

CWM TAF MORGANNWG UNIVERSITY HEALTH BOARD

'UNCONFIRMED' MINUTES OF THE MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON 11 AUGUST 2021, AS A VIRTUAL MEETING WHICH WAS HELD VIA MICROSOFT TEAMS

PRESENT

Keiron Montague	-	Independent Member (Chair)
Nicola Milligan	-	Independent Member
Dilys Jouvenat	-	Independent Member
Patsy Roseblade	-	Independent Member

IN ATTENDANCE

Sally May	-	Director of Finance
Gareth Robinson	-	Interim Chief Operating Officer
Cally Hamblyn	-	Assistant Director of Governance & Risk
Owen James	-	Head of Corporate Finance
Mark Jones	-	Audit Wales
Paul Harrison	-	Head of Workforce Productivity & E-Systems (In part)
Emma Walters		Corporate Governance Manager (Committee Secretariat)

PART 1. PRELIMINARY MATTERS

1.1.0 WELCOME AND INTRODUCTIONS

The Chair **welcomed** everyone to the meeting and advised he felt the establishment of this Committee was a positive step forward.

1.2.0 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Paul Mears, Chief Executive and Georgina Galletly, Director of Corporate Governance.

1.3.0 DECLARATIONS OF INTERESTS

There were no interests declared.

PART 2. MAIN AGENDA

2.1.0 REVIEW OF TERMS OF REFERENCE

C Hamblyn presented Members with the Terms of Reference which were approved by Board earlier in the year as part of the overall review and approval of the Model Standing Orders issued by Welsh Government.

Following detailed discussion a number of amendments to the Terms of Reference were suggested and C Hamblyn confirmed that she will revise the terms of reference to address all the comments received in readiness for the next meeting.

Members also asked for consideration be given to how this Committee and the other Board Committees can seek assurance that the Socio and Economic Duty is embedded and taken into consideration and captured within the impact assessment within Board and Committee reports. C Hamblyn agreed to consider this suggestion outside the meeting.

Resolution: The Terms of Reference were **APPROVED** subject to the suggested changes

Action: Terms of Reference to be amended as per the comments made during the meeting

Action: Consideration to be given as to how Committees could seek assurance that the Socio Economic Duty has been considered in its activities.

2.2.0 REVIEW OF CHARITY OBJECTIVES

O James presented the report and advised that the content of the report closely linked to the discussion held in relation to the Terms of Reference.

In response to a comment made by P Roseblade regarding the wording of the paragraph in italics at section 1.6 of the report which seemed to suggest that Charitable Funds could be used to make donations, S May advised that this paragraph may have been drawn from an earlier document and agreed to review the wording and revise accordingly.

In relation to paragraph 2.3 which references patient expenditure, P Roseblade advised that this sentence should be reframed to be clear that the activity supported by the Committee is that which was an enhancement to core NHS provision.

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M Jones advised that in relation to last year's accounts, funds were at 3m, 1m of which was restricted, and suggested that reference may need to be made within the strategy that a third of the funds were restricted.

K Montague reflected that this discussion reinforced the importance of this Committee in setting strategy and that the detailed discussion held will support the further developments that are required to define the charity's strategic direction.

Following discussion, Members **agreed** that they would not be in a position to approve the strategy in its current form and requested sight of a further iteration of the report at the next meeting, which would reflect the Committee's greater need for clarification on the aims and objectives of the overall strategy for the next 12 months.

Members confirmed they were happy to **approve** the removal of the word 'small' from the strategy.

Resolution: The report was **NOTED**.

The Committee **APPROVED** the removal of the word 'small' from the Strategy

Action: Further iteration of the report to be presented to a future meeting in light of the discussions held at today's meeting.

2.3.0 GENERAL CHARITABLE FUNDS UPDATE

O James presented the report which provided an update of the activity and balances on Charitable Funds as at 30 June 2021.

In response to a question raised by P Roseblade as to the timeframe involved in liquidising money from the CCLA, O James advised that there was no time limit from the investment with CCLA, however, it was important to note that investment was being made in schemes that could fluctuate. Members noted that CCLA investments were long term investments in which the Health Board was achieving a very good return. O James advised that it would be helpful if A Cavalier, CCLA, which is the Health Board's Investment Advisors, could be invited to a future meeting to discuss the process further.

K Montague agreed that it would be helpful to have a discussion at the next meeting in relation to the approach, particularly in relation to the ethical approach being taken in terms of investments.

Members agreed to have a further discussion on investments at the next meeting and agreed that it would be helpful if the Health Board

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had a written investment strategy in place which also identified any restraints on types of investments.

In response to a question raised by P Roseblade regarding paragraph 3.2 of the report, O James confirmed that the release of excess reserves over 20% was not a decision for the Committee to make and added that the Committee were being asked to endorse for Board approval.

In response to a question raised by P Roseblade as to whether there was an NHS Bursary Scheme in place which would help staff fund their further development, O James agreed to confirm the position outside of the meeting.

S May advised that focussing on the growing of the General Fund would provide the Charity with more flexibility on how funds are used. The growing of the general fund would also assist the Committee to develop its strategic goals over time.

In relation to the proposal made regarding the creation of a £50k enabling fund which would be used to under-write fundraising activities, S May advised that this was quite a substantial change being proposed to the strategy and would require a clear business plan.

The Chair advised that the creation of a 50k enabling fund felt like a prudent decision. In relation to the proposed increase of the general fund, the Chair sought clarity as to how the Charity would ensure that the fund would be safeguarded in the short term to protect officers as well as the Charity. O James advised that in relation to safeguarding, a discussion could be held with the Director of Finance in relation to setting funds aside into the general fund subject to the strategy being agreed.

The Chair extended his thanks to O James for presenting the report.

Resolution: The current balances and investment performance of Cwm Taf Morgannwg NHS General Charitable Funds was **NOTED**;
The change in the Investment Strategy to remove "Audit Committee" and replace with "Charitable Funds Committee" was **APPROVED**;
The proposed change to investing short-term funds, noting a paper with specific proposals will be brought to a future Charitable Funds Committee was **NOTED**;
The release of the excess reserves above 20% was **ENDORSED for approval by the Health Board TO THE HEALTH BOARD**;
The distribution of the excess reserves above 20%, was

ENDORSED for approval by THE HEALTH BOARD:

- the creation of a £50,000 enabling fund for underwriting fund-raising activities
- change to the method of distribution of the excess reserves
- reimbursement of management and admin charges to individual funds for 2020/21 if they exceed investment income
- update of the Investment Strategy to reflect change in distribution method.

Action: A Cavalier, CCLA to be invited to a future meeting to discuss the investment process further. Wider discussion regarding investments to also be held at the next meeting.

Action: O James to confirm outside of the meeting whether there was an NHS Bursary in place for staff within the organisation

2.4.0 COVID-19 CHARITABLE FUNDS UPDATE

O James presented the report which provided the Committee with an update on the various sources of donations and funding that had been received in relation to Covid-19 and how these were being managed.

N Milligan sought clarity as to whether the Team were linking in with Integrated Locality Groups to consider how to utilise the funds, particularly as Prince Charles Hospital were in the process of considering the creation of a memorial garden following a donation received from a member of the public. O James advised that consideration was being given to general charitable funds donations, which included the money donated to Prince Charles Hospital and added that a project had been established to manage this. O James added that a Finance Team discussion had been held regarding the involvement of Integrated Locality Groups in relation to what funding was available through the general Charitable Fund.

In response to a question raised by N Milligan as to whether communities were being involved as a result of the contributions they had made, O James advised that consideration would need to be given to the communication regarding this and added that at present the Health Board did not have a dedicated Charitable Funds team in place which meant the it would be down to the individual fund holder to ensure communications with communities were in place. N Milligan suggested that consideration may need to be given to including the Communications Team within the Committee's Terms of Reference to help raise the profile and promote the activity

A discussion was held in relation to the request for the Committee to approve the appointment of two fixed term ITU Psychology posts to support the Covid-19 recovery. P Roseblade queried if consideration had been given to whether there are similar needs in other areas of the Health Board that would have been affected in a similar way by the pandemic where funding requests may be sought from the Charity. P Roseblade also added that if the appointments extended beyond the two year period then there would likely be employment rights considerations that would need to be taken into account.

Following detailed discussion the Committee agreed to approve the funding for the posts subject to there being clear alignment to the Charity objective that applies and ensuring that there is a clear exit strategy ahead of the 2 year funding ending.

Resolution: The Covid funding received to date and the allocations received by NHS Charities Together was **NOTED**;
The new fund holders set up for each 'tranche' of funding and the need to set a planned and co-ordinated use of the funds to get the best value for money was **NOTED**;
The expenditure from the funds over 50k as outlined in the report were **APPROVED**, subject to the clear alignment to the Charity objective that applies and ensuring that there is a clear exit strategy ahead of the 2 year funding ending

2.5.0 AUDIT WALES 2021 AUDIT PLAN – CTM NHS GENERAL CHARITABLE FUNDS

M Jones presented the report which related to the 2020/2021 Accounts.

P Roseblade requested clarity in relation to the fees referred to on page 6 of the report. M Jones agreed to review the position and advised he would provide further clarity on this outside the meeting.

Resolution: The report was **NOTED**.

Action: M Jones to review the position regarding the fees outlined on page 6 of the report and provide further clarity outside of the meeting.

2.6.0 STAFF LOTTERY BRIEFING PAPER

P Harrison presented the report which set out the proposed implementation of a staff lottery following approval by the Executive Team.

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In reference to a comment made by N Milligan regarding the reference made on page 8 of the report that a potential benefit to this lottery would be to improve staff morale and the caution that needed to be placed on making these assumptions, P Harrison recognised that the report could be made clearer regarding this statement and added that the increased morale related to the potential benefits that would be realised from the charitable funds raised.

In response to a question raised by P Roseblade as to whether the lottery was available to substantive staff only, P Harrison confirmed that staff on fixed term contracts would be able to join the lottery but agency workers would not be allowed to join.

Members clarified that the staff lottery is an appeal/fund under the CTM Charity and not a standalone new charity.

In response to a question raised by P Roseblade in relation to whether there were any risks relating to low take up, P Harrison confirmed that this would be a risk and added that evidence taken from other organisations suggested that this risk would be low.

In response to a question raised by S May regarding the expected timelines around take up given that costs could come through quite quickly, P Harrison advised that it would be difficult to measure how quickly the uptake would be and added that there was a plan in place to have a rolling sign up leading up to the start date, with 8 months being the most likely critical point where the project would be self-funding itself. S May advised that this position would need to be monitored closely.

In response to a question raised by N Milligan as to whether the project would be recruiting to permanent posts to manage the project, P Harrison confirmed that posts would initially be recruited to as fixed term secondments for 12 months and will be reviewed again at that point as to longer term requirements.

K Montague advised that whilst other Health Board's had been successful in implementing a staff lottery, it would be beneficial if the objectives were defined in order to determine what the money raised would be spent on. P Harrison advised that he would ensure this was clearly defined within the Terms of Reference.

Members noted that work was being undertaken to determine the tax arrangements that could be potentially associated against this

and O James advised that a meeting was being held with a Tax Advisor to discuss further.

K Montague requested that the financial expenditure be closely monitored by the Team as any increase in costs will likely trigger the next level of approval and require presentation to the Charitable Funds Committee for approval in accordance with the Scheme of Delegation.

Resolution: The report was **NOTED**.

PART 3. ANY OTHER BUSINESS

3.0.0 A discussion was held regarding the frequency of future meetings. Members noted that within the Terms of Reference it was stated that meetings should be held at least twice a year. Given the discussions held at the meeting today and the volume of work that needed to be undertaken, it was agreed that meetings would need to be held quarterly in the first instance.

4.0.0 PART 4. DATE AND TIME OF NEXT MEETING:

The next meeting will be held on Tuesday 14 December at 2.00pm.

PART 5. CLOSE OF MEETING

K Montague extended his thanks to all who attended the meeting today.