



**CYFARFOD BWRDD IECHYD PRIFYSGOLN  
ANEURIN BEVAN**

**MINUTES OF ANEURIN BEVAN UNIVERSITY  
HEALTH BOARD MEETING**

<b>DATE OF MEETING</b>	Thursday 19th January 2022
<b>VENUE</b>	Microsoft Teams

<b>PRESENT</b>	Katija Dew, Independent Member (Chair) Louise Wright, Independent Member Rob Holcombe, Director of Finance & Procurement Nicola Prygodzicz, Chief Executive Iwan Jones, Independent Member
<b>IN ATTENDANCE</b>	Mark Ross, Assistant Finance Director Bryony Codd, Head of Corporate Governance Estelle Evans, Head of Financial Services and Accounting Susan Gauntlett, Assistant Head of Financial Accounting Alexis Smith, Audit Wales Tracey Veale, Audit Wales
<b>APOLOGIES</b>	Rani Dash, Director of Corporate Governance

<b>CFC/1901/01</b>	<b>Welcome and Introductions</b> The Chair welcomed everyone to the meeting. Iwan Jones, was formally welcomed to his first meeting as a member of the Charitable Funds Committee.
<b>CFC/1901/02</b>	<b>Apologies for Absence</b> Apologies for absence were noted.
<b>CFC/1901/03</b>	<b>Declarations of Interest</b> There were no declarations of interest to record.
<b>CFC/1901/04</b>	<b>Draft minutes of previous meeting</b> The draft minutes of the Charitable Funds Committee meeting held on the 27 <sup>th</sup> October 2022 were agreed as a true and accurate record.
<b>CFC/1901/05</b>	<b>Charitable Funds Committee Action Log - October 2022</b> The Committee received the action log. Members were content with progress made in relation to completed actions and against any outstanding actions.
<b>CFC/1901/06</b>	<b>Final Charitable Funds Annual Accounts and Report 2021/22</b> The Committee received the Final Charitable Funds Annual Accounts and Report for 2021/22 for approval before submission to the Board.

	<p>Estelle Evans (EE), Head of Financial Services Accounting confirmed that the annual accounts had been audited by Audit Wales. Members were informed that there had been a few minor changes from the draft accounts to the final accounts.</p> <p>The Committee discussed the reporting mechanism for the Accounts and queried whether they should also be reviewed by the Audit, Risk &amp; Assurance Committee before submission to Board. Bryony Codd (BC), Head of Corporate Governance, confirmed that the process in place was for this Committee to review the accounts and report directly to the Board as the Trustee. BC agreed to confirm this with the Director of Corporate Governance. <b>Action: Head of Corporate Governance</b></p> <p>The Committee received the annual report and offered its thanks to the team for an open and inclusive report which provided a comprehensive overview of the varied range of activities supported by the Health Board.</p> <p>The Committee <b>APPROVED</b> the final accounts and annual report for submission to the Board for sign off in readiness for submission to the Charities Commission by 31<sup>st</sup> January 2023.</p>
<b>CFC/1901/07</b>	<p><b>ISA260 Report 2021/22</b></p> <p>Tracey Veale (TV), Audit Wales, presented the audit plan for 2021/22 which detailed the proposed work and fees going forward.</p> <p>The Committee <b>APPROVED</b> the audit plan in readiness for finalisation and submission to the Board.</p> <p>TV presented the ISA260 report and key findings. The committee noted that there were no recommendations to report this year and all five recommendations from previous years had been completed.</p> <p>The Committee NOTED the content of the ISA260 report and thanked the finance team for the extensive work undertaken compiling the report.</p>
<b>CFC/1901/08</b>	<p><b>Finance Report</b></p> <p>Estelle Evans (EE), Head of Financial Services Accounting, presented the Finance Report for 2021/22.</p> <p>The Committee discussed the current legacy funds detailed in the report and requested that legacy fund holders are contacted and encouraged to use the funds available for projects etc.</p> <p>The Committee were asked to approve a request to set-up two new legacy funds:</p>

	<ul style="list-style-type: none"> <li>• Robert Price – Haematology, NHH</li> <li>• Joyce Evelyn Oak – Neonatal Unit, GUH</li> </ul> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>• Head of Financial Services Accounting to make arrangements for legacy holders to be contacted and encouraged to use the funds available.</li> </ul> <p>The Committee <b>APPROVED</b> the set-up of the two new legacy funds and noted the remainder of the report for information.</p>
CFC/1901/09	<p><b>Funds available and small grants scheme</b></p> <p>Mark Ross (MR), Assistant Finance Director, presented a report detailing the current funds available and the requests for two small grant applications. The Committee reviewed the two small grant applications as follows:</p> <ul style="list-style-type: none"> <li>• LGH Walled Garden - paths upgrade</li> <li>• Scheduled Care - Gas Cylinder trolleys</li> </ul> <p>The Committee discussed the small grant applications and queried any future maintenance and liability in relation to the proposed path upgrade and whether in the future any maintenance or liability costs would fall to the Charitable Funds Committee to maintain. The Committee agreed that clarification should be sought from the Walled Garden in relation to the path's sustainability for the future.</p> <p>The Committee further discussed the small grant application for trolleys and whether the application should be considered as a charitable fund bid as it was fundamental equipment. Following a discussion, it was agreed that the application for trolleys should be considered as it met the small grant criteria and would further the Health Board's decarbonisation agenda.</p> <p>The Committee agreed that the approval of this bid would not set a precedent as any future applications would be reviewed on a case by case basis.</p> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>• Mark Ross (MR), Assistant Finance Director to seek clarification in relation to the sustainability and liability of the path upgrade from the LGH Walled Garden.</li> </ul> <p>The Committee <b>APPROVED</b> the two small grant applications following clarification and reassurance of the action above.</p>

<p><b>3.</b> <b>CFC/1901/10</b></p>	<p><b>Items for discussion</b>  <b>Review of Committee Programme of Business</b>  The Committee reviewed and noted the programme of business for 2022/23.</p>
<p><b>4.</b> <b>CFC/1901/11</b></p>	<p><b>Items for Information</b>  <b>Partnership Agreement – Newport County Football Club &amp; Neonatal Unit</b>  Estelle Evans (EE), Head of Financial Services Accounting provided an update on the proposed partnership between the Neonatal Unit and Newport County Associated Football Club.</p> <p>EE advised that an agreement template between the Health Board and Newport County Associated Football Club had now been drawn up by NHS Wales Shared Services Partnerships (NWSSP) Legal and Risk Team. The Committee reviewed and approved the agreement, subject to the amendment of an error noted in relation to missing text in respect of item 6.2.3.</p> <p>The Committee further noted that the agreement could be easily adapted for use with future arrangements for similar partnerships on the proviso that it would be reviewed by Legal Services on each occasion to ensure that it met legal requirements at that current time.</p> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>• Head of Financial Services Accounting to ensure that the missing text in respect of Item 6.2.3 is added to the agreement before sign off by the Health Board’s Chair.</li> </ul> <p>The Committee <b>APPROVED</b> the partnership agreement subject to the addition of missing text as per the action above.</p>
<p><b>CFC/1901/12</b></p>	<p><b>Investment Management Contract Tender Update</b>  Mark Ross (MR), Assistant Finance Director provided an update in relation to the above and advised that the invitation to tender was now live and advertised on the procurement system. MR further advised that expected completion would be the end of March 2023.</p>
<p><b>CFC/1901/13</b></p>	<p><b>Charities Together – additional funding available</b>  Estelle Evans (EE), Head of Financial Services Accounting, advised that the Health Board had received notification from Charities Together that additional funding was available for projects in the category of <i>‘support projects to create or improve green spaces across the UK to benefit Health &amp; Wellbeing of NHS staff, patients and local communities’</i>.</p> <p>EE advised that the Health Board, with the support of the Charitable Funds teams, had submitted the following applications to Charities Together:</p>

	<ul style="list-style-type: none"> <li>• an expression of interest for 'moveable, interactive gardens that could be easily accessed all year round across various Health Board sites. The Health Board was awaiting notification as to whether the submission had been successful to move to the next stage.</li> <li>• a development grant application to fund the position of a Band 6 Grant Officer for 1-year. The posts designation would be to research and apply for any grants available. The Health Board was awaiting notification as to whether the application had been successful.</li> </ul> <p>The Committee noted the applications.</p>
<b>CFC/1901/14</b>	<p><b>Items to be brought to the attention of the Board and Other Committees</b></p> <p>Nothing raised.</p>
<b>CFC/1901/15</b>	<p><b>Any Other Urgent Business</b></p> <p>Nothing raised.</p>
<b>CFC/1901/16</b>	<p><b>Date of the next meeting</b></p> <p>Thursday 2<sup>nd</sup> March 2023 at 09:30am</p>