

ANEURIN BEVAN UNIVERSITY HEALTH BOARD

Minutes of the Charitable Funds Committee held on Thursday 27th October 2022 at 9.30 am via Microsoft Teams

Present:

Katija Dew	Independent Member (Chair)
Louise Wright	Independent Member
Rob Holcombe	Interim Director of Finance, Procurement and Value Based Healthcare
Nicola Prygodzicz	Chief Executive

In attendance:

Mark Ross	Assistant Finance Director
Bryony Codd	Head of Corporate Governance
Estelle Evans	Head of Financial Services and Accounting
Alison Griffiths	Charitable Funds Manager
Sunil Dolwani	Consultant Gastroenterologist, CAVUHB

Apologies:

Rani Mallison	Director of Corporate Governance
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	Preliminary Matters
CFC 2710/01	Welcome and Introductions The Chair welcomed everyone to the meeting. Nicola Prygodzicz, Chief Executive, was formally welcomed to her first Charitable Funds Committee meeting.
CFC 2710/02	Apologies for Absence Apologies for absence were noted.
CFC 2710/03	Declarations of Interest There were no Declarations of Interest to record.
CFC 2710/04	Draft Minutes of the Meeting Held on the 2nd of August 2022 Estelle Evans (EE), Head of Financial Services and Accounting, highlighted inconsistency in her job title. Action: Secretariat The minutes of the Charitable Funds Committee meeting held on the 2 nd of August 2022 were noted as a true and accurate record.
CFC 2710/05	Charitable Funds Committee Action Log - October 2022

	The Committee received the action log and members were content with progress made against any outstanding actions.
	Committee Governance
CFC 2710/06	<p>Draft Committee Work-plan 22-23</p> <p>The Committee received the work-plan, outlining the annual programme of work.</p> <p>Following concerns raised by the Audit, Risk and Assurance Committee around the ability of Audit Wales to complete the audit of the Charitable Funds within the required timescales, Rob Holcombe (RH), Interim Director of Finance, informed members that the audit of the Charitable Funds, would commence in November 2022; this would meet the statutory reporting deadline of the end of January 2023.</p> <p>Members were content with the programme of work outlined in the Committee work-plan.</p>
CFC 2710/07	<p>Finance Report, including Key Performance Indicators (KPIs)</p> <p>Estelle Evans (EE), Head of Financial Services Accounting, provided an overview of the financial update, including Key Performance Indicators (KPIs) for the period ending 31st August 2022.</p> <p>Members were informed of the following changes to funds:</p> <ul style="list-style-type: none"> • Five individual facilities funds had been closed, streamlining the funds into one merged fund <i>F134 ABUHB Facilities</i> • Committee approval was required to set up a new legacy fund, as a restricted fund, <i>Legacy research Heart Illnesses V Williams</i> <p>The KPI update included the number of static funds, merged funds, donations received and an overall fund balance. A summary of this was outlined in appendix 1 of the report. Members were informed that future annual KPI updates would include the time from receipt of donation to the time of expenditure.</p> <p>Members were informed of the update to the Financial Control Procedure, in accordance with the objectives of the charities, to include well-being events.</p> <p>Nicola Prygodzicz (NP), Chief Executive, requested assurance that funds associated with the Royal Gwent Hospital were now available to the Grange University Hospital, aligning with the transfer of services where appropriate, and that teams were aware. EE confirmed that teams were aware that funds were available.</p> <p>Louise Wright (LW), Independent Member, queried how the Charitable Funds teams evidenced and monitored fund holders spending. EE informed members that any funds in excess of £25k were required to provide annual spending plans, and these were presented at the previous meeting of the Charitable Funds Committee. In addition, the Charitable Funds team had</p>

	<p>regular communication with fund holders. An item on fund utilisation and proposed changes to accessing charitable funds would be discussed later on the agenda.</p> <p>Katija Dew (KD), Independent Member and Committee Chair, discussed that, where appropriate, there may be a requirement to rationalise funds to enable better use of the monies available, noting sensitivities around donations for specific causes and services. The idea of a centralised system for future giving was discussed, noting the importance of communicating with donors in the first instance. NP queried if there had been discussions at divisional level around the rationalisation of available funds, whilst ensuring the Health Board met the wishes of the donor. Alison Griffiths (AG), Charitable Funds Manager, assured members that Divisions were involved in the allocation of funds process. Mark Ross (MR), Assistant Finance Director, informed members that further work would be undertaken with Divisions to open conversations around available funds. Action: Assistant Finance Director</p> <p>The Committee; -</p> <ul style="list-style-type: none"> • RECEIVED the report for ASSURANCE and compliance and thanked the Charitable Funds teams. • APPROVED the set-up of the new legacy fund <i>Legacy Research Heart Illnesses V Williams</i> as a restricted fund. • APPROVED the addition of a new section, 11.7.6 to be added to the FCP stating the following: "<i>Wellbeing events are permissible from Charitable Funds but must be discussed with the Charitable Funds Manager prior to the event taking place.</i>"
<p>CFC 2710/08</p>	<p>Admin Charge & Unrealised Gain Apportionment 22-23</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting, provided an overview of the estimated administration charges and unrealised gain apportionment for 2022-23 for consideration and approval.</p> <p>Members were informed that the Admin Charge was apportioned across all funds, excluding the Property Valuation Funds, noting interest dividends and gains and losses were apportioned on the same basis. The increase in the estimated admin cost from £139k in the previous year, to £142k for 2022-23 was influenced by the pay award. Costs were subject to change, noting that the estimate did not include the estimated 1.25% rise in National Insurance, coming into effect in November 2022, and the final Audit fee for 2022/23.</p> <p>Katija Dew (KD), Independent member and Committee Chair, queried how the Health Board's Admin fee compared across Wales. A table of comparisons would be presented to the next meeting. Action: Head of Financial Services and Accounting</p> <p>The Committee; -</p> <ul style="list-style-type: none"> • APPROVED the forecast administration charges for 2022/2023 of £142k which is based on current information. • APPROVED the increase to administration charges, should there be additional costs, to a revised maximum of £150k.

	<ul style="list-style-type: none"> • NOTED the distribution of the interest, dividends, and unrealised gains, as outlined in the report.
CFC 2710/09	<p>Proposed Partnership Agreement- Newport County Football Club & Neonatal Unit</p> <p>Estelle Evans (EE), Head of Financial Services and Accounts, provided an overview of the proposed partnership agreement between Newport County Football Club and the Grange University Hospital Neonatal Unit.</p> <p>Members were informed that the Neonatal Unit charity, The Dinky Dragons, had been approached by the Newport County Football Association with an offer to support fundraising. The Charitable Funds team were content that the partnership fitted with the objectives of the charity. The Charitable Funds team, alongside Corporate and NHS Wales Shared Service Partnership' (NWSSP) legal department were in the process of developing a generic partnership agreement, ensuring alignment with the Health Board's ethical requirements. The Charitable Funds team would chase the progress of the generic partnership agreement. Action: Head of Financial Services and Accounting</p> <p>The Committee NOTED the report and APPROVED the generic partnership agreement written by the Legal and Risk Team for use when it was available.</p>
CFC 2710/10	<p>Investment Management Contract Tender Update</p> <p>Mark Ross (MR), Assistant Finance Director, provided an update on the investment management contract tender for consideration and approval.</p> <p>A procurement exercise was required for a new contract to come into effect from 1st April 2023. The tender service specification was approved during the previous meeting of the Charitable Funds Committee in August 2022.</p> <p>The Charitable Funds team were aiming to appoint investment managers by the end of the financial year 2022/23. Members were informed that the criteria identified had been used previously, with the change noted as an increase in the minimum standards for ethical investment proposals and investment impact of 15%.</p> <p>Katija Dew (KD), Independent Member and Committee Chair, discussed the interview stage of the tender process and recommended Iwan Jones, Independent Member (Finance), sit on the panel. MR agreed to extend the invitation to Iwan Jones to sit on the panel during the interview process, alongside finance and procurement colleagues. Action: Assistant Finance Director</p> <p>The Committee NOTED the progress made and APPROVED the investment evaluation criteria to assess investment management companies who respond to the tender.</p>

<p>CFC 2710/11</p>	<p>Funds Available, Proposed Change in Accessing Charitable Funds and Small Grants Scheme</p> <p>Mark Ross (MR), 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 for bids of up to £5k. The report outlined how funds would be communicated to staff. 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.</p> <p>The current balance available to the Committee at the time of the meeting, after commitments, was noted as £49k.</p> <p>Nicola Prygodzicz (NP), Chief Executive, requested further information on the £266k reserves, as outlined in the report. MR informed members that the Charity held reserves for fluctuations on the stock market causing unrealised losses.</p> <p>Rob Holcombe (RH), Interim Director of Finance, requested information on the naming of site-specific funds and if there was scope to rename funds to become service based, with the permission of the fund holder. Alison Griffiths (AG), Charitable Funds Manager, informed members that there were two legacies that were donated to specific sites and would remain allocated to those sites; remaining funds could be renamed and where services were integrated, the funds would be generic to the Health Board.</p> <p>The SGS 003 <i>In Tune with Parent & Infant Mental Health Conference</i> small grant request had been received for approval. The request had been received from Gwent Parent and Infant Mental Service (G-PIMHS) and Monmouthshire Flying Start to host a conference to raise the awareness and good practice regarding Parent and Infant Mental Health, in line with current developments and emphasis on wellbeing across Wales. RH noted the cost of the hall hire outlined in the bid and requested reassurance that the values put forward in bids were tested to ensure fair value for money. AG informed members that quotations were normally sourced prior to the bid and that the hall hire outlined was the average rate.</p> <p>Louise Wright (LW), Independent Member, suggested a 12-month review on the small grants scheme. Action: Assistant Finance Director/secretariat</p> <p>The Committee thanked the Charitable Funds Team for the report and -</p> <ul style="list-style-type: none"> • NOTED the balance available to support small grants of £49k. • APPROVED the small grant request <i>SGS 003 In Tune with Parent & Infant Mental Health Conference</i>. • APPROVED the proposal to allow individuals to engage with Charitable Fund Holders to potentially access some of their charitable funds if their request meets the purpose/criteria of that fund.
<p>CFC 2710/12</p>	<p>Bids to be considered by the Committee (relating to staffing or value over £25k)</p>

Estelle Evans (EE), Head of Financial Services and Accounting, supported by Alison Griffiths (AG), Charitable Funds Manager, presented the report outlining the bids for review.

The following three bids had been proposed for approval. These bids had local funding available and did not require funding from the Charitable Funds Committee:

- Bid CFC-255 – Ratification of Bid for Approval of Staffing from Person Centred Team. The bid was presented to the Committee at the previous meeting and had been approved by the Executive team on the 21st of July 2022.
- Bid CFC-256 – Nurse for ABUHB Mild Cognitive Impairment Clinic.
- Bid CFC-257 – Wellbeing – Avoidable Employee Harm Programme Lead.

Members were informed that the Charitable Funds Committee had £98k available to use. Funding was requested for the following bid, *CF259- Occupational Therapy Staff Support*. The bid outlined a 0.8 whole time equivalent (WTE) Occupational Therapist, with 0.4 WTE of the funding being requested through the bid to Charitable Funds, and the other 0.4 WTE to be funded through revenue. The bid had been supported by the Executive Team, and further support had been received from the Director of Therapies and Health Science outside of the meeting. Members discussed the proposal and noted the £98k available in the general funds. Due to the bid potentially utilising 50% of the general funds, it was proposed to fund the bid for 1 year, instead of the proposed 2 years, at a final cost of £22,360. Approval of the bid would be ratified outside of the meeting once the evidence of the 3-month scoping exercise had been reviewed by the Committee. **Action: Charitable Funds Manager/Secretariat**

Members discussed the structure of effective giving, the future of the general funds and the communication outlining available funds. Katija Dew (KD), Committee Chair, discussed the possibility of encouraging the bids and projects to include other organisations and third sector partners, bringing in the funding experience and reach of those organisations. The possibility of including third sector partners in projects had potential to broaden funding opportunities with match funding arrangements.

In addition, members were notified of the following bid, as outlined in the report, *CFC-258 - Co-production (Patients/Service Users/Carers) Officer*. The Committee were unable to consider for funding due to limited resources.

The Committee thanked the Charitable Funds team for the update and -

- **APPROVED** Bid CFC-255 – Ratification of Bid for Approval of Staffing from Person Centred Team
- **APPROVED** Bid CFC-256 – Nurse for ABUHB Mild Cognitive Impairment Clinic
- **APPROVED** Bid CFC-257 – Wellbeing – Avoidable Employee Harm Programme Lead
- **NOTED** CFC-258 - Co-production (Patients/Service Users/Carers) Officer for **INFORMATION**

	Items for Information
CFC 2710/13	<p>Update Report to include an update on Land at Oakdale and an update on 13 Clytha Square</p> <p>Estelle Evans (EE), Head of Financial Services and Accounting, provided an update on the current position in relation to the Land at Oakdale and the future of 13 Clytha Square.</p> <p>Members were reminded that the Committee had approved disposal of the Land at Oakdale at the previous meeting. Communication had taken place with the Specialist Estates and Services Department in relation to the sale of the land and that a Heads of Terms document, in addition to market testing, would be required prior to any sale.</p> <p>Louise Wright (LW), Independent member, queried how the company were aware that the land was for sale, highlighting it had not been to market. Alison Griffiths (AG), Charitable Funds Manager, informed members that when the company were looking to access the land they contacted the Land Registry, who informed them that the land was owned by the Health Board. The Health Board had been approached twice, firstly by the owner of the joining land and secondly by Bron Afon Housing Association.</p> <p>13 Clytha Square was discussed. The report outlined several options including selling the building or maintaining the building. Members were informed that the Works and Estates team had provided an estimate of £95k for minor works as follows:</p> <ul style="list-style-type: none"> • £45k for redecoration and flooring for the whole building, noting that if this remained office accommodation there would be option for the Health Board to reclaim tax. • £20-35k to replace the fire escape. • £10-15k for roof repairs and the replacement of a fire door. <p>LW requested an update on the possibility of rehousing the teams currently located in the building. Members were informed that discussions had taken place with the Accommodation Group but there was no further update at present. Rob Holcombe, Interim Director of Finance, requested that discussions take place with the Divisions of the staff housed in 13 Clytha Square to consider other options, and offered support where required.</p> <p>Action: Head of Financial Services and Accounting</p> <p>Nicola Prygodzicz, Chief Executive, noted that this had been flagged as a priority and that a plan was required to re-accommodate the teams due to the anti-social behaviour associated with the building.</p> <p>The Committee thanked the Charitable Funds team for the report and NOTED the report for INFORMATION.</p>
CFC 2710/14	<p>Legislation Updates</p> <p>The Committee received the report outlining the legislative changes being introduced by the Charities Act 2022, which would amend the Charities Act 2011. The changes were expected to come into force in autumn 2022, spring</p>

	<p>2023 and autumn 2023. No significant impact was highlighted, and regular updates were included on the Committee work-plan.</p> <p>The Committee NOTED the report for INFORMATION.</p>
CFC 2710/15	<p>Audit of the Annual Accounts 2021/22</p> <p>Mark Ross (MR), Assistant Finance Director, provided an update on the audit of the annual accounts 2021/22 to the Committee. The Health Board had completed the accounts and was awaiting Audit Wales to complete the audit on the confirmed date of November 2022, allowing time for submission to the Charity Commission by the deadline of 31st January 2023. The January 2023 Committee meeting date had been amended to reflect the timelines.</p>
	Fund Holders
CFC 2710/16	<p>Brian Calcraft Legacy</p> <p>The Chair welcomed Sunil Dolwani, Consultant Gastroenterologist, Cardiff and Vale University Hospital, to the meeting.</p> <p>Sunil Dolwani, Consultant Gastroenterologist at Cardiff and Vale University Health Board presented the proposal for the funds associated with the Brian Calcraft legacy to the Committee.</p> <p>Members were informed that the aim of the Brian Calcraft fund was to support research and training in endoscopy to benefit longer term outcomes for patients with colorectal cancer. There would be a requirement of increased colonoscopy capacity due to planned changes being implemented to the bowel cancer screening programme, lowering the age for screening from 55 to 51 in 2023, and again to 50 in 2024. Current constraints were discussed, noting that, at present, training in time to meet potential demand may be an issue.</p> <p>The proposal was outlined for a Screening Colonoscopy Fellowship supported by the Brian Calcraft fund for a Speciality trainee to accelerate their training and focus on Screening level Key Performance Indicators; achieving their numbers and skills rapidly. The risks were discussed, noting the current time constraints on trainees' ability to upskill. In order to complete the required training, registrar rotas would be required to be undertaken in conjunction with the training, and funds would need to be utilised to provide backfill where necessary, to ensure continued service. Current workforce gaps were noted as considerable, possibly influencing applicants for the fellowship.</p> <p>Rob Holcombe (RH), Interim Finance Director, queried if the wider fellowship would be an advantage for future recruitment. Members were informed that the post would need to attract applicants by supporting them to have the best training experience. Previously, trainees had been supported to visit the National Cancer Centre in Japan, bringing vital advanced skills back to Wales.</p> <p>RH queried if there was future scope to look at the training offer for non-medical endoscopists. Members were informed that work was underway to encourage non-medical endoscopists to undertake the Screening Colonoscopy Fellowship, however, Wales was behind England and Scotland in appointing</p>

	<p>non-medical nursing workforce as screening Colonoscopists. Support had been put in place for all aspiring screeners, through weekend training workshops in Cardiff and Vale University Health Board. It was suggested that training was shared between Health Boards, for educational value and logistical reasons.</p> <p>A formal bid, outlining the proposal, would come back to the Committee for approval at a future meeting.</p> <p>The Committee thanked Sunil Dolwani for the update.</p> <p><i>Sunil Dolwani, Consultant Gastroenterologist at Cardiff and Vale University Health Board left the meeting.</i></p>
	Other Matters
CFC 2710/17	<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>
	Date of Next Meeting
CFC 2710/18	<p>The date of the next meeting was noted as: - Thursday 19th January 2023 via Microsoft Teams.</p>