

ANEURIN BEVAN UNIVERSITY HEALTH BOARD

Minutes of the Charitable Funds Committee held on Tuesday 2nd August 2022 at 1.30 pm via Teams

Present:

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| Katija Dew | Independent Member (Chair) |
| Pippa Britton | Independent Member |

In attendance:

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| Rob Holcombe | Interim Director of Finance, Procurement & Value Based Healthcare |
| Mark Ross | Assistant Finance Director |
| Bryony Codd | Head of Corporate Governance |
| Estelle Evans | Head of Financial Services and Accounting |
| Alison Griffiths | Charitable Funds Manager |
| Stephen Chaney | Deputy Head of Internal Audit, Audit Wales |
| Claire Jordan | Senior Nurse, Person Centred Care |

Apologies:

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| Rani Mallison | Director of Corporate Governance |
| Glyn Jones | Interim Chief Executive Officer |
| Louise Wright | Independent Member (Vice Chair) |
| Keith Sutcliffe | Independent Member |

| | Preliminary Matters |
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| CFC 0208/01 | Welcome and Introductions The Chair welcomed everyone to the meeting. |
| CFC 0208/02 | Apologies for Absence Apologies for absence were noted. |
| CFC 0208/03 | Declarations of Interest There were no Declarations of Interest to record. |
| | Committee Governance |
| CFC 0208/04 | Draft Minutes of the Meeting Held on the 3rd March 2022 Estelle Evans, Head of Financial Services and Accounting, highlighted some required corrections on page 4 of the minutes. Estelle Evans and secretariat to link outside of the meeting to discuss required amendments. Action: Head of Financial Accounting/Secretariat |

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| | <p>Subject to required amendments, the minutes of the Charitable Funds Committee meeting held on the 3rd of March 2022 were noted as a true and accurate record.</p> <p>The amendments were recorded and corrected on page 4 of the minutes, as follows: -</p> <p><i>'Glyn Jones, the Interim Chief Executive, queried whether applying the Administration fee across all investments would cause a similar issue to the one outlined in the report. Estelle Evans assured members that this would not' should read 'Glyn Jones, the Interim Chief Executive, queried whether applying the Administration fee across all investments would cause a similar issue to the one outlined in the report. Estelle Evans informed members that applying the Administration fee across all investments would reduce the balance of the funds.'</i></p> <p><i>'The required £8,737k would now be funded from existing Covid charitable funds. Charitable Funds Committee approval was required as it relates to staffing' should read 'The required £8,737 would now be funded from existing Covid charitable funds. Charitable Funds Committee approval was required as it relates to staffing.'</i></p> |
| <p>CFC 0208/05</p> | <p>Charitable Funds Committee Action Log- June 2022</p> <p>CFC 1006/09 CCLA Investment Management Contract extension: 9 months prior to the expiry date a tendering process will be undertaken to secure an alternative investment management contract. The process to be added to the Committee's work plan. The Committee workplan indicates item will be added to the agenda for discussion at the meeting in October 2022 'Tender for Investment Contract'.</p> <p>CFC 1006/12 Ratification of approved applications to NHS Charities Together (NHS CT) circulated between meetings- A joint communication statement on the change of approach to be developed. Estelle Evans, Head of Financial Services and Accounting, noted that this was in relation to development of a small grants scheme. An application form had been developed and the charitable funds (CF) team were in the process of developing a finalised communication to share with Divisions. Further discussion and assessment to take place outside of the meeting, with a finalised plan, including communications throughout the Divisions, to be presented at the next Charitable Funds Committee meeting.</p> <p>CFC 1101/05 Final Annual Accounts & Report 2020/2021: The Committee requested assurance that Equality and Diversity Impact Assessments on all reports were populated going forward. Further guidance from the corporate team was requested. Head of Corporate Governance to liaise with Head of Financial Services and Accounting to share revised guidance. Bryony Codd, Head of Corporate Governance, informed members that work was in progress to revise all templates for the Committees and the Board. Further update to come back to the Committee.</p> |

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| | <p>CFC 0303/13 Patient Reported Experience Measures (PREMS)/Patient Reported Outcome Measures (PROMS) Update: The Committee welcomed wider discussions around this project at Board level and requested the progress be followed by CFC. To be included in the Committee's annual report. Estelle Evans informed members that it was not included in the draft Annual Report, as included on the agenda, but would be included in the final version. Katija Dew, Independent Member and Committee Chair, requested that this also be shared with Board members.</p> |
| <p>CFC 0208/06</p> | <p>Draft Committee Work-plan 22-23</p> <p>Katija Dew, Independent Member and Committee Chair, requested that the format of the Committee Work-plan align with new templates used by other Committees. Action: Head of Corporate Governance/Secretariat</p> <p>Mark Ross, Assistant Finance Director, provided the Committee with an overview of the workplan. Members were informed that the workplan required updating to include additional items and amend the frequency of items presented to the Committee. Action: Assistant Finance Director/ Head of Financial Services and Accounting</p> <p>Rob Holcombe, Interim Director of Finance, requested the potential inclusion of a rolling programme of reports, outlining individual fundholders allocated spending, Further discussion to take place outside of meeting, to include Chair of Committee. Action: Assistant Finance Director/Interim Director of Finance, Procurement & Value Based Healthcare/Head of Financial Service and Accounting</p> <p>The Committee thanked Mark Ross and the Charitable Funds Teams for the overview. The final work plan to be presented at the next meeting, and as a future standing item.</p> |
| <p>CFC 0208/07</p> | <p>Finance Report, including Draft Annual Report & Accounts 21-22</p> <p>Estelle Evans, Head of Financial Service and Accounting, provided an overview of the draft Annual Accounts and Annual Report for the year ending 31 March 2022 for Aneurin Bevan University Health Board Charitable Fund and Other Related Charities.</p> <p>Members were informed that the Draft Annual Accounts had been completed at the end of May 2022. A summary of the overall accounts was provided. It was highlighted to members that the final Annual Accounts required auditing by Audit Wales and submission to the Charities Commission by the 31st of January 2023.</p> <p>The Committee requested that the final Annual Report was shared with all Board Members. Action: Head of Financial Services and Accounting/Secretariat</p> <p>Rob Holcombe, Interim Director of Finance, Procurement and VBHC discussed the positive support provided throughout the year to both staff and students.</p> |

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| | <p>It was requested that the report included the investment support provided to staff and students. Action: Head of Financial Services and Accounting</p> <p>Katija Dew, Committee Chair, requested that legislation updates be included on the committee workplan to ensure that the committee is informed of all Charitable Funds legislative changes on a routine basis that may impact the Health Board Charitable Funds. Action: Head of Financial Services and Accounting</p> <p>The Committee; -</p> <ul style="list-style-type: none"> • RECEIVED the reports for ASSURANCE and compliance and thanked the Charitable Funds teams. • APPROVED the set-up of four new grant funds, as follows: <ol style="list-style-type: none"> 1. Grant - NHS CT COVID Recovery 2. Grant – Health Hack – Ovarian Cancer 3. Grant – Safer Beginnings 4. Grant – Helpforce Volunteer to Career |
| CFC 0208/08 | <p>Investment Management Contract Tender Specification</p> <p>Mark Ross, Assistant Finance Director, provided an overview of the Investment Management Contract Tender Specification and a draft service specification for consideration and approval.</p> <p>Members were informed that the investment management contract for the charity was due for retender and that a procurement exercise was required for a new contract to come into effect from 1st April 2023.</p> <p>Members were requested to nominate a member of the committee to be part of the tender evaluation process. Katija Dew, Independent member and Committee Chair, offered to support the tender evaluation process, alongside Pippa Britton, Independent Member to provide cover as required.</p> <p>The finalised report, to include a timeline of activity, to be shared with members. Action: Assistant Finance Director</p> <p>The Committee APPROVED the draft tender specification and NOTED the next steps.</p> |
| CFC 0208/09 | <p>Level of Reserves 22-23</p> <p>Mark Ross, Assistant Finance Director, updated the Committee on the level of reserves for 2022-23.</p> <p>The Committee had previously agreed a Reserves Policy which established a methodology to work out the level of reserves each year. This methodology had been applied for 2022-2023.</p> <p>Members were informed that to ensure that the Charity was able to cover the annual cost of the administration charge and any potential unrealised loss, the total reserve to be held for 2022/23 needed to be set at £288k, an increase of £22k on the previous year. The increased amount of £22k would be met by the unrealised gain for 2022/2023.</p> |

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| | <p>The Committee; -</p> <ul style="list-style-type: none"> • APPROVED the level of reserves to be held for 2022-2023 at £288k as described in the report. • APPROVED the use of the unrealised gain to fund the additional £22k required. |
| CFC 0208/10 | <p>Bids to be Considered by the Committee</p> <p>Estelle Evans, Head of Financial Services and Accounting, presented an overview of the Charitable Funds bids for consideration and approval. The report outlined two bids that had been supported by the Executive Team.</p> <p>The two bids were as follows:</p> <ul style="list-style-type: none"> • Bid CFC-253 - Accessible Psychological Support for People Affected by Covid-19 • Bid CFC-254 CIVICA Patient Experience Platform <p>Members were informed that the bids did not require funding from the Charitable Funds but required approval due to the nature and the value of the bids. Funding information was detailed within the report.</p> <p>Pippa Britton, Independent Member, noted that the bid for the CFC-254 CIVICA Patient Experience Platform was for one year only, and queried how funding would be allocated after the first year. Estelle Evans informed members that there had not been any additional recurrent costs identified for the second and third years within the bid. Further clarification of funding requirements for the second and third years would be reported back to the Committee. Action: Head of Financial Services and Accounting</p> <p>The Committee thanked the Head of Financial Accounting and APPROVED the bids, as outlined below:</p> <ul style="list-style-type: none"> • Bid CFC-253 - Accessible Psychological Support for People Affected by Covid-19 • Bid CFC-254 CIVICA Patient Experience Platform |
| CFC 0208/11 | <p>Funds Available and CFC Small Grants Scheme</p> <p>Mark Ross, Assistant Finance Director, provided the Committee with a summary of the report, outlining the up-to-date position in relation to the funds available to support grant requests submitted to the Committee.</p> <p>Members were reminded of the previous approval of a Small Grants Scheme. Transferring to a Small Grants Scheme enabled the Charitable Funds Committee to apply general funds for the benefits of patients and staff across the Health Board. Members were informed that <i>Table 1</i> of the report would be updated to include a column displaying the current Level of Reserve of £288k. Action: Assistant Finance Director</p> <p>No grant requests had been received for scrutiny at the meeting. The current balance available to the Committee at the time of the meeting was noted as £49k.</p> |

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| | <p>Katija Dew, Committee Chair, discussed the possibility of increasing the funds and improving the ability to administer them for the benefit of the population. A strategic plan to further improve and support fundraising for NHS Charities was discussed as a possible future consideration.</p> <p>The Committee thanked the Charitable Funds Team for the report and NOTED the balance available to support small grants of £49k.</p> |
| CFC 0208/12 | <p>Key Performance Indicators (KPIs)</p> <p>Estelle Evans, Head of Financial Services and Accounting, gave a short verbal update to the Committee on progress made on Key Performance Indicators. A report on KPIs to be included at the Committee meeting in January 2023. Action: Head of Financial Accounting</p> |
| CFC 0208/13 | <p>Request to Sell Strip of Land at Oakdale</p> <p>Mark Ross, Assistant Finance Director, informed the committee of the interest of a potential buyer for the land owned by the Charity.</p> <p>Members were informed that the land at Oakdale had previously been valued in 2019. For any potential sale to commence, an up-to-date valuation, alongside the support of the NHS Wales Shared Service Partnership (NWSSP) Estates Team would be necessary.</p> <p>Members discussed the request and called for further investigation into the potential planning development surrounding the land to take place prior to making a final decision to sell.</p> <p>The Committee APPROVED progression with an updated valuation on the land.</p> |
| | Items for Information |
| CFC 0208/14 | <p>Spending Plans Over £25k</p> <p>Estelle Evans, Head of Financial Services and Accounting, provided the Committee with a summary of the report, outlining the Health Board's spending plans for individual charitable funds in excess of £25k.</p> <p>Members were informed that at the time of the meeting, there were 430 individual charitable funds, of which 52 funds had balances over £25k. A number of responses had been received from fundholders outlining spending plans, with the pandemic and delays in the progression of planned building works delaying spending plans. Currently spending plans were reviewed annually, however members discussed the possibility to increase the frequency of these reviews.</p> <p>The Charitable Funds team planned to meet with fund holders and facilitate regular reviews on spending plans and progress. The Chair requested that an exceptions report on the findings, mapping out spending plans, to be reported to the Committee every 6 months, with the first update in January 2023. Action: Charitable Funds Manager</p> |

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| | <p>Members discussed the available funds as listed in the report and requested that wider discussions take place with the Executive Team to look at utilising unrestricted funding, where acceptable, to improve services and support training and education.</p> <p>The Committee thanked the Charitable Funds team for the report and RECEIVED the report for ASSURANCE.</p> |
| CFC 0208/15 | <p>Committee Terms of Reference</p> <p>The Committee received and endorsed the Terms of Reference (ToR) and operating arrangements, following consideration by the Board in March 2022. Mark Ross, Assistant Finance Director, assured the Committee that the ToR were compliant with the Healthcare Financial Management Association (HFMA) guidelines.</p> |
| | Fund Holders |
| CFC 0208/16 | <p>Person Centred Care Charitable Funds</p> <p>Claire Jordan, Senior Nurse, Person-Centred Care, presented an overview of Person-Centred Care to the Committee.</p> <p>Members were informed that Person Centred Care covered a broad group of workstreams, including the Volunteer Service, Education and Patient Feedback. The Person-Centred Care team supported the Health Board's 300 volunteers.</p> <p>During Covid, volunteering services stopped, and funds were unspent. Services were now resuming, and 170 volunteers had returned. Members were informed that the Person-Centred Care team were in the process of contacting the remaining 130 and supporting those who wish to return.</p> <p>The following plans for unspent funds were discussed:</p> <ul style="list-style-type: none"> • F103 ABUHB Chill Out in the Chapel- recommencing the service supporting staff, purchasing the required equipment. • F105 ABUHB Volunteering (Corporate)- employing a project manager for 12 months to support the implementation of the CIVICA Once for Wales Concerns Management System. • F713 ABUHB Ffrind i Mi Volunteer Service- looking to purchase a bespoke software solution to support the management of volunteers. • F702 ABUHB Person Centred Care Fund- A draft report would be presented to the Executive Team outlining the following recruitment bids, with the final report detailing the bids to be presented to the Committee. Action: Charitable Funds Manager <ol style="list-style-type: none"> 1. Short term funding for a Specialist Dementia Practitioner to train and support staff in caring for people living with Dementia. 2. Supporting the recruitment of a Proof-of-Concept Band 7 specialist Chaplain to support Health Board staff, patients, and the current Chaplaincy team. 3. The Person-Centred Care Team had been working alongside Helpforce on the project <i>Volunteer to Career</i>. A grant had been |

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| | <p>received via Helpforce to fund a 12-month administration post which commenced in July 2022, to help support volunteers into careers within the Health Board.</p> <p>Katija Dew, Committee Chair, requested assurance that the Health Board were working with third sector partners when supporting volunteers. Claire Jordan informed members that the Health Board worked closely with third sector partners in Gwent such as Gwent Association of Voluntary Organisations (GAVO) and the Torfaen Voluntary Alliance (TVA), to ensure there were not duplications of volunteering services provided to the population.</p> <p>Pippa Britton, Independent Member, queried how data would be managed and outcomes monitored from the CIVICA Once for Wales Concerns Management System. Members were informed that discussions were ongoing to determine the management and reporting of system data, to enable improved patient outcomes and services.</p> <p>The Committee thanked Claire Jordan for the update.</p> <p><i>Claire Jordan, Senior Nurse Person Centred Care, left the meeting.</i></p> |
| | Other Matters |
| CFC 0208/17 | <p>To confirm any key risks and issues for reporting/escalation to Board and/or other Committees</p> <p>There were no items to escalate to Board or other Committees.</p> <p>It was noted that agenda item <i>4.2 Arrears of Ground Lease and update on Sale of Residential Ground Leases</i> was deemed sensitive and taken to an in-committee discussion.</p> <p>Mark Ross, Assistant Finance Director, discussed the recent transfer of a low value painting, part of the T.P.Price Estate legacy, to a charity that took place. This approval had taken place outside of the meeting due to time pressures. Committee members, alongside the Chair of the Health Board had approved the handover of the painting to the charity and it was noted at the meeting for formal Committee approval.</p> |
| | Date of Next Meeting |
| CFC 0208/18 | <p>The date of the next meeting was noted as: - Thursday 27th October 2022 09:30 -12:30 via Microsoft Teams.</p> |