

Public Charitable Funds Committee

Thu 08 June 2023, 10:00 - 11:50

Velindre University NHS Trust Headquarters, Nantgarw

Agenda

10:00 - 10:25
25 min

1.0.0 STANDARD BUSINESS

Led by Professor Donna Mead, OBE, Chair

1.1.0 Apologies

Led by Professor Donna Mead, OBE, Chair

1.2.0 In Attendance

Led by Professor Donna Mead, OBE, Chair

1.3.0 Declarations of Interest

Led by Professor Donna Mead, OBE, Chair

1.4.0 Draft Minutes from the meeting held on the 21 March 2023

Led by Professor Donna Mead, OBE, Chair

 1.4.0 Draft Charitable Funds Committee Public Part A Minutes _21.03 2023_ES.pdf (14 pages)

1.5.0 Action Points

Led by Steve Ham, Chief Executive Officer

 1.5.0 Public Charitable Funds Committee Action log_Updated for June 2023 meeting v2.pdf (5 pages)

1.6.0 Matters Arising

Led by Professor Donna Mead, OBE, Chair

10:25 - 10:35
10 min

2.0.0 UPDATE FROM INTERIM CHARITY DIRECTOR /FUNDRAISING UPDATE

Led by Steve Ham, Chief Executive Officer





10:35 - 11:00
25 min

3.0.0 FINANCE

Led by Barry Williams, Senior Finance Business Partner and Steve Coliandris, Head of Financial Planning and Reporting

3.1.0 FINANCIAL UPDATE PAPER

Led by Barry Williams, Senior Finance Business Partner and Steve Coliandris, Head of Financial Planning and Reporting

-  3.1a CFC Finance Report Cover Paper Mar 23 - CFC June 23 Updated.pdf (4 pages)
-  3.1b CFC Financial Paper March 23 - CFC June 23 - v0.2 Updated.pdf (13 pages)
-  3.1.0c Cashflow Forecast as at 31 March 2023 - CFC June 23.pdf (1 pages)
-  3.1.0d Summary of Commitments March 23 - CFC June 23.pdf (5 pages)

3.2.0 DELEGATED FINANCIAL LIMITS REVIEW

Led by Barry Williams, Senior Finance Business Partner and Steve Coliandris, Head of Financial Planning and Reporting

 3.2.0 Charitable Funds Committee - Charitable Funds Financial Limits Review - June 23.pdf (6 pages)

11:00 - 11:10 4.0.0 BREAK

10 min

11:10 - 11:40 5.0.0 BUSINESS CASE AND EXPENDITURE PROPOSALS

30 min

5.1.0 ADVANCED RADIOTHERAPY FUND BUSINESS CASE MOONDANCE BID MATCH FUNDING

Led by James Powell, Consultant Oncologist and RD&I Lead for Advancing Radiotherapy Fund (ARF)

 5.1.0 ARC Charitable Funds Business Case_VCSLG_Updated 180523.pdf (19 pages)

5.2.0 LUNG CANCER PHD CLINICAL RESEARCH FELLOW BUSINESS CASE

Led by Jonathan Patmore, Research Development & Innovation Finance Manager

 5.2.0 Charitable Funds LUNG PHD (25-5-23).pdf (12 pages)

11:40 - 11:50 6.0.0 CONSENT AGENDA

10 min

Led by Professor Donna Mead, OBE, Chair

6.1.0 FOR APPROVAL

Led by Professor Donna Mead, OBE, Chair

Nil Items

6.2.0 CONSENT FOR NOTING

Led by Professor Donna Mead, OBE, Chair

6.2.1 CHAIRS URGENT ACTION REPORT

Led by Emma Stephens, Head of Corporate Governance

 6.2.1 Chairs Urgent Action Report.pdf (3 pages)

6.2.2 CHARITY LEGISLATION/REGULATION UPDATE REPORT: - Review of the Code of Fundraising Practice 2022-2024

Led by Emma Stephens, Head of Corporate Governance

 6.2.2 Charity Regulation & Legislation Update Report.pdf (3 pages)

11:50 - 11:50 7.0.0 ANY OTHER BUSINESS

0 min

Prior Agreement by the Chair Required

- Noddfa Business Case – For Out of Committee APPROVAL
-

11:50 - 11:50
0 min

8.0.0 HIGHLIGHT REPORT

Members to identify items to include in the Highlight Report to the Trust Board:

- For Escalation
- For Assurance
- For Advising
- For Information

11:50 - 11:50
0 min

9.0.0 DATE AND TIME OF NEXT MEETING

Thursday 7th September 2023 at 10:00AM.

11:50 - 11:50
0 min

10.0.0 CLOSE

The Committee is asked to adopt the following resolution:

That representatives of the press and other members of the public be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest in accordance with Section 1(2) Public Bodies (Admission to Meetings) Act 1960 (c.67).

MINUTES OF THE PUBLIC CHARITABLE FUNDS COMMITTEE (CFC)

VELINDRE UNIVERSITY NHS TRUST HQ / TEAMS

TUESDAY 21 MARCH 2023 AT 10:00AM

PRESENT:	
Professor Donna Mead OBE	Chair
Hilary Jones	Independent Member
Matthew Bunce	Executive Director of Finance
ATTENDEES:	
Alaric Churchill	Interim Charity Director
Emma Stephens	Head of Corporate Governance
Steve Coliandris	Head of Financial Planning and Reporting
Barry Williams	Finance Business Partner
Jonathan Patmore	Finance Manager
Paul Wilkins	Interim Director of Velindre Cancer Service
Alison Hedges	Business Support Officer / Committee Secretariat

1.0.0	STANDARD BUSINESS <i>Led by Professor Donna Mead OBE, Chair</i>	
1.1.0	Apologies <i>Led by Professor Donna Mead OBE, Chair</i> Apologies were noted from: <ul style="list-style-type: none"> • Martin Veale, Independent Member • Steve Ham, Chief Executive Officer • Jacinta Abraham, Executive Medical Director • Cath O'Brien, Chief Operating Officer • Nicola Williams, Executive Director of Nursing, AHPs & Health Science • Wayne Griffiths, Charity Ambassador 	
1.2.0	In Attendance <i>Led by Professor Donna Mead OBE, Chair</i> The Chair welcomed: <ul style="list-style-type: none"> • David Cogan, Patient Liaison Representative (regular attendee) • Paul Wilkins, Interim Director of Velindre Cancer Service (attending on behalf of Cath O'Brien) • Miranda Richards from Abrdn (Charity's new investment advisors – in attendance for item 3.2.0) <p>The Chair noted that a number of additional attendees would be joining the meeting for Item 6.0.0 Business Case and Expenditure Proposals and Item 7.0.0 Business Case Annual Evaluations.</p>	
1.3.0	Declarations of Interest <i>Led by Professor Donna Mead OBE, Chair</i> There were no declarations of interest to be declared.	

1.4.0	<p>Draft Minutes from the meeting held on the 19 January 2023 <i>Led by Professor Donna Mead, OBE, Chair</i></p> <p>The Charitable Funds Committee confirmed the Minutes of the meeting held on the 19 January 2023 were an accurate and true reflection of the meeting.</p>	
1.5.0	<p>Action Points <i>Led by Matthew Bunce, Executive Director of Finance</i></p> <p>Committee members confirmed there was sufficient information contained in the log to provide assurance that all actions identified as completed could be closed. The remaining open actions were reviewed and following points noted:</p> <p><u>Actions from Committee Meeting held on 17/05/2022</u></p> <p>2.4.0 Business Case Development The Committee noted the work underway by Steve Coliandris and Matt Bunce with the service to improve the financial detail provided in business cases presented to the Committee. The work is to be split into two phases: <u>Phase 1 (June 2023)</u> – The cost table in the business case pro-forma will be updated to include other direct costs headings as an aid memoir and remind people to include costs for digital, travel, training etc. <u>Phase 2 – (ongoing)</u> Each case will be subject to an impact assessment to capture all associated costs (direct and indirect). This information will be used to inform the annual review of the Charity overheads and whether additional investment in support departments is required. An update will be brought to the next Committee.</p> <p><u>Actions from Committee Meeting held on 20/09/2022</u></p> <p>3.0.0 Update from the Interim Charity Director Matthew Bunce confirmed he has received a comprehensive list of major events and all other ongoing work from the Deputy Head of Fundraising.</p> <p>**New Action**: Fundraising Events List The comprehensive list of major events and all other ongoing work is to be circulated out of Committee and any comments or queries to be raised through Donna Mead, Matthew Bunce, or Emma Stephens. Following this the item can be marked as complete.</p> <p>3.1.0 Event Proposals The Committee agreed to widen the piece of work regarding what aids the decision making process in the development of Fundraising event proposals, to also consider staff resource in the Fundraising Team allocation across the various opportunities to best increase income.</p> <p><u>Actions from Committee Meeting held on 19/01/2023</u></p> <p>0.0.1 Fundraising Case Study - Letter to Young Ambassadors It was agreed that the Fundraising Team will provide the contact details of the Young Ambassadors supporting the Welsh Baccalaureate to enable the Chair to write a thank you letter to everyone involved.</p>	<p>Steve Coliandris / Matthew Bunce</p> <p>Alaric Churchill</p> <p>Alaric Churchill</p> <p>Fundraising Team</p>

	<p>4.0.0 Update from the Interim Charity Director – Overview of Future Events This action was captured via the update provided for action 3.0.0 outlined above and agreed follow up action.</p> <p>5.0.0 Financial Update Paper The Chair will have a discussion with the Chief Executive in April 2023 regarding the Charity's ongoing/long term commitments supporting roles and services within the Trust and implications for the Charity.</p> <p>7.1.0 Business Case and Expenditure Proposals - Part Funding of Wig Vouchers The Committee Agreed this original action can be closed following confirmation that no further approvals were required in regards to the Commitment of Expenditure request.</p> <p>**New Action**: Part Funding of Wig Vouchers A review of the existing funding arrangements for Wigs to be undertaken including rationale, impact of inflation and national procurement underway. A new proposal will then be presented to the Committee for discussion and approval.</p> <p>7.3.0 Business Case and Expenditure Proposals – Patient Information and Support Services Manager Committee noted that the Equality Impact Assessment has been taken forward however the supportive care lead nurse has had to request some additional guidance from Workforce to complete the form correctly. Action to be closed once received.</p>	Steve Coliandris / Barry Williams
2.0.0	<p>UPDATE FROM INTERIM CHARITY DIRECTOR <i>Led by Alaric Churchill, Interim Charity Director</i></p>	
	<p>The Chair invited Alaric Churchill to present this item.</p> <p>Alaric Churchill advised the Committee will discuss and review the Charity's Annual Delivery Plan under item 4.0.0 later on the agenda.</p> <p>The Committee noted the Charity has had a good year during 2022-2023 and has a strong and ambitious 5 year Strategy with good prospects for delivery against agreed objectives. This will focus on building on existing strengths and developing digital and regular Giving channels effectively as per the Strategy.</p> <p>The Charitable Funds Committee NOTED the Fundraising activity update.</p>	
3.0.0	<p>FINANCE <i>Led by Barry Williams, Senior Finance Business Partner and Steve Coliandris, Head of Financial Planning and Reporting</i></p>	
3.1.0	<p>FINANCIAL UPDATE PAPER</p> <p>The Chair invited Steve Coliandris to take the Committee through the report who subsequently provided the following key highlights for the Committee:</p>	

Income Performance:

- The Charity has had a successful year and are on course to achieve the highest income performance since the Charity was first established, £4 million being achieved to date.
- The Charity received a significant one-off legacy of £1.6 million which has notably helped performance.
- £3.9m has been received against the Charity's unrestricted fund against a planned target of £2.3 million for this stage of the year.

Expenditure for the period to January 23 was lower than planned by £0.450m. The underspend is due to project slippage which is either due to delay in projects starting or as a result of staff vacancies.

Balance Sheet:

- Investment portfolio performance has improved. The Charity was underperforming following the outbreak of conflict in Ukraine at about 7%. This has since rebounded slightly and is currently running at a downturn position of 4.7% which equates to £0.291m. As such, the Charity is on an upward trajectory, however still has some way to go to achieve performance pre-Ukraine conflict levels.
- Total funds held in the Charity as at 31st January total £8.5m. Just under £6 million is held in the Investment Portfolio, £3.4m is held in cash with the balance made up between the Charity's debtors and creditors - £0.9m.
- Cash balance of £3.4million is significant, this is due to uncertainty in the current investment market with advice from the Charity investment managers that now is not the time to invest further funds into the portfolio.

Reserve Policy:

- Reserves to continue to run for a minimum of 4 months.
- Currently overachieving by about £0.610m.
- High balance, noting significant expenditure that was committed in January 2023.

Matthew Bunce noted the **£1.5 million** that was forecast to charge the Charity was to address the expected continuing inflationary pressure and costs arising to the Trust from the energy crisis. This was set aside prior to the Welsh Government decision to provide funds to the NHS to support this.

Consequently, the £1.5million recharge to the Charity is being reduced and is consistent with the approach taken in previous years. The Committee was content with the approach to be adopted and noted the previous two years of the Charity's accounts have been subject to audit.

Summary of Commitments:

- Opening balance at £2.6 million on unrestricted funds. On target to achieve income of circa £4.4 million this year.
- Following Board approval, the cost recharge to the Charity has reduced by £1.5 million during 2022/23 due to extraordinary non recurrent revenue income in the Trust. This is on the basis that this funding is available back to the Trust in 2023-24 or future years)
- Income growth is based on the Charity Strategy, however given the current financial climate planned growth for 2023/24 has been reduced from £4 million to 3.5 million. *[Note: post Committee Executive Director*

	<p><i>of Finance review has revised this to £2.85m. Future year's income growth per 5-year Strategy assumed £25, £5.5m (2024-25) and £7m (2025-26), however a prudent approach has been taken with a reduction to £4.5m and £5m respectively to ensure that funds don't become over committed]</i></p> <p>Forecast Commitments:</p> <ul style="list-style-type: none"> • 2023/24 doesn't include any future bids that may come forward. • Business cases for consideration today are requesting funds from the unrestricted balance with funds available to support if approved. • No commitment to date against the Advanced Radiotherapy Fund, however anticipate a request to be received. <p>The Chair highlighted significant funding has been approved to match funding received from Moondance with a supporting strategy in place.</p> <p>The Chair queried to what extent it is anticipated to receive further R&D requests to the Charity given the significant funding recently awarded for the 'Integrated R&D' bid.</p> <p>Matthew Bunce advised he did not expect further bids to the Charity, however would seek further clarification and confirmation in particular regarding any associated infrastructure costs for example to support delivery.</p> <p>**Action: Matthew Bunce to discuss with R&D to clarify expectations around future bids to the Charity following approval of the Integrate bid and confirm back to the Committee.</p> <p>The Charitable Funds Committee NOTED the Financial Update Report for the period 01 April 2022 – 31 January 2023. This included the financial performance of the Charity for the period ending 31st January 2023, the current and forecast balances of the funds for 2022-23, and the current position and performance of the Charity's investment portfolio as at 31st January 2023.</p>	Matthew Bunce
3.2.0	<p>ONBOARDING OF THE INVESTMENT MANAGERS <i>Led by Steve Coliandris, Head of Financial Planning and Reporting</i></p> <p><i>This item was discussed following item 2.0.0 at 10:30am with the Finance update above to follow.</i></p> <p>The Chair welcomed and invited Miranda Richards (Abrdn) to present this item to the Committee. Steve Coliandris introduced Miranda and advised that Abrdn had recently been appointed as the Charity's new Investment Managers following a Tender Exercise. This is now going through the Onboarding process and to conclude there is a need to set the investment strategy going forward with the portfolio which is largely based on the risk appetite of the Charity.</p> <p>The February Charitable Funds' Investment Performance Review Sub-Committee received a Financial Circumstances Risk Questionnaire i.e. the risk appetite for the Charity. Post meeting the Charitable Funds Investment Performance Review Sub Committee Members have agreed the Financial Circumstances Risk Questionnaire and believe it is the right</p>	

	<p>strategy going forward. The paper is being brought to the Charitable Funds Committee for approval; firstly, to review the questionnaire and to approve what will be a medium risk strategy. The current strategy with Brewin Dolphin is low risk and the preferred approach is to progress to a medium risk strategy.</p> <p>Miranda Richards highlighted the following key points to the Committee:</p> <ul style="list-style-type: none"> • Risk v Reward concept and investment period/timeframe. • Rationale for adopting a medium risk strategy. • Long term capability to absorb inflationary pressure via increase in equities and equity allocation. <p>Martin Veale confirmed the Financial Circumstances Risk Questionnaire has been reviewed and agreed by the Charitable Funds Investment Performance Review Sub Committee and the preferred approach is to adopt a medium risk strategy. The volatility of the portfolio might increase slightly however this is not anticipated to adversely affect the Charity.</p> <p>Hilary Jones echoed this and confirmed that a detailed in-depth discussion was held by the Charitable Funds Investment Performance Review Sub Committee regarding the Financial Circumstances Risk Questionnaire and the preferred approach is to adopt a medium risk strategy.</p> <p>Steve Coliandris also confirmed the medium to long term investment strategy is to invest between five to seven years and is informed by the Charity's income and expenditure forecast activity. Although we have committed significant sums over the next couple of years, this is aligned with bringing in income to offset that expenditure.</p> <p>Emma Stephens confirmed that the Charitable Funds Committee supported by the Investment Performance Review Sub Committee has the authority to agree the Financial Circumstances Risk Questionnaire.</p> <p>Matthew Bunce highlighted that regular investment performance reports would be received by the Committee to enable regular monitoring and assurance.</p> <p>The Charitable Funds Committee: REVIEWED the Financial Circumstances Risk Questionnaire, included at Appendix 1 of the report. APPROVED the Medium Risk Strategy proposed by the Charity Investment Managers Abrdn and supported by the Charitable Funds Investment Performance Review Sub Committee. NOTED our risk Appetite can be revised should circumstances warrant it.</p>	
4.0.0	<p>CHARITY ANNUAL DELIVERY PLAN <i>Led by Alaric Churchill, Interim Charity Director</i></p>	
	<p>The Chair Invited Alaric Churchill to present this item who subsequently highlighted the following key aspects to the Committee:</p> <p>The plan focusses on what the Charity aims to achieve during 2023/24 in the context of its agreed 5-year strategy for 2022-2027. It includes:</p> <ul style="list-style-type: none"> • Governance Delivery Plan – activity to review and improve systems and 	

	<p>processes to provide assurance.</p> <ul style="list-style-type: none"> Fundraising Delivery Plan 2023-24 – Programme of events and other activities, with 25% of the planned activity being new developments. In particular, the Charity is aiming to develop its ability to deliver through digital and regular giving channels. The aim is to raise the £3.5m target income for the unrestricted fund for the year to support the commitments made. Financial Delivery Plan 2023-24 – the financial plan for the year which sets out the opening fund balances (£9.5m), forecast income (£4m), forecast commitments (£7.9m) and forecast closing fund balances (£5.6m). <p>The Committee discussed the plan in detail and the following key points were noted:</p> <ul style="list-style-type: none"> Matthew Bunce highlighted that this is a prudent plan and the £3.5 million operational plans tie up with the 3-year financial plan. Steve Coliandris confirmed Rhian's 'Fund' is not a 'Fund' its' an appeal. If a fundraiser stipulates, they would like funds raised to be used for a specific purpose it will be deposited into that specific fund and used for that reason and monitored on that basis. Need to reflect the Welsh Blood Service within the Charity aims and objectives. The objective for the: 'Relief of Sickness' needs to be revised to reflect staff well-being. <p>The Charitable Funds Committee APPROVED the 'Velindre University NHS Trust Charity Annual Delivery Plan 2023/24' subject to the following amendments:</p> <ul style="list-style-type: none"> Visions and Mission statement to reflect Welsh Blood Service division. The objective 'Staff - For the relief of sickness by promoting the efficient and effective performance and duties of Velindre University NHS Trust staff.' to be changed to 'Staff – the promotion of staff wellbeing' 	Alaric Churchill
5.0.0	The Committee took a 10 minute break at 11.25am.	
6.0.0	BUSINESS CASE AND EXPENDITURE PROPOSALS	
6.1.0	<p>Arts Co-Ordinator Post Funding Business Case <i>Led by Hannah Moscrop, Project Manager and Rhiannon Freshney, Environmental Development Officer</i></p> <p>The Chair welcomed Hannah Moscrop and Rhiannon Freshney to the meeting to present their Business Case and expressed congratulations on getting the funding from the Arts Council. The Committee received a short presentation overview and the following key points were raised by the Committee:</p> <ul style="list-style-type: none"> An annual review will be performed - the only condition from the Arts Council for Wales was to have matched funding from Velindre. An Equality Impact Assessment needs to be completed which would be a condition of receiving funding from the Charity. 	

	<ul style="list-style-type: none"> • Meetings with other regions have commenced where this opportunity was identified - further opportunities will be explored to identify possible interventions that could be applied and the Committee will be kept updated on the progress. • A talent pool exists to tap into with more qualified individuals that could be delivering art and health, with those benefits and a scientific background. • Concern raised that £15,000 over 3 years for non-staff expenditure was unrealistic and further benchmarking work with the 3 Health Boards required to establish an evidence base. <p>The Chair questioned if the business case proposal is fully conversant with all of the attributes and qualities that we've got in the Universities across South Wales. Rhiannon Freshney clarified that the Arts Consultant on the new hospital project has been linking in with different University partners and not just Cardiff and that they would be expanding that.</p> <p>The Committee agreed to fund up to £30,000 over 3 years for non-staff costs and subject to a benchmarking exercise would be brought back to the Committee if further funding required, possibly out of Committee.</p> <p>Emma Stephens congratulated the team on the quality of the business case presentation and requested Rhiannon and Hannah link with the Communications team to explore opportunities to help raise awareness of exemplar business cases received by the Charity and that the project was being supported by part funding from the Charity.</p> <p>The Committee AGREED to APPROVE the Business Case with the following caveats being applied:</p> <ul style="list-style-type: none"> • More work to be completed to flesh out the costings and funds so that we really do understand how much you will be looking for over the next couple of years and to also include what contributions might come from Transforming Cancer Services. • An Equality Impact Assessment to be completed. 	
6.2.0	<p>Business Case for part-funding Clinical Research Fellow (Brain Radiotherapy) from Headfirst Appeal/Brain Research Sub Fund <i>Led by Jonathan Patmore, Research Development & Innovation Finance Manager</i></p> <p>The Chair invited Jonathan Patmore to present the Business Case to the Committee and the following key points were noted:</p> <ul style="list-style-type: none"> • Post is to support translational radiotherapy research in brain cancer. • Requires laboratory research, support Medical qualification, and also involves work with Velindre trial patients. • 50% of the funding is coming from Wales Cancer Research Centre, 25% was agreed to be funded by the Charity in January 2023, and this request is for the remaining 25% to come from the brain research sub fund of the Charity. Additional non-pay costs are to be re-assessed at a later date. • £21,000 is already secured from funds supported by Health and Care Research Wales for laboratory consumables. This request is to seek funding from the brain research sub fund to cover the MD costs. 	

	<ul style="list-style-type: none"> Confirmed this was the only request outside of the approved Integrated R&D Bid in January 2023. <p>The Chair raised that the evidence base to assess the business case benefits i.e. Section 3 needs to be revisited and strengthened.</p> <p>**Action: Jonathan Patmore to revisit and strengthen Section 3 Impact Assessment and to remove detail referencing PHD.</p> <p>The Committee AGREED to APPROVE the Business Case subject to the noted amendments.</p>	Jon Patmore
	<i>Paul Wilkins left the meeting at 12:16PM.</i>	
6.3.0	<p>Stem Cell Donors Business Case <i>Led by Chris Harvey, Head of Welsh Bone Donor Registry</i></p> <p>The Chair welcomed Chris Harvey to the meeting to present his Business Case. The Committee noted the following key aspects:</p> <ul style="list-style-type: none"> This case is to request £25,000 from the remaining £90,000 funds supported by the Charity in 2005. Request is to support website development to enable a number of key strands/facilitators of bone marrow recruitment activity and help develop the Welsh Bone Marrow Donor Registry. <p>Chris Harvey confirmed that the work on the website development will be commissioned by an external company. The business case has been developed in conjunction with the Trust Digital Lead, David Mason-Hawes and acknowledged the need to consider patient / service user experience as part of the website platform development which could also be outsourced.</p> <p>**Action: Chris Harvey to confirm if Digital Health Care Wales should be involved in the process of refreshing the Welsh Bone Marrow Donor Registry Website and the need to consider patient / service user experience in the website development; if this requires any additional costs a further request to the Charity will be required.</p> <p>The Committee AGREED to APPROVE the Business Case to fund £25,000 with the possibility of a further bid for including donor experience as part of the design.</p>	Chris Harvey
6.4.0	<p>Business Case: Clinical Nurse Specialist (CNS) Navigators <i>Led by Vivienne Cooper, Head of Nursing</i></p> <p>The Chair welcomed Viv Cooper to the meeting to present this Business Case. The following key points were noted:</p> <ul style="list-style-type: none"> Business case for Cancer Navigators, core part of the Cancer Multi-Disciplinary Team working very closely with Clinical Nurse Specialists. Role first established 3 years ago. Number of ideas about how role can be developed going forward to support other aspects of the service (post - Covid). Were mostly funded by MacMillan when first recruited, apart from one funded by the National Outpatient Improvement Programme. 	

- Now got 7.2 Whole Time Equivalent in post covering most cancer sites. Support top of licence working.
- Benchmarking with other providers, most cancer centres and services have Navigators working for them.
- Benchmarking London service some are undertaking holistic needs assessment signed off by registered nurses, this is not implemented at Velindre currently but would want to look to do this.
- See a link between navigators and treatment helpline.
- They have started working on patient experience.
- Requesting funding for 3 years to continue with the Navigator Service.
- In the process of reviewing the Clinical Nurse Specialist Service and a piece of work will follow where the Navigator Service will be reviewed to ensure that each person is working at the top of their licence and are only doing what they can do.
- Would like to run more wellbeing and education events.
- Essential part of the service provided by Clinical Nurse Specialists.

The Chair highlighted that the proposal talks more about Clinical Nurse Specialists then it does about Navigators and you are quite clear in the proposal that the Navigators are a core service but clarified they're not because they're not funded as core.

The Chair confirmed this as an ask for £611,000 for a further 3 years for the existing Navigators, one of which is funded for the next 2 years by Macmillan so the funding is only one year for that individual. It was confirmed to the Committee that there is no non staff costs.

The Chair highlighted the Committee would not be agreeing to endorse the point of another 3 years following this for another £600,000 and expressed the need to think about how at least in part its funded by the Trust, so would not be content to approve the Exit Strategy.

Hilary Jones agreed that if this is a core service that is provided, that clearly assists and benefits the patient experience and pathway through to care then there is a question around how we convert this into core funding from our commissioners.

Matthew Bunce advised that it would just get added to the annual bill and would be a choice issued to the Commissioners on whether they fund this. The work that Viv Cooper is doing around the Clinical Nurse Specialists is key around this and what the Navigators might be able to undertake to free up Clinical Nurse Specialists and felt this would be a good evidence base.

The Chair expressed concern around every year adding more and more to our recurrent funding. Matthew Bunce responded that £3million non recurrent has gone back into core revenue funding, which will not happen every year but may be opportunity in future years.

Matthew Bunce confirmed this is taken to the Commissions every year and they make their choices. Need a conversation in term of each investment and should compare which ones will add the best value as the same conversations happen through the Commissioners.

David Cogan highlighted that it supports many positions within Velindre and queried if we have experience where we ceased a position for a particular

	<p>role. There is the human element to these employees/individuals and their livelihood, since you commit the history is you continue to commit. David Cogan observed this is a difficult subject around treatment and service.</p> <p>The Chair confirmed she was not aware of an experience where a position had been ceased and assured that if at any point it was decided to not fund a position the people who hold positions have full employment rights. Deciding what gets funded isn't the same as whether we keep these posts.</p> <p>Alaric Churchill highlighted to the Committee that the 5-year strategy is looking at a growth of funds available which would also reduce the risk of the recurring funding as a percentage of spend, which could allow more funding for those projects. Concentrate on the growth strategy, as far as the charity is concerned if you look at the growth pattern signed off, it de-risks this element quite significantly.</p> <p>The Chair raised the question is this is something that needs to go onto the Risk Register.</p> <p>Matthew Bunce confirmed that ultimately for all of us to work there is a need to involve Commissioners in every decision we are making as a Charitable Funds Committee because we are taking that out of their hands as we are making decisions around what the charity commissions as a service and saying here's the bill 3 years down the track. This would force them also to have this on the agenda, being involved at beginning of the decision.</p> <p>The Committee AGREED to APPROVE the Business Case with the exception of the Exit Strategy.</p> <p>The Committee did not agree to accept the Exit Strategy as set out in the paper and requested that Vivienne Cooper go back to the team and reconsider an Exit Strategy and come back to the Committee again when the Clinical Nurse Specialists project is complete to let the Committee know what effect if any that's going to have on this service.</p>	
7.0.0	BUSINESS CASE ANNUAL EVALUATIONS	
	<p>Consultant Radiographer in H&N Cancer and Late Effects (2019-08 Business Case) <i>Led by Jane Mathlin, Consultant Therapeutic Radiographer</i></p> <p>The Chair invited Jane Mathlin to present this Business Case Annual Evaluation.</p> <p>Jane Mathlin highlighted the following key aspects relating to the Business Case Annual Evaluation:</p> <ul style="list-style-type: none"> • End of the 3-year funding. • Please and honoured to have the Charitable funds to help introduce the post • Funding started in November 2018 for 3 years and has since been taken on by the Radiotherapy Department who now pay the whole of the salary. • Gone through some of the things hoped to introduce. Consultant Practice there are 4 pillars of practice; one of which is expert clinical practice. 	

	<ul style="list-style-type: none"> • Introduced an end of treatment letter and virtual post treatment clinic. • Heavily involved in setting up a patient support unit. • Another reason for the post was a late side effects clinic which initially was set up to run for 2 years and carried it on for almost 4 years , but now at the point where it needs proper funding and resourcing. Patient reported outcomes measure have been fed into the advice that's given to patients. • Been fortunate to carry on with research and achieved a professional Doctorate in Healthcare Practice throughout the post and currently running a trial looking at taste changes after Radiotherapy being funding from the small grants fund. • Leadership and guidance on what would be the best way forward with these posts would have been helpful. • Covid did have an influence. <p>The Chair congratulated Jane Mathlin on her Professional Doctorate and suggested it would be interesting if some of the findings could be presented to the Board.</p> <p>David Cogan informed the Committee in relation to his knowledge from having a neck cancer tumour 10 years ago some effects are relatable to what happens after treatment, and at the time this role wasn't around. Intense period of treatment for 6 weeks with physical impact was intense. Role to help people understand post treatment, physical and psychological effects to what's out now is a fantastic support mechanism.</p> <p>Jane Mathlin noted to the Committee one of the things realised from late effects, in that 6–12-month period a lot of patients didn't realise they were experiencing later or long terms effects from cancer treatment and in a lot of ways explaining and helping them understand was the most valuable part.</p> <p>**Action: Matthew Bunce to discuss with Nicola Williams what opportunities there are to tap into external leadership support and guidance for roles to help cancer patients post treatment with the physical and psychological effects as a support mechanism.</p> <p>The Chair congratulated Jane Mathlin on the funding being incorporated into department.</p> <p>The Committee RECEIVED and ACCEPTED the Business Case Evaluation in relation Consultant Radiographer in Head and Neck Cancer and Late Effects post.</p>	Matthew Bunce
7.2.0	<p>Advanced International Fellowship Programme - Medical Training Initiative (MTI) (2022-04 Business Case) <i>Led by Seema Arif, Consultant Clinical Oncologist</i></p> <p>Seema Arif had joined the meeting but due to the meeting overrunning it was advised she had to join a Multi-Disciplinary Team Meeting.</p> <p>The Chair queried if there was going to be request for further funding? Matthew Bunce confirmed that this has been delayed and that they still want the funding but they want us to approve that the charity is still going to hold</p>	

	<p>the money for them. It was a delayed spend because the candidate that was offered was declined because of their GMC registration so they still need the funding as in May have an anticipated start date for the post. It states the job was readvertised in November 2022 so the candidate is likely to take 6 months so potentially a candidate starting in May 2023 confirming this is a restart application and have someone in train.</p> <p>Matthew Bunce highlighted the amount in the Business Case Evaluation for £96,500 in the case don't know what the original was?</p> <p>Steve Coliandris confirmed that funding was approved for £96,000 in November 2021 as a Committee the call was made that we don't want to hold funds for a term so asked after six months to pull this proposal together if it hasn't started to come back to the Committee to make them aware of the reasons why it hasn't started. Essentially, they are asking permission from the Committee to keep the funding and try and appoint the post, so an extension to a previously approved funding that has come to the Committee.</p> <p>**Action: To confirm with Seema Arif if there is plan for someone to start in the post in May 2023 if this is the case the Committee were happy to approve. If no person has been appointed the Business Case Evaluation would need to be brought to the next Committee.</p> <p>The Committee agreed to Approve but ask for clarification of is there a person in post. If not, a person appointed bring back to the Committee.</p>	Alison Hedges
8.0.0	<p>CONSENT ITEMS</p> <p><i>Led by Professor Donna Mead OBE, Chair</i></p>	
8.1.0	<p>FOR APPROVAL</p> <p><i>Led by Professor Donna Mead, OBE, Chair</i></p>	
	<p>AMENDMENT TO STANDING ORDERS – SCHEDULE 3</p> <p><i>Led by Emma Stephens, Head of Corporate Governance</i></p> <p>The Charitable Funds Committee:</p> <ul style="list-style-type: none"> • ENDORSED the amendments to the Trust Board Standing Orders – Schedule 3 as outlined in section 3 of this report and included in Appendix 1 & 2. • The revised Terms of Reference will be received at the next meeting of the Trust Board for formal ENDORSEMENT and recommendation to the Trust Board for APPROVAL. 	
8.2.0	<p>CONSENT FOR NOTING</p> <p><i>Led by Professor Donna Mead, OBE, Chair</i></p> <p>There were no items in consent for noting.</p>	
9.0.0	<p>ANY OTHER BUSINESS</p> <p><i>Prior Agreement by the Chair Required</i></p>	
	<p>The Chair informed the members that they will be receiving the Charitable Funds Committee Effectiveness Questionnaire following the meeting and noted the importance of this being completed by the deadline specified.</p>	

	<p>This will be subject to the Chair accepting that she is comfortable with the questions reflecting on the Betsi review and this will then be issued by the end of the week for Committee members to complete.</p> <p>Matthew Bunce thanked Alaric Churchill on behalf of the Charitable Funds Committee for two years working with the Trust to move the charity forward and noted how income growth has benefited us this year, highlighting income in strategy and operational plan. Matthew Bunces expressed how Alaric Churchill has made us think where the charity needs to channel the fundraising resource. Alaric Churchill has been fundamental in changing the thinking pattern in terms of getting income into the organisation and in relation to some of the other digital platforms and has done a sterling job in the restructuring of the team.</p> <p>The Chair acknowledged the passion and enthusiasm that Alaric Churchill has brought to the role over the last two years. And wished him all the very best in the future.</p> <p>Alaric Churchill expressed that he's loved every single moment of it and loves the Trust and what it does.</p>	
9.0.0	DATE AND TIME OF NEXT MEETING	
	Thursday 08 June 2023 at 10:00AM.	
10.0.0	CLOSE	
	<p>The Committee was asked to adopt the following resolution: That representatives of the press and other members of the public be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest in accordance with Section 1(2) Public Bodies (Admission to Meetings) Act 1960 (c.67).</p>	

PART A - CHARITABLE FUNDS COMMITTEE – ACTION LOG					
Minute ref	Action	Action Owner	Progress to Date	Target Completion Date	Status
Actions agreed at the 17 th May 2022 Committee					
2.4.0	<p>ACTION POINTS Steve Coliandris and Matthew Bunce will review how to engage better with the service to support the business cases.</p> <p>Matthew Bunce to talk with Michael Stone, Costing Accountant and Jonathan Patmore in terms of the approach taken in RD&I to ensure covering off costs and to highlight the impact.</p> <p>Steve Coliandris to review how to improve the financial performance and how embed with fundraising and looking at the Finance Manager supporting and being closer to the Business Case.</p>	Steve Coliandris / Matthew Bunce	<p>Update 06/06/2023: Phase 1 - Completed – Live business case template on the Trust intranet has been updated. Finance team will support service in completion going forward.</p> <p>Update 21/03/2023 Phase 1 - In line with the agreed implementation date of June 2023 the business case template will include a revised cost table to provide greater clarity of financial costings and will be required for completion for new cases presented to the Charity from next financial year.</p> <p>Phase 2 – work ongoing to implement phase 2 which will consider the impact assessment in terms of the cost of the anticipated resources required to support it from other departments including any overheads with a running cost total by department maintained. This work will follow the implementation of Phase 1.</p> <p>Update 19/01/2023: Steve Coliandris and Matthew Bunce will review how to engage better with the service to support the financial costings / details required for business cases to the Charity, this work will be taken forward in two key phases: <u>Phase 1 (June 2023)</u> – The cost table in the business case proforma will be updated to include other direct costs headings as an aid memoir and remind people to include costs for digital, travel, training etc. <u>Phase 2 – (ongoing)</u> This will not be a specific cost included in each business case, however each case will be subject to an impact assessment in terms of the cost of the anticipated resources required to support it from other departments including any overheads with a running cost total by department maintained. This information will be used to inform the annual review of the Charity overheads and whether additional investment in support departments is required.</p> <p>An update will be brought to the next Committee.</p> <p>Update 12/01/2023: A meeting took place in December 2022 to review and develop standards as well as develop the template for charity overheads. The Team are starting with a phased approach, starting with 'Other Direct' costs, and then if this isn't sufficient a follow-on stage could look at apportioning indirect/overhead costs.</p>	June 2023 (Phase 1)	OPEN

PART A - CHARITABLE FUNDS COMMITTEE – ACTION LOG					
Minute ref	Action	Action Owner	Progress to Date	Target Completion Date	Status
			Update 20/09/2022: Matthew Bunce confirmed he has had conversations with Michael Stone about a standard costing schedule and that they are looking at how to do this in terms of incorporating it into the Business Case Pro-forma or using as an aid memoir. Matt explained standing costs are included but it is about describing a mechanism, with a list for various cases and what it means for various departments. This will be shared with the Committee once finalised and is anticipated to be completed by December 2022.		
Actions agreed at the 20 th September 2022 Committee					
3.0.0	UPDATE FROM THE INTERIM CHARITY DIRECTOR Alaric Churchill to circulate outside of the meeting a comprehensive list of all events held over the last 3-4 months, including those not run by the Fundraising team. **New Action**: Fundraising Events List The comprehensive list of major events and all other ongoing work is to be circulated out of Committee and any comments or queries to be raised through Donna Mead, Matthew Bunce, or Emma Stephens. Following this the item can be marked as complete.	Alaric Churchill	Update 14/03/2023: The Deputy Head of Fundraising is compiling 2 comprehensive lists regarding future fundraising events: 1. Velindre related events 2. Events organised by others in aid of Velindre. In addition, a further list of fundraising events is being compiled to detail all events that have taken place over the past 12 months. Update 19/01/2023: Alaric Churchill agreed to circulate the list of all Charity events following the Committee. Update 12/01/2023: Alaric Churchill will provide an update in the January 2023 meeting. Update 19/03/2023: A Velindre Charity Events List was circulated via email to Charitable Funds Committee members 22/03/2023.	17/03/2023 19/01/2023 08/06/2023	COMPLETE COMPLETE
3.1.0	EVENT PROPOSAL Alaric Churchill to provide a set of Principles on what aids decision making in the Fundraising events process.	Alaric Churchill	Update 08/03/2023: Proposal is to broaden this to consider staff resource in the Fundraising Team allocation across the various opportunities to best increase income. Update 12/01/2023: Alaric Churchill will provide an update in the January 2023 meeting.	September 2023	OPEN

PART A - CHARITABLE FUNDS COMMITTEE – ACTION LOG					
Minute ref	Action	Action Owner	Progress to Date	Target Completion Date	Status
Actions agreed at the 19 th January 2023 Committee					
0.0.1	FUNDRAISING CASE STUDY–YOUNG AMBASSADOR EVENT The Chair will write a thank you letter to everyone for their support in running and participating in the Welsh Baccalaureate vrcf qualification and for all the hard work that has gone into raising money for Velindre through this process. 21/03/2023: It was agreed that the Fundraising Team will provide the contact details of the Young Ambassadors supporting the Welsh Baccalaureate to enable the Chair to write a thank you letter to everyone involved.	Donna Mead Fundraising Team	Update 07/06/2023: Individual certificates and letters will be distributed to every child. Lucasca Walters will produce these in readiness to be signed and sent from the Chair. Update 14/03/2023: A draft letter will be finalised and issued to the Young Ambassadors.	09 June 2023	COMPLETE
4.0.0	UPDATE FROM THE INTERIM CHARITY DIRECTOR Alaric to circulate out of Committee the overview of future events within the next two weeks by 03/02/2023.	Alaric Churchill	Update 19/03/2023: A Velindre Charity Events List was circulated via email to Charitable Funds Committee members 22/03/2023. Update 14/03/2023: The Deputy Head of Fundraising is compiling 2 comprehensive lists regarding future fundraising events: 3. Velindre related events 4. Events organised by others in aid of Velindre. In addition, a further list of fundraising events is being compiled to detail all events that have taken place over the past 12 months.	17/03/2023	COMPLETE
5.0.0	FINANCIAL UPDATE PAPER The Chair and Chief Executive to discuss and review the Charity's commitments supporting roles and services within the Trust and the longer term risk this presents should we hit a difficult year in terms of income.	Donna Mead and Steve Ham	Update 31/05/2023: A discussion is due to be held between the Chair and Chief Executive 07 June 2023. Update 14/03/2023: A discussion will be held in April 2023 following the return of the Chief Executive.	April 2023	OPEN
7.3.0	BUSINESS CASE AND EXPENDITURE PROPOSALS – Patient Information and Support Services Manager Michele Pengelly to provide the Committee with an Equality Impact Assessment for the Patient and Support Services Manager Business Case.	Michele Pengelly	Update 31/05/2023: EQIA for the patient and carer information and support services manager has been produced and sent to the CFC for review and completeness. Update 07/03/2023: EQIA in progress however the supportive care lead nurse has had to request some additional guidance to complete the form correctly.		COMPLETE

PART A - CHARITABLE FUNDS COMMITTEE – ACTION LOG					
Minute ref	Action	Action Owner	Progress to Date	Target Completion Date	Status
Actions agreed at the 21 st March 2023 Committee					
1.5.0	ACTION POINTS – Business Case and Expenditure Proposals - Part Funding of Wig Vouchers A review of the existing funding arrangements for Wigs to be undertaken including rationale, impact of inflation and national procurement underway. A new proposal will then be presented to the Committee for discussion and approval.	Steve Coliandris / Barry Williams	Update 05/06/2023: Michele Pengelly, James Coliandris and Leigh Porter have been attending the All Wales Wig provision working group meetings (Project Reference:CLI-OJEU-52728 All Wales Framework Agreement for the provision of Wigs and Accessories). There is an All-Wales approach to this project and currently other UHB's are being asked to increase the amount of their wig vouchers. There will be a continuous review throughout the life of the new framework and supported by charitable funds it could be that something is written into the framework to support looking at an enhanced payment for VCC patients but the framework is still being worked through currently. This may be something to re-visit once the framework, new procurement process and new wig suppliers are finalised. In terms of the restrictions of 2 Wig vouchers for permanent hair loss and one for temporary hair loss this is again an All-Wales approach, a very compassionate approach is taken in relation to this and if any patient needs a second wig this would be supported as maintaining dignity is central to the caring philosophy. A new proposal will then be presented to the Committee for discussion and approval on the conclusion of the new procurement process.	June 2023	COMPLETE
3.1.0	FINANCIAL UPDATE PAPER Matthew Bunce to discuss with R&D to clarify expectations around future bids to the Charity following approval of the Integrate bid and confirm back to the Committee.	Matthew Bunce	Update 02/06/2023: The RD&I team have feedback their expectation that the Integrated Bid was as comprehensive as possible and multiple follow-on bids are generally not expected over the 3 years. However, this did not preclude the submission of future bids in response to changing circumstances and new opportunities, including the commencement of a new Head of Innovation shortly.	June 2023	COMPLETE
4.0.0	CHARITY ANNUAL DELIVERY PLAN The Charitable Funds Committee APPROVED the 'Velindre University NHS Trust Charity Annual Delivery Plan 2023/24' subject to the following amendments: <ul style="list-style-type: none"> • Visions and Mission statement to reflect Welsh Blood Service division. • The objective 'Staff - For the relief of sickness by promoting the efficient and effective performance and duties of Velindre University NHS Trust staff.' to be changed to 'Staff – the promotion of staff wellbeing' 	Alaric Churchill	Update 01/06/2023: <ul style="list-style-type: none"> • The Vision and Mission statement now incorporates the Welsh Blood Service division of the Trust. • It was agreed at the Velindre Charity Senior Leadership Group that the charity Aims and Objectives will be subject to a formal review process aligned to the annual IMTP review cycle in March each year going forward. 	June 2023	COMPLETE

PART A - CHARITABLE FUNDS COMMITTEE – ACTION LOG					
Minute ref	Action	Action Owner	Progress to Date	Target Completion Date	Status
6.2.0	BUSINESS CASE AND EXPENDITURE PROPOSALS - Business Case for part-funding Clinical Research Fellow (Brain Radiotherapy) from Headfirst Appeal/Brain Research Sub Fund Jonathan Patmore to revisit and strengthen Section 3 Impact Assessment and to remove detail referencing PHD.	Jonathan Patmore	Update 21/03/2023 Changes have been made to the Business Case in reference to “PhD” from Section 17 (Success Measures) to make clear the funding is only for MD fees.	June 2023	COMPLETE
6.3.0	BUSINESS CASE AND EXPENDITURE PROPOSALS – Stem Cell Donors Business Case Chris Harvey to confirm if Digital Health Care Wales should be involved in the process of refreshing the Welsh Bone Marrow Donor Registry Website and the need to consider patient / service user experience in the website development; if this requires any additional costs a further request to the Charity will be required.	Chris Harvey	Update 06/06/2023 A task and finish group has been set up and we are in the process of creating a focus group to gain user insight into how the website should be represented which will include aspects such as website content, the representation of the donor journey, FAQ’s and general aspects of the new website such as video and audio content.	June 2023	COMPLETE
7.1.0	BUSINESS CASE ANNUAL EVALUATIONS - Consultant Radiographer in H&N Cancer and Late Effects (2019-08 Business Case) Matthew Bunce to discuss with Nicola Williams what opportunities there are to tap into external leadership support and guidance for roles to help cancer patients post treatment with the physical and psychological effects as a support mechanism.	Matthew Bunce	Update 01/06/2023: Meeting to be set up between Matthew Bunce and Nicola Williams when Matthew is back off leave.	June 2023	OPEN
7.2.0	BUSINESS CASE ANNUAL EVALUATIONS - Advanced International Fellowship Programme - Medical Training Initiative (MTI) (2022-04 Business Case) To confirm with Seema Arif if there is plan for someone to start in the post in May 2023 if this is the case the Committee were happy to approve. If no person has been appointed the Business Case Evaluation would need to be brought to the next Committee.	Alison Hedges	Update 22/03/2023: Seema Arif confirmed that a person has been appointed and is due to start May / June 2023.	June 2023	COMPLETE

CHARITABLE FUNDS COMMITTEE

FINANCIAL REPORT 1ST APRIL 2022 TO 31ST MARCH 2023

DATE OF MEETING	08/06/2023	
PUBLIC OR PRIVATE REPORT	Public	
IF PRIVATE PLEASE INDICATE REASON	Not Applicable - Public Report	
PREPARED BY	Barry Williams, Senior Finance Reporting and Business Partner Steve Coliandris, Head of Financial Planning & Reporting Manger	
PRESENTED BY	Barry Williams, Senior Finance Reporting and Business Partner	
EXECUTIVE SPONSOR APPROVED	MATTHEW BUNCE - EXECUTIVE DIRECTOR OF FINANCE	
REPORT PURPOSE	FOR DISCUSSION / REVIEW	
COMMITTEE/GROUP WHO HAVE RECEIVED OR CONSIDERED THIS PAPER PRIOR TO THIS MEETING		
COMMITTEE OR GROUP	DATE	OUTCOME
ACRONYMS		
CFC	Charitable Funds Committee	

1. SITUATION/BACKGROUND

- 1.1 This paper and the supporting schedules have been completed to provide the CFC with the financial position of the charitable funds accounts as at the 31st March 2023. The information within the statements should provide the CFC with a clear picture of the financial position and performance of the Charitable fund's accounts, which will allow for the committee to discuss, evaluate and make decisions on the best use of resources.
- 1.2 The report is a standing agenda item providing the CFC with a breakdown of the financial activity during the period. The report consists of the following sections and is further explored in the main finance report,
- Financial Report for the period ending 31st March 2023.
 - Balance Sheet as at 31st March 2023.
 - Current and future forecasted performance of the unrestricted fund.
 - Investment Growth Account as at 31st March 2023.
 - Cash Flow Forecast as at 31st March 2023.

2. ASSESMENT / SUMMARY OF MATTERS FOR CONSIDERATION

- 2.1 Key Issues to note are as follows:

Income

Income received of £4,760k for the period ending March 2023 representing an overachievement against the planned target of £1,783k (£1,790k overachievement against unrestricted).

The total income achieved during 2022-23 includes a one off legacy of £1,600k during received during November.

Expenditure

The total expenditure for 2022/23 was lower than planned by £1,885k. Variances in most cases relate to timing issues where projects have either had a delay in starting or due to staff vacancies.

The spend for projects that have had delayed starts is largely expected to be deferred over future years.

Investments

The investment portfolio position has decreased by £378k during the financial year, which represents an in-year shrinkage in valuation of 6.1% for 2022-23.

The portfolio has shown signs of recovery in recent months and whilst the fall in investment is concerning the Charitable funds long term investment strategy is

designed to support volatility in the market with expectation that the market will recover at some point in the future.

Reserve Policy

The unrestricted reserve target has been set based on the current commitments of **£2,139k** which is an over achievement of **£3,848k** when compared to the balance of **£5,987k** that was in the charitable funds accounts as at the 31st March 2023.

Reduced Charge to the Charity during 2022-23

During 2022/23 the Trust has generated £1.5m of non-recurrent income from a number of sources including significantly higher levels of bank Interest income than normal, non-commitment of all its recurrent discretionary funding and unused recurrent emergency reserve and non-recurrent accountancy gains: This has resulted in there being a reduced charge to the Charity during 2022/23.

3. IMPACT ASSESSMENT

QUALITY AND SAFETY IMPLICATIONS/IMPACT	There are no specific quality and safety implications related to the activity outlined in this report.
RELATED HEALTHCARE STANDARD	Governance, Leadership and Accountability
	If more than one Healthcare Standard applies please list below:
EQUALITY IMPACT ASSESSMENT COMPLETED	Not required
LEGAL IMPLICATIONS / IMPACT	There are no specific legal implications related to the activity outlined in this report.
FINANCIAL IMPLICATIONS / IMPACT	Yes (Include further detail below)
	Please refer to finance report.

4. RECOMMENDATION

4.1 The Charitable Funds Committee is asked to **NOTE** the contents of this finance report and in particular:

- The financial performance of the Charity for the period ending 31st March 2023.
- The current position and performance of the Charity's investment portfolio as at 31st March 2023.



GIG
CYMRU
NHS
WALES

Ymddiriedolaeth GIG
Prifysgol Felindre
Velindre University
NHS Trust

Velindre UNHS Trust Charitable Funds

VELINDRE UNIVERSITY NHS TRUST CHARTIABLE FUNDS **Financial Position Report** **1st APRIL TO 31st MARCH 2023**



Velindre UNHS Trust Charitable Funds

1. Purpose

This paper has been completed to provide the CFC with the financial position of the charitable funds accounts as at the 31st March 2023. The information within the statements should provide the CFC with a clear picture of the financial position and performance of the Charitable fund's accounts, which will allow for the committee to discuss, evaluate and make decisions on the best use of resources.

2. Income Summary 1st April to 31st March 2023

Purpose:

To monitor the income performance of the Charity against the planned income target.

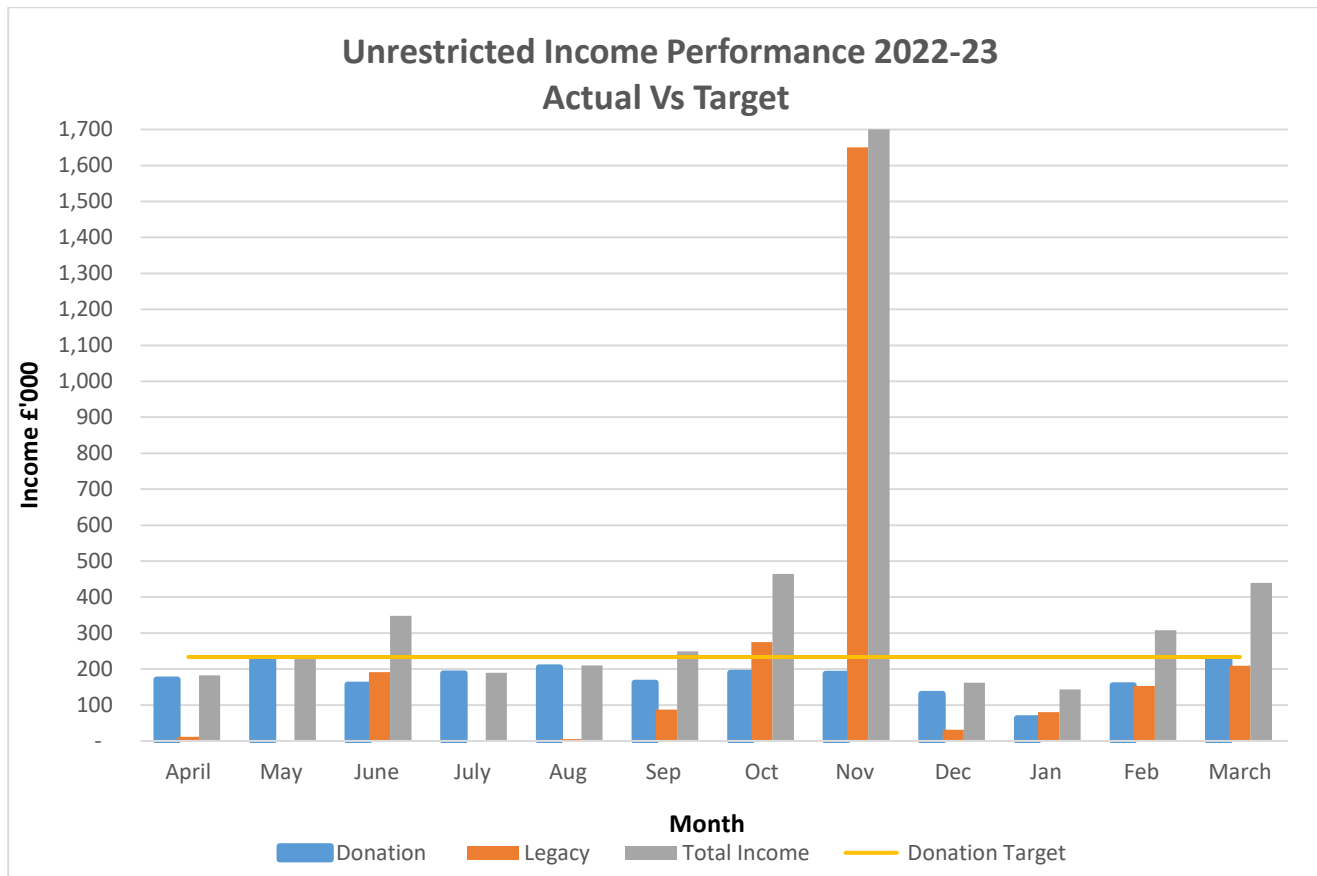
Key Issues:

- The annual delivery plan produced in April 2022 set out a level of income that was expected to be achieved during 2022/23 against the Charity's unrestricted fund. The target considered the Charity's fundraising activity during the period, along with a level of expectation for receiving both legacies and general donations.
- As at the end of March the Charity has received total income of £4,760k (£2,067k from fundraising and donations and £2,693k from legacies), which is a significant overachievement of £1,783k against the planned target of £2,977k for this year.
- Income performance for 2022-23 is also significantly higher (£1,686k) when compared with the same period during 2021-22.
- The Charity benefited this year from receiving a one-off large legacy of £1,600k.

Velindre UNHS Trust Charitable Funds

Fund Category	Planned Income £'000	Actual Income £'000	Variance £'000	Last Year Income for the same period £'000
Unrestricted	2,800	4,590	1,790	2,746
Unrestricted / Designated Funds				
Patients Funds	1	0	(1)	2
Staff Funds	1	6	5	1
Research Funds	174	164	(10)	324
	176	170	(6)	327
Welsh Blood service	1	0	(1)	1
Total Income	2,977	4,760	1,783	3,074

The graph below provides the monthly income performance of the Charity's unrestricted fund against planned during 2022/23.





Velindre UNHS Trust Charitable Funds

3. Expenditure Summary 1st April to 31st March 2023

Purpose:

To compare charitable funds expenditure incurred, with budget expectations and expenditure incurred last year during the same financial period.

Key Issues:

- The annual delivery plan produced in April 22 set out the level of commitments that were expected to be incurred against the Charity for 2022/23. The total estimated commitments against the Charity at that point in time was £3,663k and included all existing grants / bids previously approved by the Charitable Funds Committee as well as expected fundraising charges and other general expenditure.
- The total expenditure for 2022/23 was lower than planned by £1,885k. Variances in most cases relate to timing issues where projects have either had a delay in starting or due to staff vacancies. The spend for projects that have had delayed starts is largely expected to be deferred over future years.

Fund Category	Planned Expenditure £'000	Actual Expenditure £'000	Variance £'000	Last Year Expenditure for the same period £'000
Unrestricted	2,883	1,205	1,678	1,964
Unrestricted / Designated & Restricted Funds				
Patients Funds	0	50	(50)	5
Staff Funds	0	5	(5)	0
Research Funds	700	437	263	324
	700	492	208	329
Welsh Blood service	0	0	0	0
Total Expenditure	3,583	1,698	1,885	2,293

Notes:

As previously agreed with the committee the cost of the fundraising staff is excluded from the table, with the expectation at this stage that the costs will be funded from the investment growth during 2022/23.



Velindre UNHS Trust Charitable Funds

Total expenditure can be categorised into 3 main subheadings: Grant/Projects, Fundraising, and Overheads with further details provided below.

- The graphs on the attached appendice provide a comparison of actual expenditure against planned for each live Grant/Project since funding was approved (excluding Advancing Radiotherapy: Moondance, Lucas and Probert with the details provide below).
- Total spend against the Advancing Radiotherapy Fund for 2022/23 was £3,456k. The following table provides further details of committed expenditure against total income/funding available.

Expenditure	Total Income/ Funding £000	Total Actual Costs as at 31/03/2023 £000	Total Committed Expenditure £000	Remaining Uncommitted Balance £000
Moondance	3,000	2,393	2,920	80
Lucas Fund	825	473	651	174
H&N (Probert) Fund	1,304	590	968	336
Total	5,129	3,456	4,539	590

- Fundraising non-staff expenditure for 2022-23 totaled £615k against an expected outturn of c. £650k as at March 2023. The increase in non-staff expenditure is largely due to the deferral of event expenditure from prior years being added to the original plan.
- Overheads costs of £193k are largely support staff costs including the Trust's Charity Director and a proportion of the Governance Manager and Finance staff who provide the general management of the Charitable Funds.



Velindre UNHS Trust Charitable Funds

4. Fund Balance Movements 1st April to 31st March 2023

Purpose:

To monitor the movement in fund balances during the period.

Key Issues:

The level of fund balances on Velindre's unrestricted and restricted funds have increased during the period by £3,062k from £6,682k to £9,745k.

The outturn income position as at the end of March is £4,760k (£4,590k against the unrestricted fund) which resulted in a year-end total fund balance of £9,745k (£5,987k unrestricted)

Fund Category	Opening Balance as at 01-Apr-22 £'000	Total Income as at 31 Mar 2023 £'000	Expenditure as at 31 Mar 2023 £'000	Balance as at 31 Mar 2023 £000
Unrestricted	2,603	4,590	(1,205)	5,987
Unrestricted Designated/ Restricted Funds				
Patients Funds	230	0	(50)	180
Staff Funds	82	6	(5)	83
Research Funds	3,668	164	(437)	3,395
	3,980	170	(492)	3,658
Welsh Blood service	99	0	0	99
Total Funds (excl Investments)	6,682	4,760	(1,698)	9,745

- The table above does not include the funds held as custodian for PHWT which has a balance of £68k as at the 31st March 2023.



Velindre UNHS Trust Charitable Funds

5. Balance Sheet as at 31st March 2023

Purpose:

To monitor the investment performance, and current assets/ liabilities during the year.

Key Issues:

The investment portfolio position has decreased by £378k since the start of the financial year, which represents an in-year shrinkage in valuation of 6.1% for 2022-23.

The Funds held on the Velindre UNHS Trust Charitable funds accounts as at 31st March 2023 is £9,656k with £9,589k representing Velindre's share and £68k being held as custodian for PHWT.

Dividends of £133k were received during 2022-23.

BALANCE SHEET AS AT 31 MARCH 2022		BALANCE SHEET AS AT 31 MARCH 2023	
INVESTMENTS	£'000s	INVESTMENTS	£'000s
Cash	360	Cash	236
Fixed Income	2,093	Fixed Income	2,382
Absolute Return	818	Absolute Return	822
Commodities	245	Commodities	264
Developed Market Equity	1,978	Developed Market Equity	1,528
Emerging Market Equity	0	Emerging Market Equity	0
Real Estate & Infrastructure	399	Real Estate & Infrastructure	315
Other	293	Other	261
Total Assets on Investments	6,186	Total Assets on Investments	5,808
CURRENT ASSETS	£'000s	CURRENT ASSETS	£'000s
Total Cash and Bank	2,352	Total Cash and Bank	2,362
Creditors	-1,145	Creditors	-90
Debtors	16	Debtors	1576
Total Current Assets	1,223	Total Current Assets	3,848
BREAKDOWN OF ASSETS	£'000s	BREAKDOWN OF ASSETS	£'000s
Total Assets on Investments	6,186	Total Assets on Investments	5,808
Bank/Cash	1,223	Bank/Cash	3,848
Total Breakdown of Assets	7,409	Total Breakdown of Assets	9,656
Total Funds	£'000s	Total Funds	£'000s
Total Funds Held	7,409	Total Funds Held	9,656
Total Funds Held	7,409	Total Funds Held	9,656



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Prifysgol Felindre
Velindre University
NHS Trust

Velindre UNHS Trust Charitable Funds

6. Compliance with Reserve Policy

Purpose:

To monitor the compliance with the reserve policy established by the Trustees during this financial period.

Key Issues:

The Trustees has previously considered that reserves should be set at a level which is equivalent to estimated planned commitments covering **a period of 4 months**. At this level, and in the event of a significant reduction in charitable funding, Trustees feel that they would be able to continue with the current programme of activity for such time as is necessary to allow for a properly planned and managed change in the activity programme and/or the generation of additional income streams.

In the light of the above, the unrestricted reserve target has been set based on the current commitments of **£2,139k** which is an over achievement of **£3,848k** when compared to the balance of **£5,987k** that was in the charitable funds accounts as at the 31st March 2023.

Reserves are that part of a charity's unrestricted funds that are available to spend on any of the charity's purposes. Reserves need to be maintained at a level which is sufficient to meet planned commitments and any unforeseen or unexpected expenditure in advance of the receipt of investment income and charitable donations. This assessment of the required level of reserves excludes those funds designated as restricted as they are only available for a specified purpose.

Reserves levels which are set too high tie up money which could and should be spent on charitable activity creating a trustee's risk, acting in conflict with their duty to apply income within a reasonable time, or failing in their duty to be even-handed to future and current beneficiaries; furthermore, it could be perceived by donors or funders to be holding money. If they are too low the future of the charity may be put at risk. Therefore, charities will require a reserves policy, which is robust and fit for purpose providing clear accountability.

Velindre UNHS Trust Charitable Funds

7. Forecasted Balance of the Charity's Unrestricted Fund

Purpose:

Provides a summary of the current and forecasted position of the Charity's unrestricted fund, in order to evaluate the future balance of the fund, and the performance against the reserve target.

Key Issues:

The table below provides the estimated future balance of the unrestricted fund based on the current level of forecasted income and expenditure commitments.

If income and the level of commitments remains as projected, then the Charity is expected to far exceed the reserve policy in 2022/23 and the following two financial years, however this does not consider any future commitments.

Summary of Commitments against the Charity's Unrestricted fund				
	Year 1 2022/23 £000	Year 2 2023/24 £000	Year 3 2024/25 £000	Year 4 2025/26 £000
Opening Balance	2,603	5,987	2,416	2,207
Forecast Donation Income (based on Annual Delivery/ Charity Strategy)	4,590	2,847	5,500	7,000
Prudent Income Growth			(1,000)	(2,000)
Current Forecast Commitments				
Fundraising Team*				
Fundraising Event Expenditure	616	650	700	800
Overheads*		195	200	205
General Expenditure & Charges	57	50	50	50
Long Standing Project Expenditure	1,757	3,331	3,369	3,407
Time Limited (Project/ Bid Expenditure)	276	692	390	248
Reduced recharge to Charity (22/23)	(1,500)	1,500		
Total Current Commitments	1,206	6,418	4,709	4,710
Closing Balance	5,987	2,416	2,207	2,497
Target Reserve	2,139	1,570	1,570	
Reserve Variance	3,848	846	637	



Velindre UNHS Trust Charitable Funds

8. Investment Growth held outside of Charitable Fund Allocation

Purpose:

To inform the committee of the current and forecast position of the investment income and gains that are held outside of Charitable Fund allocation.

The Charitable funds committee previously approved that the investment income (dividends), and any gains that are made from the investment portfolio would be used where possible to fund the fundraising team and overhead costs.

Key Issues:

The investment growth which is being held outside of the fund balances as at 31st March 2023 is (£157k) which is a reduction of (£825k) from the £668k balance held at the 31st March 2022 which due to the current performance of the investment portfolio.

Investment gains and losses are volatile and therefore difficult to predict, however, following a recent downturn in performance expectation is for the portfolio to rebound in the short to medium term with expectation that at least the fundraising team will continue to be funded from the investment growth; however, overhead charge may need to be apportioned over the Charitable funds based on average balances.

Due to the current performance the investment position which is held outside of the charitable funds allocation it is currently running at (£157k); on the expectation of investment growth rebound we're hopeful that we will return to a positive position and will be continually monitored as the year progresses.

Current & Forecasted Investment Growth Position			
	Year 1	Year 2	Year 3
	2022/23	2023/24	2024/25
	£000	£000	£000
Opening Balance	668	(157)	0
Actual / Forecast Investment Income	133	125	125
Actual/ Forecast Bank Interest	10	10	10
Forecast Gains /Losses & Management Fees	(512)	322	215
Actual / Forecast Commitments			
Fundraising Team	(262)	(300)	(350)
Overheads	(194)		
Total Forecast Commitments	(456)	(300)	(350)
Closing Balance	(157)	0	0



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NHS Trust

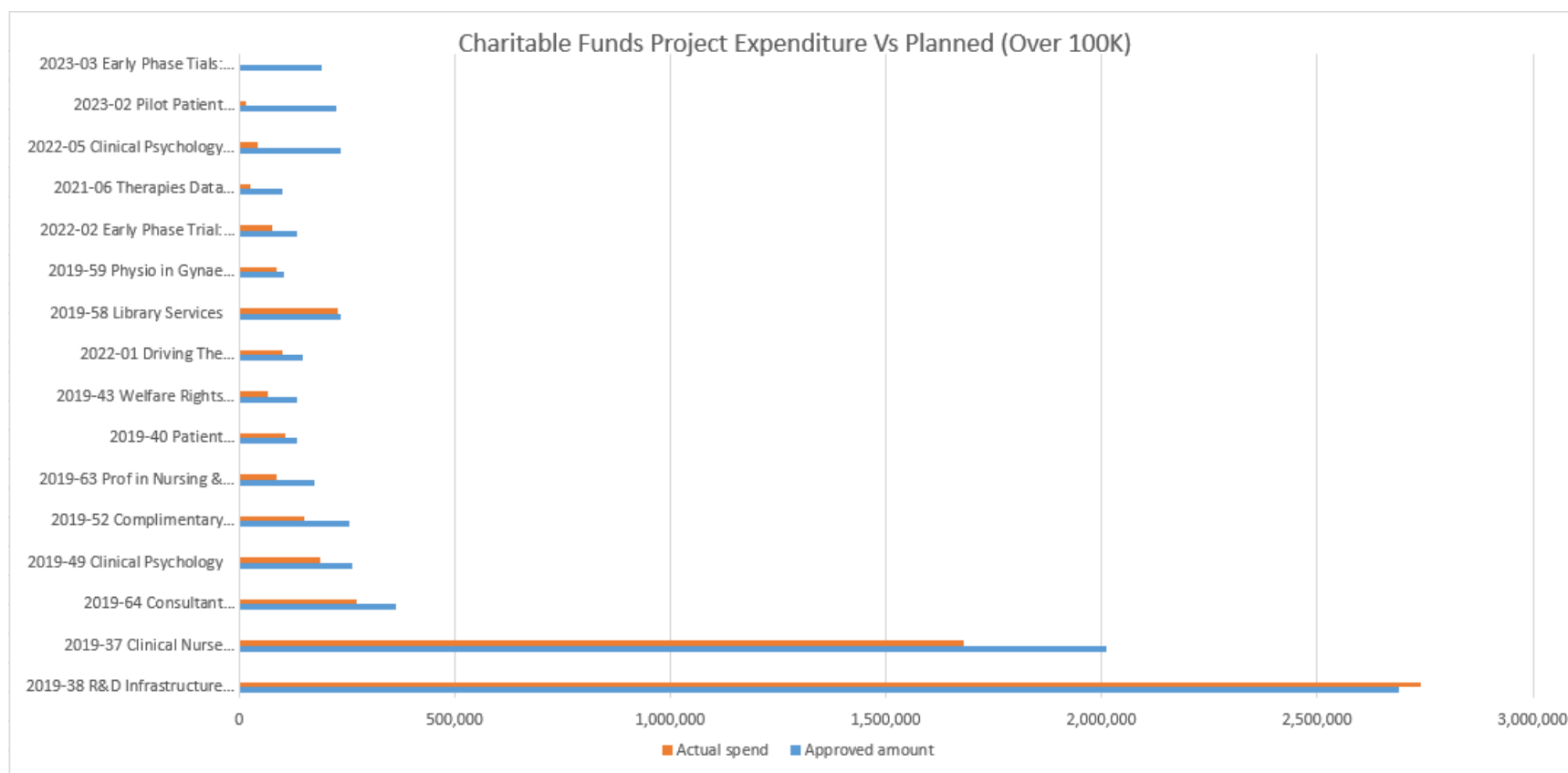
Velindre UNHS Trust Charitable Funds

9. Recommendation

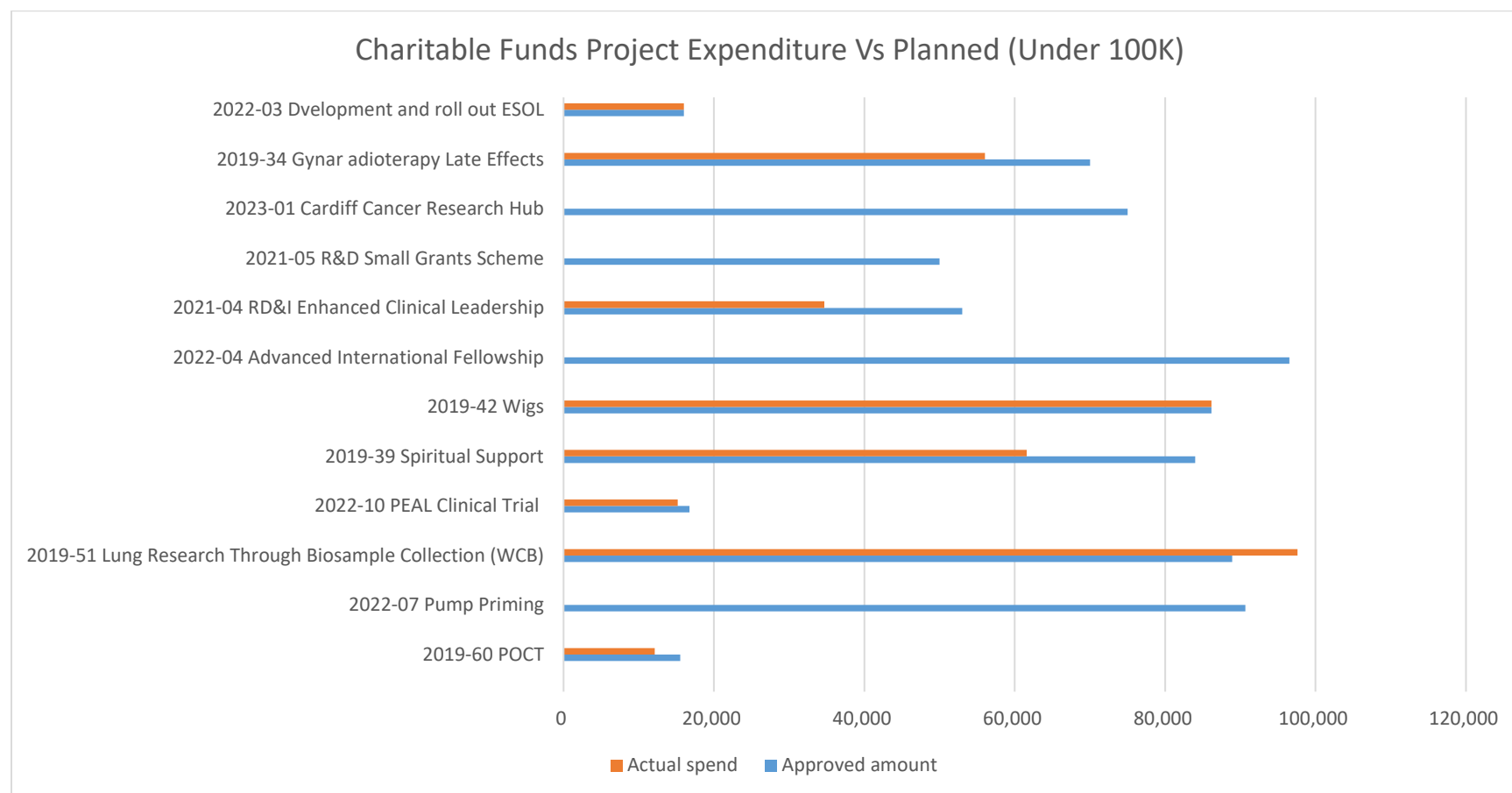
The CFC is asked to **Note** the contents of this Finance report and in particular:

- The financial performance of the Charity for the period 1st April to 31st March 2023.
- The position and performance of the Charity's investment portfolio during 2022-23.

Velindre NHS Trust Charitable Funds



Velindre NHS Trust Charitable Funds



VELINDRE UNHS TRUST												
2023/24 CHARITABLE FUNDS CASH FLOW FORECAST												
Opening Charitable Fund Balances												
												£
Investments (at Market Value as at 31st March 2023)												
Investments Portfolio												5,808,000
Debtors / Creditors												1,486,000
Actual Cash (Current & Deposit Accounts)												2,362,000
												9,656,000
Opening Bank Balance	April	May	June	July	August	September	October	November	December	January	February	March
	2,362,000	2,589,479	2,722,432	4,041,654	3,476,086	2,910,518	2,344,950	1,779,382	1,213,814	648,246	82,678	(482,890)
Income												
Donations, Fundraising & Legacies	243,357	414,425	218,922	218,922	218,922	218,922	218,922	218,922	218,922	218,922	218,922	218,922
Bank Interest	1,742	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800
Donation Charges	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
Investment Movement												
Net Monthly Change In Income	243,599	414,725	219,222	219,222	219,222	219,222	219,222	219,222	219,222	219,222	219,222	219,222
Expenditure												
Commitments/ Credits (Inc BFWD from 2022/23)	(16,120)	(281,772)	1,100,000	(784,790)	(784,790)	(784,790)	(784,790)	(784,790)	(784,790)	(784,790)	(784,790)	(784,790)
Net Monthly Change In Expenditure	(16,120)	(281,772)	1,100,000	(784,790)	(784,790)	(784,790)	(784,790)	(784,790)	(784,790)	(784,790)	(784,790)	(784,790)
Closing Bank Balance (Deposit & Current Accounts)	2,589,479	2,722,432	4,041,654	3,476,086	2,910,518	2,344,950	1,779,382	1,213,814	648,246	82,678	(482,890)	(1,048,458)
Notes/ Risks/ Opportunities								Forecast Closing Charitable Fund Balances (31st Mar)				
1. Income is based on forecast for 2023/24.								Investments (at Book Value)				£
2. Expenditure is based on current commitments/forecast for 2022/23 and unpaid creditor debtor balances from 22/23.												5,808,000
								Debtors / Creditors				0
								Forecast Cash (Current & Deposit Accounts)				(1,048,458)
												4,759,542

TOTAL	Forecast Based Upon
2,847,000	Income Forecast 23/24
21,542	Average
(18,000)	
2,850,542	
(6,261,000)	Expenditure forecast for 23/24 plus bfwd debtors / creditors
2,647,188	

(1,048,458)

Actual
Projected

Key
Figures in BLACK signify both Income and a Positive balance
Figures in RED signify both Expenditure and a Negative balance

CHARITABLE FUNDS COMMITTEE

Summary of Commitments against the Charity's Unrestricted fund

DATE OF MEETING	08/06/2023	
PUBLIC OR PRIVATE REPORT	Public	
IF PRIVATE PLEASE INDICATE REASON	Choose an item.	
PREPARED BY	Barry Williams – Senior Finance Reporting and Business Partner Steve Coliandris – Head of Financial Planning & Reporting	
PRESENTED BY	Barry Williams – Senior Finance Reporting and Business Partner	
EXECUTIVE SPONSOR APPROVED	MATTHEW BUNCE – EXECUTIVE DIRECTOR OF FINANCE	
REPORT PURPOSE	FOR NOTING	
COMMITTEE/GROUP WHO HAVE RECEIVED OR CONSIDERED THIS PAPER PRIOR TO THIS MEETING		
COMMITTEE OR GROUP	DATE	OUTCOME
ACRONYMS		
CFC	Charitable funds Committee	

1. SITUATION/BACKGROUND

- 1.1 The purpose of this paper is to provide the CFC with a summary of the current and forecasted commitments against the Charity's unrestricted fund, in order to evaluate the future balances, and the effect the bids that have been received at today's meeting will have on the reserve target.

2. ASSESMENT / SUMMARY OF MATTERS FOR CONSIDERATION

- 2.1 Despite the challenges that the Charity expected due to the ongoing the pandemic the Charity still managed to raise £3.1m of income during 2021-22, which was considerably higher than the planned target for the year. This coupled with the ongoing redirection of Charity funded staff to support the service has resulted in significant balances currently being held in the Charity's unrestricted fund.

During the Financial Year 2022-23 the Charity had a successful year in respect of income, achieving £4.59m against an original planned target of £2.80m. In addition, there was a reduced recharge of costs to the charity by c£1.50m during the period resulting in an overall expenditure for the period of £1.21m.

- 2.2 The tables below provide a summary of the current and forecasted position of the charity's unrestricted fund, based on the current level of forecasted income and expenditure.

Table A

Summary of Commitments against the Charity's Unrestricted fund				
	Year 1 2022/23 £000	Year 2 2023/24 £000	Year 3 2024/25 £000	Year 4 2025/26 £000
Opening Balance	2,603	5,987	2,116	1,607
Forecast Donation Income (based on Annual Delivery/ Charity Strategy)	4,590	2,847	5,500	7,000
Prudent Income Growth			(1,000)	(2,000)
Current Forecast Commitments				
Fundraising Team*				
Fundraising Event Expenditure	616	650	700	800
Overheads*		195	200	205
General Expenditure & Charges	57	50	50	50
Long Standing Project Expenditure	1,757	3,331	3,369	3,407
Time Limited (Project/ Bid Expenditure)	276	692	390	248
Reduced recharge to Charity (22/23)	(1,500)	1,500		
Total Current Commitments	1,206	6,418	4,709	4,710
Closing Balance	5,987	2,416	1,907	1,897
<u>Business case proposals</u>				
Moondance Joint Bid Support (1.5m over 5 years)		300	300	300
Total Business case Proposals	0	300	300	300
Total Proposed Commitments	1,206	6,718	5,009	5,010
Revised Closing Balance	5,987	2,116	1,607	1,597
Target Reserve	2,239	1,670	1,670	
Reserve Variance	3,748	446	-63	

Notes

- Forecast income is based on the approved annual delivery plan for 2023/24, and future anticipated charity income strategy, however adjusted to support prudent income growth due to the financial climate (e.g. Energy and high levels of inflation).
- The table assumes that the fundraising team will continue be funded from investment gains.

- The table assumes that the full ask for the R&D infrastructure bid will be required. If not, further funds will be released for investment.
- The table reflects a reduced recharge to the charity during 2022/23 to be back down in 2023/24.

Based on the current level of commitments and anticipated income the business cases that has been submitted for approval at the meeting today can be funded should the committee choose to support the case.

3. IMPACT ASSESSMENT

QUALITY AND SAFETY IMPLICATIONS/IMPACT	There are no specific quality and safety implications related to the activity outlined in this report.
RELATED HEALTHCARE STANDARD	Governance, Leadership and Accountability
	If more than one Healthcare Standard applies please list below:
EQUALITY IMPACT ASSESSMENT COMPLETED	No (Include further detail below)
LEGAL IMPLICATIONS / IMPACT	There are no specific legal implications related to the activity outlined in this report.
FINANCIAL IMPLICATIONS / IMPACT	Yes (Include further detail below)
	Please refer to funding schedule included within this paper.

4. RECOMMENDATION

- 4.1 The CFC is asked to **NOTE and CONSIDER** the impact of approving the business case that has been presented today would have on the unrestricted fund balance.

- 4.2 Based on an assumed level of forecast income and current commitments the Charity is in a position to financially support the business cases should the CFC decide to approve the bid that have been submitted to the meeting today.



CHARITABLE FUNDS COMMITTEE

DELEGATED FINANCIAL LIMITS REVIEW

DATE OF MEETING	08/06/2023
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PUBLIC OR PRIVATE REPORT	Public
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IF PRIVATE PLEASE INDICATE REASON	Not Applicable - Public Report
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PREPARED BY	Steve Coliandris, Head of Financial Planning & Reporting
PRESENTED BY	Steve Coliandris, Head of Financial Planning & Reporting
EXECUTIVE SPONSOR APPROVED	MATTHEW BUNCE – DIRECTOR OF FINANCE

REPORT PURPOSE	FOR DISCUSSION / REVIEW
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COMMITTEE/GROUP WHO HAVE RECEIVED OR CONSIDERED THIS PAPER PRIOR TO THIS MEETING		
COMMITTEE OR GROUP	DATE	OUTCOME
VELINDRE CHARITY SENIOR LEADERSHIP GROUP	24/05/2023	ENDORSED FOR APPROVAL

ACRONYMS	
SOs	Standing Orders
SFIs	Standard Financial Instructions
CFC	Charitable Funds Committee

1. SITUATION/BACKGROUND

- 1.1 The Velindre University NHS Trust Standing Orders form the basis upon which the Trust's governance and accountability framework is developed and, together with the adoption of the Trust's Values and Standards of Behaviour framework, is designed to ensure the achievement of the standards of good governance set for the NHS in Wales.
- 1.2 The Trust SOs and SFIs specify certain key responsibilities of the Chief Executive, the Director of Finance and other officers. Section 3 of the Trust SOs and SFIs sets out the associated financial delegations which forms the basis of the Trust's scheme of delegation to officers.
- 1.3 All Trust Board members and officers must be made aware of these Standing Orders and, where appropriate, should be familiar with their detailed content.
- 1.4 This report proposes a review of the current delegated financial limits for approving expenditure against Velindre University Charitable funds.

2. ASSESSMENT / SUMMARY OF MATTERS FOR CONSIDERATION

- 2.1 Ensuring that the Charity has appropriate financial limits for approving expenditure against the Charity is important to ensure that -
 - Adequate controls are in place in respect of the authorisation and payment for goods, services, paid through Velindre UNHS Charitable Funds.
 - Expenditure against the Charitable Funds is appropriate and in line with its objectives, aims and strategy and its compliance with the public benefit in accordance with Charity Commission regulation.
 - To provide a uniform and consistent approach in order to authorise expenditure against Velindre UNHS Trust Charitable Funds.
- 2.2 The current delegation limits have been in place for a number of years, it is therefore important to review the current approval levels to ensure that appropriate controls are in place to safeguard charitable funds, but also agile enough to allow the charity to respond in a timely manner to service demands.
- 2.3 Delegated Authorisation Limits

The Current Delegated authorisation limits for the Charity are provided in the table below

Expenditure Amount	Approval Required
Up to £5,000	- Designated Fund Holder
Over £5,000	- Charitable Funds Committee

The Charitable funds Committee and its Trustees has overall responsibility for the purchasing of goods and services.

The Charitable funds committee delegates responsibility to individuals fund holders to the limit of £5,000.

A deputy fund holder is authorised to approve expenditure up to £5,000 in the absence of a designated fund holder.

If the expenditure is required immediately and cannot wait until the next CFC meeting then the Chief Executive and Director of Finance can grant authorisation for expenditure between £5001 and £10,000, on the basis that a business case is subsequently submitted to the Charitable funds Committee at a later date.

Expenditure over £10,000 must be submitted to the Charitable Funds Committee.

2.4 The table below provides delegated approval limits within the other NHS Charities in Wales

	Health Board / Trust						
Approval Required	Aneurin Bevan	Swansea Bay	Powys	Cardiff and Vale	Hywel Dda	BCUHB	Velindre
Delegated Fund holders	£5,000	£10,000	0	0	£1,000	£5,000	£5,000
Divisional General Manager / Director	£5,001 - £15,000	£10,001 - £25,000	0	£25,000	£1,001 - £10,000	£5,001 - £25,000	
Executive Director / Chief Executive	£15,001 - £25,000	£25,001 - £50,000	£5,000	0			£5,001 - £10,000*
Charitable Funds Sub Committee					£10,001 - £50,000		
Charitable Funds Committee	>£25,000	>£50,000	>£5,000	£25,001 - £125,000	£50,001 - £100,000	>£5,001	>£5,001
Trust Board				>£125,000	>100,000		
* Requires subsequent approval by Charitable funds Committee							

2.5 When considering approval limits, it's important to understand what the current issues and bottlenecks are with the current approval process

- Current approval limits require a business case to be written and subsequently approved by the Charitable Funds Committee when the expenditure request is over £5,000. This is a timely process with several steps involved.
- The Charitable funds Committee only meets every three months which constrains the ability to approve expenditure requests.

- Once a case is approved any subsequent changes to the original bid requires CFC approval.

2.6 Based on other NHS Charities it is recommended that the following approval structure for Velindre Charity is adopted which will allow for greater flexibility in spending Charitable funds monies but will still ensure that there is appropriate governance in place.

Approval Required	Velindre
Delegated Fund holders	£5,000
Chief Executive or Executive Director of Finance	£25,000
Charitable Funds Committee	>£25,001

- Delegated fund holder's approval limit remains the same at £5,000.
- The Chief Executive and Executive Director of Finance approval limit is increased to £25,000. An expenditure approval template will be developed and required for expenditure between £5,001 and £25,000.
- Any expenditure over £25,000 will require approval by the Charitable funds Committee in the form of a business case.

2.7 In addition to the changes to the delegated approval limits it is also requested that a criterion is set for when project expenditure exceeds the approval, and that this is formally documented within the Scheme of Delegation Policy.

There are sometimes circumstances where expenditure against projects may exceed approval. Although rare this can occur when for instance costs at the start of project do not accurately reflect what the full future funding requirement is in order to deliver the project.

In these circumstances it is recommend that if the spend is less than 10% of the original project cost **AND** no greater than £10,000, then approval can be sought from either the Chief Executive or Executive Director of Finance.

If the additional spend is greater than either of these limits, then approval will be required from the Charitable funds Committee.

3. IMPACT ASSESSMENT

QUALITY AND SAFETY IMPLICATIONS/IMPACT	Yes (Please see detail below)
	Evidence suggests there is correlation between governance behaviours in an organisation and the level of performance achieved at that same organisation. Therefore, ensuring good governance within the Trust can support quality care.
RELATED HEALTHCARE STANDARD	Governance, Leadership and Accountability
	If more than one Healthcare Standard applies please list below:
EQUALITY IMPACT ASSESSMENT COMPLETED	Not required
LEGAL IMPLICATIONS /IMPACT	There are no specific legal implications related to the activity outlined in this report.
FINANCIAL IMPLICATIONS/ IMPACT	Yes (Include further detail below)
	Ensuring that Velindre UNHST Charity has an appropriate Scheme of Delegation that supports sound financial governance across the Trust.

4. RECOMMENDATION

4.1 The Charitable Funds Committee are asked to **APPROVE** the below recommended changes:

1. Increase the delegated approval limit for both the Chief Executive and Executive Director of finance to £25,000.

2. The entry level at which approval from the Charitable funds Committee is required increases from £5,000 to £25,001.
3. Specifically write into the Scheme of Delegation Policy that if any pre-approved projects expenditure exceeds approval but is less than 10% of the original project cost **AND** no greater than £10,000, then approval can be sought from either the Chief Executive or Executive Director of Finance.
4. If the additional spend is greater than either of these limits, then approval will be required from the Charitable funds Committee.

CHARITABLE FUNDS COMMITTEE

BUSINESS CASE: ADVANCING RADIOTHERAPY CYMRU (ARC) ACADEMY, APPLICATION FOR MATCH FUNDING

DATE OF MEETING	(08/06/2023)	
PUBLIC OR PRIVATE REPORT	Public	
IF PRIVATE PLEASE INDICATE REASON	Draft Status - Final Version will be Published in Public Domain	
PREPARED BY	Dr James Powell, Consultant Oncologist and RD&I Lead for Advancing Radiotherapy Fund (ARF) Prof Tom Crosby, Consultant Oncologist and ARF Board Member Hannah Fox, Project Administrator, ARF	
PRESENTED BY	Dr James Powell, Consultant Oncologist and RD&I Lead for ARF	
EXECUTIVE SPONSOR APPROVED	Jacinta Abraham, Executive Medical Director	
REPORT PURPOSE	FOR APPROVAL	
COMMITTEE/GROUP WHO HAVE RECEIVED OR CONSIDERED THIS PAPER PRIOR TO THIS MEETING		
COMMITTEE OR GROUP	DATE	OUTCOME
Senior Leadership Team	04/05/2023	ENDORSED FOR APPROVAL Subject to an Exit Strategy being produced to address the process after the 5-year period has ended.



Velindre Charity Senior Leadership Group	24/05/2023	ENDORSED FOR APPROVAL Subject to an Exit Strategy being produced to address the process after the 5-year period has ended.
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ACRONYMS	
SLT	Senior Leadership Team
SMT	Senior Management Team
OMG	Operational Management Group
ARC	Advancing Radiotherapy Cymru
ARF	Advancing Radiotherapy Fund
CFC	Charitable Funds Committee

1. SITUATION/BACKGROUND

1.1 Please see Business Case at Appendix 1.

2. ASSESMENT / SUMMARY OF MATTERS FOR CONSIDERATION

2.1 Please see Business Case at Appendix 1.

3. IMPACT ASSESSMENT

QUALITY AND SAFETY IMPLICATIONS/IMPACT	Yes (Please see detail below)
	Please see Business Case at Appendix 1.
RELATED HEALTHCARE STANDARD	Staff and Resources
	If more than one Healthcare Standard applies please list below: Effective Care Timely Care



EQUALITY IMPACT ASSESSMENT COMPLETED	No (Include further detail below)
	This case is seeking matched funding from CFC to support existing and developing workforce and staffing infrastructure at Velindre Cancer Centre and not a particular service, so an equality impact assessment is not required. None of the nine protected characteristics / groups will be adversely affected by the funding of the ARC Academy.
LEGAL IMPLICATIONS / IMPACT	Yes (Include further detail below)
	Please see Business Case at Appendix 1.
FINANCIAL IMPLICATIONS / IMPACT	Yes (Include further detail below)
	Please see Business Case at Appendix 1.

4. RECOMMENDATION

- 4.1 The Charitable Funds Committee are asked to **APPROVE** funding for £1,500,000 for the period of five years.

APPENDIX 1

BUSINESS CASE FOR SUBMISSION TO THE CHARITABLE FUNDS COMMITTEE

THIS BUSINESS CASE HAS TO BE COMPLETED FOR PROJECTS / GRANTS / BIDS WITH
EXPENDITURE OVER £5,000

(For Support please contact Chris McCarthy on x6589, or contact your local finance team).

Or access the Trust intranet page for an example of best practice

[Velindre NHS Trust | Charitable Funds Policies](#)

SECTION 1

1. BUSINESS CASE TITLE
Advancing Radiotherapy Cymru (ARC) Academy Application for Match Funding
2. PLEASE INDICATE THE STRATEGY LINK THAT ALIGNS WITH THIS BUSINESS CASE PROPOSAL
Access to the latest treatments
3. BUSINESS CASE PREPARED BY
Dr James Powell, Consultant Oncologist and ARF RD&I Lead Prof Tom Crosby, Consultant Oncologist and ARF Board Member Hannah Fox, ARF Project Administrator
4. BUSINESS CASE SPONSORED BY
Jacinta Abraham, Executive Medical Director
5. VCC SLT/WBS SMT SPONSOR (RESPONSIBLE OFFICER) Ensure VCC SLT/WBS SMT approval is sought before submitting to the Charitable Funds Committee
Rachel Hennessy, Interim General Services Manger
6. UNIQUE BUSINESS CASE REFERENCE NUMBER (Request from Corporate Finance/ HQ, contact Carol Tahir or Chris McCarthy)



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NHS Trust

2024-01

7. BUSINESS CASE TOTAL EXPENDITURE

£3,173,766 over a five year period (this total is a combination of an external award and the matched funding requested from CFC).

Requesting match funding following pledge from the Moondance Foundation, awarding £1.5 million over five years.

8. TERM OF PROPOSAL (MAXIMUM 3 YEARS)

The proposal is for a five-year period. This exceeds the standard three-year term normally required by CFC, the committee Chair is aware of this as are other related colleagues through their support of the business case submitted to the Moondance Foundation.

9. FUND NAME & NUMBER

Access the Trust intranet page for details [Velindre NHS Trust | Charitable Funds Policies](#)

At this stage no specific fund has been identified, we are requesting a financial commitment only. If this is agreed funding source would be agreed by CFC and finance colleagues. This has been discussed by Trust finance colleagues, as part of the development of the business case submitted to the Moondance Foundation

10. FUND BALANCE & CURRENT COMMITMENTS

(Corporate Finance/ HQ will complete this section)

Fund	Actual Balance as at xx £000	Opening Balance 01/04/20xx	Forecasted Income 20xx/xx £000	Current Commitments 20xx/xx £000	Forecasted Balance 31/03/20xx £000

11. FUND HOLDER APPROVAL

Please confirm that the fund holder has supported this funding request prior to it being submitted to the CFC.

Access the Trust intranet page for fund holder details [Velindre NHS Trust | Charitable Funds Policies](#)

N/A

12. IS THIS A REQUEST FOR CONTINUATION OF FUNDING BEYOND THE ORIGINAL TERM OR IS THIS A NEW PROPOSAL

New Proposal

13. IF THIS A REQUEST FOR CONTINUATION OF FUNDING BEYOND THE ORIGINAL TERM, PLEASE OUTLINE THE REASONS WHY A FURTHER FUNDING REQUEST IS BEING SUBMITTED AND WHY THE EXIT STRATEGY IN THE ORIGINAL BUSINESS CASE HAS NOT BEEN IMPLEMENTED.

This proposal details a request for matched funding to follow on and develop work following the initial Moondance Foundation award in 2015. The initial award was matched by funding from VCC Charitable Funds. That donation supported the development of the stereotactic ablative body radiotherapy (SABR) service, an advanced form of radiotherapy treatment capable of delivering high doses of radiation to a cancer in a highly accurate and precise way. Standard radiotherapy is typically given via daily treatments over many weeks, whereas SABR can be delivered in just three to eight sessions making it very convenient for patients. SABR is now routinely funded by the Welsh NHS, but thanks to the previous funding received from Moondance and VCC, we were able to get a head start in setting up the service, establishing the wider team with efficient treatment pathways and developing our experience. It allowed us to implement and develop this service at both VCC and the South West Wales Cancer Centre (SWWCC), which has allowed many patients with cancer the opportunity to benefit from this new and innovative form of radiotherapy.

Moondance funding was pivotal in transforming the way we are able to deliver state of the art radiotherapy services in South Wales and enabled us to leverage an additional £1.5M funding through Velindre Charitable Funds, £400k from Cancer Research Wales, in addition to £1.8M in other philanthropic donations.

To date the initial Moondance award has supported 12 projects across the cancer centre spanning service improvement, research, staff development and training and allowed us to work with other healthcare colleagues, higher education institutions and private enterprise e.g., Siemens all in support of improved cancer care for our patients.

This funding will allow important radiotherapy developments at Velindre to be accelerated and will support the funding of important posts, improving our ability as a cancer centre to recruit and retain staff members and supporting the radiotherapy workforce at Velindre.

SECTION 2 – DESCRIPTION AND PURPOSE

14. BRIEF DESCRIPTION OF THE BUSINESS CASE PROPOSAL

Try to limit to 500 words

We have secured initial funding from Moondance to establish the **Advancing Radiotherapy Cymru (ARC) Academy**, an all Wales programme to deliver best practice in radiotherapy by supporting clinical service developments, workforce recruitment, development and training, and research for the benefit of all patients receiving radiotherapy in Wales. This will be an all Wales approach, led by Velindre Cancer Centre, providing Velindre Cancer Centre with the prestige of providing leadership for this initiative.

This will place Wales at the very forefront of UK radiotherapy training and service developments and will facilitate recruitment and retention of the highest quality staff to work in Wales. Most importantly, it will also give patients across Wales access to the same state of the art treatment technology, improving outcomes for cancer patients across Wales, reducing variation and inequalities in provision.

This funding will support the staffing and training infrastructure to establish the **ARC Academy**. This innovative radiotherapy development will allow us to rapidly adopt novel service developments and widen access to state of the art equipment, accelerating improvements in radiotherapy treatment across Wales. This will drive innovation in radiotherapy treatment to deliver better outcomes, and improve quality of life and patient experience, whilst providing equity of care to cancer patients across Wales. An initiative that will harness the talent, drive and opportunity at this pivotal time in cancer care.

As with the initial Moondance funded programme, we will encourage project applications from the radiotherapy community in Wales. As such, a definitive list of funded projects has not been defined but we envisage prioritising funding in the following key areas:-

Expanding patient access to the SABR service - We will continue to expand the SABR service in Wales, increasing the numbers of patients being treated with SABR for each tumour treatment site. This expansion would see the numbers of patients benefitting from SABR across South Wales increasing significantly and allow patients to receive this treatment nearer to their home.

Expanding the Stereotactic Radiosurgery (SRS) service - The current SRS service is provided by VCC for all of South Wales but we know there is an under-referral of patients from South West Wales to this service. We aim to establish a new SRS service in the South West Wales Cancer Centre (SWWCC) in 2023, which would benefit up to 25 patients per year, including around 10 patients per year who are currently not benefiting from this advanced treatment.

Training the multi-disciplinary radiotherapy workforce across Wales - This is an innovative solution to support the radiotherapy planning pathway, to increase capacity and alleviate pressure. We will train Clinical technologist across Wales to outline radiotherapy targets and train medical physicists to expand artificial intelligence (AI) based automation in the radiotherapy treatment planning pathway. This will accelerate efficiencies in the radiotherapy treatment pathway and reduce clinician radiotherapy planning time.

In summary, the Advancing Radiotherapy Cymru Academy (ARC) Academy will deliver:

- **Improved access** to state of the art stereotactic radiotherapy treatment for patients **across Wales**.
- **Expertise** with training and development of a multi-disciplinary team comprising of medical, physics and radiography staff **across Wales** to improve the radiotherapy pathway.
- **Deliver a sustainable and resilient workforce across the radiation oncology service in Wales** by the education and training of staff **across Wales** to **continue to** accelerate the development of high quality advanced radiotherapy techniques for patients in Wales at the same time as supporting the service.

- **Improved patient outcomes** through improved access to specialised radiotherapy treatments including SABR and SRS, and access to clinical trials and clinically focused research projects.
- **Improved patient experience** using fewer courses of treatment and improved quality of life through the reduction in unnecessary harm from side effects and most importantly improved survival through access to cutting edge research and evidence-based curative radiotherapy.

15. LIST OF OPTIONS AND PREFERRED OPTION?

Include details of other funding options you have considered / engaged with and the outcome

The Moondance Foundation have committed to funding the ARC Academy through an award of £1.5 million over five years. This funding is conditional on securing match funding from CFC. The preferred option is for CFC to match fund the total Moondance award of £1.5 million over five years. Matching funding at a lower value would see the Moondance award lowered or rescinded. This preferred option will see Velindre Cancer Centre provide leadership for this All Wales initiative, working in partnership with the other cancer centres in Wales.

Alongside this, we are engaging with colleagues at the South West Wales Cancer Centre to also provide financial support for this initiative.. These conversations are ongoing between Swansea Bay Health Board, our Trust Chair, Prof Donna Mead and ARC clinical lead Dr James Powell. Discussions are ongoing to consider both financial and in kind contributions from Swansea Bay along with representation from Swansea Bay on the ARC Academy Board.

We are aware of recent business cases from RD&I and the School of Oncology to CFC. The scope of these business cases is different with limited overlap between these projects. We have spoken to these teams and will ensure ongoing alignment with these applications and will work particularly closely with the School of Oncology team as these projects develop.

16. WHY IS THIS CONSIDERED TO BE CHARITABLE FUNDING?

The proposal must align with the Charity Vision, Mission, Aims and Objectives and the Charity Strategy / Annual Delivery Plan which can be found on the Trust intranet page [Velindre NHS Trust | Charitable Funds Policies](#)

The fundamental aims of the ARC Academy closely align with the mission, aims and objectives of the Charity strategy. The ARC vision to drive innovation in radiotherapy treatment to deliver better outcomes, and improve quality of life and patient experience, whilst providing equity of care to cancer patients aligns directly with the CFC mission “to support the Trust’s provision of world-class research-led treatment, care and support for patients and families affected by cancer.” ARC endeavours to improve patient outcomes through improved access to specialised

radiotherapy treatments including SABR and SRS, and access to clinical trials and clinically focused research projects.

Furthermore the Charity's objective of "promoting efficient and effective performance and duties of Velindre Trust NHS staff" is a central arm of the ARC Academy proposal. ARC will deliver expertise with training and development of a multi-disciplinary team comprising of medical, physics and radiography staff to improve the radiotherapy pathway. In addition, delivering a sustainable and resilient workforce across the radiation oncology service through the education and training of staff to continue to accelerate the development of high quality advanced radiotherapy techniques for patients in Wales at the same time as supporting the service. Importantly, ARC Academy seeks to advance and support patient care where core service wants to but cannot. By funding ARC the CFC will be driving improvements in radiotherapy services in VCC and beyond at a pace, in a bid to deliver world class and equitable care to patients throughout Wales.

SECTION 3 – IMPACT ASSESSMENT

17. PROVIDE DETAILS OF THE PROJECT OBJECTIVES AND THE TOOL(S) YOU WILL BE USING TO MEASURE THE SUCCESS OF EACH BY COMPLETING THE TABLE BELOW

As part of the evaluation process you will be required to submit an annual progress report clearly stating if the project has delivered against these objectives and how this was achieved.

Business Case Objectives	Tools Used to Measure Success *
1. Expanding patient access to the SABR service for each tumor treatment site	Number of patients treated by tumor site measured annually, in Velindre and across Wales and compared against forecasted figures to measure progress.
2. Expanding the Stereotactic Radiosurgery Service	Success measure – New SRS service to be established in SWWCC by 2025. Number of patients from South West Wales treated with SRS to increase when service opened and compared against forecasted figures to measure progress. Repatriation of current service of patients with multiple brain metastases being treated in Bristol.
3. Train Clinical Technologists throughout Wales	To establish training programme that provides standardised and accredited training across the 3 cancer centres by 2027.

4. Train medical physicists to expand artificial intelligence (AI) based automation in the radiotherapy treatment planning pathway	Establishment of collaborative projects in automation between Swansea and Cardiff.
5. Train Radiotherapy Radiographers to support a national co-ordinated approach to delivering palliative radiotherapy	Success measure – to achieve 50% of patients receiving palliative radiotherapy in Wales to receive this through the radiographer led treatment pathway by 2027
<p>*Consider patient feedback and quantifiable information that can easily measure success e.g. improved patient outcome, increase in number of patients treated, reduction in waiting list, reduced waiting times</p>	
<p>18. WHAT DIFFERENCE WILL THIS PROPOSAL MAKE? Consider impact/ benefit on all stakeholders including patients, staff, the service and the wider community.</p>	
<p>The ARC Academy will expedite and improve access to cutting edge radiotherapy treatment. It will have a positive impact on our patients, workforce, partnerships across Wales and our capacity and capability to deliver world-class radiotherapy treatment and research.</p> <p>It will bring efficiencies and improvements to ways of working and patient pathways. The ARC Academy will improve patient outcomes and patient experience, improving quality of life. This work will positively impact cancer patients, NHS staff and Radiotherapy services throughout Wales.</p> <p>Patient benefit: This will lead to Velindre enhancing its capacity, capabilities, and opportunities as a leading UK Cancer Centre, offering access to cutting edge radiotherapy treatment that improves survival and outcome and enhances the lives of patients with cancer in Wales.</p> <p>Collaborative benefit: Clinicians and other members of the radiotherapy workforce working together and collaboratively between the cancer centres across Wales will facilitate an improved and more integrated approach to radiotherapy treatment in Wales. This will lead to closer alignment across Wales, ensuring equity with similar access to infrastructure, expertise and data, and harnessing research opportunities. Continuing our partnership with Moondance will hopefully maximise future funding opportunities.</p> <p>Treatment Capacity and Capability: We hope that this initiative will build capacity in radiotherapy treatment delivery by increasing efficiency across the radiotherapy workflow, which will be key for Velindre in addressing some of the current radiotherapy treatment pressures. Supporting quality and service developments will allow us to rapidly adopt new radiotherapy treatments and interventions, leading to more timely benefits in the clinical service.</p>	



Research Income and Cost Efficiencies

Matching the funding offered by Moondance we will ensure that we maximise the funding opportunity provided by Moondance. This additional funding will significantly increase the scope of activity, impact and opportunity offered by the ARC Academy. It will also allow us to leverage additional matched funding from the South West Wales Cancer Centre, providing additional sustainability of development posts, as well as an expansion of radiotherapy treatment and research infrastructure and workforce.

Workforce

By being involved in treatment innovation, healthcare providers deliver higher quality services, important in the personal development of health professionals. Offering these opportunities to influence patient care through innovation and research can be important for workforce retention and attracting new staff. The ARC academy will establish a vibrant organisational culture which will prioritise, value, and support innovation and research for the long term. In addition, it enhances the organisation's national (UK) reputation for cancer treatment, which in turn will lead to further staff recruitment, retention and opportunities.

19. IN NO MORE THAN 100 WORDS EXPLAIN TO STAKEHOLDERS AND DONORS HOW YOU WILL USE THEIR MONEY TO MAKE A DIFFERENCE

Consider as if you were undertaking a...

- stakeholder briefing
- Press release
- Social Media Post

Funding the ARC Academy will drive innovation in radiotherapy treatment to deliver better outcomes, and improve quality of life and patient experience, whilst providing equity of care to cancer patients across Wales. An initiative that will harness the talent, drive and opportunity at this pivotal time in cancer care. With your support, the ARC Academy will make a vital difference to the lives of many patients throughout Wales. Through the pillars of supporting training of the multi-disciplinary workforce and promoting innovation across the radiotherapy treatment pathway we will ensure that patients across all of Wales feel the benefit from the ARC Academy.

20. ARE THERE ANY LEGAL AND / OR ETHICAL IMPLICATIONS THAT NEED TO BE CONSIDERED? IF YES HOW WILL THEY BE MANAGED

e.g. Intellectual Property Rights, Confidentiality Agreements, Contractual Arrangements

These will be discussed as part of our overarching governance structure arrangements, which are still being developed. Any governance proposals will be referred to CFC.

21. RISK ASSESSMENT

Please Indicate how the project will manage both strategic and operational risks identified as part of the risk assessment. In particular, you should make reference to risks which initiate the need for change, those which need to be managed in implementing the project and the risks identified with not proceeding with the project.

Risk will be discussed as part of the developing, overarching governance structure and subsequent arrangements.

Operational risk management of the function of the ARC Academy will take place as part of day-to-day processes. The management of the strategic and operational risks will utilise the Trust's risk management and assurance processes as part of the normal course of business.

Should this funding request from the Velindre Charitable Funds to support the ARC Academy not be agreed there will be a range of risks that the Trust will need to manage and mitigate, associated with the activities and posts that will not be supported. The funding from Moondance will also not be forthcoming.

22. LEGISLATIVE / REGULATORY COMPLIANCE

Provide evidence that the proposed project meets the relevant requirements/standards including Health and Safety, GDPR, Equality & Diversity, Data Protection Legislation etc. Also consider the Clinical Governance requirements, National Service Frameworks, NICE Regulations, Healthcare Standards, Commission for health improvement requirements and the Strategic and Financial Framework.

Trust compliance processes will apply in the normal course of business and compliance with the legal and regulatory requirements within the organisation will be overseen by the Trust's governance team.

SECTION 4 – RESEARCH, DEVELOPMENT AND INNOVATION (RD&I) SUB-COMMITTEE

23. DOES THIS PROPOSAL INCLUDE RD&I ACTIVITY?

Yes. The ARC Academy will continue to encourage applications from the radiotherapy community for clinically focused radiotherapy research projects, as did the original Moondance funded programme.

24. IF YES, PLEASE PROVIDE EVIDENCE THAT THIS PROJECT HAS BEEN ENDORSED BY THE RD&I SUB-COMMITTEE. INCLUDE THE DATE OF THE SUB-COMMITTEE WHERE IT WAS CONSIDERED.

ARC process will mirror that of the ARF whereby, any RD&I related proposals will be shared with and where required, developed with the RD&I community for approval by their committee. The activity described in the ARC Academy bid aligns with The VUNHST Radiotherapy Research Strategy 2020-25, The Velindre Cancer R&D Ambitions 2021-2031 and the VUNHST IMTP 2022-2025, in addition to the Advancing radiotherapy fund (ARF) strategy written in 2022.

This application has been discussed and endorsed through the Velindre Radiotherapy Research Working Group, as well as at the Cancer Research Strategy for Wales (CReST)



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Theme lead meetings. This proposal aligns with, but doesn't overlap with the recent R,D & I application to the CFC.

25. IF THIS PROPOSAL HAS BEEN ENDORSED BY THE RD&I SUB-COMMITTEE SUBJECT TO CERTAIN PROVISIONS, PROVIDE DETAILS ON HOW THIS HAS BEEN ADDRESSED

No such provisions have been discussed.

SECTION 5 – FUNDING REQUIREMENTS

26. FUNDING REQUIREMENTS

Provide here an indication of the anticipated costs for the whole project. This should include a breakdown of Capital and / or Revenue costs. Within the revenue cost you should indicate Staff costs, Non-staff cost and Equipment.

We have provided indicative costs for example projects below. These are outline costs, given as examples for projects that the ARC Academy may support. This, however, isn't a definitive list of the project activity within ARC, and indeed, we will encourage proposals and applications from the community and consider the merits of these individually as we have done with funding of previous Moondance projects. Equally, this isn't a definitive list of the exact posts, WTE commitment or the level of post/resource required. It is to provide an indication of the likely support required for the projects we envisage supporting through this fund.

We will work closely with the teams leading the Centre For Learning and School of Oncology initiatives to ensure alignment between these projects, particularly in regards to project management, delivery and administrative posts, to ensure resources are managed as efficiently as possible. Such an approach, along with the All Wales nature of the initiative, will support resilience and sustainability of the project and also support a longer term workforce strategy for appointments beyond the funding term of the project.



Expanding SABR (Stereotactic Ablative Radiotherapy):

Description	Workpackage	Banding	WTE	2023/24 Base Pay	2024/25 Base Pay	2025/26 Base Pay	2026/27 Base Pay	2027/28 Base Pay	2023-2028 Base Cost
Consultant Leadership for SABR development	Workpackage 1 - SABR Patient Access	Consultant	0.2	£25,520	£26,036	£26,563	£27,099	£27,647	£132,865
Development Radiographer	Workpackage 1 - SABR Patient Access	7	0.2	£11,173	£11,402	£11,635	£11,873	£12,116	£58,199
Medical Physics	Workpackage 1 - SABR Patient Access	7	0.5	£27,932	£28,504	£29,088	£29,683	£30,291	£145,498

Expanding the Stereotactic Radiosurgery Service:

Description	Workpackage	Banding	WTE	2023/24 Base Pay	2024/25 Base Pay	2025/26 Base Pay	2026/27 Base Pay	2027/28 Base Pay	2023-2028 Base Cost
Consultant Leadership for SRS development	Workpackage 2 - Access to Stereotatic Radiosurgery	Consultant	0.2	£25,520	£26,036	£26,563	£27,099	£27,647	£132,865
Development Radiographer	Workpackage 2 - Access to Stereotatic Radiosurgery	7	0.2	£11,173	£11,402	£11,635	£11,873	£12,116	£58,199
Medical Physics	Workpackage 2 - Access to Stereotatic Radiosurgery	7	0.5	£27,932	£28,504	£29,088	£29,683	£30,291	£145,498

Training Clinical Technologist:

Description	Workpackage	Banding	WTE	2023/24 Base Pay	2024/25 Base Pay	2025/26 Base Pay	2026/27 Base Pay	2027/28 Base Pay	2023-2028 Base Cost
Consultant Leadership for RT outline development	Workpackage 3a - Multi-Disciplinary RT Training Team	Consultant	0.1	£12,760	£13,018	£13,281	£13,550	£13,823	£66,433
Medical Physics Lead for development	Workpackage 3a - Multi-Disciplinary RT Training Team	8A	0.2	£12,336	£12,588	£12,845	£13,107	£13,375	£64,251
Medical Physics	Workpackage 3a - Multi-Disciplinary RT Training Team	7	0.8	£44,691	£45,606	£46,541	£47,493	£48,465	£232,796

Training medical physicists to expand artificial intelligence:

Description	Workpackage	Banding	WTE	2023/24 Base Pay	2024/25 Base Pay	2025/26 Base Pay	2026/27 Base Pay	2027/28 Base Pay	2023-2028 Base Cost
Medical Physics AI Scientist for development at VCC	Workpackage 3b - Expanding Role of AI in RT Planning Pathway	7	1	£55,863	£57,008	£58,176	£59,367	£60,582	£290,995
Medical Physics AI Scientist for development at SWWCC	Workpackage 3b - Expanding Role of AI in RT Planning Pathway	7	1	£55,863	£57,008	£58,176	£59,367	£60,582	£290,995



Training radiotherapy radiographers to support a national co-ordinated approach to delivering palliative radiotherapy:

Description	Workpackage	Banding	WTE	2023/24 Base Pay	2024/25 Base Pay	2025/26 Base Pay	2026/27 Base Pay	2027/28 Base Pay	2023-2028 Base Cost
Consultant Leadership for palliative RT development	Workpackage 3c - Coordination of Approach for RT Delivery	Consultant	0.2	£25,520	£26,036	£26,563	£27,099	£27,647	£132,865
Research Radiographer at VCC	Workpackage 3c - Coordination of Approach for RT Delivery	7	0.2	£11,173	£11,402	£11,635	£11,873	£12,116	£58,199
Research Radiographer at SWWCC	Workpackage 3c - Coordination of Approach for RT Delivery	7	0.2	£11,173	£11,402	£11,635	£11,873	£12,116	£58,199

Project Management of Programme:

Description	Workpackage	Banding	WTE	2023/24 Base Pay	2024/25 Base Pay	2025/26 Base Pay	2026/27 Base Pay	2027/28 Base Pay	2023-2028 Base Cost
Consultant Leadership for ARC Academy & ARF	Workpackage 4 - ARF and ARC Academy	Consultant	0.2	£25,520	£26,036	£26,563	£27,099	£27,647	£132,865
ARC Academy project Manager	Workpackage 4 - ARF and ARC Academy	8b	1	£79,211	£80,823	£82,467	£84,144	£85,854	£412,499
Data Manager	Workpackage 4 - ARF and ARC Academy	5	0.5	£18,376	£18,758	£19,147	£19,543	£19,948	£95,771
Communications Co-ordinator	Workpackage 4 - ARF and ARC Academy	6	0.5	£22,552	£23,017	£23,491	£23,975	£24,468	£117,503
Radiotherapy Co-Ordinator	Workpackage 4 - ARF and ARC Academy	5	0.5	£18,376	£18,758	£19,147	£19,543	£19,948	£95,771

Delivering Accredited Training to Develop Wales' Radiotherapy Workforce:

Description	Workpackage	Banding	WTE	2023/24 Base Pay	2024/25 Base Pay	2025/26 Base Pay	2026/27 Base Pay	2027/28 Base Pay	2023-2028 Base Cost
Administrator	Workpackage 5 - Developing Wales' Radiotherapy Workforce	7	0.5	£27,932	£28,504	£29,088	£29,683	£30,291	£145,498



Project costs	£0	£0	£0	£0	£0	£0
University Fees	£20,000	£20,000	£20,000	£20,000	£20,000	£100,000
Learning Resources	£40,000	£40,000	£40,000	£40,000	£40,000	£200,000
Software Licenses	£0	£0	£0	£0	£0	£0
Travel & Subsistence	£1,200	£1,200	£1,200	£1,200	£1,200	£6,000
Other	£0	£0	£0	£0	£0	£0

Overall TOTAL RESOURCE £3,173,766

Grand Total:	£611,797	£623,048	£634,524	£646,229	£658,169	£3,173,766
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Description	Staff Expenditure	Non Staff Expenditure	Capital Expenditure	Total Expenditure

27. PROPOSED FUNDING CASHFLOW

Indicate here the length of the project and the expenditure expected during the financial period.
Example - Year 1 Expenditure Total 2021/22 (April 2021-March 2022). Please note that funding cannot be requested for more than a 3 year period.

The Total Funding Cash Flow should match the Total Funding Requirements indicated on the table above



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Description	Expenditure year 1	Expenditure year 2	Expenditure year 3	Total Expenditure

SECTION 6 – EXIT STRATEGY

28. TIMESCALE / PROJECT MILESTONES

Indicate here the length of this project – **This must include a start date and end date.** (Please indicate if there is likely to be any lead time which may delay the start date).

If a project has not commenced within six months you will be requested to provide a progress update to the Charitable Funds Committee who will consider whether funding will continue depending on the explanation provided.

The proposal is based on a five year funding programme starting in September 2023.

29. ACTION PLAN / EXIT STRATEGY

Include the plans and actions required to mitigate any risks once the term of the Charitable funding ends. Please indicate the anticipated funding routes i.e. will funding cease, will the proposal self-fund if successful, will the financial impact revert to Trust revenue accounts or will other funding sources be secured / considered?

IT IS ESSENTIAL THAT YOU CONSIDER THE POTENTIAL LONG TERM COST IMPLICATIONS, FUNDING BEYOND THIS REQUEST IS NOT GUARANTEED FROM THE CHARITY.

For Example - Will there be any staff cost implication relating from redundancy.

We are committed to developing an all Wales approach to radiotherapy development and training through the ARC Academy and we are seeking additional funding from the South West Wales Cancer Centre to support this development.

We aim to establish an ARC Academy board for oversight and governance, which will include membership from SWWCC and North Wales. We are also committed to working with the Velindre Charity Director (or delegated persons as the post is currently vacant) on coordinating fundraising activity specifically for the ARC Academy and have support from the Velindre Fundraising President, Jonathan Davies in this endeavor.

Alongside this are the developments in R,D & I funding at Velindre and the WCRC, funding from Varian as the IRS supplier for Velindre along with the wider new Velindre Cancer Centre initiative.

The activity described in the ARC Academy bid aligns with The VUNHST Radiotherapy Research Strategy 2020-25, The Velindre Cancer R&D Ambitions 2021-2031 and the VUNHST IMTP 2022-2025, in addition to the Advancing Radiotherapy Fund (ARF) Strategy written in 2022.

The ARC activity / projects outlined in this business case are indicative of the types of work that will be implemented. As plans are further developed, so too will relevant exit strategies mitigating any risks to the programme of work and Trust. These will be shared with the SLT and CFC where required.

We believe that our approach of alignment with the Centre for Learning and School of Oncology initiatives, along with the All Wales nature of the ARC Academy will support resilience and sustainability of the project and also support a longer term workforce strategy for appointments beyond the funding term of the project. For Velindre to lead this initiative will support staff recruitment and retention at Velindre longer term.

30. HOW WILL YOU DEMONSTRATE TO STAKEHOLDERS AND DONORS THE IMPACT THAT THIS PROPOSAL WILL HAVE ON PATIENTS / STAFF/ SERVICE OR WIDER COMMUNITY?

Creating the right delivery strategy for ARC depends on a detailed preparation stage during which business requirements, risks, constraints and stakeholder interests are fully understood and these are part of the initial planning phases of the project. Robust controls maintained throughout the life of the project will ensure challenges are effectively addressed to meet time, cost, outcomes and quality objectives.

Our project management approach reduces risk and will help deliver the ARC projects in a consistent and improved manner, no matter what stage of the project we are developing.



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31. FOLLOWING APPROVAL BY VCC SLT/WBS SMT AND CHARITABLE FUNDS OMG THE BUSINESS CASE WILL NEED TO BE PRESENTED TO THE CHARITABLE FUNDS COMMITTEE. PLEASE STATE BELOW WHO WILL PRESENT THIS BUSINESS CASE

James Powell – Consultant Oncologist

PLEASE NOTE:

As part of the evaluation process you will be required to submit an annual progress report clearly stating how the project is performing against key targets such as delivery of results and actual spend against plan. A copy of the Annual Evaluation template can be found on the Trust intranet page [Velindre NHS Trust | Charitable Funds Policies](#)

Accurate completion of these annual evaluations is key in ensuring that the project will continue to be supported by the charity.

Appendix 2



ARC Academy
Proposal_February 20



CHARITABLE FUNDS COMMITTEE

LUNG CANCER PHD – STEPPING STONES CO-FUNDING

DATE OF MEETING

08/06/2023

PUBLIC OR PRIVATE REPORT

Public

IF PRIVATE PLEASE INDICATE
REASON

Not Applicable - Public Report

PREPARED BY

Karam Aboud. Medical Oncology SpR
Jonathan Patmore, RD&I Finance Manager

PRESENTED BY

Jonathan Patmore, RD&I Finance Manager

EXECUTIVE SPONSOR APPROVED

Jacinta Abraham, Executive Medical Director

REPORT PURPOSE

FOR APPROVAL

COMMITTEE/GROUP WHO HAVE RECEIVED OR CONSIDERED THIS PAPER PRIOR TO THIS MEETING

COMMITTEE OR GROUP

DATE

OUTCOME

Lung SST clinical team

(26/10/2022)

IN SUPPORT

The approval route, in agreement with the Executive Director of Finance, differs because:

- This post was described in the recent Integrated Research Bid, which was endorsed by the RD&I Sub Committee and approved by CFC in January 2023, including 50% of the pay costs;
- As explicitly described in the Integrated Research Bid, the other 50% of the funding for this post was designated as being sought from the Lung Cancer (Stepping Stones Appeal) Research Sub Fund within the charity. This bid is seeking approval for that funding which, in hindsight, should have been requested at the same time.

ACRONYMS	
SLT	Senior Leadership Team
SMT	Senior Management Team
OMG	Operational Management Group

1. SITUATION/BACKGROUND

1.1 Please see Business Case at Appendix 1.

2. ASSESMENT / SUMMARY OF MATTERS FOR CONSIDERATION

2.1 Please see Business Case at Appendix 1.

3. IMPACT ASSESSMENT

QUALITY AND SAFETY IMPLICATIONS/IMPACT	Yes (Please see detail below)
	Please see Business Case at Appendix 1.
RELATED HEALTHCARE STANDARD	Effective Care
EQUALITY IMPACT ASSESSMENT COMPLETED	Not required
LEGAL IMPLICATIONS / IMPACT	Yes (Include further detail below)
	Please see Business Case at Appendix 1.
FINANCIAL IMPLICATIONS / IMPACT	Yes (Include further detail below)
	Please see Business Case at Appendix 1.

4. RECOMMENDATION

4.1 The Charitable Funds Committee are asked to **APPROVE** funding of £82,688 for the period of 3 years from the Lung Cancer (Stepping Stones Appeal) Research Sub Fund.



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APPENDIX 1

BUSINESS CASE FOR SUBMISSION TO THE CHARITABLE FUNDS COMMITTEE

THIS BUSINESS CASE HAS TO BE COMPLETED FOR PROJECTS / GRANTS / BIDS WITH
EXPENDITURE OVER £5,000

(For Support please contact Chris McCarthy on x6589, or contact your local finance team).

Or access the Trust intranet page for an example of best practice

[Velindre NHS Trust | Charitable Funds Policies](#)

SECTION 1

1. BUSINESS CASE TITLE
LUNG CANCER PHD – STEPPING STONES CO-FUNDING
PHD PROJECT TITLE: ‘Exploring primary and secondary lung cancer resistance using tissue and circulating ctDNA biomarkers’
2. PLEASE INDICATE THE STRATEGY LINK THAT ALIGNS WITH THIS BUSINESS CASE PROPOSAL
Research, Development & Innovation
3. BUSINESS CASE PREPARED BY
Karam Aboud,
4. BUSINESS CASE SPONSORED BY
Jacinta Abraham, Executive Medical Director
5. VCC SLT/WBS SMT SPONSOR (RESPONSIBLE OFFICER) Ensure VCC SLT/WBS SMT are informed before submitting to the Charitable Funds Committee
N/A as RD&I proposal. Note: VCC SLT sighted on Integrated Research Bid, of which this post forms a part.
6. UNIQUE BUSINESS CASE REFERENCE NUMBER (Request from Corporate Finance/ HQ, contact Carol Tahir or Chris McCarthy)
2023-17
7. BUSINESS CASE TOTAL EXPENDITURE
£82,688

8. TERM OF PROPOSAL (MAXIMUM 3 YEARS)

3 years – to match the Velindre Charitable Funds 50% funding already approved for 3 years as part of the Integrated Research Bid.

9. FUND NAME & NUMBER

Access the Trust intranet page for details [Velindre NHS Trust | Charitable Funds Policies](#)

6305 – Lung Cancer (Stepping Stones Appeal)

10. FUND BALANCE & CURRENT COMMITMENTS

(Corporate Finance/ HQ will complete this section)

Fund	Actual Balance as at 30/04/23 £000	Opening Balance 01/04/2023	Forecasted Income 2023/24 £000	Current Commitments 2023/24 £000	Forecasted Balance 31/03/20xx £000
6305 Stepping Stones	127	107	0	0	127

11. FUND HOLDER APPROVAL

Please confirm that the fund holder has supported this funding request prior to it being submitted to the CFC.

Access the Trust intranet page for fund holder details [Velindre NHS Trust | Charitable Funds Policies](#)

Yes – support gained from the Principal Fund Holder - Dr Mick Button

12. IS THIS A REQUEST FOR CONTINUATION OF FUNDING BEYOND THE ORIGINAL TERM OR IS THIS A NEW PROPOSAL

New Proposal

13. IF THIS A REQUEST FOR CONTINUATION OF FUNDING BEYOND THE ORIGINAL TERM, PLEASE OUTLINE THE REASONS WHY A FURTHER FUNDING REQUEST IS BEING SUBMITTED AND WHY THE EXIT STRATEGY IN THE ORIGINAL BUSINESS CASE HAS NOT BEEN IMPLEMENTED.

N/A

SECTION 2 – DESCRIPTION AND PURPOSE

14. BRIEF DESCRIPTION OF THE BUSINESS CASE PROPOSAL

Try to limit to 500 words

This post forms part of the business case '*Implementing the Cancer R&D Ambitions – An Integrated Business Case 2023-2026*' which was approved by Charitable Funds on 19th January 2023. The intention (as stated in the Integrated Business Case) is for funds from Stepping Stones to part fund this post alongside funding from the main CFC General Fund (50%). The lung team and fundholder are supportive of this approach.



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In the approved Integrated R&D Business Case, we said:

2.4 Theme 4: Embedding research within our organizational culture and structure

2.4.1 Developing the next generation of researchers

The Velindre Cancer R&D ambitions aim to support clinicians to become future research leaders, and in order to grow our future academic oncology consultant numbers we need to give our research interested trainees the opportunity to gain higher degrees (MDs and PhDs). We are requesting funding for the following staff:

Existing staff = 1.5 WTE

- **2x0.5WTE Velindre-WCRC Clinical Research Fellows (CRF) and 1x0.3WTE Velindre-WCRC Clinical Research Fellows (CRF) for 2yrs – from April 2023-March 2025 (match funded with the Wales Cancer Research Centre, WCRC)**

New staff = 1.0 WTE

- **1x0.5WTE Clinical PhD in Precision Oncology (match funded with Stepping Stones)**
- **1x0.5WTE Science PhD studentship in Precision Oncology (match funded with CU)**

We also described this post in more detail:

The **Clinical PhD in Precision Oncology** is designed with a local highly motivated Medical Oncology trainee in mind, who has engaged with research laboratories and developed a project proposal in collaboration with Dr Magda Meissner and Dr Sian Morgan at the [All Wales Genetics Laboratory \(AWMGS\)](#). This proposal is aligned with Velindre Cancer R&D ambitions and addresses an area of significant need in Wales in trying to improve outcomes for patients with lung cancer. Of note, Dr Meissner has already gained funding from Welsh Government and Pharma to cover the consumables budget associated with this project (£20-30k pa) and so the Charitable funds committee is asked to support the salary. **This support will be shared between the main Charity (General Purpose Fund) and the Lung Cancer Stepping Stones Fund.** The post will also have one day a week clinical commitment to support clinical activity at the CCRH, particularly in relation to lung cancer trials.

Although the significant consumables budget has successfully attracted external funding, and University fees have been avoided through structuring this post as a Cardiff University employee for the duration of the PhD, some smaller non-pay costs have subsequently been identified which have been added to this case for **advanced computing technology (£3k) and a small study budget and PhD submission fees (£2.8k).** These are stated at their maximum level, and will only be drawn down if the costs are incurred, and if they can't be funded from any other source.

Further information on the PhD proposal:

Evolving Velindre research ambitions requires an expansion of our research driven medical and nursing staff which includes academic consultants. In order to grow our academic oncology consultant numbers we need to give our research interested trainees the opportunity to gain higher degrees such as PhDs and MD's. Recent experience tells us that trainees who come from elsewhere to carry out research at Velindre or Cardiff University tend to return to their original location rather than remaining in Cardiff to give long-term benefits to patients at Velindre. We have a highly motivated Medical Oncology trainee in Cardiff who has engaged with research laboratories and developed a project proposal in collaboration with Dr Magda Meissner and Dr Sian Morgan in the All Wales Genetics laboratory. This proposal is aligned with Velindre research ambition and addresses an area of significant need in Wales to improve outcomes for lung cancer patients.

Dr Meissner's liquid biopsy research has been heavily featured in the press recently through BBC Wales with TV reports and online press releases on the BBC and other news outlets such as Wales Online on the 25/4/23. She has already gained funding from WG and Pharma to cover the consumables budget (this normally amounts to £20 pa) and so the Charity is only required to support the salary. Velindre Charitable Funds have already approved 50% funding for salary on this project. This business case is for the other 50% of salary through Stepping Stones which is the final part in need of support. The post will also have one day a week clinical commitment to support clinical activity at the Research hub, particularly in relation to Lung Cancer trials.

Lung Cancer is the leading cause of cancer death in Wales. Targeted cancer therapies have significantly improved lung cancer outcomes recently. The eligibility of patients for these agents depends on the presence of specific cancer mutations such as *EGFR*. Approximately 10% of patients do not respond to treatment and most patients stop responding after an initial period of response.

Circulating tumour DNA (ctDNA) is shed from cancer to the bloodstream and can be detected in blood. Thus, a blood test can establish a cancer genome without needing an invasive biopsy. The All Wales Genomics Laboratory (AWGL) have recently validated a 'new' 500-gene ctDNA panel for lung cancer which is able to detect actionable mutations using a blood test.

This proposal focusses on the use of ctDNA biomarkers in non-small cell lung cancer (NSCLC). We propose to use our gene panels to perform baseline and follow-up testing on patients undergoing treatment. This would bring significant improvements to the lung cancer treatment pathway in Wales as follows:

- Improve our understanding of how cancers are different genetically through blood testing which is convenient for patients.
- Predicting treatment resistance enabling clinicians to select appropriate alternative treatments in a timely manner, avoid unnecessary treatment toxicity and improve the cost efficiency of NHS treatments.
- In the future, this can be used to develop a blood test to track treatment response.
- The 500-gene panel can test for new biomarkers which are emerging in research internationally. By exploring the use of novel biomarkers, we would be at the cutting edge of new technology to improve patient care in Wales.

15. LIST OF OPTIONS AND PREFERRED OPTION?

Include details of other funding options you have considered / engaged with and the outcome

Do nothing. Opportunity to take on a highly promising project would be lost alongside the chance to invest in developing academic oncology training for trainees with a focus on lung cancer. This would also likely lead to withdrawal of the 50% of Velindre Charitable Funds already secured for this project. Furthermore, not supporting PhDs for trainees in medical oncology would essentially limit the chances of improving academic consultant numbers for future local employment at Velindre.

Provide the 50% salary funding required: This would complete the funding required and allow for PhD project to take part. Research knowledge and expertise would be gained alongside with a higher degree for an experienced local trainee who is keen on staying locally at Velindre to work with the lung, trials and research teams.

This project has been proposed to Cancer Research Wales (CRW) for funding and received positive feedback on the aims, objectives and the technology involved novel elements. Unfortunately, the project did not attain funding from CRW in a very competitive round of applications. The project however benefitted from feedback on some adjustments which will be incorporated and submitted to Cardiff University prior to commencement to ensure the scientific robustness of the PhD proposal.

16. WHY IS THIS CONSIDERED TO BE CHARITABLE FUNDING?

The proposal must align with the Charity Vision, Mission, Aims and Objectives and the Charity Strategy / Annual Delivery Plan which can be found on the Trust intranet page [Velindre NHS Trust | Charitable Funds Policies](#)

This project aims to research the use of cutting edge technology in cancer genomics based on local expertise in research, clinical and lab based elements. Supporting this project through charitable funds is highlight aligned with the vision and mission to provide world-class research led treatment, care and support for patients. It is also aligned with the broad aims to improve outcome and scope for successful treatment for lung cancer patients. The introduction of targeted therapies based on genomics testing has been ground breaking in terms of improving outcomes for patients. Investing in research of lung cancer genomics will ensure patients treated at Velindre will continue to have access to the best technologies and treatments available for diagnostics, follow-up and treatment as per Velindre Charity Strategy.

SECTION 3 – IMPACT ASSESSMENT

17. PROVIDE DETAILS OF THE PROJECT OBJECTIVES AND THE TOOL(S) YOU WILL BE USING TO MEASURE THE SUCCESS OF EACH BY COMPLETING THE TABLE BELOW

As part of the evaluation process you will be required to submit an annual progress report clearly stating if the project has delivered against these objectives and how this was achieved.

Business Case Objectives	Tools Used to Measure Success *
Explore the use of ctDNA biomarkers as markers of response in lung cancer	Qualitative – completion of clinical PhD project at Cardiff University / All Wales Genomics Lab / Velindre Cancer Centre on this topic

Increase our collaboration for genomics research across health boards and research labs in South Wales	Quantitative – Working across site towards bringing research findings from All Wales Genomics closer to the clinic in health boards
Reaffirm our profile as a centre of excellence for research	Qualitative - Research papers published; invited speakers at conferences
Invest in upskilling and clinical research staff development	Qualitative – Completion of clinical PhD with aim of post-doctoral research and clinical academic consultancy at completion of oncology training at VCC

*Consider patient feedback and quantifiable information that can easily measure success e.g. improved patient outcome, increase in number of patients treated, reduction in waiting list, reduced waiting times

18. WHAT DIFFERENCE WILL THIS PROPOSAL MAKE?
Consider impact/ benefit on all stakeholders including patients, staff, the service and the wider community.

Research into biomarkers for lung cancer has significant benefits for patients and service. Research into ctDNA treatment biomarkers in lung cancer would bring us a step closer to incorporating biomarkers into patient care. Tracking treatment response and spotting signs of early relapse would enable timely clinical decision making which has a huge potential benefit to local patients as 5-year lung cancer survival in Wales is the second worst in Europe.

This project would build on successful collaborations across health boards and the All Wales Genomics Lab to ensure new findings are translated from bench to bedside in an efficient way. The project would put Velindre and local service providers at the forefront of innovation in this area of research. The wider community would also be very much interested in knowing the trust is investing in developing local knowledge and expertise for the future by investing in local training and development of future consultants to be future leaders of this field.

19. IN NO MORE THAN 100 WORDS EXPLAIN TO STAKEHOLDERS AND DONORS HOW YOU WILL USE THEIR MONEY TO MAKE A DIFFERENCE
Consider as if you were undertaking a...

- stakeholder briefing
- Press release
- Social Media Post

This clinical PhD project aims to utilise local expertise and excellence in genomics to move towards better personalised medicine in lung cancer and to improve future outcomes and treatment efficiency in the NHS. It shows patients and charity donors that we are devoted to the advancement and improvement of lung cancer care. This also reflects the drive and enthusiasm to invest in the future of Velindre Cancer Centre by investing to upskill and train local oncology trainee with the vision to join the oncology team as a future clinical academic consultant in lung cancer

20. ARE THERE ANY LEGAL AND / OR ETHICAL IMPLICATIONS THAT NEED TO BE CONSIDERED? IF YES HOW WILL THEY BE MANAGED
e.g. Intellectual Property Rights, Confidentiality Agreements, Contractual Arrangements

As this project would involve patients and analysis of blood samples, appropriate ethical approval will need to be sought. This would be acquired in due course in collaboration with All Wales Genomics lab, Cardiff University and local trusts.

Process for acquiring ethical approval for baseline samples is already underway by Dr Meissner and the AWGL team through the 'QuicDNA' project. Further independent ethical approval for follow-up samples will take place in due course.

21. RISK ASSESSMENT

Please Indicate how the project will manage both strategic and operational risks identified as part of the risk assessment. In particular, you should make reference to risks which initiate the need for change, those which need to be managed in implementing the project and the risks identified with not proceeding with the project.

No specific risks have been identified other than those that will be managed in the normal course of business in line with existing Trust process

22. LEGISLATIVE / REGULATORY COMPLIANCE

Provide evidence that the proposed project meets the relevant requirements/standards including Health and Safety, GDPR, Equality & Diversity, Data Protection Legislation etc. Also consider the Clinical Governance requirements, National Service Frameworks, NICE Regulations, Healthcare Standards, Commission for health improvement requirements and the Strategic and Financial Framework.

No specific legislative or regulatory compliance issues have been identified other than those that will be managed in the normal course of business in line with existing Trust process and Cardiff University within the scope of a research PhD degree.

Research activity generated by the post holder will be set up and conducted in line with the approved R&D processes within the Trust.

SECTION 4 – RESEARCH, DEVELOPMENT AND INNOVATION (RD&I) SUB-COMMITTEE

23. DOES THIS PROPOSAL INCLUDE RD&I ACTIVITY?

Yes

24. IF YES, PLEASE PROVIDE EVIDENCE THAT THIS PROJECT HAS BEEN ENDORSED BY THE RD&I SUB-COMMITTEE. INCLUDE THE DATE OF THE SUB-COMMITTEE WHERE IT WAS CONSIDERED.

The approval route for this case, in agreement with the Executive Director of Finance, differs slightly to normal because:

RD&I Sub Committee have already endorsed the full bid: the Integrated Research Business Case, which was also approved by CFC in January 2023, that this post forms a part of, which includes a full justification for this post.



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50% of this post is funded by CFC from 1st April 2023 & we wanted to minimise slippage of that funding opportunity.

25. IF THIS PROPOSAL HAS BEEN ENDORSED BY THE RD&I SUB-COMMITTEE SUBJECT TO CERTAIN PROVISIONS, PROVIDE DETAILS ON HOW THIS HAS BEEN ADDRESSED

N/a

SECTION 5 – FUNDING REQUIREMENTS

26. FUNDING REQUIREMENTS

Provide here an indication of the anticipated costs for the whole project. This should include a breakdown of Capital and / or Revenue costs. Within the revenue cost you should indicate Staff costs, Non-staff cost and Equipment.

Description	Staff Expenditure	Non Staff Expenditure	Capital Expenditure	Total Expenditure
Clinical salary as per scale	£ 76,888			£ 76,888
Study budget	£ 1,800			£ 1,800
PhD submission fee (max)			£ 1,000	£ 1,000
High power pc+peripherals (max)			£ 3,000	£ 3,000
	£ 78,688	£ -	£ 4,000	£ 82,688

Please note: The Welsh Government is renegotiating the clinical trainee doctor contract scales nationally. If approved prior or during the PhD, half of the nationally updated cost would be requested to be funded through this bid.

27. PROPOSED FUNDING CASHFLOW

Indicate here the length of the project and the expenditure expected during the financial period. Example - Year 1 Expenditure Total 2021/22 (April 2021-March 2022). Please note that funding cannot be requested for more than a 3 year period.

The Total Funding Cash Flow should match the Total Funding Requirements indicated on the table above



Description	Expenditure year 1	Expenditure year 2	Expenditure year 3	Total Expenditure
50% clinical salary as per scale	£ 24,525	£ 25,630	£ 26,733	£ 76,888
Study budget	£ 600	£ 600	£ 600	£ 1,800
PhD submission fee (max)	£ -	£ -	£ 1,000	£ 1,000
High power PC / peripherals (Max)	£ 3,000	£ -	£ -	£ 3,000
Total	£ 28,125	£ 26,230	£ 28,333	£ 82,688

SECTION 6 – EXIT STRATEGY

28. TIMESCALE / PROJECT MILESTONES

Indicate here the length of this project – **This must include a start date and end date.** (Please indicate if there is likely to be any lead time which may delay the start date).

If a project has not commenced within six months you will be requested to provide a progress update to the Charitable Funds Committee who will consider whether funding will continue depending on the explanation provided.

There will be enrollment calls at Cardiff University on 01/07/2023 and the 1/10/2023.
The duration of the PhD is 3 years.

29. ACTION PLAN / EXIT STRATEGY

Include the plans and actions required to mitigate any risks once the term of the Charitable funding ends. Please indicate the anticipated funding routes i.e. will funding cease, will the proposal self-fund if successful, will the financial impact revert to Trust revenue accounts or will other funding sources be secured / considered?

IT IS ESSENTIAL THAT YOU CONSIDER THE POTENTIAL LONG TERM COST IMPLICATIONS, FUNDING BEYOND THIS REQUEST IS NOT GUARANTEED FROM THE CHARITY.
For Example - Will there be any staff cost implication relating from redundancy.

This proposal is for 3 years of funding for a clinical PhD project. Upon completion, the candidate would return to local specialty training which has been already funded through the deanery. No further funding through charitable funds is required beyond 3 years.

It is envisaged the candidate will use the PhD funding to prime a career in clinical academics, securing further funding for research from local and national funding bodies to continue post-doctoral research within the field alongside clinical specialty. In the future, it is hoped the candidate may join the Velindre team as a medical oncology academic consultant with an interest in lung cancer



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30. HOW WILL YOU DEMONSTRATE TO STAKEHOLDERS AND DONORS THE IMPACT THAT THIS PROPOSAL WILL HAVE ON PATIENTS / STAFF/ SERVICE OR WIDER COMMUNITY?

As discussed before, Dr Meissner's liquid biopsy research has been heavily featured in the press recently through BBC Wales with TV reports and online press releases on the BBC and other news outlets such as Wales Online on the 25/4/23. We plan to continue on this positive press by participating in trust grand rounds, local research meetings and continuous interaction with local research and trials teams to maximise research impact.

Presentation of posters, publication of papers would be used as a formal benchmark of the significance of the research findings. We also plan to participate in the appropriate patient and public involvement events and through press releases through Stepping Stones and Velindre Charitable funds charities.

31. FOLLOWING APPROVAL BY CHARITABLE FUNDS OMG THE BUSINESS CASE WILL NEED TO BE PRESENTED TO THE CHARITABLE FUNDS COMMITTEE. PLEASE STATE BELOW WHO WILL PRESENT THIS BUSINESS CASE

Jonathan Patmore, RD&I Finance Manager

PLEASE NOTE:

As part of the evaluation process you will be required to submit an annual progress report clearly stating how the project is performing against key targets such as delivery of results and actual spend against plan. A copy of the Annual Evaluation template can be found on the Trust intranet page [Velindre NHS Trust | Charitable Funds Policies](#)

Accurate completion of these annual evaluations is key in ensuring that the project will continue to be supported by the charity.



CHARITABLE FUNDS COMMITTEE

CHAIRS URGENT ACTION REPORT

DATE OF MEETING	08 June 2023	
PUBLIC OR PRIVATE REPORT	Public	
IF PRIVATE PLEASE INDICATE REASON	Not Applicable - Public Report	
PREPARED BY	Alison Hedges, Business Support Officer Emma Stephens, Head of Corporate Governance	
PRESENTED BY	Emma Stephens, Head of Corporate Governance	
EXECUTIVE SPONSOR APPROVED	Matthew Bunce, Executive Director of Finance	
REPORT PURPOSE	CONSIDER and ENDORSE	
COMMITTEE/GROUP WHO HAVE RECEIVED OR CONSIDERED THIS PAPER PRIOR TO THIS MEETING		
COMMITTEE OR GROUP	DATE	OUTCOME
CFC Members – Via Email	16/05/2023	Approved
CFC Members – Via Email	04/05/2023	Approved
ACRONYMS		
SFIs	Standing Orders	
SOs	Standing Financial Instructions	

1. SITUATION/BACKGROUND

- 1.1 In accordance with Trust Standing Orders, there may, occasionally, be circumstances where decisions which would normally be made by the Committee need to be taken between scheduled meetings. In these circumstances, the Committee Chair, supported by the Head of Corporate Governance as appropriate, may deal with the matter on behalf

of the Committee, after first consulting with two other Independent Members of the Committee. The Head of Corporate Governance must ensure that any such action is formally recorded and reported to the next meeting of the Committee for consideration and ratification.

- 1.2 Chair's urgent action may not be taken where the Chair has a personal or business interest in the urgent matter requiring decision.
- 1.3 This report details Chair's Urgent Action taken on the **16/05/2023** and **04/05/2023**.

2. ASSESSMENT / SUMMARY OF MATTERS FOR CONSIDERATION

- 2.1 The Committee were sent an email on the **16/05/2023** regarding:

1. Fundraising Proposal Overseas Bike Ride 2024
2. Fundraising activity for QUICDNA Project.

The Charitable Funds Committee were asked to **APPROVE**:

- a. Fundraising Proposal Overseas Bike Ride 2024 and associated commitment of expenditure from the Velindre University NHS Trust Charitable Funds.
- b. Payment of the costs associated with the bike ride of £63,200 as set out in appendix 1 of the report and **APPROVE** possible further expenditure of up to £8,800 taking the total fee to £72,000 should the number of participants increase beyond 40 up to the maximum of 50.

The recommendation was **APPROVED** by:

- Martin Veale, Independent Member and Member of the Charitable Funds Committee
- Steve Ham, CEO and Member of the Charitable Funds Committee
- Matthew Bunce, Executive Director of Finance and Member of the Charitable Funds Committee

No objections to approval were received.

- 2.2 The Committee were sent an email on the **04/05/2023** regarding:

- Rhod Gilbert 2023 Fundraising Proposal.

The Charitable Funds Committee were asked to **APPROVE**:

- The Rhod Gilbert Hoof Cancer Comedy Night Fundraising Proposal and associated commitment of expenditure from the Velindre University NHS Trust Charitable Funds.

The recommendation was **APPROVED** by:

- Martin Veale, Independent Member and Member of the Charitable Funds Committee
- Steve Ham, CEO and Member of the Charitable Funds Committee and

- Matthew Bunce, Executive Director of Finance and Member of the Charitable Funds Committee

No objections to approval were received.

3. IMPACT ASSESSMENT

QUALITY AND SAFETY IMPLICATIONS/IMPACT	Yes (Please see detail below)
	This action is by exception and with prior approval from the Chair. The provision to permit this urgent action is to allow for quick decisions to be made where it is not practicable to call a Board meeting and to avoid delays that could affect service delivery and quality.
RELATED HEALTHCARE STANDARD	Governance, Leadership and Accountability
	If more than one Healthcare Standard applies please list below:
EQUALITY IMPACT ASSESSMENT COMPLETED	Not required
LEGAL IMPLICATIONS / IMPACT	There are no specific legal implications related to the activity outlined in this report.
FINANCIAL IMPLICATIONS / IMPACT	Yes (Include further detail below)
	Financial impact was captured within the documentation considered by the Committee.

4. RECOMMENDATION

- 4.1 The Committee is asked to **CONSIDER** and **RATIFY** the Chairs urgent actions taken on the **16/05/2023** and **04/05/2023**.

CHARITABLE FUNDS COMMITTEE

CHARITY LEGISLATION/REGULATION UPDATE REPORT

DATE OF MEETING	08/06/2023	
PUBLIC OR PRIVATE REPORT	Public	
IF PRIVATE PLEASE INDICATE REASON	Not Applicable - Public Report	
PREPARED BY	Emma Stephens, Head of Corporate Governance	
PRESENTED BY	Emma Stephens, Head of Corporate Governance	
EXECUTIVE SPONSOR APPROVED	Lauren Fear, Director of Corporate Governance & Chief of Staff	
REPORT PURPOSE	FOR NOTING	
COMMITTEE/GROUP WHO HAVE RECEIVED OR CONSIDERED THIS PAPER PRIOR TO THIS MEETING		
COMMITTEE OR GROUP	DATE	OUTCOME
VELINDRE CHARITY SENIOR LEADERSHIP GROUP	24/05/2023	NOTED
ACRONYMS		
N/A		

1. SITUATION/BACKGROUND

- 1.1 The purpose of this paper is to inform the Charitable Funds Committee and raise awareness of any updates and/or planned changes to **Regulation** and **Legislation** in respect of Charity Governance activity.
- 1.2 The route of receiving these updates is not restricted and colleagues will contribute to this update as appropriate where information is received from other relevant organisations and forums.

2. ASSESSMENT / SUMMARY OF MATTERS FOR CONSIDERATION

2.1 Review of the Code of Fundraising Practice 2022-2024



- ☐ Learning from the code review information gathering process, [click here](#) for further details.

The Fundraising Regulator is seeking to build on previous public awareness campaigns and stakeholder engagement which took place in autumn 2022 regarding its two year review of the **Code of Fundraising Practice**.

Following its launch of a public call for information and stakeholder engagement it's Head of Policy, has shared some initial findings from this stage in the process. Key themes identified included:

- Improving overall clarity and accessibility with room for improvement in its definitions.
- Achieving more balance between the detail in the code and the advice shared in its guidance.
- Being fit for the **digital fundraising landscape** recognising the increased use of digital fundraising tools since COVID-19. Changes to the code need to remain flexible, as this area is experiencing frequent change and innovation.
- Providing greater clarity about working with others, specifically volunteers and external organisations.
- Reviewing standards on vulnerability, specifically how the code can be a good framework for protecting donors, fundraisers and volunteers.

Since the information gathering process ended in November 2022, The Fundraising Regulator has been working closely with its Standards Committee to refine and develop proposals for potential changes to the code, which will be consulted on during **autumn 2023**. This will include proposals for removing or revising existing standards, and for

adding new standards where appropriate.

The Fundraising Regulator is also encouraging organisations to access its [volunteer's guidance](#) in preparation for Volunteers' Week, taking place from **1-7 June 2023**.

3. IMPACT ASSESSMENT

QUALITY AND SAFETY IMPLICATIONS/IMPACT	Yes (Please see detail below)
	Evidence suggests there is correlation between governance behaviours in an organisation and the level of performance achieved at that same organisation. Therefore enduing good governance within the Trust can support quality care.
RELATED HEALTHCARE STANDARD	Governance, Leadership and Accountability
	If more than one Healthcare Standard applies please list below:
EQUALITY IMPACT ASSESSMENT COMPLETED	Not required
LEGAL IMPLICATIONS / IMPACT	Yes (Include further detail below)
	Further details are provided in Section 2 of this report.
FINANCIAL IMPLICATIONS / IMPACT	There is no direct impact on resources as a result of the activity outlined in this report.

4. RECOMMENDATION

4.1 The Charitable Funds Committee is asked to **NOTE** the contents of this report.