

**CYFARFOD BWRDD IECHYD PRIFYSGOLN
ANEURIN BEVAN**

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

DATE OF MEETING	Wednesday 28th June 2023
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, Procurement and Value Based Health Care (VBHC)
IN ATTENDANCE	Estelle Evans- Head of Financial Services and Accounting Alison Griffiths- Charitable Funds Manager Stephen Chaney- Deputy Head of Internal Audit Susan Gauntlett – Assistant Head of Financial Accounting Rebecca Atkinson – Committee Secretariat
APOLOGIES	Rani Dash- Director of Corporate Governance

CFC/2806/01	Preliminary Matters
CFC/2806/01.1	Welcome and Introductions The Chair welcomed everyone to the meeting and notified the committee that he had been appointed as Chair of the Committee by Ann Lloyd, Chair of Aneurin Bevan University Health Board. Paul Deneen (PD) Independent Member thanked Katija Dew, the outgoing Chair for her commitment and input to the Charitable Funds Committee.
CFC/2806/01.2	Apologies for Absence Apologies for absence were noted.
CFC/2806/01.3	Declarations of Interest There were no declarations of interest to record.
CFC/2806/01.4	Draft Minutes of the meeting held on 2nd March 2023 The minutes of the meeting held on 2 nd March 2023 were reviewed and the following changes requested:



	<ul style="list-style-type: none"> • CFC/0203/2.1 second paragraph – ‘on reserves’ to be added after ‘£17K’. • CFC/0203/2.3 CFC -261 Action to be added for Director of Finance to follow up that the findings from the improvement project are presented to the Committee. <p>Once the changes have been made the Committee approved as a true and accurate record.</p>
CFC/2806/01.5	<p>Committee Action Log</p> <p>The Committee received the action log. Members were content with progress made in relation to completed actions and against any outstanding actions.</p> <p>Iwan Jones (IJ) asked regarding item CFC/0203/2.1 of the Minutes and liquidity whether the Health Board needed a Liquidity Policy to set out our maximum and minimum balances for the fund. IJ further suggested that the Health Board hold a contingent balance plus enough to cover expected or known cash flow for three to 6 months. Estelle Evans, Head of Financial Services and Accounting will undertake a review of the liquidity and report back to the Committee at a future meeting to decide what action needs to be taken.</p> <p>Action: Head of Financial Services and Accounting</p> <p>The Committee RECEIVED the report for information.</p>
CFC/2806/2	Items for Approval/Ratification/Decision
CFC/2806/2.1	<p>Committee Draft Workplan</p> <p>The Committee ACCEPTED the Charitable Funds Committee Programme of Business 2023/2024.</p>
CFC/2806/2.2	<p>Finance Report</p> <p>Susan Gauntlett (SG), Assistant Head of Financial Accounting outlined the Financial Report for Period Ending 31 March 2023.</p> <p>SG gave a summary of the level of Income and Expenditure for the financial year. A total income of £1,143K for the year split across donations, legacies and</p>



grant income. A total expenditure of £1,048K. A loss of £377 on investment assets which leads to a years' deficit of £282K. This figure is offset with the net assets of the Charity of £5,775 Million.

A table was produced to show the significant income that the Charity had received during 2023. The table listed all donations received over £1K via grants, donations or legacies.

CCLA Assets at the end of the year totalled £5,102 million.

The overall cash balance at the end of 2023 was £527K and there were no overdrawn accounts at the end of March 2023.

SG outlined a list of funds that had been spent or merged during the later part of the year that had not yet been provided for the Committee. SG further requested that two further funds be set up for grant funding that was to be received.

Data on KPI's was outlined showing number of merged funds, expenditure expressed as a percentage of the overall funds balance and donations received in the year, number of funds and number of static funds.

SG provided an update on the Unrealised Loss and Reserve table produced at the last CFC Meeting. The overall loss of £11K was apportioned across all the funds. The CCLA valuation has increased slightly with a small gain of £13K showing.

Iwan Jones (IJ) Independent Member asked if the properties included in the report had been re-valued or whether a new property had been added as there was an increase in the property portfolio figure. Estelle Evans (EE), Head of Financial Services and Accounting confirmed that it was a re-valuation of the properties.

It was agreed that a paragraph would be included in future reports to explain the procedure for dealing with the increase in the value of properties. **Action: Head of Financial Services and Accounting**

Robert Holcombe (RH), Director of Finance, Procurement and Value Based Health Care (VBHC) further outlined that regarding KPI's, the aim was to rationalise the number of



	<p>funds to ensure favourable movement of funds and spending and to note that the direction of travel is aligned to the Committee's request.</p> <p>The Committee NOTED the report.</p>
<p>CFC/2806/2.3</p>	<p>Levels of Reserve 2023-24</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting explained that it was a requirement of the Charitable Funds Financial procedure for a reserve to be maintained by the Charitable Funds Committee (CFC). EE outlined the report to provide the CFC with options on how funding can be utilised to recreate a reserve for 2023/24.</p> <p>EE reported that based on the position at year end, which was a net loss in our investments, reserves had been utilised to fund that loss. As a result the Health Board had no reserves set aside and, as a Charity, there was a need to create a reserve going forward for this year.</p> <p>The proposal was for the reserve to be created to £396K for 2023/24 using the following:-</p> <ul style="list-style-type: none"> • Retain the interest and dividends at the end of the year. • Retain any unrealised gain on investments at the end of the year. • Top slice the balance from the individual funds held apportioned based on the fund balance at the end of March. This action to be undertaken if the other two points are not sufficient to create the required reserve value. <p>The Committee was asked to confirm the proposal to recreate the required Charitable Fund.</p> <p>Iwan Jones (IJ), Independent Member asked for a copy of the ABUHB Reserves Policy to try to understand what the process is and what we are trying to achieve. Estelle Evans (EE), Head of Financial Services and Accounting to circulate to the Committee. Committee Secretariat to add a review of the Reserves Policy to the agenda for the next Committee Meeting.</p> <p>Action: Head of Financial Services and Accounting /Committee Secretariat.</p>



CFC/2806/2.4.2**SCS 010 Clinical Supervision**

A request for £3,500 was submitted to the Committee to develop a Clinical Supervision Programme based in the Quality and Safety Department, Mental Health and LD based at St Cadoc's Hospital.

The £3,500 would allow the department to:-

- Progress the application with CPCAB and invite the invoice.
- A one-off fee for the tutor to support this years application which required a VT contingency fund (£2K)
- The 'outdoor fee' to support the introduction of a nature-based unit on the programme as a one off pilot basis to see if it works. This involved hiring a room at RSPB Wetlands for a day (£200).

Louise Wright (LW), Independent Member asked about ongoing funding for the in-house training. Estelle Evans (EE), Head of Financial Services and Accounting reported that there was no request for ongoing funding just this one-off request.

The Committee **APPROVED** the request.

CFC/2806/2.4.3**SCS 011 Advanced Communication Skills Training, Cancer Services**

Estelle Evans (EE), Head of Financial Services and Accounting reported that this request was part funding for Advanced Communication skills training for Allied Health Professionals and nurses working within Cancer Services. This training was also part funded by Macmillan Cancer Support.

This was a 2-day course aimed at staff dealing with families and colleagues. The course would be repeated a few times during the year. The request was for a one-off payment with no request for ongoing costs. The request was for £3,000 towards the cost of the course provided by Reach Communication Skills.



	<p>Paul Deneen (PD), Chair reported that this was a good opportunity to undertake joint team working with Macmillan Cancer care on team projects.</p> <p>PD further requested that the proforma for requesting funds be reviewed to ensure that feedback is a routine requirement when asking for funding. Robert Holcombe (RH), Director of Finance, Procurement and Value Based Health Care (VBHC) will arrange to collate comments from the Committee member and circulate a new proforma to the Committee. Committee Secretariat to add this as an agenda item for the next meeting.</p> <p>Action: Director of Finance, Procurement and Value Based Health Care (VBHC) / Committee Secretariat</p> <p>The Committee APPROVED the request.</p>
CFC/2806/2.5	<p>Ratification of the Appointment of Investment Managers</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting reported that the Health Board went out for tender in late 2022 for the appointment of Investment Managers. Five bids were received and were evaluated by Independent Members, NWSSP procurement and Health Board Employees. Of those five bids, 2 were interviewed and CCLA scored highest against the set criteria, therefore CCLA were reappointed for a term of 3 years with an option for an additional year.</p> <p>EE further reported that due to the timing of the Committee meetings the Committee members were contacted virtually prior to the tender being awarded to seek approval.</p> <p>The Committee was asked to formally ratify the appointment of CCLA as the Health Boards Investment Manager.</p> <p>The Committee RATIFIED the decision and AGREED the appointment.</p>
CFC/2806/3	Items for Discussion
CFC/2806/3.1	Annual Spending Plans over £25k Update



The appendix showed the types of funds that were held with the key points being:-

- EE reported that Health Board were still holding £3,022 million in relation to funds. The Breast fund is waiting to start in December 2023 which is why the total is high.

Alison Griffiths (AG), Charitable Funds Manager had identified four funds to be invited to present at future Committee meetings. These were Rheumatology, Nephrology, Monmouth Community Nurses and Diabetes and Cardiovascular.

Robert Holcombe (RH), Director of Finance, Procurement and Value Based Health Care (VBHC) suggested prioritising those funds with large balances and no predicted plans for spending to enable the Committee to encourage the development of spending.



After discussion the Committee **AGREED** AG would identify funds and arrange for teams to present at future meetings.

Action: Charitable Funds Manager

Iwan Jones (IJ), Independent Member asked for clarification on the Valuation Funds. The end of May figures differ by £1K on the paper and the balance sheet. Susan Gauntlett reassured IJ that this was just a rounding issue.

IJ further asked for information about the painting. It was noted that there was a Victorian painting on loan to the Museum of Wales. AG was investigating the possibility of getting prints for display in the Hospital. The Committee was reassured that insurance for this painting lies with the Museum of Wales.

Action: Charitable Funds Manager

After further discussion about spending and budgetary constraints, it was agreed to write a paper for the Executive Committee to propose raising awareness of the profile of the Charitable Funds Committee to outline its remit, how to apply for funds.

Nicola Prygodzicz (NP), Chief Executive informed the Committee that there was an opportunity to use the fund to help staff and improve the environment and agreed that it would be a good opportunity to raise the profile. NP would follow up with the Communications and Finance Teams.

Robert Holcombe (RH), Director of Finance, Procurement and Value Based Health Care (VBHC) asked AG to follow-up on the Quality Visit to Springfield Unit and the staff noting that the décor in their surgical staff room needs improving. There was currently £111K in the fund which staff may not know about. AG confirmed that the Orthopaedic unit was not covered by that fund but there was a St Woolos fund which could be used. AG to follow-up. NP reported that there was an issue regarding ward identification to be resolved then the fund manager would allocate funds to ward improvement.

Action: Charitable Funds Manager



	<p>base and they see patients in the Royal Gwent Hospital which is why they need to be nearby.</p> <p>The Committee NOTED the update.</p>
CFC/2806/4	Items for Information
CFC/2806/4.1	<p>Legislation Changes</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting informed the Committee that there were no additional changes to note in this meeting.</p> <p>The Committee NOTED the update.</p>
CFC/2806/4.2	<p>TP Price Update</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting reported that they have been advised to register the land and freehold before trying to sell the property. The registration route was currently underway but unfortunately there was a delay and backlog with the Land Registry which was being progressed. It is hoped to go to auction in September 2023. An update will be provided to the Committee.</p> <p>Action: Head of Financial Services and Accounting</p> <p>The committee NOTED the update.</p>
CFC/2806/5.0	Other Matters
CFC/2806/5.1	<p>Items to be Brought to the Attention of the Board and Other Committees</p> <p>There were no matters arising. The Chair thanked everyone involved for their input and contribution. PD particularly thanked those who had produced the papers and to RA for facilitating the meeting.</p>
CFC/2806/5.2	<p>Any Other Urgent Business</p> <p>The Chair</p>
CFC/2806/5.2	<p>Date of Next Meeting</p> <p>Thursday 9th November 2023</p>

