

DATE OF MEETING	Thursday 7th November 2024 at 10:00-13:00
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 2.2) Victoria Coghlan, Nurse Consultant Bladder & Bowel Nursing Services (Item 3.5) James Stevens, Cardiology Clinical IT Manager (Item 3.4) Bryony Codd, Head of Corporate Governance Fern Cook, Governance Support Officer
OBSVERING	Kelly Jones, Head of Capital Finance Heulwen Griffiths, Head of Business Systems & Governance
APOLOGIES	Rani Dash, Director of Corporate Governance

CFC/0711/01	Welcome and Introductions Paul Deneen (PD), Chair, welcomed everyone to the meeting.
CFC/0711/02	Apologies for Absence Paul Deneen (PD), Chair, noted the apologies for absence.
CFC/0711/03	Declarations of Interest There were no declarations of interest to record.
CFC/0711/04	Draft Minutes of the meeting held on 3rd July 2024



	<p>The minutes of the previous meeting held on 3rd July 2024 were agreed as a true and accurate record.</p> <p>The Committee APPROVED the minutes from the previous meeting.</p>
CFC/0711/05	<p>Committee Action Log</p> <p>The Committee received the action log and was content with progress made on the completed actions.</p> <p>The Committee NOTED the report for information.</p>
CFC/0711/06	<p>Draft Accounts and Annual report</p> <p>Gareth Lewis (GL), Head of Financial Services & Accounting, provided the Committee with an overview of the Draft Annual Accounts and Annual Report for the year ending 31 March 2024 for the Health Board’s Charitable Fund and Other Related Charities.</p> <p>The Committee was made aware that the Health Board, as a corporate trustee of its charitable funds, must file the accounts with the Charities Commission before 31st January 2025 with the audit process planned to start on 7th November 2024 and the final accounts brought to the Committee in January 2025.</p> <p>GL highlighted to the Committee that in this financial year there had been a decrease in income and an increase in expenditure on patient education and building refurbishment.</p> <p>The investment gain had increased by £403k which was from the CCLA investments within the stock market and the cash balance in March was £641K.</p> <p>Paul Deneen (PD), Chair, highlighted to the Committee the achievements within the annual report and evidence of the positive work the charity was doing to support the Health Board with the funds available and thanked the team for their work.</p> <p>The Committee requested that the annual report was shared with the divisional teams and the internet to increase awareness of the charitable funds. Action: Head of Financial Services & Accounting</p>



<p>CFC/0711/07</p>	<p>The Committee NOTED the Annual report.</p> <p>Administration Costs for 2024/25</p> <p>Gareth Lewis (GL), Head of Financial Services & Accounting, requested for the Committee to approve the forecast administration costs for 2024/2025 of £166k and to give approval for an increase, should there be additional costs, to a revised maximum of £175k.</p> <p>The Committee was advised there may be additional costs incurred due to the figures being estimated in September 2024 and actual figures would be used at year end. The charge was estimated to be higher than last financial year by 3.98% due to an increase in staff costs and the membership fee for NHS Charities Together.</p> <p>Neil Patrick (NP), Independent Member, questioned what the membership fee included. Alison Griffiths (AG), Charitable Funds Manager, advised that the Health Board joined in 2020 and they were able to gain access to grants that NHS Charities Together exclusively had to offer which had a cost benefit to the Health Board.</p> <p>The Committee APPROVED the administration charge at a cost of £166k and to increase, should there be additional costs, to a revised maximum of £175k.</p>
<p>CFC/0711/08</p>	<p>Charitable Funds 2023-24 Audit Plan</p> <p>Julie Rees (JR), Audit Wales, provided the Committee with an overview of the Charitable Funds 2023/24 audit plans, timeframes and fees.</p> <p>The Committee was assured the audit this year would be on schedule with the aim to be complete by the end of December 2024 and the final audit report being available for January's Committee meeting.</p> <p>The Committee noted the fees for the audit of the accounts by Audit Wales had remained static at £19k with only having the annual inflation additional costs included.</p> <p>JR advised the Committee that there had been a request to have additional information on fraud and general enquiries, which Gareth Lewis (GL), Head of Financial Services & Accounting, was finalising and would share with Audit Wales on 8th November.</p>



	<p>Paul Deneen (PD), Chair, thanked Audit Wales and the Finance team for the work that had gone into the plans for the accounts audit and ensuring the charity would meet the deadlines.</p> <p>The Committee NOTED the Audit Wales plan for 2023/24.</p>
<p>CFC/0711/09</p>	<p>Charitable Funds, Finance & Performance Report</p> <p>Susan Gauntlett (SG), Assistant Head of Financial Accounting, presented the Charitable Funds, Finance and Performance report for the period ending September 2024 to the Committee for assurance.</p> <p>The Committee was advised that there had been an increase in expenditure by 30% and increase in expenditure as a percent of fund balances in the first 6 months of the year was higher than in previous years. As a result of the higher expenditure the investment manager was instructed to sell shares to release funds and there were likely to be future cash withdrawals based on current spend.</p> <p>It was highlighted to the Committee that since 2021/22, both the total number of funds and number of static funds had decreased and the CCLA investment was reflecting an unrealised loss of £32k against the March 2024 value, meaning the unrealised gain was now £371k.</p> <p>The Committee was advised the overall position for this reporting period was a £91k reduction in funds and 2 funds had now been merged, with no over drawn accounts.</p> <p>The Committee was advised that the Workforce Wellbeing Programme was now in development and once established in Wales the charity would have access to the additional funds from the programme.</p> <p>The Committee NOTED the information within the report.</p>
<p>CFC/0711/10</p>	<p>Funds available to the Committee for Possible Distribution</p> <p>Gareth Lewis (GL), Head of Financial Services & Accounting, provided the Committee with an update of what funds the charity had available in September 2024.</p> <p>The Committee was advised there was a total of £85K available to the charity this financial year. Taking in to</p>



	<p>account current commitments, there was a balance of £16.8K available to support any requests.</p> <p>The Committee NOTED the funds available to requests.</p>
<p>CFC/0711/11</p>	<p>Consideration of Bids/Small Grants</p> <p>Gareth Lewis (GL), Head of Financial Services & Accounting, asked the Committee for approval of a small grant request of £5k to support with the set up of a baby and child memorial garden located at the Grange University Hospital.</p> <p>The Committee was advised that the request of £5k towards the garden would match the £5k that 5 departments were contributing, and team had also started fundraising for a further £5k.</p> <p>GL advised that the request had been presented to the Executive Committee on 31st October 2024 and had full support from the Executive team.</p> <p>The Committee noted there was £16.8k available funds and if the Committee approved the request there would be £11.8K remaining for future requests.</p> <p>Mark Ross (MR), Assistant Finance Director, advised the Committee that going forward they would be encouraging the divisions to use the approach this team had used with sourcing funds from other areas before requesting the full amount from the Committee.</p> <p>The Committee APPROVED the request of £5k for the baby and child memorial garden.</p>
<p>CFC/0711/12</p>	<p>Attendance of fund holders for slow moving funds - Update on Spending Plans</p> <p>Mark Ross (MR), Assistant Finance Director, provided the Committee with an overview of the slow moving funds. MR advised the Committee that there were 12 funds within the annual report that had not been using their fund and it had been agreed for the fund holders to attend the Committee to provide an update on how they would plan to use the funds.</p> <p>F812-LEGACY NHH CARDIO & F813 LEGACY NHH CCU M T Accounts.</p>



James Stevens (JS), Cardiology Clinical IT Manager, provided the Committee with an overview of the spending plans for both cardiology accounts, advising that there was £110k available for use.

The Committee was advised that there were 3 projects underway but were awaiting confirmation of capital funding available before using the cardiology charitable fund account.

JS advised the Committee that the plans for the funds would be to buy new ECG machines, ambulatory systems and machine within the CAT labs. The new equipment would improve the conditions for staff and patient care.

The Committee was assured that the cardiology team had several accounts that they had been using other than the 2 being presented to the Committee.

Robert Holcombe (RH), Director of Finance and Procurement, advised the cardiology team to look at including the maintenance costs as part of the agreement with new equipment as a way of using the funds to benefit the department.

The Committee requested an update on the progress of the Cardiology plans to come to the Committee at February's meeting **Action: Assistant Finance Director & Cardiology Clinical IT Manager**

The Committee agreed for the F770 - YYF DIABETES & CARDIOVASCULAR R & D account to be deferred to the February's Committee meeting. **Action: Assistant Finance Director**

The Committee **NOTED** the update of the plans for the Cardiology accounts.

CFC/0711/13

Evaluation of Bid CFC-261 Bladder Bowel Project

Victoria Coghlan (VC), Nurse Consultant Bladder & Bowel Nursing Service, provided the Committee with an overview of the work that had been undertaken within the bladder bowel project.



	<p>The Committee was advised that the project had focussed on incontinence for people living with dementia in a hospital setting.</p> <p>VC advised the Committee that the project had also included questions within the staff experience survey with 73% of staff members completing and the following themes that come from the findings:-</p> <ul style="list-style-type: none"> • Training/Assessment • Equipment • Staffing/Time • Privacy • Processes/Communication <p>The Committee was advised that there were 29 patients reported being happy with the care received with some patients providing feedback on areas for improvement c to support patients requiring incontinence support.</p> <p>The Committee noted the next steps for the project that included incontinence risk assessment, exercise to be completed on discharge, patients to be able to obtain the products at home, review of ordering, having incontinence champions and have the new approach incorporated as core business.</p> <p>Paul Deneen (PD), Chair, thanked the team for the work that had been undertaken to improve the quality of care to dementia patients.</p> <p>The Committee NOTED the update of the bladder bowel project.</p>
<p>CFC/0711/14</p>	<p>Update on Property Matters</p> <p>Mark Ross (MR), Assistant Finance Director, provided the Committee with an update on the Clytha Square property. The Health Board had received approval from Welsh Government for the sale and an expression of interest had been shared with local agencies with the Health Board now being in a position to put the property on the market.</p> <p>The Committee was advised a further updated would be provided to the Committee at May 2025 meeting. Action: Assistant Finance Director</p> <p>The Committee NOTED the update on Clyda Square.</p>
<p>CFC/0711/15</p>	<p>Review of Committee Programme of Business</p>



	The review of Committee Programme of Business was provided to the Committee for information.
CFC/0711/16	<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 included the following:-</p> <ul style="list-style-type: none"> • Draft accounts were considered; • Annual report was approved; • Administration costs approved; • Audit plan was approved for progression; • Baby and child memorial garden small bid was approved; • Presentation received from the bladder bowel project; • Update received on the cardiology funds.
CFC/0711/17	<p>Any Other Urgent Business</p> <p>There was no other urgent business raised for discussion.</p>
CFC/0711/18	<p>Date of Next Meeting</p> <p>Monday 13th January 2025</p>

