

**CYFARFOD BWRDD IECHYD PRIFYSGOLN
ANEURIN BEVAN**

**MINUTES OF ANEURIN BEVAN UNIVERSITY
HEALTH BOARD CHARITABLE FUNDS COMMITTEE**

DATE OF MEETING	Thursday 9th November 2023 at 9:30-12:00
VENUE	Microsoft Teams

PRESENT	Paul Deneen - Independent Member (Chair) Louise Wright- Independent Member (Vice Chair) Iwan Jones- 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 Bryony Codd - Head of Corporate Governance Teresa Allcock – Directorate Manager ENT Rhys Knight – Directorate Manager Rheumatology Cristina Martin- Business Change & Engagement Manager Michelle Jones – Head of Board Business Fern Cook – Governance Support Officer
APOLOGIES	Rani Dash - Director of Corporate Governance

CFC/0911/01	Preliminary Matters
CFC/0911/01.1	Welcome and Introductions The Chair welcomed everyone to the meeting.
CFC/0911/01.2	Apologies for Absence Apologies for absence were noted.
CFC/0911/01.3	Declarations of Interest There were no declarations of interest to record.
CFC/0911/01.4	Draft Minutes of the meeting held on 28th June 2023 The minutes of the meeting held on 28th June 2023 were agreed subject to the following amendment:



	<p>A request of change was made to item 1.5, Iwan Jones (IJ), Independent Member, who would share the request with Michelle Jones (MJ), Head of Board Business, outside of the meeting. Action: Iwan Jones Independent Member</p>
CFC/0911/01.5	<p>Committee Action Log</p> <p>The Committee received the action log. Members were content with progress made.</p> <p><i>The Committee received the report for information.</i></p>
CFC/0911/2	Items for Approval/Ratification/Decision
CFC/0911/2.1	<p>Draft Annual Accounts & Annual Report 2022/23</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting, provided an overview of the draft account and the key issues contained within the accounts.</p> <p>The following was noted by the Committee: -</p> <ul style="list-style-type: none"> • The audited accounts were scheduled to be submitted to the Charities Commission by 31st January 2024 and noted that the audit of accounts is scheduled to commence on 27th November 2023. • The outcome of the audit would be submitted to the next Charitable Funds Committee for approval. <p>Action: Estelle Evans, Head of Financial Services and Accounting.</p> <ul style="list-style-type: none"> • There was a reduction of income from donations, grants and 5 new legacies for 2023. • Loss of investments of £370k due to the decrease in the stock market values. • The following amendments were scheduled to be made to the report: <ul style="list-style-type: none"> ○ Note 12 in relation to the apportionment for the administration fee. ○ Accounting policies – removing the wording of key and leaving it as a risk. <p>Louise Wright (LW), Independent Member, expressed the view that there were two statements from the annual report where the font was difficult to read and therefore may not be as accessible to all. It was agreed for the font to be changed. Action: Estelle Evans, Head of Financial Services and Accounting.</p>



	<p>Robert Holcombe (RH), Director of Finance and Procurement, thanked the Finance Team for the work in completing the Annual Report.</p> <p><i>The Committee noted the report.</i></p>
<p>CFC/0911/2.2</p>	<p>Finance Report</p> <p>Susan Gauntlett (SG), Assistant Head of Financial Accounting, outlined the Financial Report for Period Ending 30th September 2023.</p> <p>SG provided a summary of the level of Income and Expenditure for the financial year. The Committee noted the following:</p> <ul style="list-style-type: none"> • Total income of £506K for the year, • A total spends of £600K, • A loss of £61k on investment assets that in turn resulted in an in-year deficit of £155k. <p>The Committee reviewed the balance sheet and noted:</p> <ul style="list-style-type: none"> • Property values at £355k, • Investments at £5.1M • Debtors, creditors, cash in the bank at £406K and • The document also listed all donations received via grants, donations, or legacies that the Charity had during 2023. <p>The Committee was advised that new fund requests had been received and approval was sought from the Committee to set up 2 new restricted funds, a legacy fund and a new grant fund. The Committee were also asked to approve the setup of the following 4 new funds in respect of Urology Bladder Cancer fund, Project Kickstart, Recovery through Sports, and Psychological Therapies.</p> <p>SG advised that in the first 6 months of 2023/24 the Charity have received 455 donations to the value of £125,683K and at the end of September the Health Board had 418 funds with 25 of these funds static funds.</p> <p>The Committee noted that:</p> <ul style="list-style-type: none"> • The Health Board had received a grant from NHS charities to date of £263k for person centred meaningful activities and engagement.



- Had been successful in obtaining a grant of £30k to support the funding of a Health Board Grants Officer post and,
- An expression of interest application was submitted to Greener Communities fund for £200k.

Paul Deneen (PD), Independent Member (Chair), questioned what plans were in place for the available funds. SG advised that over the next few months those in receipt of funds would be required to spend a large amount of these funds, but other options would also be explored moving forwards.

Robert Holcombe (RH), Director of Finance and Procurement. queried whether if there were any alternatives already in existence before funding Bladder Cancer, project kickstart recovery through sports and the Psychological Therapies. SG advised that a lot of work had taken place to ensure there was no alternative options for the request.

PD proposed that the Finance Team use a briefing pack approach for those Divisions who request funds to support their projects. RH advised that there are established communication channels in place for requesting funds, but agreed that a focused approach could work, and that a review would be undertaken to test the consistency of approach. **Action: Robert Holcombe, Director of Finance and Procurement and Team.**

The Committee noted the report and approved the new funds to be set up.

CFC/0911/2.3

Levels of Reserve 2023-24

Mark Ross (MR), Assistant Finance Director, informed the Committee that the paper had been updated based on comments from the Committee's June meeting. The Committee was advised that it was a requirement of the Charitable Funds Financial procedure for a reserve to be maintained which would cover any downwards movements in the stock market and administration fees.

MR outlined the report and provided an overview of the available options as to how funding may be utilised to create a reserve for 2023/24.



	<p>The Committee agreed for a reserve to be created of £396K for 2023/24 using the following: -</p> <ul style="list-style-type: none"> • Allocate current fixed assets as a reserve. • Retain the annual interest and dividends on the investments to add this to the Charity reserves. <p><i>The Committee agreed the proposal of the recommendation.</i></p>
CFC/0911/2.4	<p>Funds Available and CHC Small Grants Scheme</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting, informed the Committee that the report presented provided information on the amount of funds being held that could be utilised on small grant schemes.</p>
CFC/0911/2.4.1	<p>SGS-012 Well Being Pop Up Event Across ABUHB</p> <p>A request for £5k was submitted to the Committee to continue with the development of the Well Being pop ups across the organisation for a further 6 to 8 months. It was noted that the £5k would allow the department to: -</p> <ul style="list-style-type: none"> • Create 5 Well Being zones for staff and carers and • Buy chairs, garden furniture and craft activity tables. <p>Robert Holcombe (RH), Director of Finance and Procurement, requested to have oversight of the Well Being pop ups terms of reference. Action: Estelle Evans Head of Financial Services and Accounting</p> <p><i>The Committee agreed to approve the funds request in principle subject to the information being provided.</i></p>
CFC/2806/2.4.2	<p>SGS-013 Mental Health & Learning Disabilities Well Being Space.</p> <p>A request for £3k was submitted to the Committee to enable set up of a QR code to gather feedback from having the Well Being pop up in place.</p> <p>Robert Holcombe (RH), Director of Finance and Procurement, asked if the Mental Health team had any funds available to support the £3k request. Alison Griffiths (AG), Charitable Funds Manager, advised that the Mental Health team was presently reviewing its funds.</p> <p>Nicola Prygodzicz (NP), Chief Executive, advised that herself and RH would review how funds could be utilised</p>



	<p>going forwards. Action: Robert Holcombe Director of Finance, Procurement and Nicola Prygodzicz, CEO</p> <p><i>The Committee approved the requests for funds.</i></p>
CFC/0911/2.4.3	<p>CFC 264 Televisions for Bedwas Ward, Ysbyty Ystrad Fawr</p> <p>A request for £23k was submitted to the Committee for new televisions on the Bedwas Ward at Ysbyty Ystrad Fawr Hospital.</p> <p>The Committee raised concerns on the proposed costs of this request. Nicola Prygodzicz (NP), Chief Executive advised that the request had been challenged by officers and noted that the proposed televisions did meet the standards of the other televisions across the Health Board.</p> <p>The Committee sought clarification on the difference between the basic and hotel graded televisions be investigated and was advised that the latter will enable the organisation to place organisational messages on the screen.</p> <p><i>The Committee approved the request on the basis of being able to add information onto the television screens.</i></p>
CFC/0911/2.5	<p>Administration Charge 2023/24</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting, requested approval to utilise between £154k to £165k for 2023/24 in respect of the administration charge fees.</p> <p><i>The Committee considered the request and approved the amount requested.</i></p>
CFC/0911/3	Items for Discussion
CFC/0911/3.1	<p>Update on Spending Plans for Over £25K/Static Funds</p> <p>The Committee was provided with an update on spending plans of the following projects: -</p> <p>F367-RGH ENT</p> <p>Teresa Allcock (TA), Directorate Manager ENT, informed the Committee that there were funds available of £24k in the Research and Teaching account. It was proposed that the funds would be used on the following: -</p>



- Upgrade the IT systems in the ENT seminar room to link with theatres and MDT with the total costs being between £10k-£12k.
- Staff Well-being away day early in 2024.

The Committee noted the update provided.

F340-ABUHB RHEUMATOLOGY & F34- LEGACY NHH RHEUM 1 M MORRIS

Rhys Knight (RK), Directorate Manager Rheumatology, provided the Committee with an update on the plans for the use of the legacy funds of £144k. It was noted that the proposal involved: -

- Creating a bespoke giant cell arthritis pathway, which would involve buying an ultrasound machine and tailored hockey stick transducer. The Committee were advised that by purchasing this equipment it would enable the department to provide a prompt diagnose and treat giant cell arthritis within house.

Robert Holcombe (RH), Director of Finance and Procurement, asked if there were any long-term maintenance contracts involved with this purchase. Alison Griffiths (AG), Charitable Funds Manager, advised that it had been agreed the costs for the contract would be funded by charitable funds at the time the equipment is purchased when the value of the funds held are known.

The Committee requested that moving forwards it receives more regular updates on the use of the static fund.

The Committee noted the update provided.

Teresa Allcock – Directorate Manager ENT and Rhys Knight – Directorate Manager Rheumatology joined the meeting to support the item.

CFC/0911/3.2

Committee Effectiveness

Michelle Jones (MJ), Head of Board Business, provided an overview of the self-assessment process.

Louise Wright (LW), Independent Member, questioned if the form would need to be completed for each Committee. MJ advised that the self-assessment is tailored to each committee and as such there would be a requirement to complete an assessment for each committee.



	<i>The Committee considered and approved the Assessment Form for completion</i>
CFC/0911/3.3	<p>Evaluation/Feedback from SGS-009 Person Centred Value Based Health Care Education Programme.</p> <p>Cristina Martin (CM), Business Change & Engagement Manager, presented to the Committee the outcomes of the evaluation from the Education Programme that took place on 17th & 18th April 2023.</p> <p>The following key points were noted: -</p> <ul style="list-style-type: none"> • Attendance for this cohort was 64 attendees. • Their approach when hosting the sessions was to put tables together of people with different work backgrounds. • Speakers presented from across the world on their experiences, lessons, successes, and failures around value. • Attendees were asked to outline what they would do with the information they had learnt from the programme. <p>CM highlighted to the Committee those projects that had come from the Education Programme and the following was noted: -</p> <ol style="list-style-type: none"> 1. MRI – swapping a GA for specialist play. 2. Increasing the uptake of breastfeeding. 3. Urgent suspected cancer referrals, patient health optimisation using digital forms. <p>Robert Holcombe (RH), Director of Finance and Procurement, advised that going forward minor changes would need to be made to ensure that the event remains affordable.</p> <p>The committee was advised that the cohorts selection process for future programmes would be based on a priority area of focus.</p> <p><i>The Committee noted the information provided.</i></p> <p><i>Cristina Martin- Business Change & Engagement Manager Joined the meeting to support the item.</i></p>
CFC/0911/4	Items for Information
CFC/0911/4.1	Legislation Changes



	<p>Estelle Evans (EE), Head of Financial Services and Accounting, informed the Committee of the new legislation for England and Wales on investing charity money (CC14) that had been released by the Charity Commission, it was noted at present there was no impact on the Charity Health Board but when reviewing the policy next year, changes would be considered.</p> <p><i>The Committee noted the update.</i></p>
CFC/0911/5.0	Other Matters
CFC/0911/5.1	<p>Items to be Brought to the Attention of the Board and Other Committees</p> <p>There was a request made by the Committee for a question to be raised around the work of the Charitable Funds Committee and how funds may be accessed by staff for the benefit of patients and staff, the chair of the committee would mention at the next board development session. Action: Paul Deneen Independent Member</p>
CFC/0911/5.2	<p>Any Other Urgent Business</p> <p>There was not any other urgent business.</p>
CFC/0911/5.2	<p>Date of Next Meeting</p> <p>Monday 22nd January 2024 at 12:00pm</p>

