

**MINUTES OF THE PUBLIC CHARITABLE FUNDS COMMITTEE (CFC)
VELINDRE UNIVERSITY NHS TRUST HQ / TEAMS**

TUESDAY 21 MAY 2024 AT 10:00AM

PRESENT:	
Professor Donna Mead OBE	Chair
Hilary Jones	Independent Member
Matthew Bunce	Executive Director of Finance
Steve Ham	Chief Executive Officer
ATTENDEES:	
Lauren Fear	Director of Corporate Governance and Chief of Staff
Nicola Williams	Executive Director of Nursing, Allied Health Professionals and Health Science
Paul Wilkins	Charity Director
Rachel Hennessy	Interim Director of Cancer Services
Alison Hedges	Business Support Officer / Committee Secretariat
0.0.1	FUNDRAISING CASE STUDY <i>Led by Paul Wilkins, Charity Director</i> <i>Joined by Bev Parry, Charity Fundraiser</i>
	This item was postponed until a future Committee.
1.0.0	STANDARD BUSINESS <i>Led by Professor Donna Mead OBE, Chair</i>
1.1.0	Apologies <i>Led by Professor Donna Mead OBE, Chair</i> Apologies were noted from: <ul style="list-style-type: none"> • Lindsay Foyster, Independent Member • Emma Stephens, Head of Corporate Governance • David Cogan, Patient Liaison Representative • Wayne Griffiths, Charity Ambassador
1.2.0	In Attendance <i>Led by Professor Donna Mead OBE, Chair</i> The Chair advised the Committee that Sally Thewell, Arts and Health Coordinator, would be joining the meeting to present the Business Case and Expenditure Proposal: 5.1.0 Arts in Health Business Case, and would also be presenting Business Case and Expenditure Proposal 5.2.0 nVCC Public Arts Business Case, alongside Hannah Moscrop, Project Manager, and Simon Fenoulhet, Trust nVCC Arts Consultant, who would also be joining the meeting. The Chair noted that Barry Williams, Finance Business Partner, would be joining the meeting for item 4.0.0 FINANCE.
1.3.0	Declarations of Interest <i>Led by Professor Donna Mead OBE, Chair</i> There were no declarations of interest to be declared.

<p>1.4.0</p>	<p>Draft Minutes from the meeting held on the 20 February 2024 <i>Led by Professor Donna Mead, OBE, Chair</i></p> <p>**ACTION: Amendments to be made:</p> <ul style="list-style-type: none"> • Page 7. Item 5.1.0. 'APPROVE that volunteers are remunerated appropriately along the lines in the Business Case for <u>subsistence</u> and according to the Travel Expense Policy.' to be changed to 'APPROVE that volunteers are remunerated appropriately along the lines in the Business Case for <u>subsistence</u> and according to the Travel Expense Policy.' • Nicola Williams 'Title' to be corrected to read <u>'Executive Director of Nursing, Allied Health Professionals and Health Science'</u>. <p>The Charitable Funds Committee confirmed the Minutes of the meeting held on the 20 February 2024 were an accurate and true reflection of the meeting subject to the amendments.</p>	<p>Alison Hedges</p>
<p>1.5.0</p>	<p>Draft Minutes from the extraordinary meeting (Annual Report and Accounts) held on the 23 April 2024 <i>Led by Professor Donna Mead, OBE, Chair</i></p> <p>The Charitable Funds Committee agreed the Minutes of the meeting held on the 12 December 2023 could be circulated to the Committee outside of the meeting to confirm they were an accurate and true reflection of the meeting.</p>	
<p>1.6.0</p>	<p>Action Points <i>Led by Matthew Bunce, Executive Director of Finance</i></p> <p>Committee members confirmed there was sufficient information contained in the log to provide assurance that all actions identified as completed could be closed. The remaining open actions due were reviewed and following points noted:</p> <p><u>Actions from Committee Meeting held on 12/12/2023</u></p> <p>6.1.0 Business Case Annual Evaluations - 2021-05 Building Capacity in Research through the establishment of a small grants scheme. The Committee agreed that the update was sufficient to enable the action to be marked as complete.</p> <p>1.6.0 MATTERS ARISING – Development Training Sessions The Committee agreed that the update was sufficient to enable the action to be marked as complete.</p> <p>1.6.0 MATTERS ARISING – Changes to Regulations Update Paul Wilkins will feedback either verbally or include information in the Directors Report if anything major comes out of any legal changes from the Charity Commission or any other body that regulates the Charity. Any major policy documents or legal requirements of relevance which are issued will be included on the agenda as a separate item. The Committee agreed this action could be marked as complete.</p> <p>1.6.0 MATTERS ARISING - Business Case Slippage – Head First Brain Research Paul Wilkins confirmed that he has spoken to Dr James Powel and is confident they will appoint into this role this month, as a medical doctor post. The Committee agreed this could be updated further at the September 2024 meeting.</p> <p>2.0.0 UPDATE FROM INTERIM CHARITY DIRECTOR / FUNDRAISING UPDATE REPORT – Draft Policy The Committee noted the progress.</p>	

	<p>2.1.0 ANNUAL DELIVERY PLAN The Committee agreed this action could remain closed. It was agreed a conversation could be taken offline on how this could be taken forward to discuss any suggested changes to the Charity Aims & Objectives at a future Board Development Session.</p> <p>5.1.0 BUSINESS CASE AND EXPENDITURE PROPOSALS Velindre Cancer Centre – Patient Engagement Management and Support (Volunteers, Velindre Voices) **New Action: The Committee requested the Equality Impact Assessment be shared out of Committee via email once complete and felt this could be completed by the May 2024 deadline.</p>	
1.7.0	<p>Matters Arising <i>Led by Professor Donna Mead, OBE, Chair</i></p> <p>There were no matters arising (not included on the agenda) raised at the Committee.</p>	
2.0.0	<p>UPDATE FROM INTERIM CHARITY DIRECTOR / FUNDRAISING UPDATE REPORT <i>Led by Paul Wilkins, Charity Director</i></p>	
2.1.0	<p>Director Update Report <i>Led by Paul Wilkins, Charity Director</i></p> <p>Paul Wilkins took the Committee through the report and highlighted the following:</p> <ul style="list-style-type: none"> • Strategic review – Working with Procurement to get this completed. • Morocco and Patagonia event dates are full. • Castle 2 Castle is now live, with 800 people signed up. Anticipate this will be full, with 1000-1200 runners. <p>The Chair raised a question in relation to the VAT issues associated with the Rhod Gilbert Show 2023 event. Paul Wilkins confirmed that the issue arose as the team were under the impression that the Charity was VAT exempt, but discovered this does not apply in these circumstances, as the ticket sales go through the Wales Millennium Centre, and they are obliged to pay VAT. Paul Wilkins assured the Committee that advice was taken from EY who were of the opinion the Wales Millennium Centre were applying the rules appropriately and therefore this was a lesson learned for future events when preparing proposals.</p> <p>The Chair queried the reference to VAT in the conclusion of the Paris Bordeaux Bike Ride Evaluation. Matthew Bunce assured the Committee that going forward there will be a VAT consideration for all events that will be built into the Charity processes.</p> <p>Paul Wilkins noted the two proposals that had been brought to the Committee for approval, highlighting the following:</p> <ul style="list-style-type: none"> • Sierra Nevada trek, May 2026 – Challenge over three days, allows the Charity to bring in money at a 2:1 ratio without people needing to find significant funds for the trek. • Summit to Sea Bike Ride, May 2026 – There is a lot of interest and people are excited to take part. Want this ready to launch by the end of November 2024. <p>Paul Wilkins informed the Committee that the Charity is looking to run both events potentially in the same week and agreed to keep the Committee updated on the costs of these events.</p> <p>The Committee REVIEWED and NOTED the content of the report. The Committee APPROVED the Sierra Nevada Trek Proposal and the Summit to Sea Bike Ride Proposal.</p>	

<p>2.1.0</p>	<p>Charity Event <i>Led by Paul Wilkins, Charity Director</i></p> <p>Paul Wilkins explained to the Committee that the report outlines an event and opportunity to thank and engage Patrons, Ambassadors and Fundraisers that will take place on the 19 June 2024. This will allow the Charity to inform supporters how the fundraising money has been spent and talk to them about the vision and direction of the Charity moving forward.</p> <p>Nicola Williams asked who has been invited to the event from a Trust perspective to ensure good representation. Paul Wilkins confirmed that invitations should be sent by the 24th May 2024.</p> <p>**ACTION: Paul Wilkins to arrange a meeting with the Chair to discuss the running order of the Patron, Ambassador and Fundraiser Event.</p> <p>The Committee REVIEWED and NOTED the content of the report and APPROVED proposed Patron, Ambassador and Fundraiser Event.</p>	<p>Paul Wilkins</p>
<p>3.0.0</p>	<p>FINANCE <i>Led by Barry Williams, Senior Finance Business Partner</i></p>	
<p>3.1.0</p>	<p>Financial Update Paper <i>Led by Barry Williams, Senior Finance Business Partner</i></p> <p>Barry Williams took the Committee through the Financial Update Paper and the financial position of the Charitable Funds accounts and performance for the period to the end of March 2024, highlighting the following key points:</p> <p>Income Performance:</p> <ul style="list-style-type: none"> • 13.297million, inclusive of £7.35million received in respect of Pharma Company FAKTION trial, so excluding that the charity achieved £5.947million, a £2.977million over performance against the plan, of which £1.259million relates to the unrestricted fund. • Do have some legacies outstanding at the end of the financial year, one of which is c. £1million in respect of the sale of shares. <p>Expenditure:</p> <ul style="list-style-type: none"> • Less than expected, primarily due to slippage in the Research and Development ambitions bid. Have reduced charges to the Charity over the past two financial years by c. £1.5million. Is expected those reductions will be drawn down over the next couple of years. • Fundraising Non-Staff Expenditure totalled £483,000. • Overheads out turned £186,000. <p>Investment Portfolio:</p> <ul style="list-style-type: none"> • There has been some significant recovery in the last quarter of 23/24 of approximately 6.18% on the opening balances. Overall, the portfolio has recovered to within about 2.82% of the February 2024 balances. • In 23/24 were able to fund the Fundraising Team and the overheads from the recovery and are hoping that any deficit on the fundraising account will be reduced going forward in 24/25. <p>The Chair raised as a caveat that without the legacies the charity would not have performed quite as well to the predicted income.</p>	

	<p>Cashflow Forecast: Forecasting the cash balances for the next financial year. The Charity is currently cash rich and is looking at whether it would be best placed using the liquidity fund to further increase returns on the cash balances. Once the Pharma Company money is received the Investment Committee will be approached to review the best utilisation of the funds to get the best return on investments.</p> <p>Summary of Commitments: Barry Williams assured the Committee that the Business Case Expenditure Proposals on the Committee agenda can be funded should the Charitable Funds Committee approve.</p> <p>The Charitable Funds Committee NOTED the contents of this finance report and in particular:</p> <ul style="list-style-type: none"> • The financial performance of the Charity for the period ending 31st March 2024. • The current position and performance of the Charity's investment portfolio as at 31st March 2024. • 	
4.0.0	<i>The Committee took a 10-minute break at 11:20am (following item 5.1.0)</i>	
5.0.0	BUSINESS CASE AND EXPENDITURE PROPOSALS	
5.1.0	<p>Arts in Health Business Case <i>Led by Sally Thewell, Arts and Health Coordinator</i></p> <p>The Chair welcomed Sally Thewell to the meeting to present the Business Case.</p> <p>Sally Thewell took the Committee through the Arts in Health Business Case presentation. The Business case seeks funding to support an active art in health programme to the value of £305,500.00 over the period of 3 years (July 2024-July 2027). This is being created with a view to develop a regular, visible, high quality art provision that improves the wellbeing of staff and patients.</p> <p>Following the presentation, the Committee was open for questions.</p> <p>The Chair raised the point that Welsh Blood was not sufficiently represented in the proposal, in particular stressing that the Welsh Blood Service does not only happen in Talbot Green premises, but also in clinics across Wales.</p> <p>Sally Thewell assured the Committee that there are ongoing conversations happening with Welsh Blood Service on how they can be supported through this plan, for example training days for collection staff and creating activities through these.</p> <p>Sally Thewell informed the Committee that in relation to donors, they have spoken about the celebration events that are held.</p> <p>The Chair felt this proposal would be very beneficial for the donor clinics and encouraged Sally Thewell to think about the donor clinics and how they could be involved.</p> <p>Rachel Hennessy raised the point that there are not fixed clinics at the Welsh Blood Service, so this could involve identifying where there may be more fixed venues that would enable this to take place, and also suggested that it would be a good idea to bring in musicians.</p> <p>Sally Thewell informed the Committee that she has also been looking at creating activity packs.</p> <p>The Chair felt it would be appropriate to do an Equality Impact assessment against each project to see some considered thought on a high-level basis about equality impact. This would help attract people from ethnic minority groups to become donors.</p>	

	<p>Sally Thewell, in response to the chairs question in relation to the data and the evaluation side of the proposals and project, recognised that this requires a lot of work and stated that she has spoken to Gwawr Evans, Head of Value Based Healthcare to make sure this is embedded and the impact is measured. Matthew Bunce highlighted that there is a lot of research out there to help when creating good metrics and ways of collecting data that could be followed.</p> <p>Rachel Hennessy assured the Committee the Business Cases have been to the Senior Leadership Team meeting and one of the things identified was that a response from Senior Leadership Teams need to be included in reports.</p> <p>**ACTION: The Business Case template needs to be reviewed and a section needs to be added to note the Business Case has gone to Senior Leadership Team and to capture the response and outcome received at the meeting.</p> <p>Sally Thewell confirmed that freelance artists would be brought in for the projects and that she has been speaking to Procurement about the process, and speaking to Ian Bevan, Head of Information Governance and Safeguarding Teams regarding data sharing to make sure everything is compliant. Sally Thewell advised of the plan to have an Induction to ensure everyone is inducted to the Trusts processes and is meeting with new Safeguarding Lead and has links with infection control.</p> <p>**ACTION: Sally Thewell and Donna Mead (Chair) to have a follow up conversation about the Welsh Blood Service aspect of the Business Case Expenditure Proposal.</p> <p>**ACTION: The Committee agreed there needs to be a written governance process around the controls and procedures. There will need to be an Induction Programme which includes Safeguarding, Control and Infection, knowledge of Trust Policies and Procedures and to look at the required level of DBS check to be applied. Sally Thewell agreed to submit this as a Paper to the September 2024 Charitable Funds Committee meeting.</p> <p>**ACTION: Sally Thewell to work on the Equality Impact Assessment and agreed to share the Art Paper around Health and Equalities, which focusses on working with former mining communities and local majority populations.</p> <p>The Charitable Funds Committee APPROVED the funding to the value of £305,500.00 over the period of 3 years, subject to the actions above being completed.</p>	<p>Paul Wilkins</p> <p>Donna Mead</p> <p>Sally Thewell</p> <p>Sally Thewell</p>
<p>5.2.0</p>	<p>nVCC Public Arts Business Case <i>Led by Lauren Fear, Director of Corporate Governance and Chief of Staff, Hannah Moscrop, Project Manager, Sally Thewell, Arts and Health Coordinator and Simon Fenoulhet, Trust nVCC Arts Consultant</i></p> <p>The Chair welcomed Hannah Moscrop and Simon Fenoulhet to the meeting to present the Business Case alongside Lauren Fear. The Chair also welcomed Sally Thewell to stay with the Committee to help present the Business Case.</p> <p>Lauren Fear explained to the Committee that this was a request for funding for the art in the new Velindre Cancer Centre, which brings together people from the organisation who deal with engagement as part of their role, including Patient Engagement, Communications, the Charity, as well as arts and health and community patient</p>	

engagement.

Discussing the many positive contributions arts in health bring to patients, the new approach could potentially provide a new strategic arm of for fundraising in the charity, in terms of the types of fundraising events from an arts perspective and the types of Patrons and Ambassadors the Charity may want to attract in the future.

Simon Fenoulhet took the Committee through the presentation. The proposed approach set out an arts approach that would be holistic in nature, and help to design the creation of a welcoming space with a culture of healing. The area would enable arts to connect to nature around the building, integrating art and the reality of the environment. .

Hannah Moscrop informed the Committee that the first stage of any arts project is working with service users, staff and patients, and the community to work out what is the right thing to do. Creating an open and accessible process is a key part of the engagement workstream.

Hannah Moscrop addressed the points from the Senior Leadership Team, in terms of the time period the strategy covers and that it is primarily for the construction phase and commissioning, with the intention that the family and arts will run through the volunteering scheme during the operational phase. Hannah Moscrop confirmed that no additional resource requirements, other than what is included in the project agreement are anticipated. Arts project governance will include the Senior Leadership Team to be appropriate, safe and approved for the running of the hospital.

Nicola Williams raised the question of dementia standards which was escalated in the last Safeguarding Meeting but there has been no engagement around assurance that these are being put in place around the new Velindre Cancer Centre. Nicola Williams also highlighted that colour is also a key element within that, not just for dementia but also for patients and visitors who are neurodiverse or have a cognitive impairment. There is a need to engage with appropriate use of colour to ensure compliance with Neurodiverse and Dementia standards as part of this work.

Nicola Williams noted the large amount that is being requested from the Charity between the two Art Business Case Expenditure Proposals on the agenda and felt that to evidence prudent use of charity monies there is a need to ensure the two pieces of work are coaligned.

Rachel Hennessy highlighted the need to ensure the colour does not lose the brand of Velindre and the need for consistency so people know they are entering a Velindre space. There is also a need from a regulatory position there are ways certain signage has to be managed in certain departments. Senior Leadership Team have concerns around ownership and health and safety.

****ACTION: Lauren Fear recognised the importance of working together and noted that the way the engagement workstream has been set up and Sally Thewell's work has to be aligned with the work for the new build. Lauren Fear will capture how the work will be aligned and bring this to the next meeting for assurance.**

Lauren Fear

Rachel Hennessy raised the issue that some of the maintenance costs involve ongoing revenue costs for example a playground which cannot be picked up as a Senior Leadership Team. Rachel Hennessy also wanted to address what the sign off process would be as there are several issues in the design.

	<p>Simon Fenoulhet notified the Committee that commissioning of the art is done through Studio Response and Acorn. Studio response manages the budget and employs the artist on behalf of Velindre.</p> <p>The Committee agreed that there is a need for a more succinct process on how this gets invoiced and the criteria and assurances need to be set out for how this will be managed.</p> <p>The Committee felt that the multifaith space was important and the use of artwork in this respect should be discussed with the Chaplaincy Team and all the multifaith leaders as the Chaplaincy covers all faiths and will be the people using the room a lot.</p> <p>**ACTION: Paper to be brought to the September 2024 Charitable Funds Committee to include:</p> <ul style="list-style-type: none"> • A clear governance process and sign off with the Senior Leadership Team. • Clarification and information on the invoicing process and how the money will be controlled and managed. • Confirmation and information on the maintenance aspect of the proposal is to be sought and brought back to the September 2024 Charitable Funds Committee. • Assurance on the link up with the multifaith space. <p>The Charitable Funds Committee NOTED that they would be content to approve in principal that the funds be released, but prior to this authority being given, the Committee required a paper which sets out the control mechanisms the governance, the invoicing mechanisms going forward which will come to the next Charitable Funds Committee as set out in the actions above.</p>	<p>Lauren Fear and Hannah Moscrop</p>
<p>6.0.0</p>	<p>CHARITABLE FUNDS COMMITTEE EFFECTIVENESS SURVEY <i>Led by Matthew Bunce, Executive Director of Finance</i></p>	
<p>6.1.0</p>	<p>The Charitable Funds Committee AGREED and APPROVED the questions for the Effectiveness Survey distribution 2023-2024, and NOTED a discussion can follow for anything that the Committee wishes to change for next year's Effectiveness Survey.</p>	
<p>7.0.0</p>	<p>CONSENT ITEMS <i>Led by Professor Donna Mead OBE, Chair</i></p>	
<p>7.1.0</p>	<p>For Noting <i>Led by Professor Donna Mead, OBE, Chair</i></p>	
<p>7.1.1</p>	<p>Charitable Funds Committee Chairs Urgent Action / Out of Committee Approvals <i>Led by Paul Wilkins, Charity Director</i></p> <p>The Committee CONSIDERED and RATIFIED the report which included Out of Committee approvals for:</p> <ul style="list-style-type: none"> • Castle 2 Castle • Craig Maxwell Lunch • Alcatraz Swim 2025 • 	
<p>7.1.2</p>	<p>Advancing Radiotherapy Fund Board Highlight Report <i>Matthew Bunce, Executive Director of Finance</i></p>	

	The Committee NOTED the report.	
8.0.0	ANY OTHER BUSINESS <i>Prior Agreement by the Chair Required</i>	
	None.	
9.0.0	HIGHLIGHT REPORT	
	A Highlight Report will be produced for the July 2024 Trust Board.	
10.0.0	DATE AND TIME OF NEXT MEETING	
	Tuesday 03 September 2024 at 10:00AM	
11.0.0	CLOSE	
	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).	
12.0.0	PRIVATE / PART B SESSION	
	The following items will be discussed at the Private / Part B Session of the Charitable Funds Committee: <ul style="list-style-type: none"> • Director Update Report • Charity Assessment and Resource Requirements 	