

# Public Charitable Funds Committee

Tue 12 December 2023, 10:00 - 12:05

Bute / Sully Rooms, TCS, VCC

## Agenda

10:00 - 10:15  
15 min

**0.0.1 FUNDRAISING CASE STUDY – CRAIG MAXWELL, VIEW FROM A FUNDRAISER**

Led by Paul Wilkins, Charity Director Joined by Craig Maxwell, Charity Fundraiser

10:15 - 10:30  
15 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 07 September 2023**

Led by Professor Donna Mead, OBE, Chair

 1.4.0 Charitable Funds Committee Public Part A Minutes \_07.09.2023.\_ES MBrevised.pdf (11 pages)

**1.5.0 Action Points**

Led by Matthew Bunce, Executive Director of Finance

 1.5.0 Public Charitable Funds Committee Action log\_Updated for December 2023 meeting.pdf (5 pages)

**1.6.0 Matters Arising**

Led by Professor Donna Mead, OBE, Chair

10:30 - 11:00  
30 min


**2.0.0 UPDATE FROM CHARITY DIRECTOR /FUNDRAISING UPDATE REPORT**

Led by Paul Wilkins, Charity Director

 2.0.0 Update Report from Charity Director on Fundraising November 23 - Public.pdf (11 pages)

**2.1.0 NHS Charities Together Membership Changes**

Led by Paul Wilkins, Charity Director

 2.1.0 NHS Charities Together Membership Update.pdf (5 pages)

Hedges Alison  
12/12/2023 19:16:47




11:00 - 11:10  
10 min

## 3.0.0 FINANCE

*Led by Barry Williams, Senior Finance Business Partner*

### 3.1.0 Financial Update Paper

*Led by Barry Williams, Senior Finance Business Partner*

-  3.1.0a - CFC Finance Cover Paper Oct 23 - CFC Dec 23.pdf (7 pages)
-  3.1.0b - Cashflow Forecast as at 31 Oct 2023 - CFC Dec 23.pdf (1 pages)
-  3.1.0c - CFC Financial Paper Oct 23 - CFC Dec 23.pdf (13 pages)

11:10 - 11:20  
10 min

## 4.0.0 BREAK

11:20 - 11:30  
10 min

## 5.0.0 BUSINESS CASE AND EXPENDITURE PROPOSALS

### 5.1.0 Update on Implementing the Cancer R&D Ambitions – An Integrated Business Case 2023-2026 –including an overview of recruitment and request for funding arrangement

*Led by Kate Cleary, Research and Development Strategy Project Manager and Sarah Townsend, Head of Research and Development*

-  5.1.0 20231117VCF SLG - RD\_Integrated\_Bid.pdf (8 pages)

11:30 - 11:40  
10 min

## 6.0.0 BUSINESS CASE ANNUAL EVALUATIONS

### 6.1.0 2021-05 Building Capacity in Research through the establishment of a small grants scheme

*Led by Sarah Townsend, Head of Research and Development*

-  6.1.0 COMPLETE - Annual Evaluation - 2021-05 - Small Grants Scheme.pdf (5 pages)

11:40 - 11:45  
5 min

## 7.0.0 CHARITABLE FUNDS APPROVED BUSINESS CASES – NON STARTER REVIEW

### 7.1.0 2023-17 Business Case for Co-Funding (25%) of a Clinical Research Fellow (Brain Radiotherapy) from the Headfirst Appeal/Brain Research Sub Fund


*Led by Kate Cleary, Research and Development Strategy Project Manager*

-  7.1.0 COMPLETE - Non Starter - 2023-17 Research Fellow.pdf (3 pages)

11:45 - 11:55  
10 min

## 8.0.0 WIG SERVICE AND SOP PRESENTATION

*Led by Leigh Porter, Patient Informaion Support Manager*

-  8.0.0 CFC wig service update 2023.pdf (7 pages)

11:55 - 12:05  
10 min

## 9.0.0 CONSENT AGENDA

*Led by Professor Donna Mead, OBE, Chair*

Hedges Alison  
12/12/2023 19:16:47

## 9.1.0 For Approval

*Led by Professor Donna Mead, OBE, Chair*

### 9.1.1 Charitable Funds Policy Review – Scheme of Delegation and Stages for the Purchasing and Authorisation of Goods and Services

*Led by Barry Williams, Senior Finance Business Partner*


 9.1.1a Charitable Funds Policy Review Cover Paper - CFC Dec 2023.pdf (5 pages)

 9.1.1b Black 001 - Scheme of Delegation and Stages for Authorisation Policy Review - CFC Dec 2023.pdf (8 pages)

## 9.2.0 For Noting


### 9.2.1 Charitable Funds Investment Performance Review Sub Committee Highlight Report

*Led by Matthew Bunce, Executive Director of Finance*

 9.2.1 Charitable Funds Investment Performance Review Sub-Committee 27 September 2023 Highlight Report.pdf (3 pages)

### 9.2.2 Noddfa Funds Report

*Led by Rachel Hennessy, Interim Director of Velindre Cancer Services*

 9.2.2 v3 S3 Application Form Health and Wellbeing C Budgen 29.6.23.pdf (7 pages)

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## 12:05 - 12:05 10.0.0 ANY OTHER BUSINESS

0 min

Prior Agreement by the Chair Required

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## 12:05 - 12:05 11.0.0 HIGHLIGHT REPORT

0 min

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

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

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## 12:05 - 12:05 12.0.0 DATE AND TIME OF NEXT MEETING

0 min

*Tuesday 20 February 2024 at 10:00AM*

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## 12:05 - 12:05 13.0.0 CLOSE

0 min

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).

Hedges Alison  
12/12/2023 19:16:47

## MINUTES OF THE PUBLIC CHARITABLE FUNDS COMMITTEE (CFC)

### VELINDRE UNIVERSITY NHS TRUST HQ / TEAMS

THURSDAY 07 SEPTEMBER 2023 AT 10:00AM

<b>PRESENT:</b>	
Professor Donna Mead OBE	Chair
Martin Veale	Independent Member
Hilary Jones	Independent Member
Matthew Bunce	Executive Director of Finance
<b>ATTENDEES:</b>	
Nicola Williams	Executive Director of Nursing, AHPs & Health Science
Emma Stephens	Head of Corporate Governance
Steve Coliandris	Head of Financial Planning and Reporting
Barry Williams	Senior Finance Business Partner
Paul Wilkins	Charity Director
Wayne Griffiths	Charity Ambassador
Alison Hedges	Business Support Officer / Committee Secretariat

<b>1.0.0</b>	<b>STANDARD BUSINESS</b> <i>Led by Professor Donna Mead OBE, Chair</i>	
<b>1.1.0</b>	<b>Apologies</b> <i>Led by Professor Donna Mead OBE, Chair</i>  Apologies were noted from: <ul style="list-style-type: none"> <li>Steve Ham, Chief Executive Officer</li> <li>Jacinta Abraham, Executive Medical Director</li> <li>Non Gwilym, Assistant Director of Communications</li> <li>David Cogan, Patient Representative</li> </ul>	
<b>1.2.0</b>	<b>In Attendance</b> <i>Led by Professor Donna Mead OBE, Chair</i>  The Chair welcomed: <ul style="list-style-type: none"> <li>Wayne Griffiths, Charity Ambassador (regular attendee).</li> </ul> <p>The Chair advised that a number of people would be joining throughout the meeting to present their Business Case Proposal and Business Case Annual Evaluations for Agenda Items 5.0 and 6.0 respectively.</p> <p>The Chair expressed congratulations on behalf of the Committee to Paul Wilkins who was recently appointed as Charity Director.</p>	
<b>1.3.0</b>	<b>Declarations of Interest</b> <i>Led by Professor Donna Mead OBE, Chair</i>  Two declarations were noted:	

	<ul style="list-style-type: none"> <li>Nicola Williams raised a declaration of interest in relation to agenda Item <b>5.1.0 CONSULTANT PRACTITIONER UROLOGY BUSINESS CASE EXPENDITURE PROPOSAL</b>. Nicola Williams is the Executive Sponsor of the business case and as such would abstain from voting to approve the business case.</li> <li>The Chair raised a declaration of interest in relation to Item <b>6.2.0 2019-63 PROFESSOR IN NURSING &amp; INTERDISCIPLINARY CANCER CARE &amp; CLINICAL RESEARCH FELLOW BUSINESS CASE ANNUAL EVALUATION</b>. The paper refers to RCBC (Research Collaborate Building Association Community of Scholars). The Chair is no longer involved with the Association, however, was the original grant holder and led that scheme for about eight years, so would abstain from voting to approve the business case.</li> </ul>	
<b>1.4.0</b>	<p><b>Draft Minutes from the meeting held on the 08 June 2023</b>  <i>Led by Professor Donna Mead, OBE, Chair</i></p> <p>The Charitable Funds Committee confirmed the Minutes of the meeting held on the <b>08 June 2023</b> were an accurate and true reflection of the meeting.</p>	
<b>1.5.0</b>	<p><b>Action Points</b>  <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 <b>closed</b>. The remaining <b>open</b> actions due were reviewed and following points <b>noted</b>:</p> <p><b><u>Actions from Committee Meeting held on 17/05/2022</u></b>  <b>2.4.0 Business Case Development Phase 2.</b>  Target date agreed to be revised from September 2023 to March 2024.</p> <p><b><u>Actions from Committee Meeting held on 20/09/2022</u></b>  <b>3.1.0 Event Proposal</b>  The new Charity Director will consider the development of a set of Principles to aid decision making over which Fundraising events and activities are undertaken which will be presented to the 7<sup>th</sup> March 2024 CFC. Some initial thinking on key principles was summarised for the Committee.</p> <p><b><u>Actions from Committee Meeting held on 21/03/2023</u></b>  <b>1.5.0 Business Case and Expenditure Proposals - Part Funding of Wig Vouchers</b>  The Committee discussed this action and agreed <b>**Further ACTIONS:</b></p> <ul style="list-style-type: none"> <li>To do appropriate research around where this currently sits.</li> <li>Through Michelle Pengelly make sure engaged in the procurement process and await outcome of the national procurement exercise.</li> <li>Advise on spend of revenue to charity and investigate options for moving costs for vouchers from the Trust Revenue to the Charity so VAT can be claimed back.</li> <li>Research various websites to be clear what is available through the NHS and sight procurement on anything relevant.</li> <li>Expect a paper to come to the Committee at the right time. Paul Wilkins to address this action. The Chair suggested that it may be helpful to invite Michelle Pengelly to the Committee to provide an update.</li> </ul>	Paul Wilkins

	<p><b><u>Actions from Committee Meeting held on 21/03/2023</u></b></p> <p><b>5.2.0 Business Case and Expenditure Proposals</b></p> <p><b>Lung Cancer PhD Clinical Research Fellow Business Case</b></p> <p>The Committee agreed this action could be closed.</p> <p><b>**New Action: Grant Letter and response from Cardiff University to be provided to clarify the Intellectual Property (IP) arrangements.</b></p>	Jacinta Abraham
1.6.0	<p><b>Matters Arising</b></p> <p><i>Led by Professor Donna Mead, OBE, Chair</i></p> <p>The Committee agreed that going forward, when proposed new target completion dates for actions are agreed by the Committee, the original target dates should be retained on the Action Log for completeness as a formal audit record.</p>	
2.0.0	<p><b>UPDATE FROM CHARITY DIRECTOR / FUNDRAISING UPDATE</b></p> <p><i>Led by Matthew Bunce, Executive Director of Finance and Paul Wilkins, Charity Director</i></p>	
	<p>Matthew Bunce took the Committee through the Fundraising Update paper. The Committee agreed that once all new fundraising employment was in place a further progress update could then be presented to the Committee.</p> <p>Matthew Bunce led the Committee through the events update, outlining all the up-and-coming events such as: '<b>Rhods Hoof Cancer Where It Hurts Gig</b>', <b>France Word Cup Bike Ride</b> and the <b>Key West Bike Ride</b>, and highlighted the success of the Velindre Big Swim event that took place in August 2023. Matthew Bunce highlighted that future updates would incorporate the set of principals to any events.</p> <p>The Committee expressed the importance of making the public feel part of events.</p> <p><b>**ACTION: The Committee highlighted the need to investigate more into the aspects of any events being filmed or televised and the need within this to make people aware of how they can donate. Matthew Bunce and Paul Wilkins to speak to Non Gwilym and the Communications Team to clarify what will happen with anything that is televised around events.</b></p> <p>Paul Wilkins assured the Committee that the appropriate Ambassador/Patron is approached for each event.</p> <p>The Committee raised that it would be beneficial to have an Independent Member to attend every event. Matthew Bunce confirmed there is now a work plan that can be shared, which going forward will help ensure and facilitate this.</p> <p>The Committee noted the two events planned for September 2023; the Walk around Aberdare Country Park and the Castle to Castle.</p> <p>Paul Wilkins assured the Committee that the logistics for each event will be reviewed in future looking at workforce requirement, IT support and attendees and would also like to see any insurance for the event documented.</p>	Matthew Bunce and Paul Wilkins

	<p>The Chair informed the Committee of her visit to <b>Veggies for Velindre</b> and all the work that they have done to raise money for the Charity. The Chair has invited the High Sheriff of Mid Glamorgan to visit. The Chair felt it was important to highlight such initiatives and will consider the inclusion of a Chair's Report for future meetings as appropriate.</p> <p>Matthew Bunce took the Committee through the Legacy Section of the paper noting the potential £1.9million value. The Committee discussed the communication with solicitors and how this is not currently happening through the Charity and the options for writing free Wills if money is left to the Charity.</p> <p><b>**ACTION: Legacy Paper that went to Velindre Charity Senior Leadership Group to be brought to the December 2023 Charitable Funds Committee.</b></p> <p>The Committee discussed the issue of Independent Members approving legacies, as well as the Executive Director of Finance / Chief Executive Officer. It was noted that whilst this can be any Board Member who serve as an agent of the Corporate Trustee of Velindre Charity, Board members that attend the Charitable Funds Committee would have more knowledge of the legacies.</p> <p><b>**ACTION: Following a question on why all Trustees are not invited to the Charitable Funds Committee, the Committee agreed this would be reviewed and considered out of Committee to establish who should be invited. Potentially leaving the decision to the individual as to whether this is appropriate for them to attend.</b></p> <p><b>**ACTION: Matthew Bunce confirmed in relation to a question raised by Martin Veale that the Crane Fund is a historical fund started by an American company, with a premises in South Wales that funds various opportunities, there is an NHS part to the fund and the Velindre Charity receives an annual grant. Matthew Bunce to provide Martin with more information on this out of Committee.</b></p>	<p>Matthew Bunce</p> <p>Donna Mead/ Emma Stephens</p> <p>Matthew Bunce</p>
3.0.0	<p><b>FINANCE</b></p> <p><i>Led by Barry Williams, Senior Finance Business Partner and Steve Coliandris, Head of Financial Planning and Reporting</i></p> <p>(To Note: Discussed following item 6.0.0)</p>	
3.1.0	<p><b>FINANCIAL UPDATE PAPER</b></p> <p>Barry Williams took the Committee through the Financial update and highlighted the following key points to the Committee:</p> <p><b>Income Performance:</b></p> <ul style="list-style-type: none"> <li>Total income for period ending 31st July 2023 was £1.551million (£1.182million from fundraising &amp; donations and £0.369million from legacies), which is a £0.560m (c50 %) overachievement against a plan of £0.991million. £0.047million of this was an overachievement against the unrestricted funds. The Trust has received £0.300m of funding from the Moondance Foundation, the first of 5 years match funding to implement the Advancing Radiotherapy Cymru (ARC) Academy Project. Forecast income in 2023-24 from further legacies notified to the Trust is circa £1.9million.</li> </ul>	

<p>Hedges Alison 12/12/2023 19:16:47</p>	<ul style="list-style-type: none"> <li>• Forecast expenditure position to July '23 is £0.763m lower than planned £1.125 million. A significant proportion of the underspend relates to delays in recruiting to the Integrated R&amp;D development project.</li> <li>• Current indicative forecast for overhead costs with an expected outturn of £188,000 for the year.</li> </ul> <p><b>Balance Sheet:</b></p> <ul style="list-style-type: none"> <li>• Funds held at the end of July 2023 have increased by about £220,000 to £9.963 million.</li> <li>• Forecast net expenditure against the charitable funds of circa £2.881 million for the year of 2023/2024. Forecasting for the Charity is an outturn fund balance of £6.862 million.</li> <li>• Investment portfolio saw an in-year valuation decrease of about 1.1%.</li> <li>• Due to political position the overall position fallen by about 10.6%</li> <li>• Portfolio has shown signs of recovery and expected the market will recover.</li> <li>• Charity holding significant cash balances. Benefiting from greater returns due to increase in interest rates and cash management and options will be explored post onboarding.</li> </ul> <p>Steve Coliandris assured the Committee that he had met with DLA Piper regarding the potential conflict of interest with the new Charity Investment Advisors and following this meeting is gathering information in relation to any questions that DLA Piper had raised through procurement colleagues. Once this is concluded everything is imminent and in place.</p> <p>Steve Coliandris noted the advice with the Charity's outgoing Investment Managers, not to invest due to the economic impact of the current conflict in Ukraine. Steve informed the Committee that the interest rates on savings account are up to 3.2%, as such future investment opportunities will also need to be revisited following onboarding of the new Charity advisers.</p> <p>The Chair noted the potential conflict of interest of the new Charity Investment Advisors and wish to express the Committee's concerns to DLA Piper and hope that this will be clarified by the next meeting of the Committee.</p> <p><b>**ACTION: The Chair noted to the Committee the potential conflict of interest because ABRDN have been through a competitive tender process to become our Investment Managers and then subsequently discovered they are also one of the investors that are funding the new Cancer Centre.</b>  <b>The Committee want to express their concerns to DLA Piper and hope this will be clarified by the next meeting of the Charitable Funds Committee.</b></p> <p>Martin Veale assured the Committee Brewin Dolphin are still currently managing funds. The Committee noted that the date of the Charitable Funds Investment Performance Review Sub Committee is currently 27<sup>th</sup> September 2023.</p>	<p>Matthew Bunce and Steve Coliandris</p>
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	<p><b>Forecast Commitments:</b></p> <p>Barry Williams flagged to the Committee that the reserve policy does hit a negative position against what would expect to hold per the agreed target but the Charity has available cash balance to service the Business Cases. Barry confirmed in response to Martin Veale asking if forecasting is getting easier, that with a more consistent plan it does provide a level of assurance that things will be spent during the year so it will reflect in forecast going forward. Over next few months Barry Williams, Steve Coliandris and Paul Wilkins will work to build that into the plan going forward.</p> <p>The Charitable Funds Committee <b>NOTED</b> the contents of this finance report and in particular:</p> <ul style="list-style-type: none"> <li>• The financial performance of the Charity for the period ending 31st July 2023.</li> <li>• The current position and performance of the Charity's investment portfolio as at 31st July 2023.</li> </ul>	
3.2.0	<p><b>DELEGATED FINANCIAL LIMITS REVIEW</b></p> <p><i>Led by Steve Coliandris, Head of Financial Planning and Reporting</i></p> <p>Steve Coliandris informed the Committee that the paper had been brought back to provide more assurance to the Committee around the process and governance. This would include anything under £25,000 requiring a template being completed, describing what the project was trying to do. Steve Coliandris informed the Committee of conversations with Matthew Bunce of how this could be strengthened further to give assurance:</p> <ul style="list-style-type: none"> <li>• Between Committee meetings only two requests under £25,000 could be considered and to not go above the maximum of £50,000. Plus in addition the Trust could ensure an Independent Member also signs off as well as Chief Executive Officer or Executive Director of Finance.</li> <li>• Could also share with whole Committee.</li> </ul> <p>The Chair did not feel an Independent Member needed to be involved and this was more about how much is spent in between meetings.</p> <p>The Committee were happy with the suggestion that every time something is approved it could be shared with the Committee and agreed there should just be a financial ceiling between meetings rather than number of Business Cases, which was agreed at £50,000.</p> <p>The Delegated Financial Paper was <b>APPROVED</b> on the basis an ongoing tally will be provided to Committee Members between CFC meetings of what has been committed by the Chief Executive or Executive Director of Finance with the ability for a Board Trustee to step in and propose delegation be ceased / reduced to £5,000, along with a request to review the Delegated Financial Limit in two years. An analysis of all the commitments of expenditure up to £25,000 made by the Executive Officers will also be included CFC Financial Report on a quarterly basis.</p>	
4.0.0	<p><b>Break 10 Minutes</b></p> <p><b>To Note: The Committee did not take a break due to time constraints.</b></p> <p>(To Note: Items 5.0.0 and 6.0.0 discussed following item 2.0.0 and then items 3.0.0 were led at the end of the meeting).</p>	

5.0.0	<b>BUSINESS CASE AND EXPENDITURE PROPOSALS</b>	
5.1.0	<p><b>CONSULTANT PRACTITIONER UROLOGY</b>  <i>Led by Helen Payne Interim Radiotherapy Services Manager</i></p> <p>The Chair welcomed Helen Payne to the meeting to present the Business Case.</p> <p>Helen Payne took the Committee through the key aspects of the Business Case, explaining that it was drawn together following a generous donation from a benefactor who requested for a proposal for improvement in a urology service within radiotherapy. This will help provide Ionising Radiation (Medical Exposure) Regulations Training (IR(ME)R Training).</p> <p>The Patient experience element of this is important and will be gathering this data throughout the 12-month period.</p> <p>Helen Payne confirmed to the Committee that the Benefactor raised £160,000 for this and if there is a shortfall could defer recruitment of the band seven for a month to accommodate the difference in that funding.</p> <p><b>**Action: Helen Payne to share the beneficiary details on where the funds came from and will pick these details up with Steve Coliandris outside of the meeting.</b></p> <p>Helen Payne explained the Business Case includes a proposal for two posts and at the end the posts will become permanent. Proposing a permanent recruitment into the Satellite Radiotherapy Unit. Looking for Pump Priming to commence a year in advance of the Satellite opening. There is a member of staff that would be able to apply for Consultant Practitioner post and only require IRMER status training that could be delivered in-house. Regarding the Advanced Practitioner post there is likely to be training included, unless recruited externally, being the element of practicing for medicines management.</p> <p>Helen Payne assured the Committee that all advanced and consultant practice posts will go out on ANEX 21.</p> <p>Helen Payne confirmed that the Business Case had been to the Senior Leadership Team.</p> <p><b>**ACTION: Nicola Williams confirmed there is a panel for framework for use internally to ensure credentials are aligned. Nicola Williams will check the Consultant posts no longer need to go through All Wales clearings.</b></p> <p>The Committee noted that the exit strategy describes funding in future years. Wayne Griffiths raised that this would be the sort of opportunity he would like the 'Forget Me Not' money to fund.</p> <p>Helen Payne confirmed to questions raised that if it were an external candidate the cost of the RCR course would be within the Radiotherapy budget.</p> <p><b>**ACTION: Steve Coliandris and Barry Williams will review what funds are available in the Urology Fund and any top up will come from the general funds.</b></p> <p>The Committee <b>APPROVED</b> the Business Case Expenditure Proposal.</p>	<p><b>Helen Payne</b></p> <p><b>Nicola Williams</b></p> <p><b>Steve Coliandris / Barry Williams</b></p>

<b>6.0.0</b>	<b>BUSINESS CASE ANNUAL EVALUATIONS</b>	
<b>6.1.0</b>	<p><b>2021-04 IMPROVING THE EFFECTIVENESS OR RESEARCH, DEVELOPMENT &amp; INNOVATION THROUGH ENHANCED CLINICAL LEADERSHIP</b>  <i>Led by Christopher Cotterill-Jones, Research Delivery Manager</i></p> <p>The Chair welcomed Christopher Cotterill-Jones to the meeting to present the Business Case Annual Evaluation.</p> <p>Christopher Cotterill Jones took the Committee through the key aspects of the annual evaluation, that had sought ringfenced money in relation to the Faktion trial to create posts of an Assistant Medical Director for RD&amp;I which was taken up by Meredith Evans, who has since left the post and is now due to be taken up by Rob Jones, and a Personal Assistant / Admin Support to develop more high value research and innovation within the Trust.</p> <p>This is the end of project evaluation and the posts will now be funded through the integrated research bid.</p> <p><b>**ACTION: The Annual Evaluations states that there are funds still to be drawn down, but it has now moved into the overall infrastructure bid, so what was not drawn down should get released as a commitment. Steve Coliandris and Barry Williams to confirm this is the case.</b></p> <p>The Committee were content that outcomes were achieved.</p> <p>The Committee <b>AGREED</b> to sign off the Business Case Annual Evaluation and <b>APPROVE</b>.</p>	Steve Coliandris and Barry Williams
<b>6.2.0</b>	<p><b>2019-63 PROFESSOR IN NURSING &amp; INTERDISCIPLINARY CANCER CARE &amp; CLINICAL RESEARCH FELLOW</b>  <i>Led by Nicola Williams, Director of Nursing, AHP's &amp; Medical Scientists</i></p> <p>The Chair invited Nicola Williams to present the Business Case Annual Evaluation to the Committee.</p> <p>Nicola Williams took the Committee through the key aspects of the evaluation which is an end of a three-year period for funding of this specific post which was taken on by Jane Hopkinson and has started to develop a fundamental shift in research and development. Research is now one of the aims for the nursing strategy within the organisation.</p> <p>Research Fellow element of the funding bid has money left due to the delay filling that post.</p> <p>The Committee recognised the appropriate exit strategy through the Integrated Research bid.</p> <p>The Committee noted the strong message within the themes that came out of the Velindre Trust Nursing Conference which have already started to come into practice.</p> <p>Nicola Williams highlighted to the Committee that they had the most posters ever had accepted and the greatest number of people asked to present at a Conference. This will raise awareness and the profile of the Trust.</p>	

	<p>The Chair commended everyone on this excellent initiative. The Committee agreed to keep the post of Research Fellow until the end of December 2023 and to utilise the money. A completion report will be provided to the Committee when appropriate.</p> <p>The Committee <b>AGREED</b> to sign off the Business Case Annual Evaluation and <b>APPROVE</b>.</p>	
6.3.0	<p><b>2019-59 ADVANCED PRACTITIONER PHYSIOTHERAPIST IN ONCOLOGY GYNAECOLOGICAL PELVIC HEALTH</b> <i>Led by Kate Baker, Macmillian Head of Therapies</i></p> <p>The Chair welcomed Kate Baker to the meeting to present the Business Case Annual Evaluation.</p> <p>Kate Baker took the Committee through the key aspects of the evaluation stating it has been a highly successful role. Employed Alison Wyatt as an Advanced Practitioner for over three-year period and several objectives were achieved through this period. Patient questionnaires have shown an improved quality of life and patient satisfaction but there is more work to do around the Value Based Health Care and cost analysis.</p> <p>Kate Baker informed the Committee that they did recruit into the Data Manager role for 9 months but have not been able to fill that role since and has now been advertised as Data Facilitator to help with recruitment.</p> <p>Kate Baker explained this is the first role of its kind within Wales which has been successful overall and will keep developing along with the framework. End of a three-year period. Kate Baker confirmed the Advanced Practitioner role now transferred into a role within core budget of therapies.</p> <p>Wayne Griffiths noted that throughout he was kept up to date and was delighted to support the post.</p> <p>In line with the Value Based Health Care approach linked to collected data, once the analysis of the paper is complete the Committee expressed, they would like to see the data analysis at one of the future meetings.</p> <p>The Committee <b>AGREED</b> to keep the funding for a Data Manager so they could have a report at the right time. The Committee requested they be kept informed when a Data Analyst is put in place.</p> <p>The Committee <b>AGREED</b> to sign off the Business Case Annual Evaluation and <b>APPROVE</b>.</p>	
6.4.0	<p><b>2022-02 EARLY PHASE TRIAL: MEDICAL SESSION FOR THE FUTURE</b> <i>Led by Rob Jones, Clinical Director for Research Development &amp; Innovation</i></p> <p>The Chair welcomed Rob Jones to the meeting to present the Business Case Annual Evaluation.</p> <p>Rob Jones took the Committee through the key aspects of the evaluation that covers the end of the first year of the sessions that were allocated to Dr Magda Meissner, who has now exited the role, but during the year in post had several achievements outlined in the paper. Plan currently to get another research interested Oncologist who wants to develop their phase one and portfolio and are in negotiation for this to happen.</p>	

	<p>The Committee recognised the study is for 27 months and this is the end of first year report. There has been some slippage since Dr Magda Meissner left the role. Asking the Committee to hold funds until the work can be taken forward for the remainder of the study. Dr Magda Meissner delivered on the objectives and produced three papers in high impact journals. The Committee were content that funds used so far were spent appropriately. The Committee were content to hold these funds until the post is dealt with.</p> <p>The Committee were content to <b>APPROVE</b> the first-year evaluation and content to hold the committed fund.</p>	
6.5.0	<p><b>2022-10 PEARL CLINICAL TRIAL: EXTENSION OF CONSULTANT CLINICAL LEAD SESSIONS</b>  <i>Led by Tom Rackley, Oncology Consultant</i></p> <p>The Chair welcomed Tom Rackley to the meeting to present the Business Case Annual Evaluation.</p> <p>Tom Rackley took the Committee through the key aspects of the evaluation and the Pearl clinical trial in patients with oropharyngeal cancer, explaining there are a lot more patients now due to HPV virus. Pearl sets up to help reduce side effects and adapt radiotherapy treatment. With the Pearl trial the scan is repeated to see if the has tumour shrunk, to alter the treatment plan. This was a popular study. Have had challenges. Target now 36 patients by the end of the year and now at around 30 patients. Extended recruitment to Bristol, Guys and Thomas and The Beatson, Glasgow. Presented information at ESTRO. Tom Rackley confirmed to the Committee that when all the data is gathered, he would be able to produce a High Impact Journal.</p> <p>The Committee noted the Project was for a 27-month period and expenditure was on track, and now has come to the end of the funding period. Tom Rackley confirmed that the CTR is responsible for maintaining outcome data and getting all the outcome data will happen whether funded or not.</p> <p>Tom Rackley highlighted that in terms of patient numbers the programme was staff resource intensive and not an issue of insufficient patients volunteering. Biggest constraint is resources to deliver care within the NHS not patient recruitment.</p> <p>The Committee noted the report and would be interested in receiving a future report when data is all collected and analysed. This will be brought to a future Committee when available.</p> <p>The Committee <b>AGREED</b> to sign off the Business Case Annual Evaluation and <b>APPROVE</b> with a final report to brought to the Committee at the right time.</p> <p><b><i>The Chair noted the improved quality of all the evaluation reports and as a Committee we can see what has been happening with funds distributed.</i></b></p>	
7.0.0	<p><b>CONSENT ITEMS</b>  <i>Led by Professor Donna Mead OBE, Chair</i></p>	

<b>7.1.0</b>	<b>FOR APPROVAL</b> <i>Led by Professor Donna Mead, OBE, Chair</i> <b>Nil Items</b>	
<b>7.2.0</b>	<b>CONSENT FOR NOTING</b> <i>Led by Professor Donna Mead, OBE, Chair</i> <b>Nil Items</b>	
<b>8.0.0</b>	<b>ANY OTHER BUSINESS</b> <i>Prior Agreement by the Chair Required</i>	
	None.	
<b>9.0.0</b>	<b>HIGHLIGHT REPORT</b>	
	A Highlight Report will be produced for the September 2023 Trust Board.	
<b>10.0.0</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
	Tuesday 12 December 2023 at 10:00am.	
<b>11.0.0</b>	<b>CLOSE</b>	
	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).	

Hedges Alison  
12/12/2023 19:16:47

PART A - CHARITABLE FUNDS COMMITTEE – ACTION LOG					
Minute ref	Action	Action Owner	Progress to Date	Target Completion Date	Status
Actions agreed at the 17 <sup>th</sup> May 2022 Committee					
2.4.0	<p><b>ACTION POINTS</b>  <b>Business Case Development - Phase 2</b>            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&amp;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><b>Update 31/08/2023:</b>            Due to the Costing Accountant leaving the Trust this action's target completion date could not be met and propose a new completion date of March 2024.</p> <p><b>Update 08/06/2023:</b>            Phase 1 <b>closed</b> and removed from the action log. Phase 2 to remain <b>open</b> with target completion date September 2023.</p> <p><b>Update 21/03/2023</b>            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><b>Update 19/01/2023:</b>            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 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.            An update will be brought to the next Committee.</p> <p><b>Update 12/01/2023:</b>            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> <p><b>Update 20/09/2022:</b>            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.</p>	March 2024 (September 2023)	OPEN





	PART A - CHARITABLE FUNDS COMMITTEE – ACTION LOG				
Minute ref	Action	Action Owner	Progress to Date	Target Completion Date	Status
1.5.0	<b>Action Points</b> <b>Business Case and Expenditure Proposals - Part Funding of Wig Vouchers</b> Cath O'Brien will follow up with Michele Pengelly on whether the charity could look at total funding of the wig, possibly a discretionary fund with an adequate provision.	Cath O'Brien	<b>Update 01/09/2023:</b> Cath O'Brien to provide update at the meeting on the 07/09/2023.	September 2023	COMPLETE
	<b>Further ACTIONS 07/09/2023:</b> <ul style="list-style-type: none"><li>To do appropriate research around where this currently sits.</li><li>Through Michelle Pengelly make sure engaged in the procurement process and await outcome of the national procurement exercise.</li><li>Advise on spend of revenue to charity and investigate options for moving costs for vouchers from the Trust Revenue to the Charity so VAT can be claimed back.</li><li>Research various websites to be clear what is available through the NHS and sight procurement on anything relevant.</li><li>Expect a paper to come to the Committee at the right time. Paul Wilkins to address this action. The Chair suggested that it may be helpful to invite Michelle Pengelly to the Committee to provide an update.</li></ul>	Paul Wilkins	<b>Update:23/11/2023:</b> Leigh Porter will attend the next CFC, deliver a presentation and answer any questions arising. They will also provide a review paper of the 'Wig Service' and an SOP		
Actions agreed at the 7 <sup>th</sup> September 2023 Committee					
1.5.0	<b>Action Points</b> <b>5.2.0 Business Case and Expenditure Proposals</b> <b>Lung Cancer PhD Clinical Research Fellow Business Case</b> Grant Letter and response from Cardiff University to be provided to clarify the Intellectual Property (IP) arrangements.	Jacinta Abraham	<b>Update 20/11/2023:</b> A clause related to IP was inserted into the CFC award letter received by the University. Award letters can contain terms and conditions of the award which become a legally enforceable part of the contract between the applicant and the Trust/Charity without the need for the applicant to explicitly accept the terms and conditions in writing. Acceptance of the award (for example, by drawing down funds) would constitute acceptance of the contractual “offer” contained in the award letter.	December 2023	COMPLETE
2.0.0	<b>UPDATE FROM CHARITY DIRECTOR / FUNDRAISING UPDATE</b> The Committee highlighted the need to investigate more into the aspects of any events being filmed or televised and the need within this to make people aware of how they can donate. Matthew Bunce and Paul Wilkins to speak to Non Gwilym and the Communications Team to clarify what will happen with anything that is televised around events.	Matthew Bunce and Paul Wilkins	<b>Update:23/11/2023:</b> PW via the fundraising team have contacted Channel4. All donations associated to the documentary are linked to CRUK's Stand Up to Cancer. In respect of all other televised events run by Velindre, these will be picked up in a weekly comms meeting featuring the digital fundraising officer of the Charity.	December 2023	COMPLETE
2.0.0	<b>UPDATE FROM CHARITY DIRECTOR / FUNDRAISING UPDATE</b> Legacy Paper that went to Velindre Charity Senior Leadership Group to be brought to the December 2023 Charitable Funds Committee.	Matthew Bunce	<b>Update 15/11/2023:</b> The Legacy Paper has been added to the December 2023 Charitable Funds Committee Agenda.	December 2023	COMPLETE

PART A - CHARITABLE FUNDS COMMITTEE – ACTION LOG					
Minute ref	Action	Action Owner	Progress to Date	Target Completion Date	Status
2.0.0	<b>UPDATE FROM CHARITY DIRECTOR / FUNDRAISING UPDATE</b> Following a question on why all Trustees are not invited to the Charitable Funds Committee, the Committee agreed this would be reviewed and considered out of Committee to establish who should be invited. Potentially leaving the decision to the individual as to whether this is appropriate for them to attend.	Donna Mead and Emma Stephens	<b>Update 23/11/2023:</b> Velindre University NHS Trust is the Corporate Trustee for Velindre Charity. Individual Board Members are not individual Trustees. All Board Members make up the Corporate Trustee of Velindre Charity:  <i>The Velindre University NHS Trust Board was appointed as corporate trustee of the charitable funds by virtue of the Velindre National Health Service Trust (Establishment) Order No. 2838 that came into existence on 1<sup>st</sup> December 1993, and that its Board serves as its agent in the administration of the charitable funds held by the Trust.</i>  The Trust previously took the decision to only include certain Board Members as Members of the Charitable Funds Committee (CFC) for practical reasons of workload, availability etc. The CFC Members represent the total Board Members as do the Members of any other Committee of the Trust Board.  The ToR state for Membership: ‘A minimum of four members, comprising: <ul style="list-style-type: none"> <li>• Chair, Independent member of the Board (Non-Executive Director)</li> <li>• Independent Member of the Board (Non-Executive Director)</li> <li>• The Trust's Chief Executive and Executive Director of Finance (one of which at any one meeting may be represented by a Nominated Representative in their absence)</li> </ul> As it states a minimum of four Members it doesn't preclude the Membership being increased if the Board decides it wants to do that. Other Board Members can be invited by the Chair, however would not be Committee Members unless the Trust Board agreed to change the Membership. The Trust Board Committee membership is reviewed at the end of each financial year, in line with the review of each of the Board Committee's Terms of Reference.	December 2023	COMPLETE
2.0.0	<b>UPDATE FROM CHARITY DIRECTOR / FUNDRAISING UPDATE</b> Matthew Bunce confirmed in relation to a question raised by Martin Veale that the Crane Fund is a historical fund started by an American company, with a premises in South Wales that funds various opportunities, there is an NHS part to the fund and the Velindre Charity receives an annual grant. Matthew Bunce to provide Martin with more information on this out of Committee.	Matthew Bunce	<b>Update 23/11/2023:</b> Link to the Crane Fund website is provided below where further information can be found:  <a href="http://www.rtcraenefunds.org/the-funds">www.rtcraenefunds.org/the-funds</a>	December 2023	COMPLETE

PART A - CHARITABLE FUNDS COMMITTEE – ACTION LOG					
Minute ref	Action	Action Owner	Progress to Date	Target Completion Date	Status
3.1.0	<b>FINANCIAL UPDATE PAPER</b> The Chair noted to the Committee the potential conflict of interest because Ayrdn have been through a competitive tender process to become our Investment Managers and then subsequently discovered they are also one of the investors that are funding the new Cancer Centre. The Committee want to express their concerns to DLA Piper and hope this will be clarified by the next meeting of the Charitable Funds Committee.	Matthew Bunce and Steve Coliandris	<b>Update 23/11/2023:</b> Trust has received a letter from DLA Piper which provides sufficient assurance that there is no conflict of interest, The Trust has signed the contract with Ayrdn and is in the process of onboarding the new Investment Advisors.	December 2023	COMPLETE
5.1.0	<b>BUSINESS CASE AND EXPENDITURE PROPOSALS CONSULTANT PRACTITIONER UROLOGY</b> Helen Payne to share the beneficiary details on where the funds came from and will pick these details up with Steve Coliandris outside of the meeting.	Helen Payne	<b>Update 23/11/2023:</b> The Trust has in written confirmation from the donor that the funds received can be used to support the proposal.	December 2023	COMPLETE
5.1.0	<b>BUSINESS CASE AND EXPENDITURE PROPOSALS CONSULTANT PRACTITIONER UROLOGY</b> Nicola Williams confirmed there is a panel for framework for use internally to ensure credentials are aligned. Nicola Williams will check the Consultant posts no longer need to go through All Wales clearings.	Nicola Williams	<b>Update 14/09/2023:</b> Nicola Williams ascertained the sign off processes for new non-medical consultant posts and fed that back to Donna Mead. Do not need national sign off rather follow a process outlined in the new national multi-professional framework.	December 2023	COMPLETE
5.1.0	<b>BUSINESS CASE AND EXPENDITURE PROPOSALS CONSULTANT PRACTITIONER UROLOGY</b> Steve Coliandris and Barry Williams will review what funds are available in the Urology Fund and any top up will come from the general funds.	Steve Coliandris and Barry Williams	<b>Update 23/11/2023:</b> The funds were received into the Radiotherapy fund and not the urology fund which conforms with the wishes of the donor. The funds will be ringfenced and used for the purpose as outlined in the business case,	December 2023	COMPLETE
6.1.0	<b>BUSINESS CASE ANNUAL EVALUATIONS 2021-04 IMPROVING THE EFFECTIVENESS OR RESEARCH, DEVELOPMENT &amp; INNOVATION THROUGH ENHANCED CLINICAL LEADERSHIP</b> The Annual Evaluations states that there are funds still to be drawn down, but it has now moved into the overall infrastructure bid, so what was not drawn down should get released as a commitment. Steve Coliandris and Barry Williams to confirm this is the case.	Steve Coliandris and Barry Williams	<b>Update 23/11/2023:</b> Funds not yet drawn down for this case have been released back into the Charity Funds.	December 2023	COMPLETE

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## CHARITABLE FUNDS COMMITTEE

### UPDATE FROM CHARITY DIRECTOR / FUNDRAISING UPDATE

DATE OF MEETING	12/12/2023
PUBLIC OR PRIVATE REPORT	Public
IF PRIVATE PLEASE INDICATE REASON	NOT APPLICABLE - PUBLIC REPORT
REPORT PURPOSE	INFORMATION / NOTING AND APPROVAL OF MOROCCO TREK UPDATE AND WEAR RED EXPENDITURE
IS THIS REPORT GOING TO THE MEETING BY EXCEPTION?	NO
PREPARED BY	Paul Wilkins, Charity Director
PRESENTED BY	Paul Wilkins, Charity Director
APPROVED BY	Matthew Bunce, Executive Director of Finance
EXECUTIVE SUMMARY	This report provides an update on the Fundraising activity, covering event updates and legacies for the charity.
RECOMMENDATION / ACTIONS	<p>The Committee is asked to:</p> <ul style="list-style-type: none"><li>• <b>REVIEW</b> and <b>DISCUSS</b> the content of this report.</li><li>• <b>APPROVE</b> the Morocco Trek fundraising proposal, Wear Red expenditure, Arctic Blast expenditure and Maxwell's Miles expenditure</li></ul>



	<ul style="list-style-type: none"> <li><b>NOTE</b> the other updates.</li> </ul>
<b>GOVERNANCE ROUTE</b>	
<b>List the Name(s) of Committee / Group who have previously received and considered this report:</b>	<b>Date</b>
Velindre Charity Senior Leadership Group	24/11/2023
<b>SUMMARY AND OUTCOME OF PREVIOUS GOVERNANCE DISCUSSIONS</b> The Velindre Charity Senior Leadership Group <b>ENDORSED</b> the revised Morocco Trek fundraising proposal for Committee <b>APPROVAL</b> and <b>NOTED</b> the other updates.	

<b>7 LEVELS OF ASSURANCE</b>	
If the purpose of the report is selected as ' <b>ASSURANCE</b> ', this section <b>must be completed</b> . N/A	
<b>ASSURANCE RATING ASSESSED BY BOARD DIRECTOR/SPONSOR</b>	<b>Select Current Level of Assurance</b>  <i>Please refer to the Detailed Definitions of 7 Levels of Evaluation to Determine RAG Rating / Operational Assurance and Summary Statements of the 7 Levels in Appendix 3 in the "How to Guide for Reporting to Trust Board and Committees" N/A</i>

<b>APPENDICES</b>	
N/A	

## 1. SITUATION

The Velindre Charitable Funds Committee (CFC) receives a Charity Director update setting out the Fundraising teams progress against the actions in the operational plan, status of events and ongoing legacies management.

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## 2. BACKGROUND

The Velindre Charitable Funds Committee (CFC) receives a Charity Director report at each meeting to provide an update on various aspects of progress in delivering the operational plan.

## 3. ASSESSMENT

The Velindre Charitable Funds Committee (CFC) Directors Report will include some items to be approved by the Committee and some to discuss and note.

## 4. SUMMARY OF MATTERS FOR CONSIDERATION

### 4.1 Charity Director and Fundraising Team

Since the introduction of the new charity director, the first 90 days have required comprehensive focus on four key areas:

- Stabilisation of current workforce and undertake high quality recruitment and on-boarding to existing vacancies
- Oversee an office move to an alternative location at VCC
- Engage both divisions to consider charitable funds requirements as part of the IMTP process
- Maintain momentum of current fundraising activities

### 4.2 Stabilisation of Current Workforce and Recruitment

At the 1st September 2023 the fundraising department had just two members of staff employed and in work, supported by one agency administrative staff.

01/09/2023

Head of Fundraising	Band 7	0.6 WTE	In post
Deputy Head of Fundraising	Band 6	1 WTE	In post
Fundraising Officer	Band 5	1 WTE	Maternity Leave
Fundraising Officer	Band 5	1 WTE	Vacancy
Digital Fundraising Officer	Band 5	1 WTE	Vacancy
Fundraising Support Officer	Agency	0.8 WTE	In post
Fundraising Support Officer	Band 3	3 WTE	Vacancy
Buisness Finance Manager	Band 6	1 WTE	No JD



Following an intense period of recruitment activity the staff position as of 15th November is now in a much healthier position with ongoing recruitment still in progress. This helps provide a strong foundation to improve our fundraising potential as well as positively influence morale and culture.

15/11/2023

Head of Fundraising	Band 7	0.6 WTE	In post
Deputy Head of Fundraising	Band 6	1 WTE	In post
Fundraising Officer	Band 5	1 WTE	Maternity Leave
Fundraising Officer	Band 5	1 WTE	Vacancy (Successful applicant withdrew after offer)
Digital Fundraising Officer	Band 5	1 WTE	Recruited and in post
Fundraising Support Officer	Band 3	2.4 WTE	Recruited and in post
Fundraising Support Officer	Band 3	0.6 WTE	Vacancy to advert
Buisness Finance Manager	Band 6	1 WTE	Vacancy to advert

*Proposed Next Steps*

Senior Fundraising Officer – Overseas and Major Events	Band 7	0.4 WTE	0.2 reduction in hours from April 24
Head of Fundraising and Relationships (internal recruitment)	Band 7	1 WTE	To discuss
Fundraising Officer	Band 5	1 WTE	Maternity Leave cover with Band 4
Fundraising Officer	Band 5	1 WTE	Vacancy Readvertise
Digital Fundraising Officer	Band 5	1 WTE	Recruited and in post
Fundraising Support Officer	Band 3	2.4 WTE	Recruited and in post
Fundraising Support Officer	Band 3	0.6 WTE	Under review to covert to digital content support officer
Buisness Finance Manager	Band 6	1 WTE	Vacancy to advert

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### 4.3 Office Move

The move to offices previously housing Cancer Research Wales at VCC has now been completed. The move wasn't without difficulties and has required subsequent estates work including a replacement kitchen, water boiler, flooring and branding.

Despite this, strong collaborative work between the fundraising, digital, estates and facilities and operational services teams has ensured minimum disruption to fundraising activities. The area is now significantly improved and provides an excellent working environment. We will soon improve the reception area and make it an area to attract and welcome, donors, fundraisers and ambassadors.

Ongoing issues that are causing most disruption relate to signage on site, with a number of donors going to the old offices and not being able to find our offices at the rear of the site. Our estates colleagues are assessing options and preparing a plan for new signage on site and we will update at our next meeting.

### 4.4 Divisional IMTP Alignment

The Charity Director has met with both Divisional Directors (VCC and WBS) and discussed the opportunity to include funding requirements that may require charitable funds. The conversation has been met positively and both SLT's will now work on the necessary information for sharing via the IMTP process. Some VCC departments have already requested charity attendance at local meetings to discuss opportunities. These will be taking place through November and December.

### 4.5 Events Update

#### 4.5.1 Morocco Trek Update

Originally planned for the 5<sup>th</sup> to 9<sup>th</sup> October 2023, following the devastating earthquake in Morocco on 8<sup>th</sup> September the decision was made to move the trek to July 2024. The rearranged date has been confirmed as 11<sup>th</sup> to 15<sup>th</sup> July 2024. The date coincides with the availability of our Patron and Trek leader Rhod Gilbert.

A small number of trekkers were unable to make the new date, leaving 49 trekkers available for the 2024 date. This allowed the potential of recruiting new trekkers. Efforts made by the fundraising team have ensured that this recruitment has been successful with 60 participants now recruited. This affects both expenditure and income estimates. **(Appendix1 – In Private Committee)**

The Velindre Charitable Funds Committee is asked to **APPROVE** the updated event financials Income & Expenditure.

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#### **4.5.2 Rhod's Hoof Cancer Where It Hurts Gig**

Rhod performed the sold out, third 'Hoof Cancer' fundraising comedy show at the Millennium Centre on 1st October. An emotional performance saw Rhod describe his cancer journey as well as highlight his involvement in the Morocco and future Patagonia treks. As in previous events, Rhod was joined by some high profile comedy colleagues including Michael McIntyre and Greg Davies.

A film following Rhod's cancer journey was shown on Channel Four on 30 October where Velindre featured heavily.

A full evaluation report will follow when income figures have been confirmed.

The Velindre Charitable Funds Committee is asked to **NOTE** this update.

#### **4.5.3 France Bike Ride September 2023**

The participants set off to cycle from Paris to watch Wales' first game in Bordeaux. The fundraising team were able to reduced costs by c.£2k on this event, securing sponsorship in the form of free transport from Edwards Coaches to and from Heathrow.

50 participants numbers were achieved and despite one days cycling having to be cancelled because of extreme hot weather, all cyclist led by President Jonathan Davies made it safely to Bordeaux. Many riders involved made up for the lost day by completing additional miles here in Wales, cycling from Cardiff to Swansea.

A full evaluation report will follow when income figures have been confirmed.

The Velindre Charitable Funds Committee is asked to **NOTE** this update.

#### **4.5.4 Key West Bike Ride November 2024**

Despite a delayed start, recruitment for the Key West bike ride has gone remarkably well with 80 cyclists signing up. Fundraising of participants is being monitored by the fundraising team.

The Velindre Charitable Funds Committee is asked to **NOTE** this update.

#### **4.5.5 Patagonia Trek 2025**

The Patagonia trek celebrating the 160th anniversary of Welsh settlers leaving for South America has been launched. Within the first week, 42 trekkers have registered for the trip which will be led by Patron Rhod Gilbert.

The Velindre Charitable Funds Committee is asked to **NOTE** this update.

#### **4.5.6 Wear RED for Wales and Velindre**

The charity runs an annual mass-participation campaign called Wear Red For Wales and Velindre each year on the eve of the Six Nations Campaign. The aim of the campaign is

for schools, businesses, community groups and individuals to wear something red on the day and donate £1 or more to Velindre.

The campaign was the idea of one of our supporters when Wales Football Team reached the Euro's in 2016. He recruited several schools in Cardiff to wear red and raised funds for Velindre. In 2017 he asked the charity to get involved and run for Rugby's 6 Nations Tournament where it was marketed on a larger scale and was very well received. In 2018 it was supported by Wales Online and grew enormously thanks to the publicity generated by the paper. Despite heavy snowfall in 2019 closing all schools and covid in 2020 and 2021, the campaign has continued to be successful and in 2022 and 2023 the campaign raised £72,000 and £75,000 respectively.

Based off previous success we are seeking support to proceed with this years event. **Appendix 2** - In Private Committee contains expenditure estimates for approval.

The Velindre Charitable Funds Committee is asked to **DISCUSS and APPROVE** the expenditure.

#### 4.5.7 Christmas Appeal

This year we will run a unique campaign called '**Thanks to You!**'

The campaign will put a series of digital messages out showing some of the great things charitable monies have helped deliver. We also have a series of patients giving their own unique *Thanks to You* message back. The appeal will spread awareness of the charity, with a call to action to donate, but also help the divisions align to the charity. So far, preparation for the campaign has already helped the fundraising team build relationships with recipients of the funds, but also helped managers understand the importance of a mutual relationship to move forward.

#### 4.5.8 Arctic Blast

Velindre Fundraising Ambassador Simon Ford has been fundraising for Velindre for over 10 years. Simon organises various challenging events in aid of Velindre both in the UK and overseas through his company 'Venture to Victory over Cancer'. Through his own fundraising activities and the events organised through his company, Simon has raised in excess of £250,000 for Velindre in 10 years.

Two events he organises annually are the Arctic Blast (March) and the Sahara Sand Dance & Marathon (October).

The next Arctic Blast, planned for March 2024, has been more popular than usual attracting 32 participants. The maximum number of participants Simon will take is 16 resulting in two events being run over two separate weeks.

Following agreement with the previous Charity Director that Velindre's Charity directly receive all monies raised against the Arctic Blast event run by Velindre Ambassador, Simon Ford via a JustGiving page set up by the Charity. The payment of a deposit to Venture to Victory over Cancer is now due for £2,500, with full payment of up to £59,900 due February 2024. (Detailed paper included as **Appendix 3** In Private Committee.

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The Velindre Charitable Funds Committee is asked to **DISCUSS and APPROVE** the expenditure.

#### 4.6 Legacy Update

Legacy income as at the 15th November 2023 stands at £ 963,265, with a notification legacy of £551,000 to follow this month.

##### *Open Legacy Update*

Continued communication between the Director of Finance and estate agents selling a property from an estate is focussed on achieving a satisfactory financial settlement for the Charity. A verbal update of progress will be provided at the meeting.

The Velindre Charitable Funds Committee is asked to **NOTE/DISCUSS** this update.

#### 4.7 Maxwell Fund Proposal

Craig Maxwell has requested that Velindre host a fund in his name and memory to improve patient outcomes from the field of genomics. There has been a promise of £500k donation from Moondance as well as a determination from Craig and his family and friends to keep building the fund. Paul Wilkins is currently working up a terms of reference for sharing in the next two weeks.

Craig is busy organising a Welsh coastal walk called Maxwells Miles. So long as his health allows he will complete the challenge personally. The walk will cover c.700 miles plus and will be joined by 30 walkers on each section. The anticipated income is expected to be in excess of £400k, less c.£140k costs. The full proposal is included as **Appendix 4** in the Private Committee.

The Velindre Charitable Funds Committee is asked to **NOTE/DISCUSS** this update and **APPROVE** the Expenditure.

#### 4.8 Updated Terms & Conditions for Challenge Events

Work has been completed to revise the existing Terms & Conditions (T&Cs) for challenge events. The T&Cs have certain core elements that apply to all events, but will also contain additional event specific T&C's as an appendix. The revised T&Cs have been shared with colleagues at NWSSP Legal Services for review and feedback on suggested changes to ensure the Trust is best protected from any liability or claim.

Agreed T&C's will be shared upon completion of this process.

The Velindre Charitable Funds Committee is asked to **NOTE** this update.

Hedges Alison  
12/12/2023 19:16:47



#### 4.9 Policy Updates

CFC005 Management of Fundraising Events by Velindre NHS Trust Charity expired in June 2022 and requires review. We are currently working on new ways of working, so propose to forward the existing policy to EMB for a 1 year extension.

The Velindre Charitable Funds Committee is asked to **APPROVE** this update.

#### 4.10 Other Updates

The Fundraising team together with the W&OD team submitted a Stage 3 Covid Recovery and staff wellbeing grant application to the Association of NHS Charities fund. We have been informed that the Charity application has been successful resulting in a grant award of £110,000.

The Velindre Charitable Funds Committee is asked to **NOTE** this update.

## 5 IMPACT ASSESSMENT

TRUST STRATEGIC GOAL(S)	
Please indicate whether any of the matters outlined in this report impact the Trust's strategic goals: YES - Select Relevant Goals below	
If yes - please select all relevant goals:	
<ul style="list-style-type: none"> <li>• Outstanding for quality, safety and experience <input checked="" type="checkbox"/></li> <li>• An internationally renowned provider of exceptional clinical services that always meet, and routinely exceed expectations <input checked="" type="checkbox"/></li> <li>• A beacon for research, development and innovation in our stated areas of priority <input type="checkbox"/></li> <li>• An established 'University' Trust which provides highly valued knowledge for learning for all. <input type="checkbox"/></li> <li>• A sustainable organisation that plays its part in creating a better future for people across the globe <input checked="" type="checkbox"/></li> </ul>	
<b>RELATED STRATEGIC RISK - TRUST ASSURANCE FRAMEWORK (TAF)</b> For more information: <a href="#">STRATEGIC RISK DESCRIPTIONS</a>	Choose an item
<b>QUALITY AND SAFETY IMPLICATIONS / IMPACT</b>	Yes -select the relevant domain/domains from the list below. Please select all that apply
	Safe <input checked="" type="checkbox"/> Timely <input checked="" type="checkbox"/>



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**NHS**  
WALES

Ymddiriedolaeth GIG  
Prifysgol Felindre  
Velindre University  
NHS Trust

	Effective <input checked="" type="checkbox"/> Equitable <input type="checkbox"/> Efficient <input checked="" type="checkbox"/> Patient Centred <input type="checkbox"/>
	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.
<b>SOCIO ECONOMIC DUTY ASSESSMENT COMPLETED:</b> For more information: <a href="https://www.gov.wales/socio-economic-duty-overview">https://www.gov.wales/socio-economic-duty-overview</a>	Not required
	N/A.  Click or tap here to enter text
<b>TRUST WELL-BEING GOAL IMPLICATIONS / IMPACT</b>	Choose an item
	If more than one Well-being Goal applies please list below:
	N/A
	If more than one wellbeing goal applies please list below:  Click or tap here to enter text
<b>FINANCIAL IMPLICATIONS / IMPACT</b>	There is no direct impact on resources as a result of the activity outlined in this report.
	N/A
<b>EQUALITY IMPACT ASSESSMENT</b> For more information: <a href="https://nhswales365.sharepoint.com/sites/VEL/ntranet/SitePages/E.aspx">https://nhswales365.sharepoint.com/sites/VEL/ntranet/SitePages/E.aspx</a>	Not required - please outline why this is not required
	There is no requirement for this report.
<b>ADDITIONAL LEGAL IMPLICATIONS / IMPACT</b>	There are no specific legal implications related to the activity outlined in this report.
	N/A

## 6 RISKS

This section should indicate whether any matters addressed in the report carry a significantly increased level of risk for the Trust – and if so, the steps that will be taken to mitigate the risk - or if they will help to reduce a risk identified on a previous occasion.

<b>ARE THERE RELATED RISK(S) FOR THIS MATTER</b>	No
<b>WHAT IS THE RISK?</b>	N/A
<b>WHAT IS THE CURRENT RISK SCORE</b>	N/A
<b>HOW DO THE RECOMMENDED ACTIONS IN THIS PAPER IMPACT THIS RISK?</b>	N/A
<b>BY WHEN IS IT EXPECTED THE TARGET RISK LEVEL WILL BE REACHED?</b>	N/A
<b>ARE THERE ANY BARRIERS TO IMPLEMENTATION?</b>	Choose an item
	N/A
<b>All risks must be evidenced and consistent with those recorded in Datix</b>	

Hedges Alison  
12/12/2023 19:16:47

# NHS Charities Together Membership Update

Hedges Alison  
12/12/2023 19:16:47

## THE MEMBERSHIP OFFER

...focuses on three key deliverables:

1

### Harnessing the power of the collective

A wide range of support is available to NHS Charities who pay an annual membership, with many benefits for their employees.

The member offer is delivered through different channels of **support, events, resources and grant opportunities**, all around five priority areas:

- **Network:** Tailored connections, peer support, and a vibrant members forum
- **Academy:** Targeted learning, bespoke resources, and insightful webinars
- **Events:** Workshops, conferences, peer support, and coproduction possibilities
- **Strategic Partnerships:** Influence, fundraising, and corporate collaboration
- **Movement:** Join a social movement, shared action, and the NHS charities collective

2

### Building collective capacity and capability

3

### Amplifying and celebrating the sector

Network	Academy	Events	Strategic Partnerships	Movement 
Communications and peer support	Tailored, targeted learning and development	Events, webinars, workshops and conferencing	Influencing opportunities	NHS Charities Collective
Improving and evolving Member Connect	Toolkits - bespoke member resources	Peer support meetings	National fundraising campaigns	Social movement, shared action
Tailored member communications	Responsive, impactful training webinars, tailored to cohorts	Coproduction and collaboration opportunities	Grants opportunities	NHS Charities Together connections, expertise and visits
	Specific mentoring support (Funder Plus Support)	National Conference and Charity Leaders	Corporate partnership opportunities	

Member Offer

Hedges Alison  
12/12/2023 19:16:47



## MEMBER BENEFITS

- + NETWORK: TAILORED CONNECTIONS, PEER SUPPORT, AND A VIBRANT MEMBERS FORUM
- + ACADEMY: TARGETED LEARNING, BESPOKE RESOURCES, AND INSIGHTFUL WEBINARS
- + EVENTS: WORKSHOPS, CONFERENCES, PEER SUPPORT, AND COPRODUCTION POSSIBILITIES
- + STRATEGIC PARTNERSHIPS: INFLUENCE, FUNDRAISING, AND CORPORATE COLLABORATION
- + MOVEMENT: JOIN A SOCIAL MOVEMENT, SHARED ACTION, AND THE NHS CHARITIES COLLECTIVE

## 2024 MEMBER OFFER PLAN

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Network	Daily - Member Connect											
	Weekly - Member Update											
Academy		Toolkit			Monitoring support		Financial comparison survey			Toolkit		
			Training				Training				Training	
Events	Two webinars per month							Two webinars per month				
		Charity Leaders			National Conference				AGM & Charity Leaders	HMFA Conference		
	Regional Group			Regional Group			Regional Group			Regional Group		
	Special Interest Group			Special Interest Group			Special Interest Group			Special Interest Group		
Strategic Partnerships	Rolling Programmes - Influencing, grants, national fundraising and corporate partnership opportunities											
Movement	Rolling Programmes - Annual Report, impact reports and member visits											

Hedges Alison  
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## MEMBERSHIP FEES FOR 2024

Responding to member requests, we will be shifting the membership year from January to December to April to March.

To support this, we will be asking members to confirm they intend to remain members in 2024 by 30th November 2023 in a survey.

We propose we issue invoices on 1st April 2024, with a due date of 30th April, for a membership year of 12 months (1st April 2024 – 31st March 2025).

This shift means that members will get three months of membership for free during 2024 (1 January to 31 March).

Members who confirm they intend to leave the membership, or do not respond, will not have access to full member offer in 2024.

If you have any questions or further suggestions for the member offer, please contact the membership team on [events@anshc.org.uk](mailto:events@anshc.org.uk).

Annual Income	2024 Fee
Under £100k	£750
£100 – £500k	£1750
£500k – £1m	£2500
£1 – £3m	£3250
£3 – £5m	£4000
£5m+	£5000

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12/12/2023 19:16:47



## CHARITABLE FUNDS COMMITTEE

### FINANCIAL REPORT 1<sup>ST</sup> APRIL 2023 TO 31<sup>ST</sup> OCTOBER 2023

DATE OF MEETING

07/09/2023

PUBLIC OR PRIVATE REPORT

Public

IF PRIVATE PLEASE INDICATE  
REASON

Choose an item

REPORT PURPOSE

INFORMATION / NOTING

IS THIS REPORT GOING TO THE  
MEETING BY EXCEPTION?

NO

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

APPROVED BY

Matthew Bunce, Executive Director of Finance

EXECUTIVE SUMMARY

The attached report outlines the financial position and  
performance for the period to the end of October 2023.

RECOMMENDATION / ACTIONS

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 31<sup>st</sup>  
October.



	<ul style="list-style-type: none"><li>The current position and performance of the Charity's investment portfolio as at 31<sup>st</sup> October 2023.</li></ul>
--	--

GOVERNANCE ROUTE	
List the Name(s) of Committee / Group who have previously received and considered this report:	Date
Velindre Charity Senior Leadership Group	24/11/2023
<b>SUMMARY AND OUTCOME OF PREVIOUS GOVERNANCE DISCUSSIONS</b> An oral update of the financial position was provided at the meeting which was noted by the group.	

7 LEVELS OF ASSURANCE	
If the purpose of the report is selected as ' <b>ASSURANCE</b> ', this section <b>must be completed</b> . N/A	
<b>ASSURANCE RATING ASSESSED BY BOARD DIRECTOR/SPONSOR</b>	<b>Select Current Level of Assurance</b>  <i>Please refer to the Detailed Definitions of 7 Levels of Evaluation to Determine RAG Rating / Operational Assurance and Summary Statements of the 7 Levels in Appendix 3 in the "<b>How to Guide for Reporting to Trust Board and Committees</b>" N/A</i>

APPENDICES	
Appendix 1	Charity Finance Report for the Period April to October 2023.

## 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 31<sup>st</sup> October 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 31<sup>st</sup> October 2023.
  - Balance Sheet as at 31<sup>st</sup> October 2023.
  - Current and future forecasted performance of the unrestricted fund.
  - Investment Growth Account as at 31<sup>st</sup> October 2023.
  - Reserve Policy as At 31<sup>st</sup> October
  - Cash Flow Forecast as at 31<sup>st</sup> October 2023.

## 2. ASSESSMENT / SUMMARY OF MATTERS FOR CONSIDERATION

- 2.1 Key Issues to note are as follows:

### Income

Income received of £2.978m for the period ending October 2023 representing an overachievement against the planned target of £1.242m (£0.525m overachievement against unrestricted).

£0.300m received from the Moondance foundation to support the ARC project.

£0.838m of legacies received to date with c£2.4m in the pipeline.

Income performance is currently 60% better this year when compared to the same period last year.

### Expenditure

Significant underspend on project spend year to date the largest being within the R&D ambitions bid.

Hedges Alison  
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Spend in projects that have had delayed starts is largely expected to be deferred over future years (with committee approval).

### **Investments**

In year investment decline of 3.17% for the period to October. 12.85% fall since February 2022 when the political situation in Ukraine began.

The portfolio has been showing signs of recovery in recent months and whilst the fall in investment may seem 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**

Currently overachieving against the reserve policy, however due to the level of commitments made against the Charity this is expected to stagnate over the next couple of years.

### **Cash**

The charity is currently holding large cash sums within the bank which is now benefiting from greater returns from interest rates. Once the on boarding of the new investment managers has been completed all choices will be considered to ensure the best return on investment including Cash management option which is expected to provide a return of c5%.

### **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: It is assumed that the £1.5m will now be drawn down in 2024/25 rather than the current financial year.

## **IMPACT ASSESSMENT**

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12/12/2023 19:16:47



<b>TRUST STRATEGIC GOAL(S)</b>													
Please indicate whether any of the matters outlined in this report impact the Trust's strategic goals: <b>Choose an item</b>													
If yes - please select all relevant goals: <ul style="list-style-type: none"> <li>• Outstanding for quality, safety and experience <input type="checkbox"/></li> <li>• An internationally renowned provider of exceptional clinical services that always meet, and routinely exceed expectations <input type="checkbox"/></li> <li>• A beacon for research, development and innovation in our stated areas of priority <input type="checkbox"/></li> <li>• An established 'University' Trust which provides highly valued knowledge for learning for all. <input type="checkbox"/></li> <li>• A sustainable organisation that plays its part in creating a better future for people across the globe <input type="checkbox"/></li> </ul>													
<b>RELATED STRATEGIC RISK - TRUST ASSURANCE FRAMEWORK (TAF)</b> For more information: <a href="#">STRATEGIC RISK DESCRIPTIONS</a>	<b>Choose an item</b>												
<b>QUALITY AND SAFETY IMPLICATIONS / IMPACT</b>	Yes -select the relevant domain/domains from the list below. Please select all that apply <table border="1"> <tr> <td>Safe</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Timely</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Effective</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Equitable</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Efficient</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Patient Centred</td> <td><input type="checkbox"/></td> </tr> </table>	Safe	<input type="checkbox"/>	Timely	<input type="checkbox"/>	Effective	<input type="checkbox"/>	Equitable	<input type="checkbox"/>	Efficient	<input type="checkbox"/>	Patient Centred	<input type="checkbox"/>
	Safe	<input type="checkbox"/>											
Timely	<input type="checkbox"/>												
Effective	<input type="checkbox"/>												
Equitable	<input type="checkbox"/>												
Efficient	<input type="checkbox"/>												
Patient Centred	<input type="checkbox"/>												
<b>SOCIO ECONOMIC DUTY ASSESSMENT COMPLETED:</b>	<b>Choose an item</b>												





**GIG**  
CYMRU  
**NHS**  
WALES

Ymddiriedolaeth GIG  
Prifysgol Felindre  
Velindre University  
NHS Trust

For more information: <a href="https://www.gov.wales/socio-economic-duty-overview">https://www.gov.wales/socio-economic-duty-overview</a>	N/A.  Click or tap here to enter text
<b>TRUST WELL-BEING GOAL IMPLICATIONS / IMPACT</b>	Choose an item
	If more than one Well-being Goal applies please list below:
	N/A
	If more than one wellbeing goal applies please list below:  Click or tap here to enter text
<b>FINANCIAL IMPLICATIONS / IMPACT</b>	Yes - please Include further detail below, including funding stream
	Please refer to the finance report attached,
<b>EQUALITY IMPACT ASSESSMENT</b> For more information: <a href="https://nhswales365.sharepoint.com/sites/VEL/ntranet/SitePages/E.aspx">https://nhswales365.sharepoint.com/sites/VEL/ntranet/SitePages/E.aspx</a>	Not required - please outline why this is not required
	There is no requirement for this report.
<b>ADDITIONAL LEGAL IMPLICATIONS / IMPACT</b>	There are no specific legal implications related to the activity outlined in this report.
	N/A

#### 4. RISKS

This section should indicate whether any matters addressed in the report carry a significantly increased level of risk for the Trust – and if so, the steps that will be taken to mitigate the risk - or if they will help to reduce a risk identified on a previous occasion.

<b>ARE THERE RELATED RISK(S) FOR THIS MATTER</b>	No
<b>WHAT IS THE RISK?</b>	N/A
<b>WHAT IS THE CURRENT RISK SCORE</b>	N/A



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CYMRU  
NHS  
WALES

Ymddiriedolaeth GIG  
Prifysgol Felindre  
Velindre University  
NHS Trust

HOW DO THE RECOMMENDED ACTIONS IN THIS PAPER IMPACT THIS RISK?	N/A
BY WHEN IS IT EXPECTED THE TARGET RISK LEVEL WILL BE REACHED?	N/A
ARE THERE ANY BARRIERS TO IMPLEMENTATION?	Choose an item
	N/A
All risks must be evidenced and consistent with those recorded in Datix	

Hedges Alison  
12/12/2023 19:16:47



## Velindre UNHS Trust Charitable Funds

### **VELINDRE UNIVERSITY NHS TRUST CHARTIABLE FUNDS** **Financial Position Report** **1<sup>st</sup> APRIL TO 31<sup>st</sup> OCTOBER 2023**

Hedges Alison  
12/12/2023 19:16:47

## 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 October 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 1<sup>st</sup> April to 31<sup>st</sup> October 2023

#### **Purpose:**

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

#### **Key Issues:**

- The annual delivery plan produced at the start of the year set out a level of income that was expected to be achieved during 2023/24 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 October the Charity has received total income of £2.978m (£2.140m from fundraising and donations and £0.838m from legacies), which is an overachievement of £1.242m against the planned target of £1.736m expected for this point of the year.
- Performance against the unrestricted fund is showing an overachievement of £0.525m.
- During the period the Charity has benefited from receiving £0.300m from the Moondance foundation towards the Arc Project.
- Income performance to October is significantly higher £1.107m (60%) when compared with the same period during 2022-23. This is in part due to the Moondance funding and also the level of legacies that have been received.
- The Charity has been notified about several other legacies which are currently being negotiated for settlement, and whilst some are unable to be quantified at this stage the estimated potential value is c£2.4m.

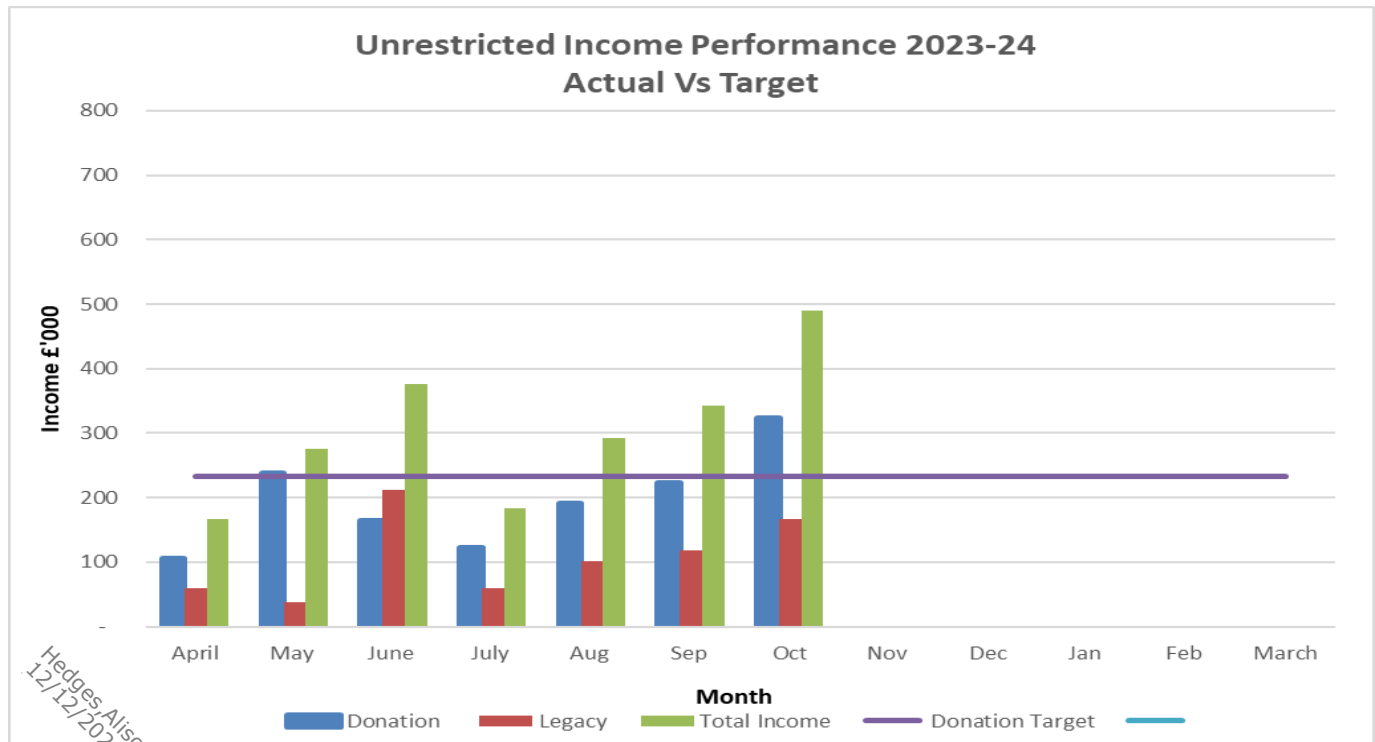
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## Velindre UNHS Trust Charitable Funds

Fund Category	Planned Income £'000	Actual Income £'000	Variance £'000	Last Year Income for the same period £'000
Unrestricted	1,633	2,158	525	1,749
Unrestricted / Designated Funds				
Patients Funds	1	11	11	(1)
Staff Funds	1	2	1	(2)
Research Funds	101	806	704	125
	103	819	716	122
Welsh Blood service	0	1	1	0
Total Income	1,736	2,978	1,242	1,871

The graph below provides the monthly income performance of the Charity's unrestricted fund against planned during 2023/24.



## Velindre UNHS Trust Charitable Funds

### 3. Expenditure Summary 1<sup>st</sup> April to 31<sup>st</sup> October 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 23 set out the level of commitments that were expected to be incurred against the Charity for 2023/24. The total estimated commitments against the Charity at that point in time was £7.448m and included all existing grants / bids previously approved by the Charitable Funds Committee (CFC) as well as expected fundraising charges and other general expenditure. The planned expenditure will increase over the period as new bids are approved by the CFC.
- The total expenditure for 2023/24 as at October is currently lower than planned by £1.296m. Variances in most cases relate to timing issues where several projects have either had a delay in starting or due to staff vacancies. Spend on projects that have had delayed starts is largely expected to be deferred over future years, and in most cases this will require committee approval.
- Significant ytd slippage relates to the R&D integrated bid c£0.720m and the ARF £0.247m.

Fund Category	Planned Expenditure £'000	Actual Expenditure £'000	Variance £'000	Last Year Expenditure for the £'000
Unrestricted	2,864	2,008	856	1,461
Unrestricted / Designated &				
Patients Funds	6	3	3	1
Staff Funds	3	3	0	0
Research Funds	665	237	427	305
	674	243	431	306
Welsh Blood service	14	5	9	0
Total Expenditure	3,552	2,256	1,296	1,767

#### 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 2023/24. Should investment growth not crystallise during the financial position a decision will be made as to whether the costs should be against the unrestricted general fund.

## 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 appendices 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).
- The total spends against the Advancing Radiotherapy Fund as at 31<sup>st</sup> October submitted was £3.567m. The following table provides further details of committed expenditure against total income/funding available.

Expenditure	Total Income/ Funding £000	Total Actual Costs as at 31/10/2023 £000	Total Committed Expenditure £000	Remaining Uncommitted Balance £000
Moondance	3,000	2,462	2,999	1
Lucas Fund	825	484	651	174
H&N (Probert) Fund	1,304	620	968	336
<b>Total</b>	<b>5,129</b>	<b>3,567</b>	<b>4,617</b>	<b>512</b>

- Fundraising non-staff expenditure as of 31<sup>st</sup> October totals £0.320m.
- Overheads costs for 2023/24 are expected to be c£0.188m for 2023/24, which is a reduction of £0.052m from the £0.231m budget which was set at the planning stage due to the part vacancy of the Charity Director

Overhead costs relate to the governance and support costs required for the general management and running of the Charity. This includes the Charity Director, a proportion of the Governance Manager and Finance staff costs and the annual audit fees.

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## Velindre UNHS Trust Charitable Funds

### 4. Fund Balance Movements 1<sup>st</sup> April to 31<sup>st</sup> October 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 £0.168m from £9.836m to £10.004m.

The outturn forecast balance of the charitable funds accounts as at the end of March 24 is expected to be c£10.063m which is based on the current level of anticipated income and expenditure commitments.

The £1.5m that was ringfenced for the Trust during 2023/24 is now expected to be drawn during 2024/25.

Fund Category	Actual Balance as at 31 October 2023 £000	Opening Balance as at 01 Apr 2023 £'000	Forecast Total Income as at 31 Mar 2024 £'000	Forecast Total Expenditure as at 31 Mar 2024 £'000	Forecast Balance as at 31 Mar 2024 £000
Unrestricted	5,719	6,122	4,351	(3,851)	6,622
Unrestricted Designated/ Restricted Funds					
Patients Funds	189	180	12	(7)	185
Staff Funds	81	83	3	(6)	81
Research Funds	3,920	3,352	840	(936)	3,256
	4,190	3,615	855	(949)	3,521
Welsh Blood service	95	99	1	(30)	70
<b>Total Funds (excl Investments)</b>	<b>10,004</b>	<b>9,836</b>	<b>5,207</b>	<b>(4,830)</b>	<b>10,213</b>

- The table above does not include the funds held as custodian for PHWT which has a balance of £65k as at the 31<sup>st</sup> October 2023.



## Velindre UNHS Trust Charitable Funds

### 5. Balance Sheet as at 31<sup>st</sup> October 2023

#### Purpose:

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

#### Key Issues:

The investment portfolio position has decreased by £(0.184)m since the start of the financial year, which represents an in-year valuation decline of 3.17% for the period to the 31<sup>st</sup> October.

Since February 2022 when the political situation in Ukraine began the portfolio has seen an overall fall in valuation of £(0.723)m (12.85%).

The Funds held on the Velindre UNHS Trust Charitable funds accounts as at 31<sup>st</sup> October 2023 is £10.068m with £10.003m representing Velindre's share and £0.065m being held as custodian for PHWT.

BALANCE SHEET AS AT 31 MARCH 2023	
<b>INVESTMENTS</b>	<b>£'000</b>
Cash	236
Cash Options	
Fixed Income	2,382
Absolute Return	822
Commodities	264
Developed Market Equity	1,528
Emerging Market Equity	-
Real Estate & Infrastructure	315
Other	263
<b>Total Assets on Investments</b>	<b>5,810</b>
<b>CURRENT ASSETS</b>	<b>£'000</b>
<b>Total Cash and Bank</b>	<b>2,363</b>
Creditors	- 97
Debtors	1,671
<b>Total Current Assets</b>	<b>3,937</b>
<b>BREAKDOWN OF ASSETS</b>	<b>£'000</b>
Total assets on investment	5,810
Bank/Cash	3,937
<b>Total Breakdown of Assets</b>	<b>9,747</b>
<b>TOTAL FUNDS</b>	<b>£'000</b>
Total Funds Held	9,747
<b>Total Funds Held</b>	<b>9,747</b>

BALANCE SHEET AS AT 31 OCT 2023	
<b>INVESTMENTS</b>	<b>£'000</b>
Cash	87
Cash Options	384
Fixed Income	2,216
Absolute Return	672
Commodities	202
Developed Market Equity	1,510
Emerging Market Equity	-
Real Estate & Infrastructure	349
Other	206
<b>Total Assets on Investments</b>	<b>5,626</b>
<b>CURRENT ASSETS</b>	<b>£'000</b>
<b>Total Cash and Bank</b>	<b>4,544</b>
Creditors	- 114
Debtors	12
<b>Total Current Assets</b>	<b>4,442</b>
<b>BREAKDOWN OF ASSETS</b>	<b>£'000</b>
Total assets on investment	5,626
Bank/Cash	4,442
<b>Total Breakdown of Assets</b>	<b>10,068</b>
<b>TOTAL FUNDS</b>	<b>£'000</b>
Total Funds Held	10,068
<b>Total Funds Held</b>	<b>10,068</b>

## 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 **£1.284m** which is an over achievement of **£4.593m** when compared to the balance of **£6.237m** that was in the charitable funds accounts as at the 31<sup>st</sup> October 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.

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## 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 for the remainder of 2023/24, however the gap is expected to close in future years due to the level of commitments made against the Charity. The table does not consider any unapproved future commitments.

Summary of Commitments against the Charity's Unrestricted fund				
	Year 1 2023/24 £000	Year 2 2024/25 £000	Year 3 2025/26 £000	Year 4 2026/27 £000
<b>Opening Balance</b>	<b>6,122</b>	<b>8,016</b>	<b>3,684</b>	<b>3,371</b>
Forecast Donation Income (based on Annual Delivery/ Charity Strategy)	4,351	5,500	7,000	7,000
Prudent Income Growth		(1,500)	(2,000)	(2,000)
<b>Current Forecast Commitments</b>				
Fundraising Team*				
Fundraising Expenditure	600	700	800	900
Overheads*	150	175	185	190
General Expenditure & Charges	50	50	50	50
Long Standing Project Expenditure	1,070	1,198	1,236	0
Time Limited (Project/ Bid Expenditure)	1,981	3,451	3,162	682
Reduced recharge to Charity		1,500		
<b>Total Current Commitments</b>	<b>3,851</b>	<b>7,074</b>	<b>5,433</b>	<b>1,822</b>
<b>Closing Balance</b>	<b>6,622</b>	<b>4,942</b>	<b>3,251</b>	<b>6,549</b>
Target Reserve	2,358	1,811	607	
<b>Reserve Variance</b>	<b>4,264</b>	<b>3,131</b>	<b>2,644</b>	

## 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 bank interest), 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 position that is held outside of the fund balances as of 31<sup>st</sup> October 2023 is currently running at a negative (£0.303m) which is a further reduction of (£0.150m) from the (£0.153m) balance held at the 31<sup>st</sup> March 2023. This is due to the current performance of the investment portfolio partly offset by the increase in income returns from bank interest.

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. It is hopeful that at least the fundraising team will continue to be funded from the investment growth during, however these costs may need to be charged to the unrestricted fund during 2023/24.

**Due to the current performance the investment position which is held outside of the charitable funds allocation it is currently running at a negative (£0.303m); on the expectation of investment growth rebound we're hopeful that we will return to a positive position. Any decision on recharges for the fundraising team and overheads will be made at the financial year end dependent on final balances.**

Current & Forecasted Investment Growth Position			
	Year 1	Year 2	Year 3
	2023/24	2024/25	2025/26
	£000	£000	£000
<b>Opening Balance</b>	<b>(154)</b>	<b>(168)</b>	<b>15</b>
Actual / Forecast Investment Income	133	133	133
Actual/ Forecast Bank Interest / Cash Options	100	150	150
Forecast Gains /Losses & Management Fees	0	200	200
<b>Actual / Forecast Commitments</b>			
Fundraising Team	(247)	(300)	(300)
Overheads	0	0	0
<b>Total Forecast Commitments</b>	<b>(247)</b>	<b>(300)</b>	<b>(300)</b>
<b>Closing Balance</b>	<b>(168)</b>	<b>15</b>	<b>198</b>

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## 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 1<sup>st</sup> April to 31<sup>st</sup> October 2023.
- The position and performance of the Charity's investment portfolio as at the 31<sup>st</sup> October 2023.

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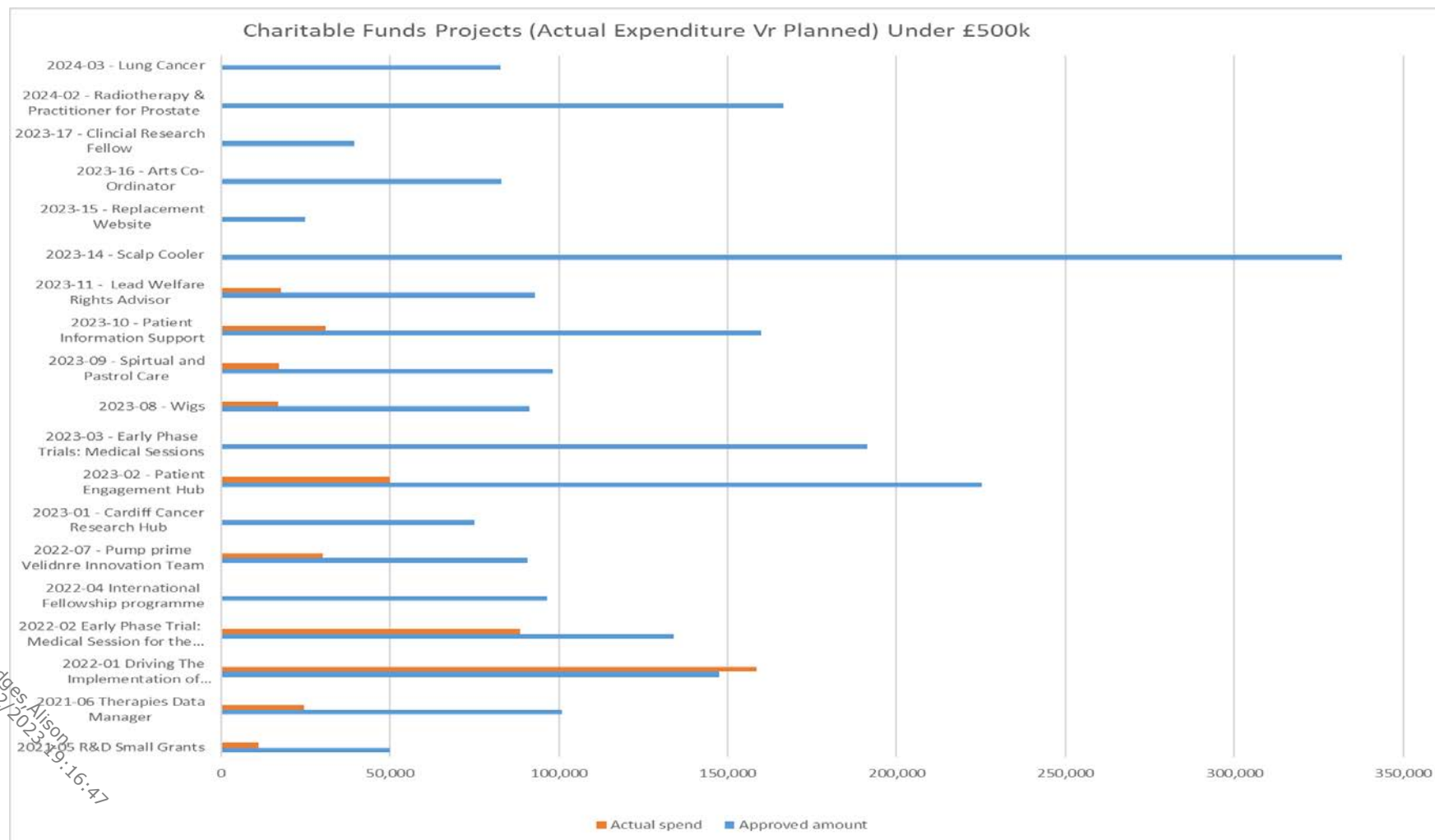


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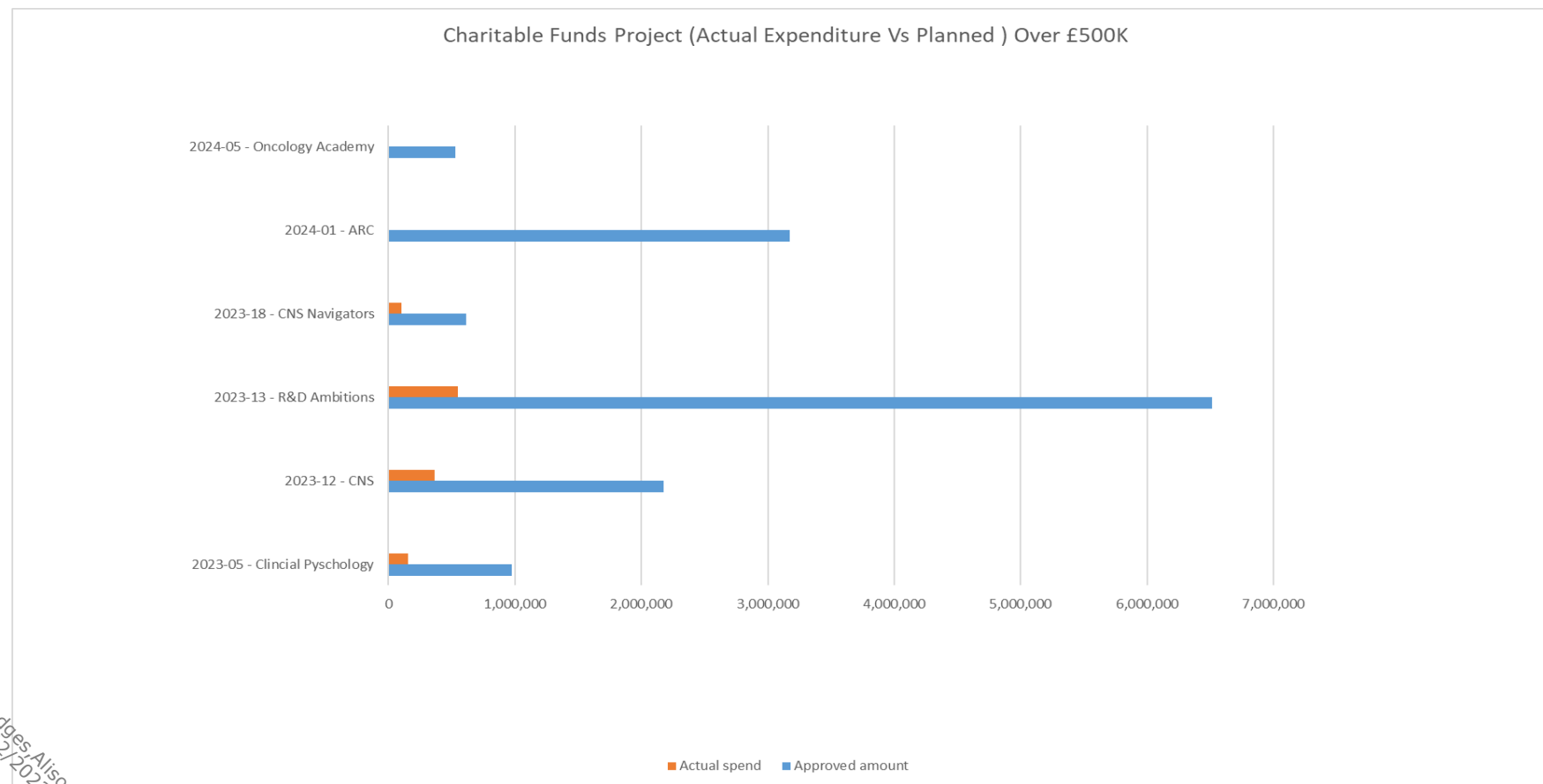
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## Appendix

### Velindre NHS Trust Charitable Funds



## Velindre NHS Trust Charitable Funds



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## CHARITABLE FUNDS COMMITTEE

### Update on Implementing the Cancer R&D Ambitions – An Integrated Business Case 2023-2026

DATE OF MEETING	12/12/2023
PUBLIC OR PRIVATE REPORT	Public
IF PRIVATE PLEASE INDICATE REASON	NOT APPLICABLE - PUBLIC REPORT
REPORT PURPOSE	APPROVAL
IS THIS REPORT GOING TO THE MEETING BY EXCEPTION?	NO
PREPARED BY	Kate Cleary, R&D Strategy Business Support Manager
PRESENTED BY	Jacinta Abraham, Executive Medical Director
APPROVED BY	Jacinta Abraham, Executive Medical Director
EXECUTIVE SUMMARY	<p>As well as providing an overview of the recruitment of new posts from the R&amp;D Integrated Bid, this paper proposes recommendations for funding of one post, the Clinical PhD in Precision Oncology, as previously discussed with Head of Financial Planning &amp; Reporting, Corporate Services and the Director of Finance.</p> <p>The Clinical PhD in Precision Oncology is 50% funded by the R&amp;D Integrated Bid and 50% by the Lung Cancer Stepping Stones fund.</p>



	<p>The R&amp;D Integrated Bid component was awarded on the basis that it needed to finish by 31 March 2026 but the PhD will go until 31 October 2026. The other component of the award coming from Lung Cancer Stepping Stones fund was awarded without a time limit.</p> <p>The R&amp;D Senior Core Team proposes the following:</p> <ul style="list-style-type: none"><li>• Front load the R&amp;D Integrated Bid funding and use the Lung Cancer Stepping Stones fund to cover 1 April until 31 October 2026</li></ul>
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<b>RECOMMENDATION / ACTIONS</b>	<p>The Velindre Charitable Funds Committee are requested to <b>NOTE</b> the current status of recruitment of new posts funded from the R&amp;D integrated bid and <b>APPROVE</b> the R&amp;D Senior Core Team's proposal to front load the R&amp;D Integrated Bid funding and used of the Lung Cancer Stepping Stones fund to cover 1 April until 31 October 2026.</p>
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GOVERNANCE ROUTE	
List the Name(s) of Committee / Group who have previously received and considered this report:	Date
	(DD/MM/YYYY)
	(DD/MM/YYYY)
SUMMARY AND OUTCOME OF PREVIOUS GOVERNANCE DISCUSSIONS	
N/A	

7 LEVELS OF ASSURANCE	
If the purpose of the report is selected as ' <b>ASSURANCE</b> ', this section <b>must be completed</b> .	
ASSURANCE RATING ASSESSED BY BOARD DIRECTOR/SPONSOR	Select Current Level of Assurance

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APPENDICES	
N/A	

## 1. SITUATION

This report gives an overview of the current status of new posts that have come from the R&D Integrated bid 2023-2026 as well as providing a proposal on how one specific post, the Clinical PhD in Precision Oncology, could be financially managed.

## 2. BACKGROUND

Of the 35 'new' posts that formed part of the R&D Integrated Bid, 30 posts are due to be appointed to in 2023. The table below provides a brief overview of the current status of these posts:

	Number	%
Positions appointed/filled	14	46%
Going through recruitment process	4	13%
Not in the recruitment process	6	20%
Sessional time*	6	20%

\*Please note that the below sessions do not go through a recruitment process and we are awaiting confirmation for some of these opportunities if specific individuals can be released from their clinical commitments.

One of the positions that has been appointed to is the Clinical PhD in Precision Oncology which had been designed with a local highly motivated Medical Oncology trainee in mind. It is 50% funded by the R&D Integrated Bid and 50% funded by Lung Cancer Stepping Stones. The R&D Integrated Bid was awarded with a specific timeframe of 1 April 2023 – 31 March 2026 but this PhD continues until 31 October 2026 leaving a timeframe of seven months for funding.

## 3. ASSESSMENT

Whilst the R&D Integrated Bid has a timeframe associated to it, there are no time limits included within the Lung Cancer Stepping Stones award which could provide an opportunity to manage the funding for this post to suit the PhD timeframe.

As part of the funding award for this PhD, consideration was given to the management of Intellectual Property (IP) in respect of this post. It is not expected that the activity will generate

any exploitable IP. However, to ensure clarity the award letter included an appropriate clause to cover this potential situation should it arise.

The clause related to IP was inserted into the CFC award letter received by the University.

Award letters can contain terms and conditions of the award which become a legally enforceable part of the contract between the applicant and the Trust/Charity without the need for the applicant to explicitly accept the terms and conditions in writing. Acceptance of the award (for example, by drawing down funds) would constitute acceptance of the contractual “offer” contained in the award letter.

#### **4. SUMMARY OF MATTERS FOR CONSIDERATION**

Following discussions with the Head of Financial Planning & Reporting, Corporate Services and the Director of Finance, the RD&I Senior Core team has proposed the following:

- Front load the R&D Integrated Bid funding and use the Lung Cancer Stepping Stones fund to cover 1 April until 31 October 2026

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## 5. IMPACT ASSESSMENT

<b>TRUST STRATEGIC GOAL(S)</b>												
Please indicate whether any of the matters outlined in this report impact the Trust's strategic goals: YES - Select Relevant Goals below												
If yes - please select all relevant goals: <ul style="list-style-type: none"><li>• Outstanding for quality, safety and experience <input type="checkbox"/></li><li>• An internationally renowned provider of exceptional clinical services that always meet, and routinely exceed expectations <input type="checkbox"/></li><li>• A beacon for research, development and innovation in our stated areas of priority <input checked="" type="checkbox"/></li><li>• An established 'University' Trust which provides highly valued knowledge for learning for all. <input type="checkbox"/></li><li>• A sustainable organisation that plays its part in creating a better future for people across the globe <input type="checkbox"/></li></ul>												
<b>RELATED STRATEGIC RISK - TRUST ASSURANCE FRAMEWORK (TAF)</b> <i>For more information: <a href="#">STRATEGIC RISK DESCRIPTIONS</a></i>	03 - Workforce Planning											
<b>QUALITY AND SAFETY IMPLICATIONS / IMPACT</b>	There are no specific quality and safety implications related to the activity outlined in this report.											
	<table><tr><td>Safe</td><td><input type="checkbox"/></td></tr><tr><td>Timely</td><td><input type="checkbox"/></td></tr><tr><td>Effective</td><td><input type="checkbox"/></td></tr><tr><td>Equitable</td><td><input type="checkbox"/></td></tr><tr><td>Efficient</td><td><input type="checkbox"/></td></tr><tr><td>Patient Centred</td><td><input type="checkbox"/></td></tr></table>	Safe	<input type="checkbox"/>	Timely	<input type="checkbox"/>	Effective	<input type="checkbox"/>	Equitable	<input type="checkbox"/>	Efficient	<input type="checkbox"/>	Patient Centred
Safe	<input type="checkbox"/>											
Timely	<input type="checkbox"/>											
Effective	<input type="checkbox"/>											
Equitable	<input type="checkbox"/>											
Efficient	<input type="checkbox"/>											
Patient Centred	<input type="checkbox"/>											

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	<p>The Key Quality &amp; Safety related issues being impacted by the matters outlined in the report and how they are being monitored, reviewed and acted upon should be clearly summarised here and aligned with the Six Domains of Quality as defined within Welsh Government's Quality and Safety Framework: Learning and Improving (2021).</p> <p>Not applicable</p>
<b>SOCIO ECONOMIC DUTY ASSESSMENT COMPLETED:</b> <i>For more information:</i> <a href="https://www.gov.wales/socio-economic-duty-overview">https://www.gov.wales/socio-economic-duty-overview</a>	Not required
	<p>Click or tap here to enter text.</p> <p><b>Click or tap here to enter text</b></p>

<b>TRUST WELL-BEING GOAL IMPLICATIONS / IMPACT</b>	A Prosperous Wales - An innovative society that develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities
	If more than one Well-being Goal applies please list below:
	Not applicable
	<p>If more than one wellbeing goal applies please list below:</p> <p><b>Click or tap here to enter text</b></p>
<b>FINANCIAL IMPLICATIONS / IMPACT</b>	Yes - please Include further detail below, including funding stream
	<p><i>This section should outline the financial resource requirements in terms of revenue and/or capital implications that will result from the Matters for Consideration and any associated Business Case.</i></p>

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CYMRU  
NHS  
WALES

Ymddiriedolaeth GIG  
Prifysgol Felindre  
Velindre University  
NHS Trust

	<p><b>Narrative in this section should be clear on the following:</b></p> <p><b>Source of Funding:</b> Charitable Funds</p> <p>Please explain if 'other' source of funding selected: <b>Click or tap here to enter text</b></p> <p><b>Type of Funding:</b> Revenue</p> <p><b>Scale of Change</b> Please detail the value of revenue and/or capital impact: The proposal is to front load the R&amp;D Integrated Bid funding and use the Lung Cancer Stepping Stones fund to cover 1 April until 31 October 2026</p> <p><b>Type of Change</b> <b>Choose an item</b> Please explain if 'other' source of funding selected: <b>Click or tap here to enter text</b></p>
<p><b>EQUALITY IMPACT ASSESSMENT</b> For more information: <a href="https://nhs.wales365.sharepoint.com/sites/VEL_intranet/SitePages/E.aspx">https://nhs.wales365.sharepoint.com/sites/VEL_intranet/SitePages/E.aspx</a></p>	<p>Yes - please outline what, if any, actions were taken as a result</p> <p>This paper is about funds already awarded to specific posts and how the funds should be appropriately managed. The Equality Impact of submitting this business case has been considered as part of the R&amp;D Integrated Bid to the Velindre Charitable Funds Committee and there are no matters of concern to raise.</p>
<p><b>ADDITIONAL LEGAL IMPLICATIONS / IMPACT</b></p>	<p>There are no specific legal implications related to the activity outlined in this report.</p> <p><b>Click or tap here to enter text</b></p>

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## 6. RISKS

This section should indicate whether any matters addressed in the report carry a significantly increased level of risk for the Trust – and if so, the steps that will be taken to mitigate the risk - or if they will help to reduce a risk identified on a previous occasion.

<b>ARE THERE RELATED RISK(S) FOR THIS MATTER</b>	No
<b>WHAT IS THE RISK?</b>	<i>[Please insert detail here in 3 succinct points].</i>
<b>WHAT IS THE CURRENT RISK SCORE</b>	Insert Datix current risk score
<b>HOW DO THE RECOMMENDED ACTIONS IN THIS PAPER IMPACT THIS RISK?</b>	<i>[In this section, explain in no more than 3 succinct points what the impact of this matter is on this risk].</i>
<b>BY WHEN IS IT EXPECTED THE TARGET RISK LEVEL WILL BE REACHED?</b>	Insert Date
<b>ARE THERE ANY BARRIERS TO IMPLEMENTATION?</b>	Choose an item
	<i>[In this section, explain in no more than 3 succinct points what the barriers to implementation are].</i>
<b>All risks must be evidenced and consistent with those recorded in Datix</b>	

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## APPROVED BUSINESS CASES – ANNUAL EVALUATION REPORT

1. BUSINESS CASE TITLE	2. BUSINESS CASE REFERENCE NUMBER
Building Capacity in Research through the establishment of a small grants scheme	2021-05
3. BUSINESS CASE PREPARED BY	4. BUSINESS CASE SPONSORED BY
Sarah Townsend, Head of Research & Development	Jacinta Abraham, Executive Medical Director and Board Lead for RD&I
5. DATE APPROVED BY CFC	6. DATE APPROVED BY RD&I SUB-COMMITTEE
01 February 2021	27 January 2021
7. BRIEF SUMMARY OF THE BUSINESS CASE	
<p>The “Building Capacity in Research through the establishment of a small grant scheme” business case (Ref.: 2021-05) requested funding of £50K be ring fenced from Velindre Charitable Funds to restart the Trust’s Research &amp; Development Small Grant Scheme. The grant was to provide an opportunity for funding for five projects up to £10K or pro rata for small projects.</p> <p>The proposal requested funding to pump prime capacity building in research in line with the emerging strategies for research and development, i.e.:</p> <ul style="list-style-type: none"> <li>• VUNHST’s Strategy – “Overarching Cancer Research and Development Ambitions 2021-31”.</li> <li>• Welsh Blood Service’s Research &amp; Development Strategy.</li> </ul> <p>The Trust had recognised that in order to fulfil the requirements in relation to university status there was a need to invest in further strengthening its non-medical research portfolio increasing the Nursing, Allied Health Professionals, and Medical Scientist research activity. A Velindre Professor of Nursing and Interdisciplinary Cancer Care has been appointed to lead this important initiative. They were to be supported by 0.8WTE Velindre Research Fellow working across the Trust to contribute to the development and delivery of the Trust’s RD&amp;I Strategy.</p> <p>The establishment of an annual Small Grant Scheme managed within the Trust’s RD&amp;I service would support the development of new researchers in a multidisciplinary and supportive research environment and also support multidisciplinary research activity aligned to strategic priorities.</p>	
8. PROJECT TERM – e.g. one year	
One year	
9. PLEASE INDICATE THE STAGE OF THE PROJECT THIS EVALUATION RELATES TO: (please tick)	
Year 1	
Year 2	
Year 3	
End of project evaluation	X
10. EXPENDITURE:	
<p>a) What was the value of the funding request?</p> <p>The funding requested was a ring-fenced £50K (<i>fifty thousand pounds</i>) to support a Trust R&amp;D Small Grant Scheme.</p>	
<p>b) Is expenditure on target? If no, explain why?</p>	

There is a forecast of £29K being drawn down from the Velindre Cancer Charity by the end of Financial Year (FY) 2023/24.

There is currently an underspend on the Small Grant Scheme finances. The research assistant support to the awarded project has been extremely beneficial and highly effective. Therefore, it has been considered and agreed by the Executive Director of Nursing, AHPs and Health Science, Head of Research & Development, and Professor of Nursing & Interdisciplinary Cancer Care, that the underspend should continue to fund the research assistant post. This post, currently seconded from Cardiff University, continues to support the active projects, and would assist the coordination of a Small Grant Scheme call proposed for 2024.

**11. WILL THE PROJECT BE DELIVERED WITHIN THE AGREED TIME FRAME? IF NOT, FULLY LIST THE REASONS FOR THE DELAY AND WHAT ACTION YOU ARE TAKING TO RECTIFY/ PUT THE PROPOSAL BACK ON TRACK?**

The Small Grant Scheme awarded projects commenced at different times, with differing factors contributing to delays in some of those projects. Some of these delays were due to changes in the intended deliverables and personnel supporting the awarded projects.

For those projects that had not commenced or had been delayed, support from a research assistant was agreed to enable continuation. The support of a research assistant has allowed the recipients of those delayed projects to continue their work.

**12. FULLY EVALUATE THE PROJECT BY COMPLETING THE TABLE BELOW. CONFIRM IF THE PROJECT IS DELIVERING/DELIVERED AGAINST ITS ORIGINAL OBJECTIVES AND HOW THIS IS BEING/HAS BEEN ACHIEVED. STATE THE AREAS WHERE YOUR PROJECT IS MAKING/HAS MADE A DIFFERENCE USING RELEVANT MEASURING TOOLS.**

The Trust R&D Small Grant Scheme closed to applications on 01 September 2022, and the award panel met on 29 September 2021. The panel was chaired by Nicola Williams, Executive Director of Nursing, AHPs and Health Science and consisted of the Trust Chair, Professor Donna Mead OBE, and representatives from the Welsh Blood Service and Velindre Cancer Centre.

The panel considered the ten applications received and supported six projects. Two of the six project applications subsequently withdrew. The four supported project applications and the award recipients updates are as follows:

1. Vaginal dilator use for the management of vaginal stenosis, a UK scope of current practice. Staff Group: Advanced Practice Gynae-oncology Physiotherapist.

This project was initially delayed in commencing. As of the end of Oct 23, the project has fully commenced. The project has been registered with the Service Development team and the award recipient is working with the Information Governance Manager to ensure all correct procedures will be followed going forward in terms of data collection.

The project is now being supported by a Research Assistant, and an overview of the literature has been undertaken. The recipient and research assistant are currently working on a questionnaire, hoping to have it finalised by the end of November 2023. Alongside they are also looking at gathering contacts that the questionnaire will be sent to. Work will then continue to progress the project with the next stage being the sending out of the questionnaires.

2. An evaluation of the improvement of patient access to emotional support services from the inclusion of a cancer support specialist role within the clinical psychology and counselling team at Velindre Cancer Centre. Staff Group: Consultant Clinical Psychologist.

This project initially experienced difficulties in commencing due to a change in both deliverables and the personnel supporting it. The project received support from a Research Assistant to allow work to be undertaken.

The project is now completed, with the final report currently being written. It is expected that this project report will be completed during the third quarter of Financial Year 2023/24. The report will be available to the Charitable Funds Committee once finalised on request.

3. An Investigation of how Taste Changes Recover following Radiotherapy for Head and Neck Cancer. Staff Group: Consultant Therapeutic Radiographer.

The project completed in July 2023, with one poster presentation completed (see following reference) and a further poster presentation accepted for Wales Cancer Network Head and Neck Cancer Study Day at the end of November 2023.

Reference:

**Mathlin J, Patil M.** (March 2023) Taste change following radiotherapy treatment for head and neck cancer. Cancer Research Symposium, Cardiff University. 2023.

The main findings of the project were:

- Using an online form to collect data is an effective and efficient methodology.
- All participants reported some improvement in their sense of taste over the 8-week period.
- All participants who had been feeding tube dependent on completing RT had moved on to oral diet.

The recipient is hoping to report the methodology, which proved very successful, as a possible journal article.

4. Investigating MRI Autosegmentation for Gynae brachytherapy. Staff Group: Radiotherapy Pre-Treatment Imaging Physicist.

The original grant proposal included funds allocated to support the acquisition of required Information Technology at Velindre Cancer Centre. The project work was performed at Cardiff University to confirm feasibility of the auto-segmentation solution and clarify requirements first.

The project developed, trained and tested three auto-segmentation solutions, with the U-Net algorithm determined to be most accurate. Variations across all auto-segmentation methods was reported, with no single solution performing best. Baseline manual contouring inter-observer variation and timing data have been determined, against which any auto-segmentation method can be compared. Deep learning auto-segmentation model generated contour dose variations were determined to be within the current inherent clinical variations and to have the potential to realise significant time savings.

The recipient has completed and submitted a thesis for the Higher Scientist Specific Training (HSST) and presented aspects of the work to the All-Wales Medical Physics & Clinical Engineering conference and the Cardiff Engineering Research conference. Currently, consideration is being given to publications that can be generated from this work.

Further work is required to assess the feasibility of clinical implementation and adapt the solution to work being commissioned locally.

Original Business Case Objective	Achieved (Y/N)*	Explain how Achieved
Provide the opportunity to secure future funding or match funding through pump priming the development of research projects eligible for the Health and Care Research Wales portfolio.	Yes	The success of the Small Grant Scheme recipients and their experience has stimulated and encouraged other Trust staff to consider undertaking research and make applications to the Trust's Healthcare Cancer Research Fellowship scheme (funded by the Velindre Charity, through the RD&I integrated bid) and to external funders.

		<p>It is expected that those staff in receipt of a Small Grant Scheme award and those further staff who, as a result, have made applications to the Trust's Healthcare Cancer Research Fellowship scheme; will further progress their research at the end of their awards. Staff are encouraged to review their project outputs and recommendations to identify further research, or extension of their research, into projects that can be considered eligible for the Health and Care Research Portfolio.</p>
<p>To build new research capacity and capability within the Trust with new researchers being provided with support from the Trust R&amp;D office throughout the project with a view to attracting external grant funding in the future.</p>	Yes	<p>The Small Grant Scheme enabled researchers to undertake their projects with the support of:</p> <ul style="list-style-type: none"> <li>• Professor of Nursing &amp; Interdisciplinary Cancer Care</li> <li>• Research Assistant</li> <li>• Trust R&amp;D Office</li> </ul> <p>To date, two of the supported projects have generated conference talks and poster presentations. Further consideration is being given by the recipients who have completed their projects as to how further to publicise/present the outputs of their projects.</p> <p>The success of the Small Grant Scheme recipients and their experience has encouraged other Trust staff to consider undertaking research and make applications to external grant award bodies. Recently, a Health and Care Research Wales, Research Capacity Building Collaboration Wales (RCBC Wales) First into Research Fellowship has been awarded to a Velindre Cancer Centre Therapeutic Radiographer.</p>
<p>To develop new researchers within the Trust that will support the commitment to succession planning for research activity and research active staff within the Trust.</p>	Yes	<p>The success of the Small Grant Scheme recipients and their experience has encouraged other Trust staff to consider undertaking research and make applications to the Trust's Healthcare Cancer Research Fellowship scheme (funded by the Velindre Charity) and to external funders.</p> <p>The Trust's Healthcare Cancer Research Fellowship scheme has recently made four awards (one Doctoral studentship and three First into Research awards).</p>

**\*If an objective is not being/was not achieved, provide details in section 13 below**

### **13. EXPLAIN WHERE THE PROPOSAL IS/DID NOT ACHIEVE AND WHY AND WHAT YOU WOULD DO DIFFERENTLY.**

Some of the Small Grant Scheme projects were initially delayed in commencing or delayed in progressing due to different factors, for example, changes in the intended deliverables and personnel supporting the awarded projects.

As a result of these factors and delays it was agreed that a research assistant would be allocated to these projects to provide additional support and guidance (under the direction of the Professor of Nursing & Interdisciplinary Cancer Care). This support re-invigorated and allowed the continuation of the projects.

In the future, Small Grant Scheme project applications will be reviewed to determine what additional support for commencement may be required to ensure that suitable supporting resource can be allocated from the outset.

**14. IN NO MORE THAN 100 WORDS EXPLAIN TO DONORS HOW YOU HAVE USED THEIR MONEY TO MAKE A DIFFERENCE?**

Velindre Cancer Charity's support of the Small Grants Scheme has enabled the Trust to award funding to nurses, therapists and scientists with exciting ideas to carry out research projects expected to have beneficial outcomes contributing to the improvement in the safety or quality of cancer care.

The Small Grant Scheme recipients and their experience has encouraged other research naïve nurses and therapists to take the first steps in developing an idea into a research project. This has energised staff to consider undertaking research and applying to the Trust's Healthcare Cancer Research Fellowship scheme, and to also apply to external funders.

**15. FEEDBACK? HOW HAS THE INTENDED USER COMMUNICATED THE DIFFERENCE THAT YOUR PROJECT HAS MADE?**

The outcomes of the projects supported by the Small Grants Scheme are reported to Velindre Cancer Charity with other outputs generated including journal articles, conference presentations and posters. The feedback from the recipients and their experiences has encouraged other staff to make applications to the Trust's Healthcare Cancer Research Fellowship scheme, and to also apply to external funders.

It is also intended that news stories be developed by the RD&I Communications and Engagement Officer with the award recipients to be published internally on the Trust intranet, and externally as appropriate. These stories will also act as supporting material for future Small Grants Schemes.

**16. PROVIDE DETAILS OF LESSONS LEARNT**

Lessons learnt from undertaking this Small Grant Scheme, that would be applied to any future schemes include:

- Ensuring application guidance is clear to applicants regarding the requirement to include project support costs, as this has a bearing on the number of projects that could be supported by the Small Grants Scheme call.
- Ensuring the applicant and the subsequent review by the Small Grants Scheme award panel considers robustly the achievability of the deliverables and the requirement for support of additional personnel, such as a research assistant, to ensure sufficient resource is allocated to the projects.

**PLEASE NOTE: PUBLIC DOMAIN NOTICE**

**As part of the Trusts commitment to publicising committee papers on the internet, this report will be available to the public. The Charitable Funds Committee will assume unless explicitly stated here that the contents of this report has been agreed by all those involved and that it is ready for publication in the public domain.**

Hedges Alison  
12/12/2023 19:16:47

**CHARITABLE FUNDS APPROVED BUSINESS CASES – NON STARTER REVIEW**  
(Required for business cases which have not commenced within 6 months of approval)

<b>1.- BUSINESS CASE TITLE:</b>	
Business Case for Co-Funding (25%) of a Clinical Research Fellow (Brain Radiotherapy) from the Headfirst Appeal/Brain Research Sub Fund	
<b>2.- BUSINESS CASE PREPARED BY:</b>	
Kate Cleary, Velindre Cancer R&D Strategy Project Support Manager; James Powell Consultant Clinical Oncologist, Velindre Cancer Centre.	
<b>3.- BUSINESS CASE SPONSORED BY:</b>	
Jacinta Abraham, Executive Medical Director	
<b>4.- UNIQUE BUSINESS CASE NUMBER :</b>	<b>5.- PROPOSAL TOTAL EXPENDITURE:</b>
2023-17	£39,400
<b>6. DATE APPROVED BY CHARITABLE FUNDS COMMITTEE:</b>	
March 2023	
<b>7. EXECUTIVE SUMMARY:</b>	
<p><i>Can be taken from the original business case.</i></p> <p>This post forms part of the business case '<i>Implementing the Cancer R&amp;D Ambitions – An Integrated Business Case 2023-2026</i>' which was approved by Charitable Funds on 19<sup>th</sup> January 2023. The intention (as stated in the Integrated Business Case) is for funds from the Headfirst Charity to part fund this post alongside funding from Wales Cancer Research Centre (50%) and main CFC General Fund (25%). The Brain team and fundholder are supportive of this approach.</p> <p>We are requesting funding to support the following staff:</p> <ul style="list-style-type: none"> <li><b>1x0.25WTE Clinical Research Fellows (CRF) for 3yrs – from April 2023-March 2025 (alongside 0.5wte funded by the Wales Cancer Research Centre). The 0.25 WTE of the Velindre CFC contribution towards this post comes from Headfirst – the Brain Tumour charitable fund (agreed in principle by Fundholder Dr James Powell).</b></li> </ul> <p>Co-funded by the Wales Cancer Research Centre (WCRC), the <b>Velindre-WCRC Clinical Research Fellowships (CRFs)</b> will provide an opportunity for senior Velindre trainees to each pursue a laboratory-based research degree (MD) with a high-profile academic group at Cardiff University (CU) and to spend 1-2 days/week delivering clinical research at the CCRH and at VCC. They will be mentored by joint academic and clinical supervisors and supported to take up clinical academic or research consultant posts thereafter.</p> <p>This Fellowship will be focused on developing translational Radiotherapy research in Brain Cancer, a hard-to-treat cancer. Cancer stem cells are major drivers of tumour progression and therapy resistance in brain cancer (gliomas). Dr Florian Siebzehnruhl and his team at the European Stem Cell Institute (ESCRI) in Cardiff have previously shown that the transcription factor ZEB1 is an</p>	



important regulator of cancer stem cells in glioblastoma, and that ZEB1 expression is dependent on FGF2-FGFR1 signalling in the tumour microenvironment. Other preclinical studies have linked FGFR1 to glioblastoma radioresistance and have shown that FGFR inhibitors act as radiosensitizers. In publicly available gene expression datasets from The Cancer Genome Atlas, we found a correlation of FGF signalling and stem cell transcription factors (ZEB1, SOX2, OLIG2) in approximately 30% of glioblastoma patients. An important, unanswered question is therefore whether the FGF-stem cell signature is predictive of radiotherapy response in glioblastoma and/or other malignant gliomas. A secondary aim is to test inhibitors of FGF signalling in preclinical models in combination with radiotherapy. Finally, glioblastoma patient gene expression profiles can be mined for further signatures and targetable candidate genes associated with FGF signalling and radio-resistance. The Clinical Research Fellow will be directly supervised by Dr Florian Siebzehnruhl and Dr James Powell.

As well as time spent in the laboratory working to achieve an MD, the Fellow will spend 1-2 days each week in Velindre and the Cardiff Cancer Research Hub, focussing in particular on delivering Drug-Radiotherapy combination trials for Velindre patients.

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 (e.g. MDs).

This post aligns with the Velindre ambitions to Advance new Treatments, Interventions and Care including Radiotherapy (Theme 2) and to Drive Translational Research Through Connecting the Laboratory and the Clinic (Theme 3). It is also very well aligned with the Radiotherapy and the Clinical Trial themes of the new Wales Cancer Research Strategy (CReSt) and with the focus on Drug-Radiotherapy Combination therapies in Cardiff's recent Experimental Cancer Medicines Centre (ECMC) bid.

Note: this post will work on Commercial research, which brings in commercial income

#### 8. REASONS FOR THE DELAY IN THE PROJECT START?

This post has gone out to advert twice (April and May) and on both occasions the quality of the candidates were not high enough to appoint. This post is still considered to be a valuable role and currently we are in contact with the Royal College of Radiologists to circulate the post to a more targeted audience.

#### 9. DO YOU STILL REQUIRE THE FUNDING (Y/N)

Y

#### 10. NEW ANTICIPATED START DATE:

TBC

#### 11. WILL THE NEW ANTICIPATED START DATE BE WITHIN 12 MONTHS OF THE ORIGINAL APPROVAL DATE?

*Please note that the funding will cease and return back to the charity if the project has not commenced within 12 months of the original approval date. If funding is required beyond the 12 month period a new business case will need to be submitted to the Charitable Funds Committee for approval.*

It is hoped that the start date will be within this timeframe but if a suitable candidate is found, we are mindful that the length of time then taken to go through the recruitment process may take the start date beyond the 12 months timeframe.

**12. IS THERE ANY OTHER ISSUES YOU WOULD LIKE TO BRING TO THE COMMITTEES ATTENTION?**

Please note that 25% of the funding from this post comes from the R&D Integrated Bid that came from Charitable Funds. A paper is due to go to Charitable SLG in November giving an overview of all outstanding posts which includes this one. We are also in conversations with WCRC about the current status about the post.

*To be completed by Corporate Finance following CFC meeting:*

**13. CHARITABLE FUNDS COMMITTEE APPROVAL FOR CONTINUED FUNDING?**

Yes ( ) No ( )

If yes, date approved:

**PLEASE NOTE: PUBLIC DOMAIN NOTICE**

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Hedges Alison  
12/12/2023 19:16:47



# Wig Service Update

December 2023

Leigh Porter  
Patient Information and Support Services Manager

Hedges Alison  
12/12/2023 19:16:47

# Background

- Patients at Velindre Cancer Centre are currently offered one £100 voucher (inclusive of VAT) per course of treatment towards the cost of a wig. This amount has not been reviewed for many years
- Hair loss headwear e.g. turbans, scarves etc are given free of charge at VCC
- The voucher is given with a Hair Loss leaflet and includes details of the current 4 salons where the voucher can be used
- Vouchers at VCC are mostly funded by Charitable funds
- The acrylic wigs the salons provide start at £90

# Improved Quality, Patient experience and choice

- An All-Wales Tender is in progress for a new contract for wig and hair loss headwear provision - this will widen choice of salons for patients, more equitable provision of voucher costs, new process to audit salons
- This is the first All-Wales Framework Agreement for the provision of Wigs & Hair Loss Headwear
- It aims to establish clear protocols with regards to standards for Wig provision across all salons which are patient centric and supports alignment with PREMS (Patient Recordable Experience Measures)
- As part of the All-Wales wig tender review process that the Ratification Paper been approved by the Head of National Sourcing and has been sent to the Head of Procurement the respective Health Board/Trust for their review and approval. We have been instructed that we are not able to share details of the ratification paper until the new contracts have been awarded.

# Contribution of vouchers for each Health Board and Trusts

HB/TRUST	Previous £ Contribution	New £ Contribution
ABUHB	100	100
BCUHB	90	100
CTMUHB Haem	83.33	100
CTMUHB Orthotics	83.33	83.33
CAVUHB	100	100
HDUHB	90	100
SBUHB	90	100
VEL	100	100

Hedges Alison  
12/12/2023 19:16:47

# Progress on All-Wales Procurement Process

- Working group established
- The audit process for every salon in Wales – this is to make sure the salons are meeting the needs of patients, offering enough wigs in the price range of the vouchers, wigs for different ethnicities and salons are accessible private and clean.
- VCC were the only organisation who took a patient with staff to visit the salons.
- The new contract will be from 01/02/2024 to 31/01/2028

Hedges Alison  
12/12/2023 19:16:45

# Question for VCC Charitable Funds Committee....

VCC wig voucher is not currently **fully** funded by Charitable funds – if fully funded by the Charity and therefore VAT exempt, could patients then have an increased voucher amount - £125?

Health Board / Trust	NHS Wales £ contribution	VAT position (if Supplier is registered)
Aneurin Bevan UHB	100	Vatable 20%
Betsi Cadwaladr UHB	100	exempt
Cwm Taf Morgannwg UHB	100	Vatable 20%
Cardiff and Vale UHB	100	Vatable 20%
Hywel Dda UHB	100	Vatable 20%
Swansea Bay UHB	100	vatable 20%
Velindre Trust	100	Vatable 20%

Hedges Alison  
12/12/2023 19:16:47

# Patient Feedback – “it’s more than just a voucher”

Deb Phillips story.

Hi all I would like to share with you all my story regarding my wig journey.

- I was diagnosed with breast cancer March 2019.
- After the shock of my diagnosis, my thoughts turned to the chemotherapy that I would be receiving, one of the side effects was the hair loss, I found this particularly difficult and emotionally draining.
- With the help of the wig voucher, I received from Velindre, It made my ordeal slightly better, that I did not have to worry of the cost of my wig,
- The fitting of my wig was made a lot easier with the ladies in the shop, they made me feel completely at ease.
- Thank you to everyone who made this journey more bearable.

Hedges Alison  
12/12/2023 19:16:47



GIG  
CYMRU  
NHS  
WALES

Ymddiriedolaeth GIG  
Prifysgol Felindre  
Velindre University  
NHS Trust

## CHARTIABLE FUNDS COMMITTEE

### CHARITABLE FUND POLICY REVIEW – SCHEME OF DELEGATION AND STAGES FOR THE PURCHASING AND AUTHORISATION OF GOODS AND SERVICES

DATE OF MEETING	12/12/2023
PUBLIC OR PRIVATE REPORT	Public
IF PRIVATE PLEASE INDICATE REASON	Choose an item
REPORT PURPOSE	APPROVAL
IS THIS REPORT GOING TO THE MEETING BY EXCEPTION?	NO
PREPARED BY	Steve Coliandris – Head of Financial Planning & Reporting
PRESENTED BY	Barry Williams – Senior Finance Business and Reporting Partner
APPROVED BY	Matthew Bunce, Executive Director of Finance
EXECUTIVE SUMMARY	The Charitable fund Policy has been reviewed with updates attached.
RECOMMENDATION / ACTIONS	CFC is asked to <b>APPROVE</b> the Policy

### GOVERNANCE ROUTE

List the Name(s) of Committee / Group who have previously received and considered this report:

Date



Charitable Funds Senior Leadership Group (SLG)	24/11/2023
<b>SUMMARY AND OUTCOME OF PREVIOUS GOVERNANCE DISCUSSIONS</b>	
THE CHARITY SLG RECEIVED AND REVIEWED THE POLICY AT THE MEETING ON THE 24/11/2023.	

7 LEVELS OF ASSURANCE	
If the purpose of the report is selected as ' <b>ASSURANCE</b> ', this section <b>must be completed</b> . N/A	
<b>ASSURANCE RATING ASSESSED BY BOARD DIRECTOR/SPONSOR</b>	<p>Select Current Level of Assurance</p> <p><i>Please refer to the Detailed Definitions of 7 Levels of Evaluation to Determine RAG Rating / Operational Assurance and Summary Statements of the 7 Levels in Appendix 3 in the "<b>How to Guide for Reporting to Trust Board and Committees</b>" N/A</i></p>

APPENDICES	

## 1. SITUATION/ BACKGROUND

- 1.1 The purpose of this policy to provide guidance and procedures for the payment and authorisation of goods and services paid through Velindre UNHS Trust Charitable Funds. To ensure that adequate controls are in place, and that expenditure is appropriate to the Charities objectives.
- 1.2 Formal review of the policy had been delayed whilst a review was undertaken of the financial limits of the Chief Executive and Executive Director of Finance.

## 2. ASSESSMENT / SUMMARY OF MATTERS FOR CONSIDERATION



2.1 Engagement on this policy is as follows:

Meeting	Date	Recommendation
Charitable funds Senior Leadership Group	24/11/2023	Endorsed for Approval
Charitable Funds Committee	12/12/2023	For Approval

2.2 Any changes that have been made to the policy is aimed to help improve the operational management and running of the Charity.

2.3 The Charitable funds committee has previously approved the change in financial limits for the Chief Executive and Executive Director of Finance.

### 3. IMPACT ASSESSMENT

TRUST STRATEGIC GOAL(S)	
Please indicate whether any of the matters outlined in this report impact the Trust's strategic goals: <b>Choose an item</b>	
If yes - please select all relevant goals: <ul style="list-style-type: none"><li>• Outstanding for quality, safety and experience <input type="checkbox"/></li><li>• An internationally renowned provider of exceptional clinical services that always meet, and routinely exceed expectations <input type="checkbox"/></li><li>• A beacon for research, development and innovation in our stated areas of priority <input type="checkbox"/></li><li>• An established 'University' Trust which provides highly valued knowledge for learning for all. <input type="checkbox"/></li><li>• A sustainable organisation that plays its part in creating a better future for people across the globe <input type="checkbox"/></li></ul>	
<b>RELATED STRATEGIC RISK - TRUST ASSURANCE FRAMEWORK (TAF)</b>	<b>Choose an item</b>



**GIG**  
CYMRU  
**NHS**  
WALES

Ymddiriedolaeth GIG  
Prifysgol Felindre  
Velindre University  
NHS Trust

For more information: <a href="#">STRATEGIC RISK DESCRIPTIONS</a>	
<b>QUALITY AND SAFETY IMPLICATIONS / IMPACT</b>	<p>Yes -select the relevant domain/domains from the list below. Please select all that apply</p> <p>Safe <input type="checkbox"/></p> <p>Timely <input type="checkbox"/></p> <p>Effective <input type="checkbox"/></p> <p>Equitable <input type="checkbox"/></p> <p>Efficient <input type="checkbox"/></p> <p>Patient Centred <input type="checkbox"/></p>
<b>SOCIO ECONOMIC DUTY ASSESSMENT COMPLETED:</b>	Choose an item
For more information: <a href="https://www.gov.wales/socio-economic-duty-overview">https://www.gov.wales/socio-economic-duty-overview</a>	N/A.
	Click or tap here to enter text
<b>TRUST WELL-BEING GOAL IMPLICATIONS / IMPACT</b>	Choose an item
	If more than one Well-being Goal applies please list below:
	N/A
	If more than one wellbeing goal applies please list below:
	Click or tap here to enter text
<b>FINANCIAL IMPLICATIONS / IMPACT</b>	Yes - please Include further detail below, including funding stream



	The policy provide strict guidance on how charitable funds monies can be spent. It is essential that these policies are followed to safeguard the funds.
<b>EQUALITY IMPACT ASSESSMENT</b> For more information: <a href="https://nhs.wales365.sharepoint.com/sites/VEL/ntranet/SitePages/E.aspx">https://nhs.wales365.sharepoint.com/sites/VEL/ntranet/SitePages/E.aspx</a>	Not required - please outline why this is not required
	The procedure relates solely to financial processes and does not adversely impact on people. Discussed and agreed with W&OD Equality and Diversity manager.
<b>ADDITIONAL LEGAL IMPLICATIONS / IMPACT</b>	There are no specific legal implications related to the activity outlined in this report.
	N/A

#### 4. RISKS

This section should indicate whether any matters addressed in the report carry a significantly increased level of risk for the Trust – and if so, the steps that will be taken to mitigate the risk - or if they will help to reduce a risk identified on a previous occasion.

<b>ARE THERE RELATED RISK(S) FOR THIS MATTER</b>	No
<b>WHAT IS THE RISK?</b>	N/A
<b>WHAT IS THE CURRENT RISK SCORE</b>	N/A
<b>HOW DO THE RECOMMENDED ACTIONS IN THIS PAPER IMPACT THIS RISK?</b>	N/A
<b>BY WHEN IS IT EXPECTED THE TARGET RISK LEVEL WILL BE REACHED?</b>	N/A
<b>ARE THERE ANY BARRIERS TO IMPLEMENTATION?</b>	Choose an item
	N/A
<b>All risks must be evidenced and consistent with those recorded in Datix</b>	

Hedges Alison  
12/12/2023 19:16:47

**Ref: CFC 001**

## Velindre UNHS Charitable Funds Procedure for the Scheme of Delegation and Stages for the Purchasing and Authorisation of Goods and Services

<b>Date to be reviewed:</b>	Sept 2026	<b>No of pages:</b>	7
<b>Author job title(s):</b>	Charitable Funds Finance Manager		
<b>Responsible dept / director:</b>	Executive Director of Finance		
<b>Approved by:</b>	Charitable Funds Committee		
<b>Date approved:</b>			
<b>Effective Date (live):</b>			
<b>Version:</b>	4		

<b>Date EQIA completed:</b>	
<b>Documents to be read alongside this policy:</b>	<ol style="list-style-type: none"> <li>1. Velindre UNHS Trust Charitable Funds Travel and Expenses Reimbursement Policy.</li> <li>2. Velindre UNHS Trust Charitable Funds Credit Card Policy.</li> <li>3. Velindre Trust Standing Order and Standard Financial Instructions.</li> <li>4. .</li> <li>5. 5. IR35 Off payroll Enrolment Form and Guidance.</li> </ol>
<b>Current review changes:</b>	<ol style="list-style-type: none"> <li>1. Link to Trust intranet page for Charitable funds.</li> <li>2. Updated financial limits for the Chief Executive and Executive Director of Finance approved by the Charity Committee on 7<sup>th</sup> September</li> <li>3. Other minor narrative changes.</li> </ol>

<b>Executive Summary:</b>	To provide guidance and procedures for the payment and authorisation of goods and services paid through Velindre UNHS Trust Charitable Funds. To ensure that adequate controls are in place, and that expenditure is appropriate to the Charities objectives.				
<b>First operational:</b>	Date July 2012				
<b>Previously reviewed:</b>	Sep 2015	June 2018			
<b>Changes made /No:</b>	June 2018	Sep 2023			

PROPRIETARY INFORMATION

Ref: CFC 001  
Version: 2

Title: Charitable Funds Procedure for the Scheme of Delegation, and Stages for the Purchasing and Authorisation of Goods and Services.

Page 1 of 8

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Ref: CFC 001

Version: 2

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Paper copies of this document should be kept to a minimum and checks made with the electronic  
version to ensure the version to hand is the most recent.

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## 1. Policy Statement

- 1.1 The policy has been prepared to provide guidance and procedures for the payment and authorisation of goods and services paid through Velindre UNHS Trust Charitable Funds.

## 2. Purpose

The purpose of this procedure is to ensure that:

- 2.1.1 Adequate controls are in place in respect of the authorisation and payment for goods, services, paid through Velindre UNHS Charitable Funds.
- 2.1.2 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.
- 2.1.3 Assure that payments are authorised, made accurately and on a timely basis in accordance with the statutory guidance laid down by the Charity Commission, SORP 2019 (FRS 102), Welsh Government, HMRC and other regulatory bodies.
- 2.1.4 To provide a uniform and consistent approach in order to authorise expenditure against Velindre UNHS Trust Charitable Funds.

## 3. Scope

This procedure is to be read in conjunction with the following:

Velindre UNHS Trust Charitable Funds Travel and Expenses Reimbursement Policy.  
Velindre UNHS Trust Charitable Funds Credit Card Policy.  
Velindre Trust Standing Order and Standard Financial Instructions.

Users should refer to the following:

Velindre Charitable funds Oracle user Guide.  
Charitable funds section of the Trust Intranet Site:

[https://nhswales365.sharepoint.com/sites/VEL\\_Intranet/SitePages/HA.aspx](https://nhswales365.sharepoint.com/sites/VEL_Intranet/SitePages/HA.aspx)

## 4. Aims and Objectives

The main objectives for these Internal controls and procedures are:-

- 4.1.1 To establish the delegated authorisation levels required in order to authorise expenditure against Velindre UNHS Trust Charitable Funds.
- 4.1.2 To verify the minimum procurement thresholds for quotes and competitive tendering arrangements.



- 4.1.3 To determine a comprehensible process regarding the stages for the purchasing and authorisation of goods and services.
- 4.1.4 To set up sufficient controls to ensure segregation of duties.
- 4.1.5 To assure that payments are effectively and correctly made for all goods and services received.
- 4.1.6 To assure that adequate and timely management information is generated.

## 5. Roles and Responsibilities

- 5.1.1 The Charitable Funds Committee and its Trustees has overall responsibility for the purchasing of goods and services.
- 5.1.2
- 5.1.3 The Charitable Funds Committee delegates responsibility to the Chief Executive and Executive Director of Finance up to the limit of £25,000.
- 5.1.4
- 5.1.5 The Charitable Funds Committee delegates responsibility to individuals fund holders up to the limit of £5,000.

## 6 Delegated Authorisation levels

- 6.1. Authorisation of expenditure from Velindre UNHS Charitable funds is subject to the following approvals. (Exclusive of VAT):

	-

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

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

- 6.2.2 The Chief Executive or Executive Director of Finance only has the authority to approve expenditure of up to £75,000 in between Charitable Funds Committee meetings.

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6.2.3 All expenditure between £5,001 and £25,000 approved by the Chief Executive or Executive Director of Finance must be reported to the Charitable Funds Committee at the next available meeting. .

6.2.4 Following committee approval, the project lead and/ or the fund holder is responsible for authorising, and ensuring that expenditure is in line with the proposal.

6.2.5 If a pre-approved project is expected to exceed the original approved limit and 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 expected to be greater than these limits then approval will be required from the Charitable funds Committee.

6.2.6 The charitable funds finance manager is responsible for authorising income refunds.

## 8. Procurement Thresholds

7.1 The following table summarises the minimum threshold for quotes and competitive tendering arrangements. The total value of the contract over its entire period is the qualifying sum that should be applied (except in specific circumstances relating to aggregation and contracts of an indeterminate duration) as set out in EU directives and UK regulations.

Contract value (excl. VAT)	Minimum competition <sup>1</sup>
<£5,000	At discretion of DoF
£5,000 - £25,000	3 written quotations
£25,000 – OJEU threshold	4 tenders
Above OJEU threshold	5 tenders

<sup>1</sup> subject to the existence of suitable suppliers

## 8. Process for Purchasing of Goods and Services

8.1.1 In order to ensure that expenditure is appropriate and in line with the Charitable funds purposes the Charitable funds expenditure approval template<sup>1</sup> must be completed and duly authorised by either the Chief Executive or Executive Director of Finance for expenditure between £5001 and £25,000.

8.1.2 Where possible all expenditure for goods and services relating to Velindre UNHS Charitable funds should be processed through the Oracle requisition system.

Available at: [https://nhs-wales365.sharepoint.com/sites/VEL\\_Intranet/SitePages/HA.aspx](https://nhs-wales365.sharepoint.com/sites/VEL_Intranet/SitePages/HA.aspx)

8.1.3 All requests made through charitable funds must be placed on the oracle system **prior** to any purchase being made. It is not acceptable to place an order once the goods or services have been received.

- The proposer is required to identify the expenditure, funding source, and appropriate supplier.
- The proposer is responsible for ensuring that the expenditure is in line with the delegated authorisation levels, and is appropriate, reasonable and justified.
- The requisition will be placed on the Oracle system by the approved end users.
- If the expenditure is between £5,001 and £25,000 then a copy of the approved charitable funds expenditure approval template must be included on the order.
- If the expenditure is over £25,000 a copy of the approved Charitable funds business case must be included on the order.
- Requisitions should be forwarded to the designated fund holder for approval. If the request is over £5,000 then the requisition will automatically forward on to a trustee to authorise.
- Before authorising the expenditure the fund holder must be satisfied that the expenditure is appropriate, justified and in line with the business case (if appropriate).
- If the expenditure is over £25,000 then the trustee must be satisfied that prior approval has been sought from the Charitable Funds Committee.
- Once authorised the order will forward onto the procurement department who will request the goods or services from the supplier.
- When the goods or services are satisfactory received the end user is required to book the goods in via the Oracle system.
- Once an invoice is received the accounts payable team will match to the order and make payment.

## 9. Training

9.1 Whilst there are no formal training programmes in place to ensure implementation of this policy, each Executive Director, Divisional Director, Clinical Director, Divisional Manager, and Head of Departments must ensure that managers and all staff, clinical and non-clinical, are made aware of the policy provisions and that they are adhered to at all times.

## 10. Resources

- 10.1 The implementation and management arrangements associated with this policy do not present any significant resource implications to the Trust.

## 11. Implementation

- 11.1 This policy will be maintained by the Charitable Funds Finance Manager.
- 11.2 Please refer to the responsibilities section for further information in relation to the responsibilities in connection with this policy.

## 12. Distribution

- 12.1 The policy will be available via the Trust Intranet Site. Where staff do not have access to the intranet their line manager must ensure that they have access to a copy of this policy.

## 13. Review

- 13.1 The Finance Manager will review the operation of the policy as necessary and at least every 3 years.

## 14. Legislation

- 14.1 Charity Commission.  
14.2 SORP 2019.(FRS 102)  
14.3 Charities Act 2022

## 15. Further Information

### 15.1 Contact

Further information and support is available from the Financial Planning & Reporting Team on 02920 615888 x6619

### 15.2 Key guidance

- 1.
2. Velindre Charitable funds Oracle user Guide.
3. IR35 off Payroll Enrolment form and Guidance
4. Users should refer to the Charitable funds section of the Trust Intranet site:

[https://nhswales365.sharepoint.com/sites/VEL\\_Intranet/SitePages/HA.aspx](https://nhswales365.sharepoint.com/sites/VEL_Intranet/SitePages/HA.aspx)

- 5.

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## CHARITABLE FUNDS COMMITTEE

### CHARITABLE FUNDS INVESTMENT PERFORMANCE REVIEW SUB-COMMITTEE HIGHLIGHT REPORT

DATE OF MEETING

12/12/2023

PUBLIC OR PRIVATE REPORT

Public

IF PRIVATE PLEASE INDICATE  
REASON

Not Applicable - Public Report

PREPARED BY

Alison Hedges, Business Support Officer

PRESENTED BY

Martin Veale, Chair

EXECUTIVE SPONSOR  
APPROVED

Matthew Bunce, Executive Director of Finance

REPORT PURPOSE

FOR NOTING

ACRONYMS

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#### 1. PURPOSE

This paper has been prepared to provide the Charitable Funds Committee with details of the key issues and items considered by the Charitable Funds Investment Performance Review Sub-Committee at its meetings held on the 27 September 2023.

Key highlights from the meeting are reported in Section 2.

The Charitable Funds Committee is requested to **NOTE** the contents of the report and actions being taken.

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## 2. HIGHLIGHT REPORT

The following areas were highlighted for reporting to the Charitable Funds Committee from the meetings of the Charitable Funds Investment Performance Review Sub-Committee held on the 27 September 2023:

<b>ALERT / ESCALATE</b>	There was nothing to be escalated.
<b>ADVISE</b>	There was nothing to be advised.
<b>ASSURE</b>	The Charitable Funds Investment Performance Review Sub-Committee were informed that there was dialogue with DLA Piper, to gain clarification around conflicts of interest in relation to the Investment Advisor for the Charitable Funds Committee and the award of that contract, and that they are one of the investors in the new Velindre Cancer Centre. The Sub-Committee were assured that the Charity has now received sufficient assurance from DLA Piper that there is no conflict of interest so the next step is to progress the Procurement and on board the new investment managers.
<b>INFORM</b>	<p><b>UPDATE FROM BREWIN DOLPHIN</b> <b>Presentation to Velindre University NHS Trust</b> <b>(Performance Figures)</b></p> <p>The Charitable Funds Investment Performance Review Sub-Committee <b>NOTED</b> the update from Brewin Dolphin on the charities current financial position, highlighting that the 2022 accounts show an increase in revenue, a decrease in expenditure, a lower contribution from investments compared to the previous year and that the charity is in a comfortable position in terms of reserves.</p> <p>The Sub-Committee recognised that the charity is in a healthy position in terms of reserves, and that the charity is holding more cash than normal following a great income performance last year.</p> <p>The Sub-Committee acknowledged that generating income is dependant around the Trust's Fundraising Team and that a new Director for the Charity was appointed at the beginning of September 2023, and will now help move forward with overall Charity Strategy and will look to diversify income streams by producing a much wider portfolio.</p> <p>The Sub-Committee were informed of the high-profile events that will be led by Rhod Gilbert that involve Channel 4 being commissioned under the stand up to Cancer Logo. Television coverage will raise the Trust's profile.</p> <p>The Sub-Committee noted that the Charity reserves and cash balances are currently high, with expectation that both will reduce over the next couple of years due to the level of commitments that have been recently made against the Charity. Legacies have been beneficial over the last year, so the Charity is looking to strengthen this area and also looking to explore grant income streams which forms part of the Charity strategy and the forward-looking plan. The Charity is again expecting to hold large reserves for</p>

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	<p>2023/24 due to the Charity having a very successful year by raising an unaudited income figure of c£4.8 million during 23/24.</p> <p>Brewin Dolphin informed the Sub-Committee that the financial position comes across as very stable and if the change in management was not happening, they would be advising more vigour in terms of the investment strategy.</p> <p>The Sub Committee were advised of the key aspects of the Market Review and Outlook, Investment Philosophy and Cycle as follows:</p> <ul style="list-style-type: none"> <li>• The last year has been punctuated by the cost-of-living crisis and battles with inflation. Now in a more normal environment of asset rotation.</li> <li>• Artificial Intelligence has had an influence on markets.</li> <li>• Currently central banks are continuing to attack and rise inflation. Expectation that we will see interest rates stay higher for longer.</li> <li>• Key problem is the embedded core inflation we see driven largely by the cost of labour.</li> <li>• Looking forward not anticipating a significant change in the economic environment. As a result, will see interest rates remain relatively high.</li> <li>• 6-9 months will hope to see more in terms of activity and positive thought.</li> <li>• Investment cycle still sitting in between cash and bonds.</li> <li>• In the portfolio largely stayed neutral, increased exposure slightly to government bonds but waiting for things to become clearer as not getting returns required, but more prudent place to be in the short term.</li> </ul> <p>The Sub-Committee were informed of the different portfolios available; one low risk at risk category 3 and one for longer term funds at risk category 4, set up broadly at £3 million each and one valued at £2.7million and other at just over £3 million. Brewin Dolphin felt the Trusts financial position could support taking a higher degree of risk but the collective risk appetite on behalf of the charity is paramount and therefore are engaged in lower risk mandates.</p> <p>The Sub Committee noted the update that from 01 January 2022 to 31 August 2023 risk level 3 has done 6.78% negative, risk profile 4 5.03% negative, and risk profile 6 (used mostly by the charity client base) is down 1.26%.</p> <p>The Sub Committee acknowledged that the new Charity Commission Guidance in August is designed to make it more permissible as a collective to decide if that is the right thing for Velindre Charity to do and it is well within rights to do that if the reasons and discussion for doing so are documented, but agreed the mandate is not about maximising returns it is about managing and maintaining capital levels.</p>
<b>APPENDICES</b>	<b>NONE</b>

### 3 RECOMMENDATION

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

INTERNAL USE ONLY	Date received:	
Pre-review checks (budget/allocation/consultation/signature)	Satisfactory	Not satisfactory
Application meets NHS CT Stage 3 Grant core criteria and eligibility	Yes	No
Applicant has submitted an adequate Stage 1.3 report	Yes	No
Application recommendation	Approved	Revise & resubmit

- ✓ Please read the Stage 3 Grants Programme Guidance before completing this Application form.
- ✓ Applications must be submitted in word and signed pdf to [grants@anhsc.org.uk](mailto:grants@anhsc.org.uk) marking the subject of the e-mail 'S3 Application [Charity name]' in the subject line.
- ✓ Please try to be concise and clear, suggested word counts have been provided.
- ✓ Please avoid attaching multiple appendices and additional documents to your application. You can attach your detailed budget as a spreadsheet and any specific job descriptions in word or PDF.
- ✓ Avoid the use of jargon or acronyms, without first providing a definition.
- ✓ If your proposed work includes multiple projects, Section D must be completed for **each** project and a summary for all projects provided in Section C. We recommend funding fewer projects for longer to focus on sustainable health outcomes and funding for success.
- ✓ If you are resubmitting a revised application, it is important that you update the submission date and highlight any **amends in blue**.

**All projects must meet the following criteria:**

- Supporting the long-term health and recovery of NHS staff, patients, community and volunteers impacted by Covid 19.

**Section A – Lead Charity and applicant contact details** (please ensure you use the name you are registered with on the Charities Commission Website)

A1 Charity name & number	Velindre University NHS Trust
A2 Charity address	Velindre Cancer Centre, Whitchurch Cardiff CF14 2TL
A3 Applicant name & job title	Andrew Morris, Head of Fundraising
A4 Applicant address	Velindre Cancer Centre, Whitchurch Cardiff CF14 2TL
A5 Telephone number	02920 316211
A6 Email address	Andrew.morris5@wales.nhs.uk
A7 Alternative contact name	Claire Budgen
A8 Alternative contact email	Claire.Budgen@wales.nhs.uk

**Section B – Project partners**

B1 Check the boxes below if you have consulted with:	
x	NHS Charity and Trust Leadership
x	NHS staff working in your Trust



	Community organisations
	Consultation or co-design with service users

Use this space if you would like to provide any additional information on the above.

Consultation with staff regarding their wellbeing and re-establishing healthy working patterns coming out of COVID 19 is a fundamental feature of our staff engagement approach. Staff have been invited to share their views formally and informally about the move to Hybrid Working following the pandemic and their views have shaped the Toolkit that we now follow. Similarly, staff views are taken into account regarding wellbeing support. The formal mechanism is the Quarterly Healthy and Engaged Steering Group which includes representation from all areas of the Trust including Trades Unions which reports to the Executive Management Board. Equally, staff feedback is invited at all times and specifically via surveys, two of which are underway during June 2023.

Staff across Velindre Trust feel that attention needs to be focused on staff wellbeing. They feel this would positively affect their emotional and mental wellbeing, which is in line with the benefits so well documented in the literature, namely, better patient outcomes, better team relations, lower stress rates, lower sick leave rates, better staff retention.

It became apparent through ongoing wellbeing conversations between the Staff Psychologist and staff, that there are pockets of 'wellbeing activity' across the Trust but none of these are 'joined up'. There is no communication between groups/people who have voluntarily taken the role of 'wellbeing monitor' on for their department. These people also feel they lack the time and funds to be able to carry out wellbeing projects most effectively and often begin to feel the strain of being the sole person(s) responsible. Formal evaluation of the Mental Health First Aider (MHFA) network at Velindre Trust concluded that these members of staff feel there needs to be structure around their role, that whilst the initial training was well received, maintaining this network, providing supervision, ongoing training and advertising the MHFA network, has been difficult due to the organisation of this falling on one person who offers their time voluntarily on top of their paid role. In a climate of a mobile workforce and (until recently), lack of dedicated expertise around mental and emotional health issues, the network has become inefficient and under-utilised.

Pre-pandemic, Trust wide Menopause cafes ran successfully but stopped during COVID. On re-starting the cafes recently, staff fed back that they felt they needed more education from specialists in the area (to ensure factual information) to support an understanding of what is happening to them and how to manage this in work (these are not topics that are within the remit of Menopause Cafes). They feedback that staff who are not menopausal themselves should be invited to such education forums/information should be shared widely to aid understanding and compassion.

### Section C – Overview of Project(s)

C1 Brief summary of the work this grant will fund (Approximately 50 words per project)
--

Employment of a Wellbeing Coordinator to develop Wellbeing Networks and establish a Menopause Programme. Introduction of educational opportunities for Menopause. These actions will directly support staff dealing with physical and psychological pressures in the post-COVID period. Under guidance of Clinical Psychologist, develop and introduce evaluation of Wellbeing interventions.

The post of Wellbeing Co-ordinator would take the strain off individual staff members to maintain wellbeing and MHFA networks, which is a huge time would aid the development and efficient maintenance of a structured, sustainable wellbeing network, provide the resource to co-ordinate and run a forum for people to share ideas and pool resources, to disseminate information efficiently across the Trust, and in line with the Social Partnership and Public Procurement (Wales) Act (2023) and the People Strategy would

place staff wellbeing at the heart of organisational values. Furthermore, it would enable dedicated resource to audit and evaluate the networks and programmes to guide further service provision.

**Section D – Project details (Duplicate section D in full for each proposed project)**

D1 Project details					
Project title	Staff Wellbeing Support				
Project partner					
Proposed start date	1.9.23	Proposed end date		31.8.25	
D2 What need have you identified for this funding (Approximately 200 words)					
<p>It is well documented that the COVID pandemic negatively impacted NHS staff wellbeing and its effects are long-lasting. In Velindre University NHS Trust, staff still report being affected by the ongoing consequences of the pandemic such as, more complex presentations of cancer due to slower diagnosis, staff peers undergoing palliative care which breaches staffs' sense of personal security. In response it appears that staff report signs of a traumatic response to the pandemic: ongoing activation of memories from the time of the pandemic, moral injury around decisions they had to make, anxiety, exhaustion, and fatigue.</p> <p>In addition to managing the effects of the pandemic, it needs to be noted that 65% of the Velindre UNHS Trust workforce are women aged between 45-55. This is the defined age of peri-/menopause, although there is growing evidence that the age of peri-menopause onset is commonly, likely to be earlier (around 40 years old) and that menopause symptoms continue into late 50's and onward.</p> <p>The evidence shows that the aforementioned emotional and psychological consequences of the pandemic also mirror the signs and symptoms of peri-/menopause. In analysis of anecdotal research collected by the Staff Psychologist, it appears that many women of this age either blame their symptoms on the stress of work and home life and are unaware they are similar to peri-menopause symptoms. Or they are aware they might be showing signs of peri-menopause but due to work/home commitments, do not have time to visit the GP. In either case, these women continue to struggle to maintain healthy wellbeing, often putting their own needs below others; a belief system and pattern of behaviour potentially deepened by the pandemic.</p> <p>In December 2022 the Healthy and Engaged Steering Group approved a paper outlining the Staff Psychology Service for the Trust. This is a Trust-wide programme over three levels:</p> <ul style="list-style-type: none"> <li>• Care on the Ground</li> <li>• Training and reflection</li> <li>• Psychological referral</li> </ul> <p>The ethos is that the work of the qualified Clinical Psychologist for Staff and Teams should be concentrated more on the upper levels of work, and the Care on the Ground being embedded in time into day-to-day practice.</p> <p>This bid allows for two of the six areas of work in the Care on the Ground level to be brought to life in line with the Clinical Psychologist's guidance, specifically establishing Wellbeing Teams/Networks and developing the Menopause Programme. The funding sought in this bid is seed capital aimed to set up effective networks and Menopause support.</p>					

<p>Moreover, in September 2022 the Trust received an Advisory Review of Wellbeing Services from NWSSP Audit and Assurance Services. The first of the two recommendations in the report was to improve the evaluation of impact of our various wellbeing interventions. This bid will enable us to establish baseline measures for success and track them through the life of the project.</p> <p>Finally, during COVID staff were granted access to the relaxation facilities provided by Maggie's. This was so well-received that actions were taken to locate a suitable venue within Velindre Cancer Centre for staff to use as a Wellbeing Hub. After considerable development, this was opened in 2022 as Noddfa. These facilities are the home of the Staff Psychologist and can accommodate a range of Wellbeing activities as well as relaxation. This bid includes furniture so that it can come to life in the quality way that was envisaged from the outset.</p> <p>Whilst Noddfa is located in the Velindre Cancer Centre, it is open to all staff of the Trust. In addition, there are rooms available already at the Welsh Blood Service Headquarters so this focus on one location is helping establish equity of access for all staff.</p>			
D3 What do you aim to achieve with this funding i.e. how do you plan to address the above need (Approximately 200 words)			
<ul style="list-style-type: none"> <li>• A culture of peer-to-peer support for Wellbeing and Menopause is in place</li> <li>• Evidence showing how the Trust's wellbeing interventions improve staff wellbeing, retention, motivation and performance</li> <li>• Fully furnished staff Wellbeing Hub at Noddfa</li> </ul>			
D4 Describe in detail the project or activities that will take place i.e. how will the funds be used (Approximately 300 words)			
<ul style="list-style-type: none"> <li>• Wellbeing Coordinator, Band 6, 0.6 wte</li> <li>• Education and development for Menopause Buddies and Wellbeing Network members throughout the duration of the project</li> <li>• Ordering and fitting furniture in the Noddfa Wellbeing Hub</li> </ul>			
D5 Please provide a timeline for your project, including key milestones and activities (Add table rows as required)			
Date/date range	Activity		Activity lead
September 2023	Recruit Wellbeing Coordinator		Head of OD/Staff Psychologist
September 2023	Finalise requirements for furniture and purchase and install		nVCC Infrastructure and Design Manager
October 2023	Development of KPIs and evaluation methodology		Staff Psychologist/Wellbeing Coordinator
December 2023	Communications campaign around wellbeing networks		Wellbeing Coordinator
December 2023	Report on progress to Healthy and Engaged Steering Group – Quarterly thereafter		Staff Psychologist
August 2025	Final evaluation report and project Close		Head of OD/Staff Psychologist/Wellbeing Coordinator
D6 Tell us who the beneficiaries are, and approximately how many people will benefit (Approximately 150 words)			
All staff. We have approximately 1,700 staff, 75% female. Menopause is regarded as everyone's business and all staff are encouraged to learn in order to create a supportive culture. That said, it will be women between the ages of 40 and 55 who will be the primary users of the clinical services.			

Wellbeing networks are applicable to all staff, in all areas of the Trust.						
Noddfa is open to all staff.						
How many will benefit?				1,700 (100%) of the workforce.		
D7 What outcomes (differences) do you expect to achieve through the funding for the beneficiaries and the NHS (Approximately 300 words)						
<ul style="list-style-type: none"> <li>• Reduction in absence due to stress or menopause</li> <li>• Reduction in severity of menopause symptoms and or/reduction in time experiencing symptoms</li> <li>• Reports of improved confidence and self-efficacy from staff who are experiencing the menopause</li> <li>• Improved connections across the Trust for wellbeing support, building a culture of physical and psychological health and safety</li> <li>• Staff Psychology Service is able to flourish, particularly in terms of Wellbeing Networks taking off, Menopause support and suitable facilities for staff</li> </ul>						
D8 How will you monitor, measure and report on the outcomes (differences) described above (Approximately 300 words)						
The work will be undertaken by a Wellbeing Coordinator working to the Clinical Psychologist. They will agree targets and measures and report on progress via the Quarterly Healthy and Engaged Steering Group.						
D9 Provide an itemised budget for each project (Add table rows as required)						
Item	Description	Year 1 2023-24	Year 2 2024-25	Year 3 2025-26	Total	
Wellbeing Coordinator	Band 6, secondment or fixed-term appointment, 0.6 wte, two year fixed-term contract	£16,246	£33,468	£17,236	£66,951	
Development for Wellbeing Network Members, Menopause Buddies and Staff	To be confirmed with individual network members, could include Flushfest 2023, 2024, 2025 and mental and physical health conferences or courses	£1,920	£1,920	£0	£3,840	
Furniture for Noddfa	£39,209	£39,209	£0	£0	£39,209	
Total (£)					£110,000	
Use this space if you would like to provide any additional information on the above i.e. if NHSCT will not be the sole funder, provide information on what other funding has been received or sought for the project. (Approximately 150 words)						
D10 Short description of how any ongoing costs will be met, how the benefits of the project(s) will be sustained, and how you will disseminate any learning (Approximately 150 words)						
Each area of investment, including the growth of the Wellbeing networks, will be evaluated to assess impact. Depending on these results, decisions will be taken regarding the future of the Education sessions and Menopause Clinic. The culture of peer on peer support requires no additional funding.						

## Section E – Management and Governance

E1 Check the boxes below to confirm you and/or your delivery partners have the following in place:	
Yes	Equality and Diversity policy
Yes	Safeguarding policy (if applicable i.e. working with vulnerable groups/children & young people)
Yes	DBS (or Disclosure Scotland) checks for appropriate staff and volunteers (if applicable)
Yes	Relevant insurances
Use this space to provide any additional information on the above (Approximately 150 words)	
E2 Tell us how you will manage these projects including monitoring and reporting for your proposed projects (Approximately 300 words)	
Day to day supervision is provided by the Staff Psychologist. They work in tandem with the Head of OD in reporting through the Healthy and Engaged Steering Group which is the governance structure for Wellbeing.	

## Section F – Summary programme budget and Finance

F1 Summary of funding request to NHSCT per project (Please check your calculations add up, and your total is in line with your grant allocation)			
Projects number and title (Add table rows as required)	Year 1	Year 2	Total
Total (£)			
Use this space if you would like to provide any additional information on the above. (Approximately 150 words)			
F2 Provide the exact name of the organisation to which your grant award should be made i.e. how it appears on the Charity Commission or Bank Account			
Velindre University NHS Trust			
F3 Details of Management or Finance Officer			
<i>Please note that the person stated here will need to sign the grant Terms and Conditions to release funding</i>			
Name	Matthew Bunce		
Job Title	Finance Director		
Email address	Matthew.Bunce2@wales.nhs.uk		
Phone number	02920 196161		

## Section G – Funder Plus Support and feedback

G1 Please indicate if you would like additional support from NHSCT i.e. our Funder Plus Support (Approximately 100 words)
G2 Provide us with feedback on the application process (Approximately 250 words)
The process has been relatively straight forward, and the response from the Support Team has been very good, always available, and supplying helpful and informative advice.

**Section H – Signature and Submission Date**

By signing the below I confirm:

- I have read the Stage 3 Grants Programme Guidance before completing this Application form.
- I will abide by the terms and conditions of the award and reporting requirements.
- That the management accountant / finance officer has full knowledge of this project and funding application.

Signature	Claire Budgen	Date	29 June 2023
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**Data Protection Statement:**

The information supplied on the Application form will be used to process your Application. Your personal details will be retained to update NHS Charities Together records relating to applicants and grantees. Your details will not be disclosed by us to any third parties without your prior consent.

Please note that by submitting a completed Application form, you will be giving NHS Charities Together your explicit consent to our processing of your personal details as described. NHS Charities Together will contact you if further information is required.

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