

DATE OF MEETING	Wednesday 3rd July 2024 at 13:30-16:30
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	Estelle Evans, Head of Financial Services and Accounting Alison Griffiths, Charitable Funds Manager Susan Gauntlett, Assistant Head of Financial Accounting Mark Ross, Assistant Finance Director Rani Dash, Director of Corporate Governance Michelle Jones, Head of Board Business Jamie Marchant, Divisional Director of Estates and Facilities Rachel Lee, Senior Nurse Leah MacDonald, Newport Locality Officer Fern Cook, Governance Support Officer
APOLOGIES	None received

CFC/0307/1.1	Welcome and Introductions Paul Deneen (PD), Chair, welcomed everyone to the meeting. PD placed on record his thanks to Louise Wright (LW), Independent Member, and Iwan Jones (IJ), Independent Member, for their support during their time whilst members of the Committee.
CFC/0307/1.2	Apologies for Absence There were no apologies for absence to note.
CFC/0307/1.3	Declarations of Interest There were no declarations of interest to record.
CFC/0307/1.4	Draft Minutes of the meeting held on 7th March 2024



	<p>The minutes of the previous meeting held on 7th of March 2024 were agreed as a true and accurate record .</p> <p>The Committee APPROVED the minutes from the previous meeting.</p>
CFC/0307/1.5	<p>Committee Action Log</p> <p>The Committee received the action log and was content with progress made with the outstanding actions.</p> <p>The Committee NOTED the report for information.</p>
CFC/0307/2.1	<p>Committee Annual Programme of Business 2025/26</p> <p>Rani Dash (RD), Director of Corporate Governance, provided the Committee with an overview of the Committee Forward Work Plan for 2024/25. RD advised that the Forward Work Plan had been developed with due regard to the recommendations from the Committee Self-Assessment 2023/24.</p> <p>The Committee APPROVED the Committee work plan and NOTED that it would be brought forward to each future Committee meeting for oversight.</p>
CFC/0307/2.2	<p>Finance & Performance Report</p> <p>Susan Gauntlett (SG), Assistant Head of Financial Accounting, presented the Finance and Performance report to the Committee.</p> <p>Mark Ross (MR), Assistant Finance Director, advised the Committee that expenditure as a percentage of the balance of funds had increased from 6% in 2021/22 to 19%. The Committee was advised that income was lower when compared to 2022/2023 and as a result there was an overall decrease in the value of funds.</p> <p>SG advised the Committee that the CCLA investment presented an unrealised gain of £403k as at 31st May 2024, and the investment reflected an unrealised loss of £105k against the 31st March 2024 value.</p> <p>The Committee was provided with an update in respect of the financial position as at March 2024. The Committee</p>



noted that income at Month 12 was £806k, which represented a reduction of £338k, when compared with 2022/23. The Committee noted that this was as a result of a reduction in donations and legacies. The Committee noted that expenditure at year end was reported as £1,257K, which was £209k higher than 2022/23. The Committee was advised that the increase in expenditure was as a result of increased expenditure for equipment in Ophthalmology and Urology Divisions and for defibrillators within the community. The Committee noted that the overall position for March 2024 resulted in a decrease in funds of £49K.

SG advised the Committee that the cash balance at year end was £641K. The Committee was advised that there were no overdrawn accounts, four funds had been closed and 855 donations had been received during the year at a total value of £228K.

The Committee was asked to approve the setup of six new funds which were:

- F014-LEGACY ABUHB L G NICHOLLS
- F029-LEGACY RGH LOF M E I EVANS
- F404-LEGACY UROLOGY M JONES
- F004-ABUHB RESERVES
- ABUHB PATIENT FUND
- ABUHB STAFF FUND

SG informed the Committee that NHS Charities Together was launching a £16M Workforce Wellbeing Programme grant to support NHS staff across the UK. The Committee noted that the Health Board would be eligible to apply for this funding.

Paul Deneen (PD), Chair, requested that an update on the NHS Charities Grant be provided at the next meeting.

Action: Assistant Head of Financial Accounting to provide the Committee with an update in respect of the NHS Charities Grant at the next Committee meeting scheduled for November 2024.

SG advised the Committee that the annual accounts audit for this year would commence in the autumn with the outcomes of the audit submitted to the Charity Commission by January 2025.



	<p>Neil Patrick (NP), Independent Member, questioned what the difference was in relation to the timeframe for spend between legacy and grants. SG advised that grants required time limited spend, whilst legacies were not time limited.</p> <p>The Committee APPROVED the set-up of the 6 new funds and NOTED the report.</p>
<p>CFC/0307/2.3</p>	<p>Available Funding & Consideration of Bids/Small Grants</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting, provided the Committee with an overview of the request to consider three grant requests and one bid.</p> <p>The Committee was reminded that in a previous meeting the Committee had agreed for small grants under £5k to be presented to the Committee if there was support of an Executive Lead. The Committee discussed this and the need for charitable funds to be used to support non-core items only. The Committee was advised that in future all bids and small grants would be considered by the Executive Committee prior to submission to the Committee to ensure Executive Team support.</p> <p>The Committee reviewed each of the following grants/bid requests:</p> <p>Mental Health Learning Disabilities Request for Training/Staff Development</p> <p>The Committee was advised that there had been a request to fund £4.6K to develop a retreat for the workforce to assist with the retention of staff. The Committee noted that the funds would be used to support programme materials, and this would be a pilot programme.</p> <p>The Committee APPROVED the request to fund the Moral Injury Project.</p> <p>Baby Tags</p> <p>The Committee was informed that there had been a request to fund £3,184K for baby tags for Maternity Services.</p>



Nicola Prygodzicz (NP), Chief Executive, advised the Committee that the Baby Tag request was part of core business and would not meet the criteria for a Charitable Funds grant.

The Committee reviewed the Baby Tags grant request, and this would be referred to the Executive Committee for consideration and action.

ABUHB Women's Health Conference on International Women's Day 2025

The Committee was informed that there had been a request to fund £5K to support with the costs of running the Women's Health Conference.

The Committee **APPROVED** the request to fund the ABUHB Women's Health Conference on International Women's Day 2025.

Suicide Postvention Support Service

The Committee was informed that there had been a request to fund £25K to support the suicide postvention service across Gwent for a 6-month period to enable permanent funding to be secured.

Paul Deneen (PD), Chair, sought clarification as to what would happen if the Committee did not fund the request. EE advised that the service would stop until alternative funding was secured.

The Committee **APPROVED** the request to fund the Suicide Postvention Support Service funding gap of £25,000 for a 6-month period between October 2024 and March 2025.

Clinical Supervision Programme Evaluation Report

EE provided the Committee with an overview of the Clinical Supervision Programme evaluation report. The Committee was reminded that £3,500k had been granted by the Committee to this programme. The Committee was advised that the funds had contributed to the provision of inhouse training, with a questionnaire provided to the attendees to evaluate the success of the training.



	<p>The Committee NOTED the Clinical Supervision Evaluation Report.</p>
<p>CFC/0307/3.1</p>	<p>Spending Plans over £25K</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting, provided the Committee with an overview of the Charitable Fund spending plans for those funds over £25k. EE advised the Committee that a total fund value of £5.721M was held. As of March 2024, the Committee noted that this consisted of 401 individual funds, of which 44 funds had balances over £25k, which represented 11% of the total number of funds held. EE noted that the value of funds over £25k had reduced by 13% over a 2year period which reflected an increase in spend.</p> <p>EE informed the Committee that to ensure funds were spent the Charitable Funds team would monitor expenditure against planned spend. This would be reported to the Committee to enable the Committee to seek assurance from fund holders on fund spends levels. The Committee noted that several funds were scheduled to be presented throughout the year.</p> <p>Paul Deneen (PD), Chair, requested that the Executive Team consider the promotion of funds with Divisions to support the utilisation of the Charitable Fund and to maximise the benefits this could bring to patients and staff. Nicola Prygodzicz (NP), Chief Executive, noted that she would be looking to schedule an item on the Charitable Fund with the Systems Leadership Group meeting.</p> <p>Neil Patrick (NP), Independent Member, queried the process for legacies within the Charitable Fund. The Committee was informed of the process followed, including working with solicitors and families.</p> <p>The Committee NOTED the £25k Spending Plans presented.</p>
<p>CFC/0307/3.2</p>	<p>Level of Reserves</p> <p>Mark Ross (MR), Assistant Finance Director, provided the Committee with an overview of the level of reserves and confirmed that it was a requirement of the Charitable Funds financial procedure for a reserve to be maintained.</p>



The Committee was advised that the reserve created for 2023/24 was £624K. The Committee noted that the reserve was made up of retained interest and dividends from the CCLA, GBS, Santander accounts, any unrealised gain on investments and the use of the sale funds from the charities fixed assets. The Committee was assured that the level of reserve was on track as per the plan for the year.

The Committee **NOTED** the contents of the report..

CFC/0307/3.3

Attendance of fund holders for slow moving funds

Jamie Marchant, Rachel Lee, Leah MacDonald joined the meeting.

F140 ABUHB Media Funds

Jamie Marchant (JM), Divisional Director of Estates and Facilities, provided the Committee with assurance that the Media Funds had been used to support training, the reconfiguration of an agile working space in Estates and Facilities, purchase of an IT plotter printer, headset sets and signage for the space, and a water cooler for the workforce based in the St Cadoc's Hospital. The Committee noted that there was £3k left in the budget.

JM noted that he had previously provided the Committee with an update regarding 13 Clytha Square. JM updated that nurses who had been based in this property had moved out and that the Mental Health team were scheduled to move at the end of July 2024.

The Committee requested that an update on 13 Clytha Square be provided at the next Committee meeting.

Action: Secretariat to schedule an update on 13 Clytha Square at the next meeting.

F696 STW Springfield Community Ward Project

Rachel Lee (RL), Senior Nurse, and Leah MacDonald (LM), Newport Locality Officer, provided the Committee with an overview of the spend plans for this fund for the next six to 12 months. The Committee noted that the plan included the reconfiguration of space at St Woolos Hospital to create a learning lab to support training and the provision of a clinical supervision programme away from the ward.



	<p>Other aspects of the plan included the reconfiguration of the Springfield Community Ward to include a sensory room, upgrades to the bays, wall fans for each room and the provision of an exercise bike to better support the therapy of patients.</p> <p>The Committee RECEIVED the spending plans for the Media Funds and Springfield Community Ward Project and NOTED the progression of the spends.</p> <p><i>Jamie Marchant, Rachel Lee, Leah MacDonald left the meeting.</i></p>
CFC/0307/5.1	<p>Items to be Brought to the Attention of the Board and Other Committees</p> <p>There were no items to be brought to the attention of the Board or other Committees.</p>
CFC/0307/5.2	<p>Any Other Urgent Business</p> <p>There was no other urgent business raised for discussion.</p>
CFC/0307/5.2	<p>Date of Next Meeting</p> <p>Thursday 7th November 2024 at 10am</p>