to 2010
- Founder signatory to the Net Zero Asset Manager's Initiative
- Co-created the Powering Past Coal Alliance Finance Principles
- Represented on the Delivery Group of the UK Transition Plan Taskforce



Improving the business response to modern slavery

- Created 'Find It, Fix It, Prevent It', now supported by £15 trillion AUM
- First public ranking of UK listed businesses on modern slavery disclosures
- Former Independent Anti-Slavery Commissioner, Dame Sara Thornton, leads CCLA's modern slavery policy engagement
- Focussed hospitality/construction sector engagements underway



Pushing for better workforce mental health

- Created the CCLA Corporate Mental Health Benchmark
- First public ranking of listed companies' approach to workplace mental health
- In 2022-23, 42 companies improved their ranking, with a combined workforce of >7 million
- Global Investor Coalition on Workplace Mental Health supported by £7.6 trillion

Source: CCLA, as at June 2024.

Economic and market outlook

Consensus expectations

- Growth is expected to slow but avoid recession – the classical “soft landing”
 - US GDP expected +2.7% in 24, +2.1% in 25
 - UK GDP expected +0.9% in 24, +1.4% in 25
- Inflation continues to decelerate, allowing ...
- ... policy interest rates to be cut (1 cut in US expected this year)
- This is a goldilocks outcome – neither too hot nor too cold – which would be favourable for risk assets, particularly equities
- Consensus says Trump 47 will have a similar effect on markets as Trump 45
 - Equities up, bonds down

Our expectations

- The **soft landing** we were so suspicious about seems to be happening. This is why we kept “risk on” Q1 2023 to now, and **remain “risk on”**
- Services lead indicators are strong / very strong and point to rising GDP and earnings
- Shorter term (next two quarters) we think the market will focus on extension of the Tax Cuts & Jobs Act (2017) and further cuts to corporate income tax (from 21% to 15%)
- So we are with consensus for now – **equities up, bonds down**
- Beyond the next few quarters risks abound:
 - Tariffs and trade war?
 - Deficit 7% and rising
 - Regime change – Reflation > Inflation

Source: CCLA, as at January 2025. 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.

Appendices

Engaging for a better world



NextEra Energy
Climate lobbying

One of the world's largest providers of renewable energy. In Q2 24, we led the filing of a shareholder proposal, highlighting a misalignment between its 'Real Zero' goal and its lobbying/policy influence activities. The proposal received an encouraging 33% support; we will continue to push forward on this topic.



Nestlé
Climate disclosure

CCLA is co-lead investor for Nestlé on behalf of Climate Action 100+. Recent meetings and its new sustainability report highlight several key improvements aligned with our asks. These relate to the detailed measurement and disclosure of the company's greenhouse gas emissions.



Amazon
Freedom of association
and collective bargaining

In Q2 24 we co-filed a shareholder proposal at Amazon after alleged attempts to prevent its workers from unionising. The proposal asked the company to produce an independent analysis of its practices versus its own labour standards policy. The proposal achieved 32% support. We continue to work on this topic.



Watches of Switzerland
Living Wage accreditation

In Feb 2023, we commenced engagement with several UK-listed investee companies asking them to commit to paying a wage based on the cost of living to all their staff. In May, the company stated its intention to become Living Wage accredited and eventually gained accreditation in Aug 2023.



PepsiCo
Nutrition

At a meeting with the company in Q2 24, PepsiCo shared promising progress against timebound targets on calorie, sodium and saturated fat reduction, measured by sales volume. It also told us that new targets would be published imminently. Discussions continue.



Taiwan Semiconductor Manufacturing Co (TSMC)
Workplace mental health

TSMC is one of more than 40 companies in performance Tier 5 (worst) of the 2023 CCLA Corporate Mental Health Benchmark Global 100+. We met the company twice and discussed key recommendations. In 2024, it has improved sufficiently to move out of Tier 5 and up into Tier 4. Discussions continue.

Source: CCLA, July 2024. CCLA is a shareholder in each of these companies at the time of writing.

Values-based restrictions

Value alignment	Further details	COIF Charities Ethical Investment Fund
Adult entertainment		>10% revenue from production and/or distribution of adult entertainment
Alcohol		>10% revenue from production and/or retail of alcohol and related services
Animal testing		Companies involved in animal testing without positive indicators (specific sectors)
Armaments	Civilian firearms	>10% revenue from civilian firearms production and/or retail (including key components)
	Controversial weapons	Production of landmines, cluster munitions, chemical or biological weapons (core weapons and components)
	Military and defence industry	>10% revenue from the production of military weapons and equipment (core weapons, components, equipment/services) + the provision of key non-weapons related tailor-made products for the defence industry
	Nuclear weapons	Production of nuclear weapons (core weapons and components)
Breast milk substitutes		Does not meet CCLA's minimum standard using Access to Nutrition Initiative BMS/CF index scores
Cannabis		>10% revenue from production and/or retail of non-medicinal cannabis
Climate change	Coal	Companies which produce more than 10 million metric tons of coal or have plans to expand their coal production
		Companies expanding coal-fired power generation or primarily generating electricity without aligning with the Paris Climate Agreement (as defined by CCLA).
	Oil and gas	>10% revenue from oil and gas extraction, refining or production
	Oil/tar sands	>5% revenue from oil/tar sands extraction
	Thermal coal	>5% revenue from thermal coal extraction

Values-based restrictions continued

Value alignment	Further details	COIF Charities Ethical Investment Fund
Gambling		>10% revenue from the operation of gambling establishments and the provision of key support services and products
High interest rate lending		>10% revenue from high interest rate lending
Oppressive regimes		The fund will not purchase sovereign debt issued by countries identified as being among the world's most oppressive*
Sanctity of life		Production of single-use abortifacients
Tobacco		Production of tobacco >5% revenue from retail of tobacco and related services
Minimum ESG risk restrictions	CCLA governance	Companies with poor CCLA governance rating require investment committee approval
	Controversies	Companies that fail our controversy process including non-conformance with the UN Global Compact, the UN Guiding Principles on Business and Human Rights and/or other factors defined by CCLA require investment committee approval
	ESG rating	Companies with poor Sustainalytics ESG ratings require investment committee approval

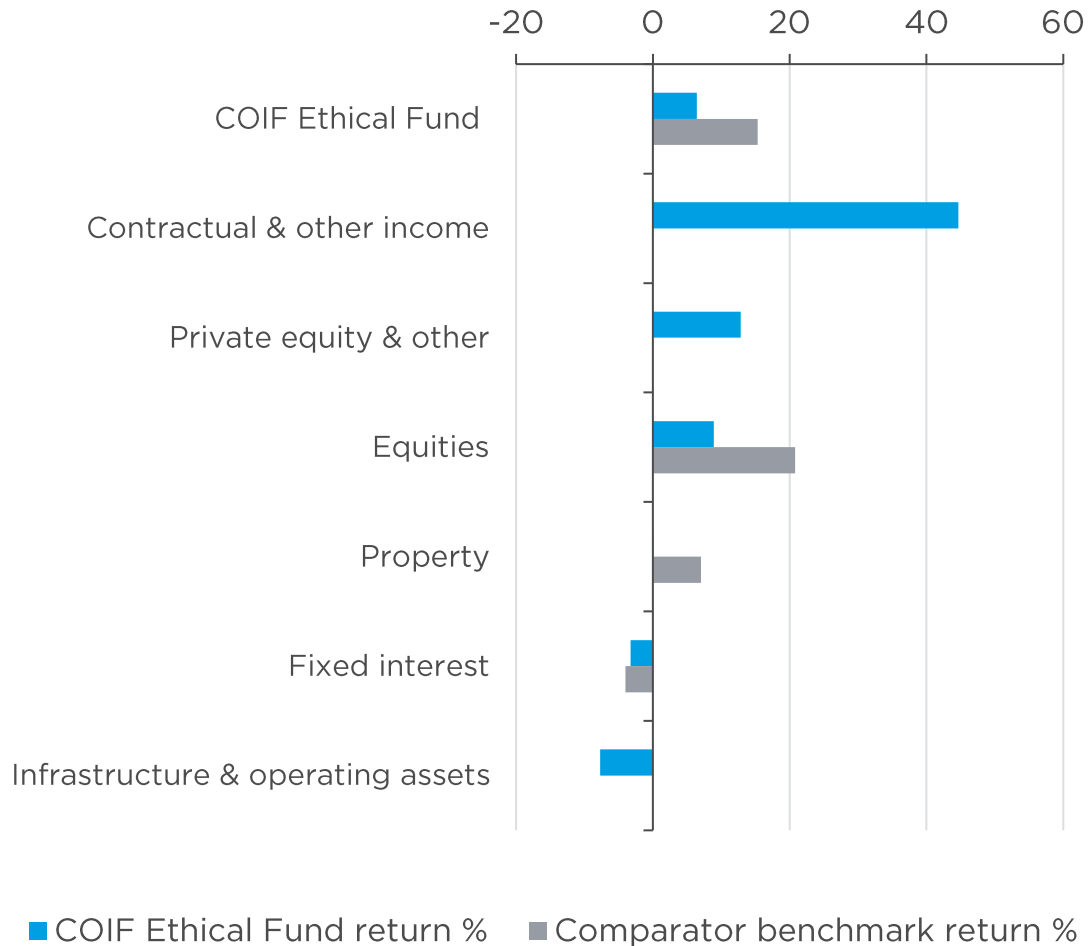
*See [Approach to sovereign debt](#). Further details of restrictions can be found on our [website](#).

Annualised performance

As at 31 December 2024 (%)	1 year	3 years	5 years	10 years
COIF Charities Ethical Investment Fund (net)	5.69	2.60	6.71	8.57
Target benchmark: CPI plus 4%*	6.57	9.62	8.56	7.08
Comparator benchmark	15.31	5.51	7.40	7.94
ARC Steady Growth Charity Index (peer group, net)	8.78	1.87	4.21	5.46

Source: CCLA, as at 31 December 2024. *Target benchmark: gross returns of CPI+5%. Note: CPI+4% has been used for the performance charts to give a comparable net figure by assuming 1% costs. 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. Performance shown after management fees and other expenses, with the gross income reinvested. **Past performance is not a reliable indicator of future returns.**

Performance in absolute terms, by asset class



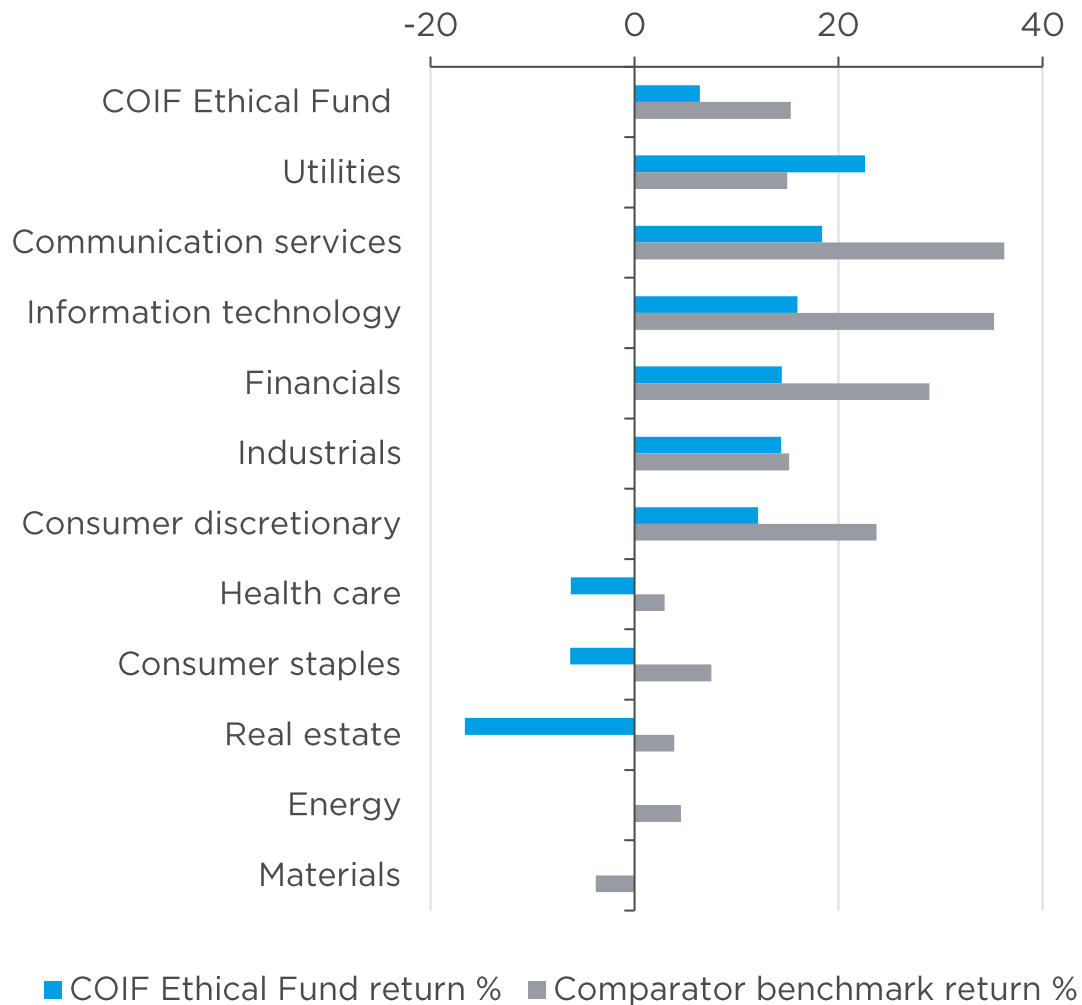
What were the key factors in the portfolio's total return performance?

Over one year most major asset classes have delivered positive returns to the portfolio:

- Contractual income performance has largely been driven by corporate activity e.g. Round Hill Music and Hipgnosis Songs Fund takeover.
- Property performance improved as result of corporate activity but the higher gilt yields post Trump's election dented returns.
- Listed private equity returns were strong as sentiment towards the sector improved.
- Fixed income performance was negative with expectations for rate cuts fading into the fourth quarter.
- Returns in infrastructure were negative as higher interest rates put pressure on valuations and power prices fell, affecting renewables.

Source: CCLA showing total return performance for the COIF Ethical Fund, one year to 31 December 2024. Comparator benchmark: 75% MSCI World Index, 15% Markit iBoxx Gilts £, 5% MSCI UK Monthly Property Index and 5% SONIA. Infrastructure and operating assets refers to investments that facilitate the functioning of society with the potential for steady cash flows. Contractual assets refers to investments that generate contracted cash flows over a specific period and are typically secured against assets. Please note the cash return has been excluded; this is because the zero start balances of these balances created distorted returns. **Past performance is not a reliable indicator of future results.** Performance is shown gross of management fees and expenses. Net returns will be lower after the deduction of fees and charges. This information does not constitute the provision of financial, investment or other professional advice.

Performance in absolute terms, by equity sector



What were the key factors in the absolute performance of different equity sectors?

Performance in information technology was very strong, with the portfolio rising over 16%. Semiconductor positions were the best performing whilst software returns were weaker.

In financials we saw strong performance from exchanges and data providers, whilst emerging market focussed businesses were weaker.

Within industrials, performance across capital goods holdings and professional services was strong.

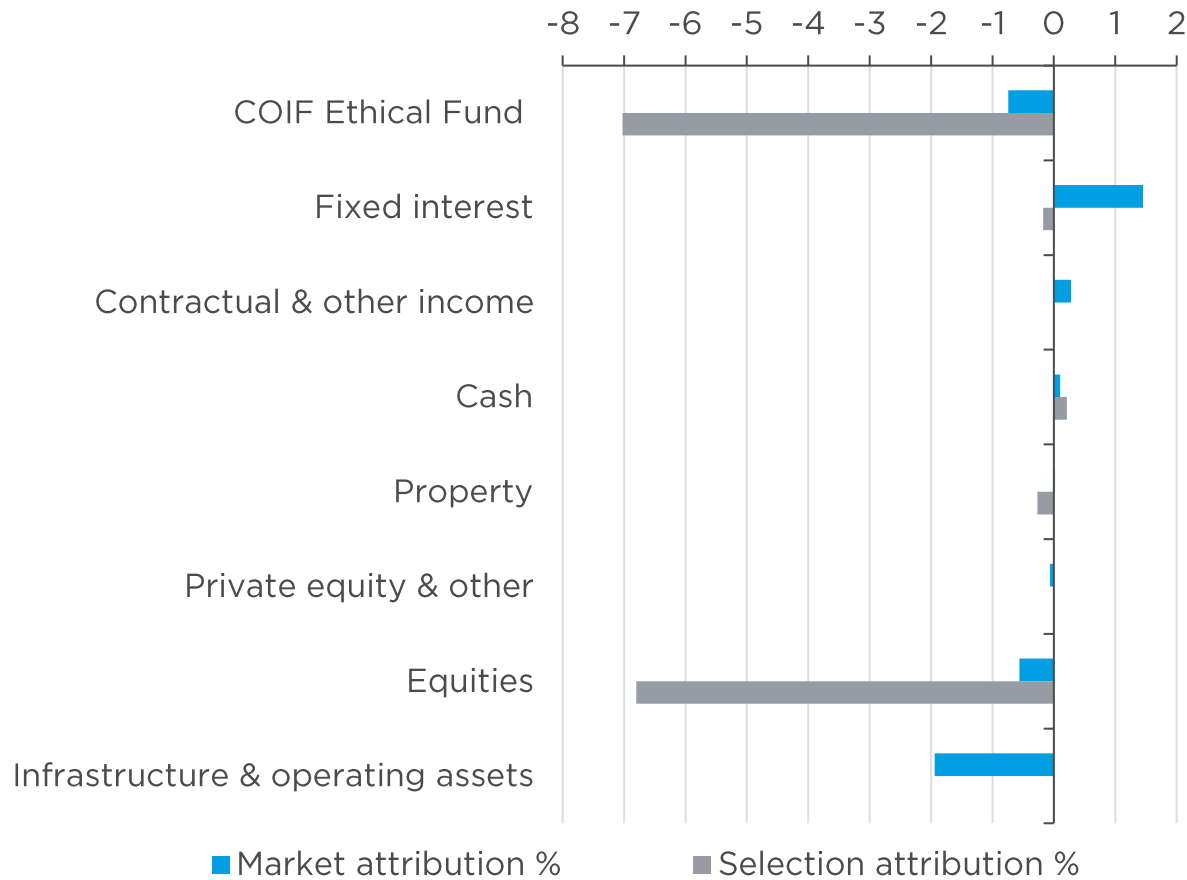
Communication services were strong reflecting good performance from Alphabet.

Returns in healthcare were muted. Strength in medical devices was offset by weakness in life science tools and medical services.

Consumer staples and real estate were weak due to higher rate expectations and slower growth from holdings such as Nestle.

Source: CCLA showing total return performance for the COIF Ethical Fund, one year to 31 December 2024. Comparator benchmark: 75% MSCI World Index, 15% Markit iBoxx Gilts £, 5% MSCI UK Monthly Property Index and 5% SONA. **Past performance is not a reliable indicator of future results.** Performance is shown gross of management fees and expenses. Net returns will be lower after the deduction of fees and charges. This information does not constitute the provision of financial, investment or other professional advice.

Performance relative to the benchmark, by asset class



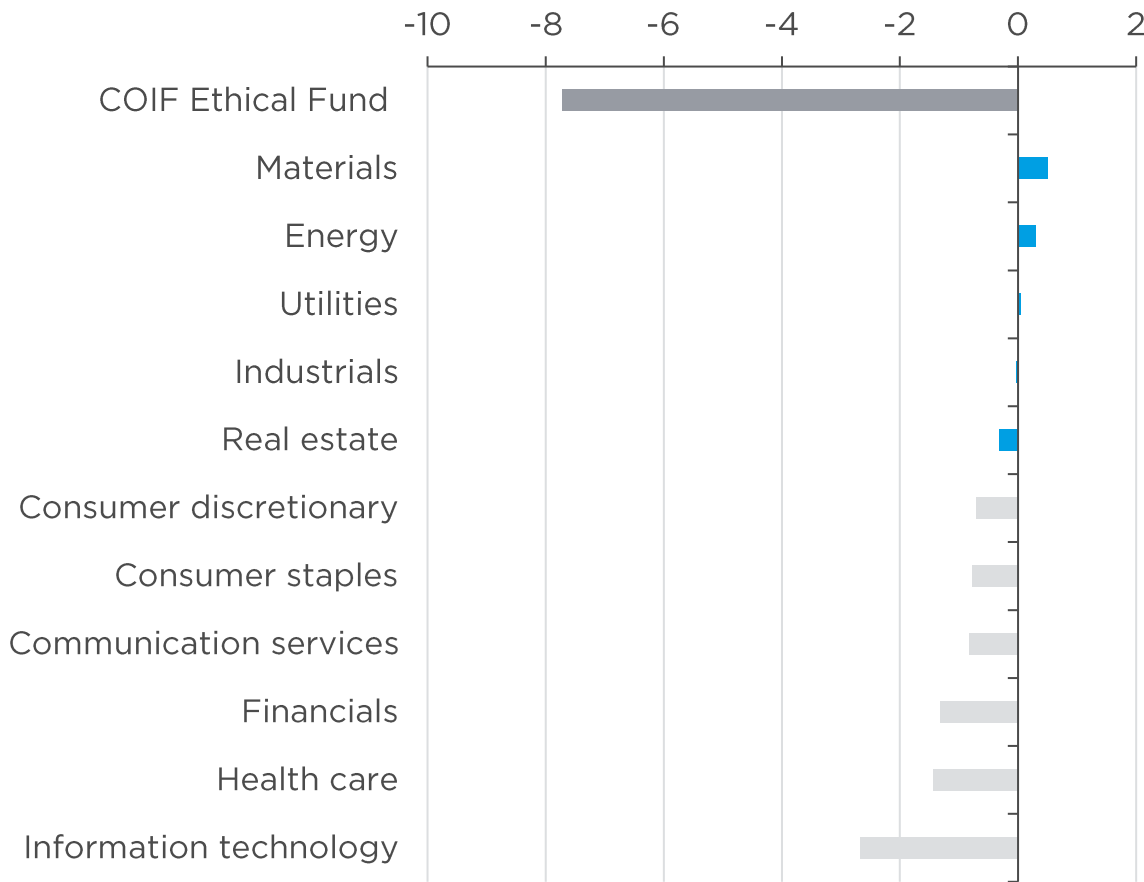
What were the key factors in the portfolio's performance relative to the comparator benchmark?

- The underweight to fixed income was a positive, however this was partially offset by the allocation to infrastructure.
- Stock selection in equities was the largest detractor to relative performance.

Source: CCLA showing COIF Ethical Fund, one year to 31 December 2024. Allocation effect = (portfolio weighting - benchmark weighting) x benchmark return. Selection effect = (portfolio return - benchmark return) x benchmark weight. Comparator benchmark: 75% MSCI World Index, 15% Markit iBoxx Gilts £, 5% MSCI UK Monthly Property Index and 5% SONIA. Cash is made up of forward contracts, money market instruments and cash. Infrastructure and operating assets refers to investments that facilitate the functioning of society with the potential for steady cash flows. Contractual assets refers to investments that generate contracted cash flows over a specific period and are typically secured against assets. **Past performance contribution and attribution is not a reliable indicator of future results.** Performance is shown gross of management fees and expenses. Net returns will be lower after the deduction of fees and charges. This information does not constitute the provision of financial, investment or other professional advice.

Performance relative to the benchmark, by equity sector

Total attribution (%)



Examples of contributors to and detractors from the performance of the Fund's equity holdings, relative to the equity benchmark:

- In information technology and communication services, our underweight position to Nvidia and absence from Apple and Meta was a headwind to relative performance.
- Within financials, we lagged a sharp rally in the banking sector particularly in Q4 after Trump's re-election.
- Returns in consumer staples and health care lagged as the market rotated towards growth.
- Our absence from the energy and materials markets was a positive as commodity prices struggled.

Source: CCLA showing COIF Ethical Fund, one year to 31 December 2024. Attribution = (asset weight - benchmark asset weight) x (asset performance - benchmark asset performance). Comparator benchmark: 75% MSCI World Index, 15% Markit iBoxx Gilts £, 5% MSCI UK Monthly Property Index and 5% SONIA. **Past performance and attribution is not a reliable indicator of future results.** Performance is shown gross of management fees and expenses. Net returns will be lower after the deduction of fees and charges. This information does not constitute the provision of financial, investment or other professional advice.

Portfolio return assumptions (COIF Ethical Investment Fund)

Strategic asset allocation (SAA) 10-year real returns (median CCLA)

	SAA (%)	Long-term expected real return (%)	Long-term standard deviation (%)
Global equity	75.0	4.3	19.5
UK property	5.0	4.5	10.1
Gilts	15.0	1.9	8.4
IG credit	0.0	3.6	6.0
Sterling cash	5.0	1.0	1.4
Alternatives	0.0	7.1	10.0
Total/weighted average	100.0	3.8	15.5

Tactical asset allocation (TAA) 10-year real returns (median CCLA)

	TAA (%)	Long-term expected real return (%)	Long-term standard deviation (%)
Global equity	71.9	4.3	19.5
UK property	4.3	4.5	10.1
Gilts	5.0	1.9	8.4
IG credit	2.6	3.6	6.0
Sterling cash	2.8	1.0	1.4
Alternatives	13.4	7.1	10.0
Total/weighted average	100.0	4.4	15.8

Source: CCLA, as at 31 January 2025. Note: UK CPI assumption is 2.5%. Asset allocation of the COIF Charities Ethical Investment Fund.

Asset allocation overview

Our overarching goal is to deliver investment performance of CPI+5% gross of fees

Equities

Through direct participation in economic growth, equities are expected to provide most of the long-term increase in capital value

Allocation range:
50–85%¹

Alternatives and property

Including infrastructure, contractual income, property, and private equity as a source of diversification and capital growth

Allocation range:
0–35%²

Fixed income

Fixed income assets traditionally used to provide diversification, relative valuation versus equities and other asset classes has improved

Allocation range:
0–50%³

Cash

Cash, as an almost riskless asset, acts as a further source of risk reduction where necessary

Allocation range:
0–10%

¹Excludes listed investment trusts and companies with underlying exposure to alternatives such as property. ²Property exposure is limited to 10% of the portfolio. ³Includes near-cash and money-market instruments. Infrastructure and operating assets refers to investments that facilitate the functioning of society with the potential for steady cash flows. Contractual assets refers to investments that generate contracted cash flows over a specific period and are typically secured against assets. The asset allocation ranges are subject to periodic review and change.

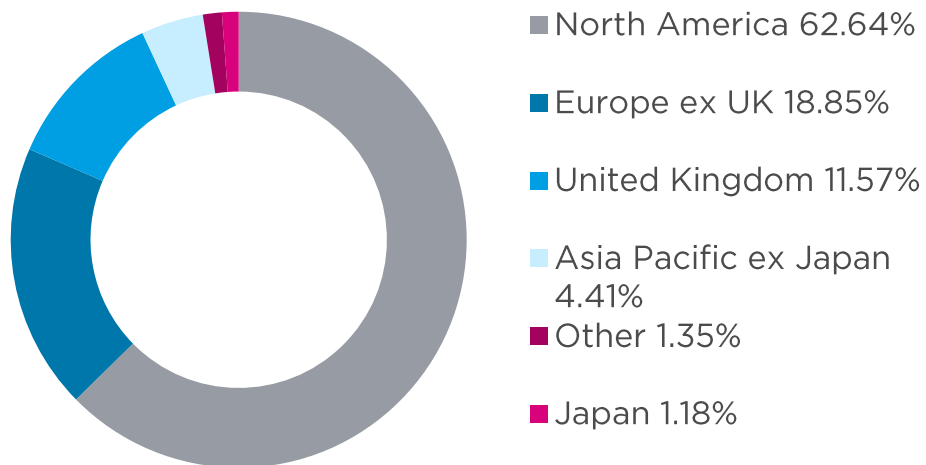
Current asset allocation

Source: CCLA, as at 31 January 2025. Asset allocation is subject to change. Alternatives include investment in private equity, infrastructure and operating assets and contractual and other income assets. IRR: the discount rate at which the present value of expected cash flows from an investment equals the initial investment cost, indicating the average annual rate of return. Initial yield: the annual rental income generated by a property expressed as a percentage of its purchase price. Reversion yield: the estimated future yield of a property, based on a projected rental income.

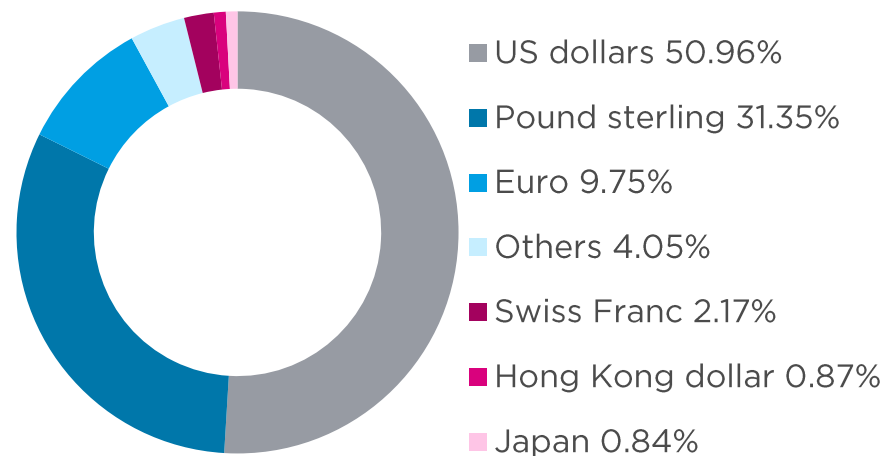
- **Currently, COIF Charities Ethical Investment Fund is close to:**
 - 85% risk assets (72% equity, 13% alternatives)
 - 11% risk mitigants (3% cash, 8% fixed interest)
 - 4% property (a diversifier).
- We view equity markets now as providing greater than CPI+4% net return target opportunity over the medium term.
- We assess the internal rate of return (IRR) on our alternatives book as c.9.6% nominal return.
- The fixed interest book yields 5.1% if held to maturity, i.e. below our return target, but justifies its place in the portfolio as a partial risk mitigant in the case of UK recession.
- The UK property book has an equivalent yield (average of initial yield and reversion yield) of 7.0% after the >20% decline in capital values during the second half of 2022.
- The cash position is at liquidity-mandated minimum.
- **All in all, asset valuations continue to allow significant engagement in risk assets.**

Statement of positioning

Equity region weighting (equities only)



Currency exposure (total fund)

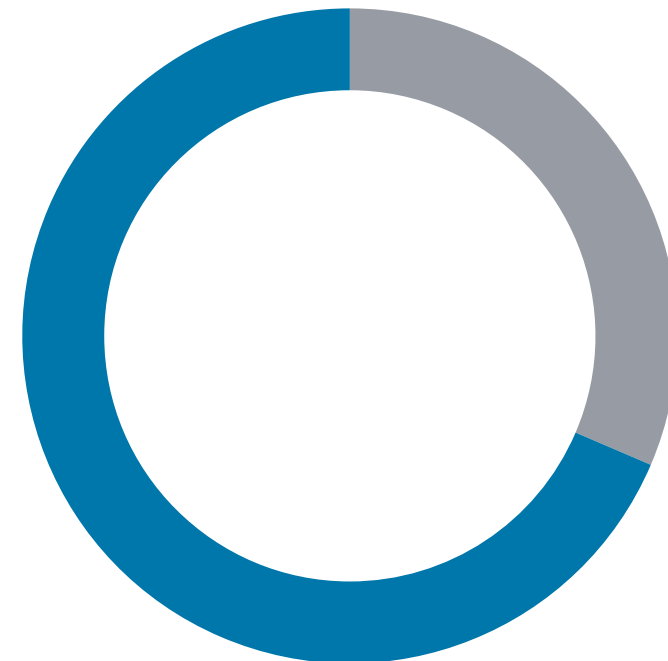


Source CCLA, as at 31 December 2024. Data showing COIF Ethical Fund. Regional weights shown are the percentage of total equity of the portfolio. Asset allocation is subject to change.

Top 20 holdings

COIF Charities Ethical Investment Fund

Security name	Portfolio weight %
UK Treasury Gilt 3.25% 22/01/2044	2.86
UK Treasury 4.5% 07/12/2042	2.37
COIF Charities Property Fund	2.31
Microsoft	2.28
Amazon	1.98
COIF Charities Short Duration Bond Fund	1.81
Alphabet	1.70
Visa	1.34
London Stock Exchange Group	1.31
Coca Cola	1.30
Brookfield Infrastructure	1.28
Taiwan Semicon Manufacturing	1.27
Broadcom	1.24
Compass Group	1.23
Roper Technologies	1.22
Hermes International	1.21
Chicago Mercantile Exchange	1.20
Ansys	1.18
S And P Global	1.18
Tradeweb Markets	1.16



- Top 20 holdings 31.44%
- Rest of the portfolio 68.56%

Source: CCLA, as at 31 December 2024. Holdings are subject to change.

Fixed income

Allocation in the COIF Charities Investment Fund

Fund/security	Portfolio weight (%)	Modified duration (yrs)	Spread duration (%)	Yield to worst (%)
COIF Charities Short Duration Bond Fund*	1.87	1.82	2.81	5.28
Federated Hermes Sustainable Global Investment Grade Credit Fund	0.86	5.79	5.49	4.65
UKT 4.50 12/42	2.49	11.95	--	5.04
UKT 3.25% 01/44	2.53	13.02	--	5.11
Weighted average	100.00	9.17	1.29	5.08
Fund level	7.74	0.71	0.10	5.08

Source: CCLA and Federated Hermes, as at 31 December 2024. Allocation is subject to change. *Portfolio management of the fund has been delegated to Federated Hermes under the oversight of CCLA and fund management remains the responsibility of CCLA as of 27 July 2022.

Alternatives positioning

Source: CCLA, as at 31 December 2024. 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. Contractual assets refers to investments that generate contracted cash flows over a specific period and are typically secured against assets.

Asset class	Sub-asset class	COIF Ethical Fund %
Contractual and other income	Alternative credit	1.47
Infrastructure and operating assets	Renewable infrastructure	3.41
	General infrastructure	2.88
	Student accommodation	1.00
	Healthcare property	0.72
	Energy efficiency	0.28
	Care home property	0.17
Private equity and other	Private equity	4.24
Property	Generalist commercial	2.31
	Logistics warehouses	1.24
	Residential property	0.25
Total		17.96

Costs and charges

COIF Charities funds	Fund management fee (% p.a.)			Ongoing charges figure (% p.a.)	
	AMC	Other expenses	Total	Cost of underlying investments	Total
Investment Fund	0.60	0.08	0.68	0.18	0.86
Ethical Fund	0.60	0.07	0.67	0.18	0.85
Global Equity Fund	0.75	0.05	0.80	0.00	0.80
Short Duration Bond Fund	0.22	0.08	0.30	0.00	0.30
Property Fund	0.65	0.16	0.81	0.00	0.81
Deposit Fund	0.20	0.05	0.25	0.00	0.25

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 Ratings 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.

Events

Upcoming events are listed below and on CCLA's [website](#).

Date	Event	Location
25 February 2025	Quarterly Investor Briefing - webinar	Online
26 February 2025	CCLA Investment Seminar - Cardiff	Radisson Blu, Meridian Gate
26 February 2025	CCLA Investment Seminar - Bristol	Leigh Court Business Centre
26 March 2025	CCLA Investment Seminar - Belfast	Culloden Estate and Spa
13 May 2025	‘Justice and Jeopardy ... the gamble with our future’ with HH Wendy Joseph KC	Drapers’ Hall, London

Source: CCLA, as at January 2025.

Performance comparator explained

The COIF Charities Investment Fund and the COIF Charities Ethical Investment Fund are actively managed to achieve their target benchmark. Over time, they aim to achieve an average annual total return after costs of inflation (as measured by the UK Consumer Prices Index) plus 4%. (Note: the actual target benchmark is gross returns of CPI+5%. CPI+4% has been used to give a comparable net figure by assuming 1% costs.)

To give our clients insight into the progress of their investments over shorter periods we have created a composite comparator benchmark. This is not a formal target, neither does it constrain the types of investments in which the fund may invest, but is intended as a guide. It is based on established investment market indices, weighted in proportions designed to broadly reflect the risk and return profile of the underlying assets of the fund over the long term.

To keep the information relevant the comparator benchmark may be adjusted from time to time to reflect changes in long term return expectations and any structural changes in the fund.

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

The comparator benchmark (blended index returns) is calculated by CCLA using end-of-day index-level values licensed from MSCI (MSCI data). For the avoidance of doubt, MSCI is not the benchmark administrator for, or a contributor, submitter or supervised contributor to, the blended index returns, and the MSCI data is not considered a contribution or submission in relation to the blended

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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%.

Important information

This document is a financial promotion and is for information only. It does not provide financial, investment or other professional advice.

To make sure you understand whether our product is suitable for you, please read the key information document and the scheme particulars and consider the risk factors identified in those documents. The sustainability approach for each of our funds is outlined in its consumer-facing disclosure document. We strongly recommend you get independent professional advice before investing.

Past performance is not a reliable indicator of future results. The value of investments and the income from them may fall as well as rise. You may not get back the amount you originally invested and may lose money.

The fund can invest in different currencies. Changes in exchange rates will therefore affect the value of your investment. Investing in emerging markets involves a greater risk of loss as such investments can be more sensitive to political and economic conditions than developed markets. The annual management charge is paid from capital (except for the Short Duration Bond Fund). Where charges are taken from capital rather than income, capital growth will be constrained and there is a risk of capital loss.

Any forward-looking statements are based on our current opinions, expectations, and projections. We do not have to update or amend these. Actual results could be significantly different than expected.

Investment in a CCLA COIF Charities fund is only available to charities within the meaning of section 1(1) of the Charities Act 2011. The CCLA COIF Charities funds are approved by the Charity Commission as Common Investment Funds under section 24 of the Charities Act 1993 (as has been

replaced by the Charities Act 2011) and are Unregulated Collective Investment Schemes and unauthorised Alternative Investment Funds.

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CCLA

BECAUSE GOOD IS BETTER



Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

CYFARFOD BWRDD IECHYD PRIFYSGOLN ANEURIN BEVAN ANEURIN BEVAN UNIVERSITY HEALTH BOARD MEETING

DYDDIAD Y CYFARFOD: DATE OF MEETING:	07 March 2025
CYFARFOD O: MEETING OF:	Charitable Funds Committee
TEITL YR ADRODDIAD: TITLE OF REPORT:	Funds available to the Committee
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Robert Holcombe, Director of Finance, Procurement and Value Based Healthcare
SWYDDOG ADRODD: REPORTING OFFICER:	Mark Ross, Assistant Finance Director

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

Er Gwybodaeth/For Information

The Charitable Funds Committee monitor fund balances and where large balances are identified as static or slow moving, the Committee request Fundholders attend Committee meetings to see if they require assistance in spending their funds.

This report contains some background and further information on 3 of those funds and the Charitable Fundholders invited to present their spending plans to the Committee.

FUND AND FUNDHOLDER DETAILS

Fund No & Name	F770 - YYF DIABETES & CARDIOVASCULAR R & D
Fund purpose	To support research & development, educational activity and equipment for the department – Fund has been there forever
Fundholder presenting	Dr Mohammed Adlan, Consultant Physician / Vanessa Williams Directorate Manager - Cardiology, Diabetes & Endocrine
Restricted/Unrestricted	Unrestricted
Balance	£49,953
Spend last 2 years	£4,658
Money first received	>10 years

Fundholder was due to attend CFC meeting on 7th November 2024, but unfortunately Wi-Fi connections at Ysbyty Ystrad Fawr were down, so it was deferred to this meeting. There are plans to spend the whole fund towards a thyroid research project.

- This project was discussed and approved at their directorate meeting in October 24.
- Dr Adlan and Dr Obuobie are co-signatories with the Directorate Manager, Vanessa Williams.
- Dr Prem who retired a few years ago was the signatory for well over 20 years and is now working in Cardiff and is part of this collaborative research project.

Fund No & Name	F812-LEGACY NHH CARDIO V WILLIAMS
Fund purpose	for Nevill Hall for research into heart related illnesses -
Fundholder presenting	Vanessa Williams, Directorate Manager - Cardiology, Diabetes & Endocrine
Restricted/Unrestricted	Restricted
Balance	£43,884
Spend last 2 years	£1,501
Money first received	2022/23

Fund No & Name	F813 LEGACY NHH CCU M T SPENCER-JONES
Fund purpose	for the Heart Unit of Nevill Hall Hospital – Received 2011/2012
Fundholder presenting	Vanessa Williams, Directorate Manager - Cardiology, Diabetes & Endocrine
Restricted/Unrestricted	Restricted
Balance	£67,096
Spend last 2 years	£4,724
Money first received	2011/12

- Cardiology has several large legacy funds and are currently using others for their equipment needs which are frequent. Both these cardiology funds listed above will be used when the other funds are depleted.
- Dr Hutchinson was the signatory for over 20 years of most of the cardiology funds up until he retired a few years ago with the Directorate Manager, Vanessa also signing off. The larger fund F813 was passed to Dr Freya Lodge about 3 years ago and is used / kept mainly for training.
- Vanessa has been signatory for a number of years.

James Stevens, Cardiology Clinical IT Manager attended the 7th November Committee meeting in place of the Directorate Manager (who couldn't attend due to a sudden bereavement).

James presented some spending plans and explained they make an approach for capital funding for equipment first before considering using charitable funds. He explained that Cardiology had also been fortunate to receive funding for equipment from outside charities, but this was now in need of replacing.

Discussions took place about replacement equipment and it was agreed where charitable funding was available that equipment originally purchased by charitable funds should be replaced using charitable funds and not capital.

In view of this, the Committee asked for further information and updates on their spending plans at the next meeting.

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to note the presentations.

DYDDIAD Y CYFARFOD: DATE OF MEETING:	07 March 2025
CYFARFOD O: MEETING OF:	Charitable Funds Committee
TEITL YR ADRODDIAD: TITLE OF REPORT:	Charitable Funds - Committee Forward Work Plan 2024/25
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Director of Corporate Governance
SWYDDOG ADRODD: REPORTING OFFICER:	Head of Corporate Governance Governance Support Officer

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

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA
SBAR REPORT

Sefyllfa / Situation

The Charitable Funds Committee is asked to consider the draft Committee Forward Work Plan appended to this report for approval. The Forward Work Plan has been developed with due regard to recommendations from the Committee Self-Assessment 2023/24 to enable the Committee to: -

- Fulfil its Terms of Reference;
- seek assurance and provide scrutiny on behalf of the Board, in relation to those items identified within the Committees terms of reference, and,
- seek assurance that governance, risk, and assurance arrangements are in place and working well.

Cefndir / Background

In line with good governance practice, a committee forward work plan has been developed to ensure statutory requirements for items of Committee business are scheduled in across the year. The work plan can therefore be utilised as a tool for informing and pre-empting committee business and support the agenda setting function.

The Forward Work Programme Plan is designed to assist the Committee in the review of its programme of business. It captures the timing of report submissions, identifies items that have been deferred, and captures new requests for reports. The plan also allows the Committee to monitor and review its business at each meeting.

During the period of January to March the following requests and/or changes to the Forward Work Plan have been included:

Items deferred on the Forward Work Programme:

- Annual Review of Committee Terms of Reference 2024/25 deferred to June’s meeting;
- Annual Review of Committee Effectiveness 2024/25 deferred to June’s meeting;
- Development of Committee Annual Programme of Business 2025/26 deferred to June’s meeting;
- Committee Self-Assessment Results 2024/25 deferred to June’s meeting.

Items added to the Forward Work Programme:

- Audit Wales 2024/25 Timeframe for Programme of Work added and included on the agenda for March 2025.

Asesiad / Assessment

The Committee is requested to approve the Committee forward work plan as outlined in **Appendix 1** noting that the work plan will be presented at each Committee meeting for oversight and noting.

Argymhelliad / Recommendation

The Committee is requested to:

- **RECIEVE** and **APPROVE** the proposed Committee work plan and **NOTE** that it will be brought forward to each future Committee meeting for oversight.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Cyfeirnod Cofrestr Risg Corfforaethol a Sgôr Cyfredol: Corporate Risk Register Reference and Score:	The monitoring and reporting of committee business is a key element of the Health Boards assurance framework
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 Link to IMTP	Choose an item. Choose an item. The Committee Forward Programme monitors delivery of objectives.

Galluogwyr allweddol o fewn y CTCI Key Enablers within the IMTP	Governance
Amcanion cydraddoldeb strategol Strategic Equality Objectives Strategic Equality Objectives 2020-24	Not Applicable Choose an item. Choose an item. Choose an item.

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

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Resource Assessment:	A resource assessment is required to support decision making by the Board and/or Executive Committee, including: policy and strategy development and implementation plans; investment and/or disinvestment opportunities; and service change proposals. Please confirm you have completed the following:
• Workforce	Not Applicable
• Service Activity & Performance	Not Applicable
• Financial	Not Applicable
Asesiad Effaith Cydraddoldeb Equality Impact Assessment (EIA) completed	No does not meet requirements 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 ABB.EDI@wales.nhs.uk

**Deddf Llesiant
Cenedlaethau'r Dyfodol – 5
ffordd o weithio
Well Being of Future
Generations Act – 5 ways
of working**

<https://futuregenerations.wales/about-us/future-generations-act/>

Not Applicable
Choose an item.

Annual Programme of Business for 2024-25

Charitable Funds Committee

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

- Aneurin Bevan University Health Board's Standing Orders;
- The discharge of the business needs of the individual Directorates
- The Health Board's Integrated Medium-Term Plan and related Annual Delivery Plan;
- The Board's Assurance Framework and Corporate Risk Register; and
- Key statutory, national and best practice requirements and reporting arrangements.

Area of Focus as per Standing Orders:

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.

MATTERS TO BE CONSIDERED (Report Title)	Lead	Frequency of Report	Dates of Meetings			
			QTR 1/2 3 rd July	QTR 3 7 th Nov	13 th Jan (Accounts)	QTR 4 7 th March
Preliminary Matters						
Attendance and Apologies	Chair	SI	√	√	√	√
Declaration of Interest	All Members	SI	√	√	√	√
Minutes of the Previous Meeting	Chair	SI	√	√	√	√
Action log and Matters Arising	Chair	SI	√	√	√	√
Committee Governance						
Development of Committee Annual Programme of Business 2024/25	DoCG	AN	√			
Development of Committee Annual Programme of Business 2025/26	DoCG	AN				√D
Review of Committee Programme of Business	Chair	SI		√		√
Annual Review of Committee Terms of Reference 2024/25	DoCG	AN				√D
Annual Review of Committee Effectiveness 2024/25	DoCG	AN		√D		√D

Committee Annual Report 2024/25	DoCG	AN				
Committee Self-Assessment Results 2024/25	DoCG	AN				√D
Committee Assurance						
Finance & Performance Report to include:- <ul style="list-style-type: none"> Report on Significant Donations, legacies and grant income. Update on new and closed funds Overdrawn Accounts KPIs Review 	AHOFA	SI	√	√		√
Legislation Changes	HOFSA	SI	√	√		√
Funds available to the Committee	HOFSA	SI	√	√		√
Consideration of Bids/Small Grants	HOFSA	SI	√	√		√
Update on Property Matters <ul style="list-style-type: none"> Update on Clyda Square (June 2025 meeting) 	HOFSA	SI	√	√		√
Spending Plans over £25K	HOFSA	Bi-AN	√			√
Level of Reserves	AFD	AN	√			
Review of Investment Strategy and Performance (CCLA)	AFD	AN				√
Review of Financial Control Procedure	AFD	AN				√
Administration Charge	HOFSA	AN		√		

Draft Accounts and Annual report	HOFSA	AN		v		
Final Accounts and Annual report for approval	HOFSA	AN			v	
Attendance of fund holders for slow moving funds <ul style="list-style-type: none"> Update on the Cardiology Account (March meeting) F770 - YYF DIABETES & CARDIOVASCULAR R & D account. (March meeting) 	DOFP	Action CFC SI	v	v		v
Evaluation of Bid CFC-261 Bladder Bowel	CFM	Action CFC	VD	v		
NHS Charites Grant on workforce Wellbeing update	AHOFA	Action CFC		v		
Audit Wales 2024/25 Timeframe for Programme of Work	HOFSA	AN				v

Lead Officer	
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Key	
CEO	Chief Executive
DoCG	Director of Corporate Governance
DoF&P	Director of Finance & Procurement
DoSP&P	Director of Strategy, Planning & Partnerships
COO	Chief Operating Officer
DPH	Director of Public Health
DoT&HS	Director of Therapies & Health Science
DoW&OD	Director of Workforce & Organisational Development
DoN	Director of Nursing
MD	Medical Director
DOD	Director of Digital
Chair	Chair
AFD	Assistant Finance Director
HOFSA	Head of Finance
CFM	Charitable Funds Manager

Frequency of Inclusion	
Narrative of Reason why Included in the FWP – other reasons to be developed as part of FWP discussions	
SI	Standing Item
An	Annual
1/4ly	Quarterly
BI	!/2 yearly
Schedule of Meetings	
v	Scheduled agenda item in FWP
D	Deferred from this agenda
√D	Deferred Scheduled agenda item
W	Withdrawn from FWP
T	Transferred to another Committee
IC	Matter discussed In Committee