

CYFARFOD BWRDD IECHYD PRIFYSGOLN ANEURIN BEVAN

MINUTES OF ANEURIN BEVAN UNIVERSITY HEALTH BOARD CHARITABLE FUNDS COMMITTEE

DATE OF MEETING	Wednesday 28 th 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 2 nd March 2023
	The minutes of the meeting held on 2 nd March 2023 were reviewed and the following changes requested:





 CFC/0203/2.1 second paragraph – 'on reserves 			
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.

Once the changes have been made the Committee approved as a true and accurate record.

CFC/2806/01.5

Committee Action Log

The Committee received the action log. Members were content with progress made in relation to completed actions and against any outstanding actions.

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.

Action: Head of Financial Services and Accounting

The Committee **RECEIVED** the report for information.

CFC/2806/2 CFC/2806/2.1

Items for Approval/Ratification/Decision

Committee Draft Workplan

The Committee **ACCEPTED** the Charitable Funds Committee Programme of Business 2023/2024.

CFC/2806/2.2

Finance Report

Susan Gauntlett (SG), Assistant Head of Financial Accounting outlined the Financial Report for Period Ending 31 March 2023.

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





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





funds to ensure favourable movement of funds and spending and to note that the direction of travel is aligned to the Committee's request.

The Committee **NOTED** the report.

CFC/2806/2.3

Levels of Reserve 2023-24

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.

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.

The proposal was for the reserve to be created to £396K for 2023/24 using the following:-

- 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.

The Committee was asked to confirm the proposal to recreate the required Charitable Fund.

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.

Action: Head of Financial Services and Accounting / Committee Secretariat.





	The Committee ACREED the manner and entire as
	The Committee AGREED the proposal and action as detailed in the paper.
CFC/2806/2.4	Funds Available and CHC Small Grants Scheme
	The report presented provided the Committee with details of funds that are available to them as of 31st March 2023 and includes three small grant requests for consideration.
CFC/2806/2.4.1	SGS 009 Value Based Conference
	Robert Holcombe (RH), Director of Finance, Procurement and Value Based Health Care (VBHC) reported that this was a retrospective claim for £4,500 to support the Person Centred Value Based Health Care (PCVBHC) Education Programme.
	The cost was to allow 70 staff from clinical, operational and support services, including cardiology, diabetes, planning, finance and primary care to attend the Education Programme.
	RH reported that a programme of work was established with some global leaders in Value Based Healthcare and the investment will form content for our own ongoing inhouse programme from the content from this initial investment.
	RH reported that feedback will be brought to the Committee towards the end of the year. Action: Director of Finance, Procurement and Value Based Health Care (VBHC)
	Iwan Jones (IJ), Independent Member asked about the backfill for the number of staff attending the course. RH reported that that analysis was not available, but that notice was provided, and cover should have been provided by sessional work and internal cover.
	Louise Wright (LW), Independent Member asked about the total costs for the event as the figure did not appear on the paper. RH reported that funding for the cost of the development of the programme came from a Value Based Healthcare Fund last year. The funding request was for the event and not the development of the programme.
	The Committee APPROVED the request.



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.





Paul Deneen (PD), Chair reported that this was a good opportunity to undertake joint team working with Macmillan Cancer care on team projects.

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.

Action: Director of Finance, Procurement and Value Based Health Care (VBHC) / Committee Secretariat

The Committee **APPROVED** the request.

CFC/2806/2.5

Ratification of the Appointment of Investment Managers

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.

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.

The Committee was asked to formally ratify the appointment of CCLA as the Health Boards Investment Manager.

The Committee **RATIFIED** the decision and **AGREED** the appointment.

CFC/2806/3 CFC/2806/3.1

Items for Discussion

Annual Spending Plans over £25k Update





Estelle Evans (EE), Head of Financial Services and Accounting outlined the report to provide an update on spending plans of funds with balances over £25K as requested by the Committee.

The Charitable Fund holds a total value of £5.763 million consisting of 419 individual funds as at 31st March 2023. Of these funds there were 56 that had balances over £25K representing 13% of the total number of funds and 64% of the total value of the funds.

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

- The three valuation funds relate to 13 Clytha Square (£250K), TP Price Estate (£81K) and the Domestic Chaplain Painting (£25K)
- The Charitable Funds Committee also holds its own fund which covers committed and remaining money available for its small grants scheme.
- The Charity's own Covid fund has commitments against the full bale of the fund which has been submitted to the Committee.
- There are 2 Grant funds which are restricted funds and relate to grants received from NHS Charities Together Covid monies and have commitments against them.

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.

The Committee was asked to discuss the report and identify which Fundholders to invite to future meetings to see how they can be assisted to ensure that funds are spent in a timely manner.

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. The 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



Louise Wright (LW), Independent Member asked if the money allocated to St Woolos was patient or staff related or both. AG confirmed that the fund is for both.

Paul Deneen (PD) Chair suggested that on the report prior to Independent Member and Executive Team Member visits, any issues that have been raised by the Staff are highlighted so the work of the Charitable Funds Committee can be highlighted.

CFC/2806/3.2

Update on 13 Clytha Square

Estelle Evans (EE), Head of Financial Services and Accounting provided the Committee with an update on the potential sale of 13 Clytha Square.

In order to sell the property alternative accommodation in or close to the Royal Gwent Hospital needed to be located to rehouse the staff currently based in 13 Clytha Square. EE had received an update this week that there are 8 WTE to be relocated. The Accommodation Group were undertaking a review of occupancy in all buildings of the Royal Gwent Hospital by the end of the year.

EE further reported that there were issues recently identified with the fire alarm system and fire escape. EE was waiting for an update from the Accommodation Group. A further update would be provided to the next meeting.

Action: Head of Financial Services and Accounting / Committee Secretariat

Iwan Jones (IJ), Independent Member, asked if any sale process had started on the property and whether it would be worth getting it valued. EE reported that is was not currently in the sale process but the property had been valued with the best option to sell 'as is'.

IJ asked if we can start the process of selling the property now. EE agreed to look into this and begin the process.

Action: Head of Financial Services and Accounting

Louise Wright (LW), Independent Member asked if the 8 WTE are patient facing and whether the property is just their base. EE confirmed that 13 Clytha Square is the staff





	base and they see patients in the Royal Gwent Hospital which is why they need to be nearby.
	The Committee NOTED the update.
CFC/2806/4	Items for Information
CFC/2806/4.1	Legislation Changes
	Estelle Evans (EE), Head of Financial Services and Accounting informed the Committee that there were no additional changes to note in this meeting.
	The Committee NOTED the update.
CFC/2806/4.2	TP Price Update
	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.
	Action: Head of Financial Services and Accounting
	The committee NOTED the update.
CFC/2806/5.0	Other Matters
CFC/2806/5.1	Items to be Brought to the Attention of the Board and Other Committees
	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.
CFC/2806/5.2	Any Other Urgent Business The Chair
CFC/2806/5.2	Date of Next Meeting
	Thursday 9 th November 2023

