

- 0.0.1 10:00 - FUNDRAISING CASE STUDY – YOUNG AMBASSADOR EVENT
Led by Alaric Churchill, Interim Charity Director
[Link to Fundraising Case Study - Young Ambassador Event.pdf](#)
- 1.0.0 10:10 - 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 10:15 - Action Points
Led by Matthew Bunce, Executive Director of Finance
[1.4.0 Public Charitable Funds Committee Action log_Updated 14.08.2022.docx](#)
- 2.0.0 10:25 - CONSENT AGENDA
Led by Professor Donna Mead, OBE, Chair
- 2.1.0 FOR APPROVAL
Led by Professor Donna Mead, OBE, Chair
- 2.1.1 Draft Minutes from the meeting held on the 17 May 2022
Led by Professor Donna Mead, OBE, Chair
[2.1.1 MB review Draft Charitable Funds Committee Public Part A Minutes _17 05 2022.ES \(002\) \(002\).pdf](#)
- 2.1.2 POLICIES FOR APPROVAL
Led by Steve Coliandris, Financial Planning and Reporting Manager
 - *Velindre University NHS Trust Charitable Funds Credit Card Policy*
 - *Velindre University NHS Trust Charitable Funds Travel and Expenses Reimbursement Policy*[2.1.2 Policy Cover Paper CFC Sep 22.pdf](#)
[2.1.2a Black 002 - Travel and Expenses Reimbursement Policy Review 2022 FINAL.pdf](#)
[2.1.2b Black 003 - Velindre NHS Trust Credit Card Policy Review 2022 FINAL.pdf](#)
- 2.2.0 FOR NOTING
Led by Professor Donna Mead, OBE, Chair
- 2.2.1 CHARITY REGULATION & LEGISLATION UPDATE REPORT
Led by Emma Stephens, Head of Corporate Governance
[2.2.1 Charity Regulation & Legislation Update Report.docx](#)
- 3.0.0 10:35 - UPDATE FROM INTERIM CHARITY DIRECTOR
Led by Alaric Churchill, Interim Charity Director
[3.0.0 Charitable funds committee Fundraising update.pdf](#)
- 3.1.0 EVENT PROPOSAL
Led by Alaric Churchill, Interim Charity Director
[3.1.0 Charitable Funds Committee Events programme for Approval.pdf](#)
- 4.0.0 10:50 - FINANCE
Led by Steve Coliandris, Financial Planning and Reporting Manager
- 4.1.0 FINANCIAL UPDATE PAPER
Led by Steve Coliandris, Financial Planning and Reporting Manager
[4.1.0a CFC Finance Report Cover Paper July 22 - CFC Sep 22.pdf](#)
[4.1.0b CFC Finance Report July 22 - CFC Sep 22.pdf](#)
[4.1.0c Cashflow Forecast as at 31st July 2022 - CFC Sep 22.pdf](#)
[4.1.0d Finance Paper - Summary of Commitments July 22 - CFC Sep 22.pdf](#)
- 5.0.0 11:10 - BREAK

- 6.0.0 BUSINESS CASE AND EXPENDITURE PROPOSALS
- 6.1.0 11:20 - Business Case for Patient Engagement Hub
Led by Rachel Hennessy, Interim Director of Velindre Cancer Centre
6.1.0 PATIENT ENGAGEMENT HUB PILOT CHARITABLE FUNDS APPLICATION FINAL 26.8.22.pdf
- 7.0.0 ANY OTHER BUSINESS
Prior Agreement by the Chair Required
- 8.0.0 11:30 - HIGHLIGHT REPORT TO THE TRUST BOARD
Members to identify items to include in the Highlight Report to the Trust Board:
 - *For Escalation*
 - *For Assurance*
 - *For Advising*
 - *For Information*
- 9.0.0 DATE AND TIME OF NEXT MEETING
Thursday 15 December 2022, 10:00-12:30
- 10.0.0 CLOSE

Please use link below to access the Fundraising Case Study – Young Ambassador Event.

https://www.canva.com/design/DAFKbl6jOTI/zd9BMv6EOL7diWnb8hdfJg/view?utm_content=DAFKbl6jOTI&utm_campaign=share_your_design&utm_medium=link&utm_source=shareyourdesignpane
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PART A - CHARITABLE FUNDS COMMITTEE – ACTION LOG					
Minute ref	Action	Action Owner	Progress to Date	Target Completion Date	Status
Actions agreed at the 14 th September 2021 Committee					
1.4.0	<p>NEW ACTION ARISING FROM PREVIOUS ACTION 6.4.0 RESEARCH INFRASTRUCTURE Plan to be established for submission of a bid for research infrastructure support, to ensure ongoing support from Cancer Research Wales from 2022 onwards.</p> <p>Action Updated 04 November 2021:</p> <ul style="list-style-type: none"> Meeting to be held between the Chair, Dr Jacinta Abraham and the Chief Executive of Cancer Research Wales, to discuss how Cancer Research Wales distribute funds so that a plan can be established for submission of a bid for research infrastructure support to ensure ongoing support from 2022 onwards. 	<p>Jacinta Abraham / Sarah Townsend</p> <p>Donna Mead/ Jacinta Abraham</p>	<p>Update 06/05/2022: Jacinta Abraham has made contact to enquire about arranging a discussion with the Cancer Research Wales Executive/Medical Lead and a meeting will be arranged involving the Cancer Research Wales Executive/Medical Lead, Donna Mead and Jacinta Abraham in due course.</p> <p>Cancer Research Wales have advised that the timing of open grant call expected to be made during quarters 3 and 4 of financial year 2021/22 working towards call launch in April/May 2022 with awards made around Oct/Nov 2022. R&D office corresponding with Cancer Research Wales Head of Research to ensure timely application, prepared by the RD&I Senior Leadership team and reviewed by the RD&I OMG.</p> <p>Update 09/09/2022: Due to availability a meeting is to be scheduled for September/early October 2022 and a further update will be provided following this to the Committee.</p>	31/10/2022	OPEN
Actions agreed at the 17 th May 2022 Committee					
1.0.0	<p>VIEW FROM A FUNDRAISER Gavin Bennett to email the Chair the notes he has received and wider feedback to identify any opportunities for learning.</p>	Gavin Bennett	<p>Update 09/09/2022: Gavin Bennett has shared feedback received on 24 May 2022.</p>		CLOSED
2.4.0	<p>ACTION POINTS Steve Coliandris and Matthew Bunce will review how to engage better with the service to support the business cases.</p> <p>Matthew Bunce to talk with Michael Stone, Costing Accountant and Jonathan Patmore in terms of the approach taken in RD&I to ensure covering off costs and to highlight the impact.</p> <p>Steve Coliandris to review how to improve the financial performance and how embed with fundraising and looking at the Finance Manager supporting and being closer to the Business Case.</p>	Steve Coliandris / Matthew Bunce			OPEN
3.2.0	<p>CHARITABLE FUNDS INTERNAL AUDIT REPORT APRIL 2022 Alaric Churchill to arrange a meeting with the Chair to discuss acknowledgements of donations.</p>	Alaric Churchill / Donna Mead	<p>Update 09/09/2022: Alaric Churchill will provide an update in the December 2022 meeting when The Chair has reviewed and agreed the Acknowledgement and Donations new process.</p>	15 December 2022	OPEN

PART A - CHARITABLE FUNDS COMMITTEE – ACTION LOG					
Minute ref	Action	Action Owner	Progress to Date	Target Completion Date	Status
6.0.0	CHARITY ANNUAL ACCOUNTS 2020-21 LESSONS LEARNED Matthew Bunce to investigate whether it must be the responsibility of Audit Wales to perform our audit charity work.	Matthew Bunce	Update 14/09/2022: The Auditor General for Wales is the appointed auditor for Welsh NHS Charities under Section 150 (2) of the Charities Act 2011. See below: 150 Audit or examination of Welsh NHS charity accounts (1) This section applies in relation to a financial year of a charity where, at any time in the year, it is a Welsh NHS charity. (2) If section 144(1)(a) or (b) is satisfied in relation to that financial year of the charity, the accounts of the charity for that year must be audited by the Auditor General for Wales. (3) In any other case, the accounts of the charity for that financial year must, at the election of the Auditor General for Wales, be audited or examined by the Auditor General for Wales. The reference to Section 144 above refers to the requirement for larger charities to be audited (i.e. with income over £1m etc). A Welsh NHS Charity is also defined in the Act as being a charitable trust where the trustees are an NHS Trust.		CLOSED
10.1.0	BUSINESS CASE FOR PEARL CONSULTANT RESEARCH SESSIONS Tom Rackley to complete a lay summary to communicate to patients what raised charity funds support.	Tom Rackley	Update 09/09/2022: Tom Rackley has provided a lay summary which has now been included with the May 2022 meeting papers.		CLOSED

MINUTES OF THE PUBLIC CHARITABLE FUNDS COMMITTEE (CFC)

VELINDRE UNIVERSITY NHS TRUST HQ / TEAMS

TUESDAY 17 MAY 2022 AT 10:00AM

PRESENT:	
Professor Donna Mead OBE	Chair
Martin Veale	Independent Member
Hilary Jones	Independent Member
Matthew Bunce	Executive Director of Finance
ATTENDEES:	
Steve Ham	Chief Executive Officer
Alaric Churchill	Interim Charity Director
Emma Stephens	Head of Corporate Governance
Steve Coliandris	Financial Planning and Reporting Manager
David Cogan	Patient Liaison Representative
Jonathan Patmore	Finance Manager
Rachel Hennessy	Interim Director Velindre Cancer Service
Alison Hedges	Business Support Officer / Secretariat

1.0.0	VIEW FROM A FUNDRAISER <i>Led by Gavin Bennett</i>	
	<p>The Chair welcomed everyone to the meeting and advised that the Committee was to receive a short presentation from Gavin Bennet, Charity Fundraiser, to share his experience and 'View from a Fundraiser'.</p> <p>The Chair introduced Gavin to the meeting and provided a brief overview of his background and noted the following achievements:</p> <ul style="list-style-type: none"> Helped establish the MJ Tribute Fund for ex-Welsh Rugby International Matthew J Watkins, setting up /supporting numerous events, including abroad. Helped set up the 100-mile MJ Bike Ride taking place annually on MJ's birthday. Supported recent Majorca Bike Ride Event. His children Elisa and Wilson are both Young Ambassadors for Velindre. Played active role in recruiting schools and businesses for Velindre Charity larger events including Wear Red Campaign. <p>Gavin thanked the Chair and explained his view is mainly around the fundraising aspect and noted he has spoken to a few key people, including Matthew Watkin's wife as part of his preparation. Gavin outlined the following key aspects for the Committee:</p>	

- His link to Velindre Fundraising via MJ (Matthew J Watkins) and experience preparing for his first event, the California Bike Ride.
- How his confidence has grown in fundraising with each event, dealing with any negative comments around participation in events abroad, ideas for how this could help be mitigated e.g. raise awareness of the number of volunteer hours that go into taking part, the commitment required and volume of work involved.
- Importance of a support network for volunteers, how this can be developed further to attract and retain new volunteers, such as mentorship, ideas for how to tap into the wider network of skills and expertise available within existing volunteer base.
- Changing fundraising landscape and importance of three **R's i.e. Recruitment, Retention and Reward** post Covid pandemic.

Gavin noted his work for the Local Authority running the Sport Wales Partnership for Rhondda Cynon Taff and managing the Sports Development Team. A key area involved in the work is volunteers and includes looking at the **3 R's**. Gavin noted some simple ideas / practical ways this can be achieved:

- Training support making volunteers feel wanted and valued – **reward**.
- Important to make sure people are **retained** through **recognition** as making things personal goes a long way. Examples include 'Volunteer of the month'.
- Tweets etc. can open door to other avenues - **recruitment**.

The Chair thanked Gavin on behalf of the Committee for an informative presentation with several key messages the Charity will consider and take on board.

The Chair highlighted the Fundraising Showcase Event planned for Autumn 2022 where many of the Charity's volunteer fundraisers will be invited to meet the Charity Trustees to hear what the funds have supported and help illustrate the good stewardship of the funds and express gratitude to our fundraisers.

Martin Veale thanked Gavin for his presentation and asked how easy it is to become part of an already established fundraising group of friends. Gavin advised that the group are so friendly it wouldn't present an issue, however acknowledged this could be a barrier for some. It was noted that the first week of the bike ride involves all new entrants.

David Cogan noted he was fully in support of many of the points raised by Gavin and echoed the transferable skills opportunity, including amongst many cancer patients who receive treatment at Velindre.

Steve Ham noted it was a real pleasure to receive Gavin's presentation and hear some insightful ideas, raising the question how do we become more integrated as a group of people with a common aim, and highlighted that this needs to be picked up in

	<p>the Charity Strategy. Specifically, how we work together, including a psychologically safe environment, supporting people to do the right thing, how to tap into the available skill base, and taking people out of their comfort zones.</p> <p>Gavin agreed to email the Chair the notes he had received from MJ's wife and wider feedback he has received in preparation for today's presentation, to help identify any opportunities for learning and development for the Charity.</p>	Gavin Bennet
2.0.0	<p>Standard Business <i>Led by Professor Donna Mead OBE, Chair</i></p>	
2.1.0	<p>Apologies <i>Led by Professor Donna Mead OBE, Chair</i></p> <p>Apologies were received from:</p> <ul style="list-style-type: none"> • Wayne Griffiths (Charity Ambassador) • Jacinta Abraham (Executive Medical Director) • Cath O'Brien (Chief Operating Officer) – Rachel Hennessy representing in absence. 	
2.2.0	<p>In Attendance <i>Led by Professor Donna Mead OBE, Chair</i></p> <p>The Chair welcomed our regular attendees: -</p> <ul style="list-style-type: none"> • David Cogan (Patient Liaison Representative) <p>The Chair noted Tom Rackley (Consultant Oncologist and PEARL Clinical Lead) will be joining the meeting to present item 10.1.0.</p>	
2.3.0	<p>Declarations of Interest <i>Led by Professor Donna Mead OBE, Chair</i></p> <p>The following declarations were made and noted:</p> <ul style="list-style-type: none"> • Martin Veale declared he is on the Board of Sport Wales, in regard to item 1.0. Sport Wales does a lot of work with Public Health Wales regarding the recreation exercise area. Noted it was useful information that could be incorporated. • Steve Coliandris declared he would be presenting item 9.0.0 and has an interest as the post is part of the Finance Team. Matthew Bunce declared the same interest as has overall responsibility for the Finance Team. 	
2.4.0	<p>Action Points <i>Led by Professor Donna Mead OBE, Chair</i></p> <p>Committee members confirmed there was sufficient information contained in the log to provide assurance that all actions identified as completed could be closed. The remaining open actions were reviewed and following points noted:</p> <p><u>Actions from Committee Meeting held on 14th September 2021</u></p>	

	<p>1.4.0 New Action arising from previous Action 6.4.0 Research Infrastructure The Chair noted that she and Jacinta Abraham haven't met with the CEO of Cancer Research Wales to date, however, have obtained all the appropriate dates and deadline to enable staff to put in appropriate bids and a meeting is in the process of being arranged. Action to remain open.</p> <p><u>Actions from Committee Meeting held on 3rd February 2022</u></p> <p>7.3.0 Psychology for Staff Annual Evaluation The Chair advised the Committee there was no requirement for a further updated evaluation report in advance of the Year 3 report which must ensure to capture the required data, action to be closed.</p> <p>In response to a general point around support for Business Cases submitted to the Committee it was agreed that Steve Coliandris and Matthew Bunce will review how to engage better with the service to support development of the business cases. Matthew Bunce to liaise with Michael Stone, Costing Accountant and Jonathan Patmore, RD&I Finance Business Partner in terms of the approach taken in RD&I to ensure all costs are recovered for trials and how to highlight the impact. Steve Coliandris to review how to improve the financial management and performance of Charity funded cases ensuring this is embedded within the fundraising team, looking at the Finance Manager supporting and being closer to each Business Case.</p>	<p>Steve Coliandris / Matthew Bunce</p>
3.0.0	<p>CONSENT ITEMS <i>Led by Professor Donna Mead OBE, Chair</i></p>	
3.1.0	<p>FOR APPROVAL <i>Led by Professor Donna Mead OBE, Chair</i></p>	
3.1.1	<p>Draft Minutes from the meeting of the Public Charitable Funds Committee held on the 03 February 2022 <i>Led by Professor Donna Mead OBE, Chair</i></p> <p>The Committee AGREED and APPROVED, the minutes from the meeting held on 03 February 2022 were an accurate record.</p>	
3.2.0	<p>FOR NOTING <i>Led by Professor Donna Mead OBE, Chair</i></p>	
	<p>Charitable Funds Internal Audit Report April 2022 Led by Steve Coliandris, Financial Planning and Reporting Manager</p> <p>The Committee noted the report provided Reasonable Assurance. Martin Veale highlighted the report was also received at the May Trust Audit Committee and the management response was noted.</p> <p>The Chair requested further discussion with Alaric Churchill outside of the Committee regarding the need to write and</p>	

	<p>acknowledge all donations received. Alaric Churchill confirmed there were two instances when donations were not acknowledged that occurred during the height of the pandemic when staff absence was an issue. A weekly audit is now completed for assurance.</p> <p>**Action: Alaric Churchill to arrange a meeting with the Chair to discuss acknowledgements of donations.</p> <p>Hilary Jones queried the missing receipt noted on page 13 and queried if a member of staff would normally be expected to pay and claim a refund. Steve Coliandris advised we wouldn't expect employees to pay upfront and would normally use the Trust credit card. On this occasion the Consultant did purchase upfront, this is not the recommended procedure.</p> <p>The Committee NOTED the contents of the report.</p>	<p>Alaric Churchill / Donna Mead</p>
4.0.0	<p>UPDATE FROM THE INTERIM CHARITY DIRECTOR <i>Led by Alaric Churchill, Interim Charity Director</i></p>	
	<p>The Committee noted the Majorca event was delayed 3 times previously due to Covid. In the process the charity lost volunteers who couldn't sign up to a final date, however, Alaric Churchill highlighted it was a hugely positive event and involved new and previous fundraisers. Due to the success the Charity will run European events more frequently.</p> <p>Alaric Churchill noted to the Committee:</p> <ul style="list-style-type: none"> • Raised £219,000 profit to date with money still coming in from fundraisers post the event. • The training provided to fundraisers for the event shows the level of commitment that the fundraising team has for the charity. The effect the team had and support provided in Majorca was outstanding. • Can improve accessibility and better utilise the team skill sets, taking the challenge from Gavin Bennett. • The Team took away from the event a need for a fundamental review of team process. • Will be doing another bike ride again in Europe. • Will be feeding back on a much larger bike ride in September, 3 Canyons. <p>The Chair expressed thanks to the Fundraising Team and noted the result was amazing and a phenomenal amount to raise.</p> <p>The Committee NOTED the contents of the report.</p>	
4.1.0	<p>Operational Plan and Forecast for 2022/2023 (Annual Delivery Plan) <i>Led by Alaric Churchill, Interim Charity Director</i></p> <p>Alaric Churchill explained the operational plan is underpinned by the draft Strategy which will be brought to the September</p>	

	<p>Charitable Funds Committee for approval. It sets out an ambitious pathway that seeks to stretch our capabilities to raise funds.</p> <p>Alaric Churchill noted that he has been working with a research company looking at the effects of the global economic landscape and its impact for UK charities.</p> <p>Alaric Churchill highlighted the charity is looking to utilise its strategy and build capabilities, focussing on community, supported by a tailored toolbox to support and enable the fundraising team, volunteers and fundraisers to maximise funds raised. There is a need to change capabilities around various fundraising activities and to take on board messaging in brand strategies.</p> <p>Martin Veale noted the table of forecast income indicates Majorca has a forecast income for the year £50,000 but achieved c£200,000 to date and questioned if that was a massive over achievement. Alaric Churchill clarified that the event was delayed and therefore the majority of the income had been raised and recognised in the previous year. Overall the event did significantly overachieve and recognised an overall net profit of circa £200k. Alaric Churchill noted the ability to take donations as Direct Debits is now with Procurement to progress and a paper to look at items such as lottery funding is due to go to Procurement soon.</p> <p>Alaric Churchill noted a projected income of 2.8 million including legacies and provided clarification on how this is presented in the report. This will be kept under regular review and updates provided at each meeting. The committee received assurance this was a fair target.</p> <p>The Committee APPROVED the Velindre University NHS Trust Charity Annual Delivery Plan for 2022/23.</p>	
5.0.0	<p>MANAGEMENT OF PUBLIC HEALTH WALES CHARITABLE FUNDS</p> <p><i>Led by Matthew Bunce, Executive Director of Finance</i></p>	
	<p>The Committee noted the background to the proposal to continue to manage Public Health Wales funds, and that this was consistent with guidance from Welsh Government and the Department of Health to support other organisations that don't want to invest in the required infrastructure to manage such funds.</p> <p>The Committee noted discussion has taken place with the DOF in Public Health Wales (PHW) and a proposal was developed for a fee structure to support the continued management of PHW funds. Impact to the Charity administration is minimal and as well as a fixed minimum fee all funds attract a charge relative to fund value for overheads, the charge for 2021/22 was approximately £1000.</p> <p>The Committee noted the Proposal in Section 2.3 is a sliding scale fee for balances between £0-£100,000:</p> <ul style="list-style-type: none"> £1,500 fee for period fund balances are £0 to £50,000 	

	<ul style="list-style-type: none"> • £3,000 fee for period fund balances > £50,000 to <=£100,000 • £3,000 fee for period plus an additional charge of 2% of the fund balance for period fund balances >£100,000. • Asked to submit funding plans by February of each year and for clear plans to spend money within the 2-year period of when the funds were generated, unless exceptional and agreed circumstances. <p>Martin Veale noted he is fully supportive of the minimum fee and it was agreed this sends the right message externally. The Chair noted this provides a model in principle that could be adopted if any other organisation approached the Charity to host/manage their funds.</p> <p>The Committee APPROVED:</p> <ul style="list-style-type: none"> • The continued management of the charitable donation received by PHW through a dedicated fund and management of the associated spend against the fund. • the proposed fee mechanism to compensate the Trust Charity for providing this service be agreed by the Trust DoF with PHW but will include a fixed fee and % of fund value fee. • The PHW annual spending plans are submitted to the Trust Charity in February each year. 	
6.0.0	CHARITY ANNUAL ACCOUNTS 2020-21 LESSONS LEARNED <i>Led by Matthew Bunce, Executive Director of Finance</i>	
	<p>The Committee noted this was a reflective lessons learned exercise to support timely completion of 2021/22 Annual Accounts in conjunction with Audit Wales.</p> <p>Martin Veale noted that this paper was discussed in depth at the Trust Audit Committee where Audit Wales were present and is here for noting</p> <p>Matthew Bunce noted it is unlikely the date of next year's audit will change as the Trust Charity audit is at the end of the Audit Wales work programme along with all Charities they audit.</p> <p>The Committee noted the report and the lessons learned for assurance.</p> <p>Hilary Jones queried whether it must be Audit Wales to conduct the audit of the Charity Accounts. Matthew Bunce agreed to look into this and confirm.</p> <p>**Action: Matthew Bunce to investigate whether it must be the responsibility of Audit Wales to perform our audit charity work.</p> <p>The Committee DISCUSSED and REVIEWED the lessons learned and the proposed Finance Function improvements that will help facilitate timely completion for 2021/22 and future accounts.</p>	Matthew Bunce
7.0.0	BREAK – deferred to follow item 8.0.0	

8.0.0	FINANCE	
8.1.0	<p>Financial Update Paper <i>Led by Steve Coliandris, Financial Planning and Reporting Manager</i></p> <p>The Committee noted the positive position of funds held and requirement to consider spend plan for funds accumulated. Steve Coliandris highlighted the following key aspects in the Financial Update:</p> <ul style="list-style-type: none"> • Income Performance <ul style="list-style-type: none"> ○ Income received c£3m, overachieved by c£1.3m against planned target ○ Legacies over £1m received in the year ○ Performance up c£0.4m from previous year • Expenditure <ul style="list-style-type: none"> ○ Plan set at beginning of year (March 2021) ○ Expenditure underspent by c£1.3m ○ Majority underspend (c£0.730m) as a result of charity funded staff redirected to support service in response to Covid. ○ Fundraising staff & overhead costs of c£0.35m 2021/22 funded from investment growth, not taken from fund balances ○ Other underspends c£0.570m are due to Grant/Projects that have delayed start, vacancies or haven't commenced ○ High level position for Advanced Radiotherapy Funds is that only c£0.690m remains uncommitted ○ Overall an extremely healthy position with total funds increased during 2021-22 by £0.8m from £5.9m to £6.7m, action required to identify spending plans • Balance Sheet <ul style="list-style-type: none"> ○ Total funds held at 31.3.22 £7.4million ○ Majority (c£6.2m) held in investments as potential for greater long term growth ○ Creditors increase at 31.3.22 over 31.2.21 due to the late approval of the decision on the redirection of staff to support the Covid response and reduced charges against the Charity • Investment growth <ul style="list-style-type: none"> ○ Increase in valuation 3.27%(£196k) for 2021/22 ○ Dividend income from investments £113k ○ Compliance and reserve policy overachieving • Unrestricted funds <ul style="list-style-type: none"> ○ Forecast £2.8m donation income in coming year (2022-23), steady growth of £0.2m annually for next 2 years, this will be revised to align with Charity Strategy once finalised and approved 	

	<ul style="list-style-type: none"> • Commitments <ul style="list-style-type: none"> ○ Expectation is Fundraising Team can be funded from investment growth over the next 3 years ○ Overheads in 2022/23 expect to fund from investment growth, subsequent years funding will depend on investment performance ○ Section 8 highlighted to indicate levels of investment growth held outside the Charitable Funds allocation. ○ £654k of investment growth as of 1st April 2023. Subject to approval proposed to fund the Fundraising Team and overheads for 2022-23. Will keep on committee radar how much being held outside funds <p>Martin Veale highlighted a discussion took place in Audit Committee and subsequent further communication via e-mail regarding the Russian war on Ukraine. Charity Fund Managers have been instructed to review their investments held globally and divest any held in Russian securities. The Audit Committee Members have since received assurance that all direct Russian investments have been sold with a very minimal impact on the Charity investment fund value. Martin Veale noted that overall stock markets are not performing well currently given the impact of COVID on global markets and the war in Ukraine and that the Charity needs to be realistic next year on likely investment growth.</p> <p>Steve Ham noted that we will need to take a view on the long-term impact and will this will need to be monitored carefully to consider any revised approach required with our investments.</p> <p>The Committee NOTED:</p> <ul style="list-style-type: none"> • The financial performance of the Charity for the period ending 31st March 2022. • The position and performance of the Charity's investment portfolio during 2021-22. <p>In relation to paper 8.1.0c the Committee CONSIDERED the impact of approving the business cases that have been presented today would have on the unrestricted fund balance and NOTED that based on an assumed level of forecast income and current commitment the Charity is able to fund the business cases with a projected significant reserves variance expected.</p>	
9.0.0	<p>CHARITABLE FUNDS FINANCE ADMINISTRATION ASSISTANT <i>Led by Steve Coliandris, Financial Planning and Reporting Manager</i></p>	
	<p>The Committee noted the background to this request provided by Steve Coliandris.</p> <p>Steve Coliandris noted the following to the Committee:</p> <ul style="list-style-type: none"> • Post would provide finance plus administrative support to the fundraising team, support production of monthly 	

	<p>finance reports and annual accounts, assist in business case development and evaluation and is a key role.</p> <ul style="list-style-type: none"> • Post has been reviewed and supported by Corporate Scrutiny Panel. • Paper includes a number of impacts and risks if the post doesn't receive continued funding support and it's been noted that the post must continue to be funded as part of the ongoing overhead cost of the Charity. • Requested £15k continued funding approval for the part time post. <p>Alaric Churchill noted support and assurance for a permanent post is necessary.</p> <p>Matthew Bunce highlighted that linking into the Lessons Learned paper, this post is vital for ensuring we deliver on the annual accounts process and to support Alaric Churchill in terms of the in-year financial management.</p> <p>The Committee SUPPORTED and APPROVED the proposal.</p>	
10.0.0	BUSINESS CASE AND EXPENDITURE PROPOSALS	
10.1.0	<p>Business case for Pearl Consultant Research Sessions</p> <p><i>Led by Tom Rackley, Consultant Oncologist and PEARL Clinical Lead</i></p> <p>Tom Rackley explained that the Pearl Study has been running for 2 years and explores the concept of adaptive Radiotherapy, traditionally with oropharyngeal cancer patients who face a significant course of treatment that can lead to side effects and long-term problems. Pearl looks to modify the patients Radiotherapy plan halfway through treatment to hopefully reduce side effects and noted this has been a very popular study, is the first of its kind in Velindre and every patient approached accepted and liked the concept.</p> <p>Tom Rackley noted the following key aspects :</p> <ul style="list-style-type: none"> • Looking to improve cancer outcomes in terms of reducing toxicity. • Strongly linking Cardiff University, the School of Engineering and PETEC. • Formed collaboration UK wide; Swansea has open study, along with Guys and St Tomas' in London and also looking to open in Beatson Cancer Centre Glasgow and Bristol. • Looking for support for a Consultant session for approximately 2 years. • 50% of the funding has already been approved by the Advancing Radiotherapy Fund Board as the study needs to reach the planned no. participants, provides access to best treatment for VCC patient and represents a partnership across the UK with a VCC lead. • Allows access to the best possible treatment. 	

	<ul style="list-style-type: none"> • Supports Cancer Strategy to be international leader in Radiotherapy and development. • Want to recruit and treat 50 patients in total. • Recruitment to the trial impacted significantly by Covid and study had to be closed for a few months. Restricted who can be recruited onto the study. <p>The Chair noted that she is fully supportive but requested that Section 19, 'lay summary' is completed, as it is important for communicating with our fundraisers, patients and the public what the funds raised are used for. Tom Rackley agreed that he would update this section.</p> <p>**Action: Tom Rackley to complete Section 19 'lay summary' of Business case for Pearl Consultant Research Sessions.</p> <p>Hilary Jones queried if every patient goes onto the trial or are patients selected. Tom Rackley advised that with every trial there's always inclusion and exclusion criteria, and this study is typically looking at patients with oropharyngeal cancer, that are driven by the HPV virus as those are the patients that have a good outcome. The Committee were advised that there is lots of data in other clinical trials of what survival and patients' control should be in this patient cohort so would compare with already published data, then drilling down into data on toxicity and the quality-of-life to see if there would be a benefit from adaptive radiotherapy, in essence a feasibility study.</p> <p>David Cogan highlighted that some of the effects from head and neck cancer he still battles with now so can see the benefits of focussing on this type of tumour as it can continue to be challenging years on.</p> <p>Matthew Bunce noted the benefits of adaptive planning and why these trials are so important. Specifically, as the Trust Strategy is to move towards more adaptive planning which is why the Trust is investing in the Integrated Radiotherapy Solution (IRS) solution new Linacs and software enabling online adaptive planning and this trial aligns with that ambition.</p> <p>The Chair noted that the case has been approved through the required governance prior to being received by the Committee. The request is to approve an extension to the consultant session funding for a further 2.5 years to enable an increase in patient recruitment to the study which dipped because of the pandemic. The Committee is asked to fund £16,759.50 out of the head and neck cancer funds.</p> <p>The Committee SUPPORTED the request for funding.</p> <p>Tom Rackley noted that Cancer Research Wales want him to present at roadshows and informed the Committee that he would be happy to provide a presentation should this be required.</p>	<p>Tom Rackley</p>
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11.0.0	FUNDRAISING CASE STUDY <i>Led by Alaric Churchill, Interim Charity Director</i>	
	<p>The Chair noted to the Committee that this item has been added to the Charitable Funds Committee programme of work periodically to provide feedback on where the funds go and what impact they have.</p> <p>Alaric Churchill noted the opportunity the charity had around International Nurses Day and the video work prepared to show how they affect people's lives, not just patients but also families. The video link was circulated outside of the Committee.</p> <p>Alaric Churchill proposed going forward he will provide a paper to support some of the project work that's been done and highlighted that Clinical Nurse Specialists have been discussed at the Committee on several occasions. To aid negotiations with Commissioners for core funding for CNS's it is proposed to provide video evidence of outcomes of the CNSs work, including videoing some patients describing what they think of the CNSs as well covering what our nurses do.</p> <p>The Committee NOTED the Fundraising Case Study.</p>	
12.0.0	ANY OTHER BUSINESS <i>Prior Agreement by the Chair Required</i>	
	The Chair and Committee NOTED there were no other items of business.	
13.0.0	DATE AND TIME OF NEXT MEETING	
	Tuesday 20 September 2022 at 10:00am via Microsoft Teams	
14.0.0	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).	



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CHARITBALE FUNDS COMMITTEE

POLICY REIEW

**TRAVEL & EXPENSES REIMBURSEMENT POLICY.
CREDIT CARD POLICY.**

DATE OF MEETING

20/09/2022

PUBLIC OR PRIVATE REPORT

Public

**IF PRIVATE PLEASE INDICATE
REASON**

Not Applicable - Public Report

PREPARED BY

Steven Coliandris – Head of Financial Planning & Reporting

PRESENTED BY

Steven Coliandris – Head of Financial Planning & Reporting

EXECUTIVE SPONSOR APPROVED

MATTHEW BUNCE – EXECUTIVE DIRECTOR OF FINANCE

REPORT PURPOSE

FOR APPROVAL

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

COMMITTEE OR GROUP

DATE

OUTCOME

Charitable Funds SLG

08/09/2022

ENDORSED FOR APPROVAL

ACRONYMS

SLG

Senior Leadership Group

CFC	Charitable Funds Committee
-----	----------------------------

1. SITUATION/BACKGROUND

- 1.1 The purpose of these policies is to ensure that there is clear policy guidance on the use of charitable funds monies.
- 1.2 The two policies have been live for many years and previously approved by the Charitable Funds Committee. The policies were reviewed during the Covid pandemic to ensure that they were still relevant and are now going through the formal review process.
- 1.3 These policies were endorsed for approval at the Charitable funds SLG on the 8th September.

2. ASSESSMENT / SUMMARY OF MATTERS FOR CONSIDERATION

- 2.1 Engagement on these Policies will be as follows:

Name/Title	Date Consulted
Charitable funds Senior Leadership Group	08.09.2022
Charitable Funds Committee	20.09.2022
EQIA	Following committee approval

- 2.2 Any changes to the policies, which is aimed to help improve the operational management and running of the charity, and to ensure that there is clear guidance on what is classed as appropriate spend from Velindre UNHST Charitable funds which is summarised on the front page of each policy.

3. IMPACT ASSESSMENT

QUALITY AND SAFETY IMPLICATIONS/IMPACT	There are no specific quality and safety implications related to the activity outlined in this report.



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RELATED HEALTHCARE STANDARD	Governance, Leadership and Accountability
	If more than one Healthcare Standard applies please list below:
EQUALITY IMPACT ASSESSMENT COMPLETED	Yes
	Equality impact assessment will be completed following approval of the CFC
LEGAL IMPLICATIONS / IMPACT	There are no specific legal implications related to the activity outlined in this report.
FINANCIAL IMPLICATIONS / IMPACT	Yes (Include further detail below)
	The policies provide strict guidance on how charitable funds monies can be spent. It is essential that these policies are followed to safeguard the funds.

4. RECOMMENDATION

4.1 The CFC is asked to **APPROVE** the following policies:

- Travel and Expenses reimbursement Policy.
- Credit Card Policy

4.2 Once approved by the CFC, the policies will go through Equality impact assessment. The policy documents will then be published on the Trust Intranet site and circulated to the policy distribution list.



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Ref: CFC 002

Velindre UNHS Trust Charitable Funds Travel and Expenses Reimbursement Policy

Date to be reviewed:	Sept 2021	No of pages:	6
Author job title(s):	Head of Financial Planning & Reporting		
Responsible dept / director:	Executive Director of Finance		
Approved by:	Charitable Funds Committee		
Date approved:			
Effective Date (live):			
Version:	4		

Date EQIA completed:	
Documents to be read alongside this policy:	<ol style="list-style-type: none"> 1. Velindre UNHS Trust Charitable Funds Scheme of Delegation and stages for the purchasing and Authorisation of Goods and Services. 2. Velindre UNHS Trust Charitable Funds Credit Card Policy. 3. Velindre UNHS Trust Charitable funds Travel and Expenses reimbursement procedure. 4. Management Procedure for Events Attendance & Structure. 5. Velindre Trust Standing Order and Standard Financial Instructions. 6. NHS Wales Travel and Subsistence Policy.

Current review changes:

1. The process for reimbursement of Travel & Expenses has been removed from the policy and now forms a separate procedure which was approved by the Charitable funds SLG on the 8th September 2022 and will be available to staff on the Trust intranet site.
2. Travel Guidance and Requirements has been amended with reference added to the Management procedure for Events Attendance & Structure, and the NHS Wales Travel and Subsistence Policy which will provide latest guidance and rates of payment.
3. Guidance added on the ability to purchase alcohol at fundraising events.
4. Other minor narrative changes.

Executive Summary:

To ensure that adequate controls are in place and that expenditure relating to Velindre University NHS Trust is both appropriate and justified.

First operational:	Date July 2012				
Previously reviewed:	Sep 2015	June 2018			
Changes made Yes:	June 2018	Sep 2022			

PROPRIETARY INFORMATION

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1. Policy Statement

- 1.1. The policy has been prepared to provide guidance on the reimbursement of Travel and Expenses paid through Velindre UNHS Trust Charitable Funds.

2. Purpose

- 2.1. The Board of Directors of Velindre UNHS Trust Charitable Funds recognises that board members, officers, and employees ("All Trust Members and Officers") of Velindre UNHS Trust Charitable Funds may be required to travel or incur other expenses from time to time in order to conduct business and to further the mission of Velindre Charitable funds.

The purpose of this Policy is to ensure that:

- (a) Adequate cost controls are in place,
- (b) Travel and other expenditures are appropriate.

It is the policy of Velindre UNHS Trust Charitable Funds to reimburse only reasonable and necessary expenses actually incurred by Personnel.

When incurring business expenses, Velindre UNHS Trust Charitable Funds expects All Trust Members and Officers to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend Charitable Funds money as carefully and judiciously as the individual would spend his or her own funds.

3. Scope

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

- a. Velindre UNHS Trust Charitable Funds Scheme of Delegation and stages for the purchasing and authorisation of Goods and Services.
- b. Velindre UNHS Trust Charitable Funds Credit Card Policy.
- c. Velindre Trust Standing Order and Standard Financial Instructions.
- d. Velindre UNHS Trust Charitable funds Travel and Expenses reimbursement procedure.
- e. Management Procedure for Events Attendance and Structure.
- f. NHS Wales Travel & Subsistence Policy

Users should refer to the Charitable funds section of the Trust Intranet site:

https://nhswales365.sharepoint.com/sites/VEL_Intranet/SitePages/HA.aspx

4. Aims and Objectives

The aim and objective of this policy is:

- 4.1. To ensure that travel & subsistence expenses that are incurred on behalf of Velindre UNHS Trust Charitable Funds are both appropriate and justified.
- 4.2. To ensure that Velindre NHS Trust Charitable Funds complies with HM Revenue and Customs and National Insurance Regulations relating to the reimbursement of travel and subsistence allowances.

5. Roles and Responsibilities

- 5.1.1 The Charitable funds Committee and its Trustees has overall responsibility for the reimbursement of Travel and Expenses.
- 5.1.2 The Charitable funds committee delegates responsibility to individual fund holders.

6. Travel Guidance and Requirements

For travel guidance and requirements refer to the NHS Wales Travel and Subsistence Policy which is located on the Trust e-expenses system.

The NHS Wales Travel and Subsistence Policy provides guidance in the following areas and should be followed when claiming Travel and Expense reimbursement from Velindre Charitable funds:

Section 1 - Economy & sustainability of Travel
Section 2 - Company Vehicles
Section 3 - Mileage Allowances Eligible Business Mileage
Section 4 - Subsistence Allowances
Section 5 – Rail, air and other Travel

7. Non-reimbursable Expenditures

Velindre Charitable Funds maintains a strict policy that expenses in any category that could be perceived as of a personal nature, lavish, unreasonable or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by the Inland Revenue Regulations, Charity Commission Regulations, The Board of Trustees and The Charitable Funds Committee.

Expenses that are not reimbursable include, but are not limited to:

- Travel insurance. (This Expenditure will not be reimbursed unless evidence is produced that the Travel Insurance was purchased in order to work for Velindre Charitable Funds for a specific event).
- First class tickets or upgrades.
- When lodging accommodations have been arranged by Velindre NHS Charitable Funds and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by Velindre NHS Charitable Funds. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Limousine travel.
- Movies, liquor, or bar costs.

- Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organisation.
- Participation in or attendance at golf or tennis tournaments, Car races or other sporting events, without the advance approval of the chairman of the board or his designee.
- Purchase of golf clubs or any other sporting equipment.
- Clothing purchases.
- Business conferences and entertainment which are not approved by the Charitable Committee of Velindre NHS Charitable Funds.
- Valet service
- Car washes
- Personal Toiletry articles
- Personal services
- Personal entertainment
- Fines for traffic or parking violations
- Laundry expense
- Insurance for personal car
- Excessive personal telephone calls
- Charitable contributions;
- Political contributions;
- Briefcases and luggage;
- Finance charges from any source
- Theft of personal property, including articles stolen from a personal car or rental car;
- Hotel/Motel cash bar, movies or health club/spa fees or exercise charges.
- Expenses for spouses, friends, or relatives. If a spouse, friend or relative accompanies Personnel on a trip, it is the responsibility of the Personnel to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.
- Any estimated or unexplained expenses.
- **The purchase of alcohol at fundraising events may be permitted but only with prior approval from both the Charity Director and the Chief**

Executive or Director of Finance in line with the Management Procedure for Events Attendance & Structure.

8. Training

- 8.1 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 Heads 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.

9. Resources

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

10. Implementation

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

11. Distribution

- 11.1 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.

12. Review

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

13. Legislation

- 13.1 Charity Commission.
13.2 SORP.2019 (FRS 102)
13.3 Charities Act 2022

14. Further Information

14.1 Contact

Further information and support is available from the Charitable Funds Finance Manager on 02920 615888 x6619

14.2 Key guidance

Users should refer to the Charitable funds section of the Trust intranet site:

https://nhswales365.sharepoint.com/sites/VEL_Intranet/SitePages/HA.aspx



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Welsh Blood Service
Gwasanaeth Gwaed Cymru



Canolfan Ganser Felindre
Velindre Cancer Centre

Ref: CFC 003 Velindre UNHS Trust Charitable Funds Credit Card Policy

Date to be reviewed:	Sep 2021	No of pages:	7
Author job title(s):	Head of Financial Planning & Reporting		
Responsible dept / director:	Executive Director of Finance		
Approved by:	Charitable Funds Committee		
Date approved:			
Effective Date (live):			
Version:	4		

Date EQIA completed:	
Documents to be read alongside this policy:	<ol style="list-style-type: none"> 1. Velindre UNHS Trust Charitable Funds Scheme of Delegation and stages for the purchasing and Authorisation of Goods and Services 2. Velindre UNHS Trust Charitable Funds Travel and Expenses Reimbursement Policy. 3. Velindre UNHS Trust Charitable Funds Credit Card Procedure. 4. Management Procedure for Events Attendance & Structure. 5. Velindre Trust Standing Order and Standard Financial Instructions. 6. FCP 6 Velindre Trust Purchasing Card procedure.

Current review changes:

1. The process for use of the Credit Card has been removed from the policy and now forms a separate procedure which was approved by SLG on the 8th September 2022 and will be available to staff on the Trust intranet site.
2. Reference to Velindre Trust Purchasing Card Procedure (FCP 6), Management Procedure for Events Attendance & Structure, and Trust intranet page for Charitable Funds
3. Guidance added on the ability to purchase alcohol at fundraising events.
4. Other Small Narrative Changes

Executive Summary:

To ensure that adequate controls are in place and that expenditure relating to Velindre University NHS Trust is both appropriate and justified.

First operational:	Date July 2012				
Previously reviewed:	Sep 2015	June 2018			
Changes made yes/:	June 2018	Sep 2022			

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1. Policy Statement

- 1.1. The policy has been prepared to provide guidance on the use of the Trust credit card paid via Velindre UNHS Trust Charitable Funds. To ensure that adequate controls are in place and that expenditure is both appropriate and justified.

2. Purpose

- 2.1. Within the boundaries set by the purpose of the charitable funds, **“it is extremely difficult to state categorically what items of expenditure should and should not be charged to a charitable fund because of the lack of any definitive guidance”**. However, in order to comply with The Inland Revenue Regulations, The Charity Commission Regulations and other General Internal Procedures and Controls which adheres to best practice for the use of charitable funds then a written policy should be in force for payment or reimbursement of expenses.

3. Scope

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

- A. Velindre UNHS Trust Charitable Funds Scheme of Delegation and stages for the purchasing and authorisation of Goods and Services Policy.
- B. Velindre UNHS Trust Charitable Funds Travel and Expenses Reimbursement Policy.
- C. Velindre Trust Standing Order and Standard Financial Instructions.
- D. Velindre UNHS Trust Charitable Funds Credit Card Procedure.
- E. Management Procedure for Events Attendance and Structure.
- F. Financial Control Procedure (FCP 6) Purchasing Card Procedure

Users should refer to the Charitable funds section of the Trust intranet site:

https://nhswales365.sharepoint.com/sites/VEL_Intranet/SitePages/HA.aspx

4. Aims and Objectives

The aim and objective of this policy is:

- 4.1. To allow Velindre NHS Charitable Funds personnel access to efficient and alternative means of payment for approved expenses, especially expenses related to business travel, small office supplies and sundries.

5. Roles and Responsibilities

- 5.1.1 The Charitable funds Committee and its Trustees has overall responsibility for the reimbursement of claims made through the Trust credit card.
- 5.1.2 The Charitable funds committee delegates responsibility to individual fund holders.

6. Policies

- 6.1 Velindre NHS Trust credit cards will be issued to appropriate staff, only following approval of the Finance Department in line with the Financial Control procedure (FCP 6).
- 6.2 Credit cards will only be used for business purposes. **Personal purchases of any type are not allowed.**
- 6.3 The following purchases **are not allowed**:
- Alcoholic beverages/tobacco products. **The purchase of alcohol at fundraising events may be permitted but only with prior approval from both the Charity Director and the Chief Executive or Director of Finance in line with the Management Procedure for Events Attendance & Structure.**
 - Capital equipment and upgrades over **£500.00**
 - Construction, renovation/installation
 - Controlled substances
 - Terms or services on term contracts
 - Maintenance agreements
 - Personal items or loans
 - Purchases involving trade-in of Velindre Charitable Funds property
 - Rentals (other than short-term autos)
 - Telephones, related equipment, or services
 - Any other items deemed inconsistent with the values of the Charitable Funds or any expenditure that does not comply with the principles established by the Inland Revenue, the Charity Commission and the Charitable Committee of being **"Reasonable" and "Appropriate"**, able to be justified publicly and to be able to respond to freedom of information requests.
- 6.4 **Cash advances** on credit cards are not allowed without written permission from the Executive Director of Finance.
- 6.5 Cardholders will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

7. Non-reimbursable Expenditure

Velindre Charitable Funds maintains a strict policy that expenses in any category that could be perceived as of a personal nature, lavish, unreasonable or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by the Inland Revenue Regulations, Charity Commission Regulations, The Board of Trustees and The Charitable Funds Committee.

Expenses that are not reimbursable include, but are not limited to:

- Travel insurance. (This expenditure will not be reimbursed unless evidence is produced that the Travel Insurance was purchased in order to work for Velindre Charitable Funds for a specific event).
- First class tickets or upgrades.
- When lodging accommodations have been arranged by Velindre NHS Charitable Funds and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by Velindre NHS Charitable Funds. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Limousine travel.
- Movies, liquor, or bar costs.
- Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organisation.
- Participation in or attendance at golf or tennis tournaments, Car races or other sporting events, without the advance approval of the chairman of the board or his designee.
- Purchase of golf clubs or any other sporting equipment.
- Clothing purchases.
- Business conferences and entertainment which are not approved by the Charitable Committee of Velindre NHS Charitable Funds.
- Valet service
- Car washes
- Personal Toiletry articles
- Personal services
- Personal entertainment
- Fines for traffic or parking violations
- Laundry expense
- Insurance for personal car
- Excessive personal telephone calls
- Charitable contributions;
- Political contributions;

- Briefcases and luggage;
- Finance charges from any source
- Theft of personal property, including articles stolen from a personal car or rental car;
- Hotel/Motel cash bar, movies or health club/spa fees or exercise charges.
- Expenses for spouses, friends, or relatives. If a spouse, friend or relative accompanies Personnel on a trip, it is the responsibility of the Personnel to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.
- Any estimated or unexplained expenses.

8. Training

- 8.1 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 Heads 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.

9. Resources

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

10. Implementation

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

11. Distribution

- 11.1 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.

12. Review

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

13. Legislation

- Charity Commission
- SORP 2019 (FRS 102)

- Charities Act 2022

14. Further Information

14.1 Contact

Further information and support is available from the Charitable Funds Finance Manager on 02920 615888 x6619

15. Key guidance

1. Credit Card Financial Control Procedure (FCP 6)
2. Users should refer to the Charitable funds section of the Trust Intranet site:

https://nhswales365.sharepoint.com/sites/VEL_Intranet/SitePages/HA.aspx



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CHARITABLE FUNDS COMMITTEE

CHARITY LEGISLATION/REGULATION UPDATE REPORT

DATE OF MEETING	20/09/2022	
PUBLIC OR PRIVATE REPORT	Public	
IF PRIVATE PLEASE INDICATE REASON	Not Applicable - Public Report	
PREPARED BY	Emma Stephens, Head of Corporate Governance	
PRESENTED BY	Emma Stephens, Head of Corporate Governance	
EXECUTIVE SPONSOR APPROVED	Lauren Fear, Director of Corporate Governance & Chief of Staff	
REPORT PURPOSE	FOR NOTING	
COMMITTEE/GROUP WHO HAVE RECEIVED OR CONSIDERED THIS PAPER PRIOR TO THIS MEETING		
COMMITTEE OR GROUP	DATE	OUTCOME
ACRONYMS		
CFC	Charitable Funds Committee	

1. SITUATION/BACKGROUND

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

2. ASSESSMENT / SUMMARY OF MATTERS FOR CONSIDERATION

2.1 Legislative and Regulatory Updates



- ☐ **Charities Act 2022: the first provisions are coming into force, [Click here](#) for further details**

This autumn, the first set of changes introduced by the new **Charities Act 2022** will come into force. These include:

- ☐ a new power that trustees can use to be paid for providing goods to the charity
- a new power to enable trustees to process certain 'ex gratia' payments – where they reasonably feel a moral obligation – without coming to the Commission (financial thresholds will apply)
- ☐ where fundraising appeals do not raise enough money, or too much, simpler and more proportionate rules will apply

Other provisions included in the Act will make it more straightforward for charities to change their governing documents, grant more flexibility in using 'permanent endowment funds' and allow greater flexibility around the advice needed when selling land. These will come into force next year.

- ☐ **Annual Return consultation: [Click here](#) for further details**

The Charity Commission has launched a formal consultation on proposed changes to the Annual Return, designed to ensure it is collecting the right information in the years ahead.

The Annual Return is an online form that all charities with yearly incomes of £10,000 or more must complete within 10 months of the end of their financial reporting period.

The return has not changed significantly since 2018, and after a comprehensive review, the Charity Commission is now proposing to update the question set which charities will need to complete from 2023 onwards.

□ **Gift Aid and using tax agents:** [Click here](#) for further details

If our charity is claiming Gift Aid, it's really important to make sure our legal obligations are met – such as having valid declarations and the correct records that accurately identify our donors along with the dates and amounts of their donations.

Should our Charity have a tax agent, such as an accountant or bookkeeper, who deals with Gift Aid claims on our behalf, HMRC expects all tax agents to meet its standard for agents, regardless of whether they are a member of a professional body, or which professional body they belong to.

HMRC works closely with tax agents and will take action to uphold the standard if they find wrongdoing.

□ **Save the date**

The **Charity Commission Annual Public Meeting 2022** will be held in Cardiff on **Wednesday 12 October 2022**. It will also be broadcast live. To register to apply now [click here](#).

Charity Fraud Awareness Week takes place between **17-21 October 2022** [click here](#) for further details.

Trustees' Week will take place **7-11 November 2022**, with the theme for this year being: Making a difference in changing times. [Click here](#) for further details.



The Fundraising Regulator is currently sending out invoices to those organisations that are eligible to pay the [Fundraising Levy](#) 2022/23. Fees are based on the amount spent on fundraising as recorded in recently audited accounts, and around 70% of charities are in the same levy fee band as last year. [Click here](#) for further details.

It has also launched the [Fundraising Regulator's Strategic Plan for 2022-27](#) which explains its vision for effectively regulating charitable fundraising over the next five years. Their annual [business plan](#) contains more detailed information about how it will achieve the overarching strategic objectives in this financial year.

3. IMPACT ASSESSMENT

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

4. RECOMMENDATION

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



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CHARITABLE FUNDS COMMITTEE

FUNDRAISING REPORT

DATE OF MEETING	20/09/2022
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PUBLIC OR PRIVATE REPORT	Public
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IF PRIVATE PLEASE INDICATE REASON	Not Applicable - Public Report
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PREPARED BY	Alaric Churchill Interim Charity Director
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PRESENTED BY	Alaric Churchill Interim Charity Director
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EXECUTIVE SPONSOR APPROVED	Steve Ham, Chief Executive
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REPORT PURPOSE	FOR NOTING
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COMMITTEE/GROUP WHO HAVE RECEIVED OR CONSIDERED THIS PAPER PRIOR TO THIS MEETING		
--	--	--

COMMITTEE OR GROUP	DATE	OUTCOME
Not applicable.		Choose an item.

ACRONYMS	
	None Identified.

1. SITUATION/BACKGROUND

Velindre University NHS Trust Charity has delivered many events, campaigns and community supported events.

2. ASSESSMENT / SUMMARY OF MATTERS FOR CONSIDERATION

Quarterly Update of Fundraising Activity.

- Events are now taking shape after a slow participation level at the start of the year. Many people were waiting until the last minute to sign up for events worried that a cancellation or postponement may occur due to Covid 19
 - Bay 10k sponsorship with 150 runners from Velindre
 - Very successful overseas events have been completed in Majorca (Bike ride) and Cuba (Trek) all delayed because of Covid 19 from 2021 and 2022
 - Combined over £400,000 raised
 - Pilot events like the Swim to the Edge have developed a new opportunity for our community fundraisers
 - There is a 3 Canyons bike ride currently underway in Nevada led by the Fundraising team with President Johnathan Davies and Patron Shane Williams
- Castle 2 Castle run with a 1000 participants has been delayed until later date to comply national mourning for the passing of Queen Elizabeth II.
- The planned Fundraiser showcase has been delayed with opportunities now being highlighted in March 2023
- New capabilities have been developed in conjunction with Just Giving to streamline campaigns and make it easier to build separate sites for donation.
- Wear Red campaign has been launched for 2023. National radio with ads developed in conjunction with Patrons and supporters will air in December and January. The campaign day combines with the start of the 6 nations rugby
 - Initial responses are very good. Schools, businesses, and Gyms are signing up in support the goals are to build on 2022 major successes
- Trials are being held with Immediate card donation stations. These will be trialed at various sites throughout Velindre Cancer Centre.



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3. IMPACT ASSESSMENT

QUALITY AND SAFETY IMPLICATIONS/IMPACT	There are no specific quality and safety implications related to the activity outlined in this report.
RELATED HEALTHCARE STANDARD	Governance, Leadership and Accountability
	If more than one Healthcare Standard applies please list below:
EQUALITY IMPACT ASSESSMENT COMPLETED	Not required
LEGAL IMPLICATIONS / IMPACT	There are no specific legal implications related to the activity outlined in this report.
FINANCIAL IMPLICATIONS / IMPACT	Yes (Include further detail below)
	The strategy is needed to develop the full operational yearly plans to ensure delivery of fundraising targets

4. RECOMMENDATION

The Committee is asked to note the activity and would like any feedback.



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CHARITABLE FUNDS COMMITTEE

Overseas Event Budgets

DATE OF MEETING	20/09/2022
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PUBLIC OR PRIVATE REPORT	Public
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IF PRIVATE PLEASE INDICATE REASON	Not Applicable - Public Report
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PREPARED BY	ANDREW MORRIS
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PRESENTED BY	Alaric Churchill
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EXECUTIVE SPONSOR APPROVED	Steve Ham, Chief Executive
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REPORT PURPOSE	FOR APPROVAL
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COMMITTEE/GROUP WHO HAVE RECEIVED OR CONSIDERED THIS PAPER PRIOR TO THIS MEETING		
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COMMITTEE OR GROUP	DATE	OUTCOME
Charity Senior Leadership Group	08/09/2022	ENDORSED FOR APPROVAL

ACRONYMS	

1. SITUATION/BACKGROUND

Velindre Fundraising have organised over 20 overseas challenges since 2010 raising over £5 million. Alongside the income generated, the activities have created hugely beneficial media coverage for Velindre through television and radio programmes, and millions of social media posts. The events have developed into a cyclical programme with a trek one year followed by a bike, although Covid had a considerable affect on that programme. The activities attract long term supporters, many of who have developed into Velindre Ambassadors, and celebrity supporters.

2. ASSESSMENT / SUMMARY OF MATTERS FOR CONSIDERATION

Permission is sought to engage in the next stage of overseas events.

3. IMPACT ASSESSMENT

QUALITY AND SAFETY IMPLICATIONS/IMPACT	Yes (Please see detail below)
	All health and safety risk assessments are developed on a site and country specific basis depending on the type of overseas event
RELATED HEALTHCARE STANDARD	Staying Healthy
	If more than one Healthcare Standard applies please list below:
EQUALITY IMPACT ASSESSMENT COMPLETED	Not required
LEGAL IMPLICATIONS / IMPACT	There are no specific legal implications related to the activity outlined in this report.
FINANCIAL IMPLICATIONS / IMPACT	Yes (Include further detail below)
	Appendices

4. RECOMMENDATION

The Charitable Funds Committee is asked to approve the events set out in the scheduled Appendices.

Appendix 1

Event: Morocco Trek

Unique CFC Proposal Number:

Date: 5 -9 October 2023

Summary:

Velindre Fundraising have organised over 20 overseas challenges since 2010 raising over £5 million. Alongside the income generated, the activities have created hugely beneficial media coverage for Velindre through television and radio programmes, and millions of social media posts. The events have developed into a cyclical programme with a trek one year followed by a bike, although Covid had a considerable affect on that programme. The activities attract long term supporters, many of who have developed into Velindre Ambassadors, and celebrity supporters.

The Cuba trek in May 2022 and the Patagonia 160th anniversary trek planned for November 2025 would be a gap of nearly 3 and a half years. To fill this potential gap, and to avoid the risk our existing loyal trekkers taking up opportunities with other charities, it is proposed to organize a shorter 5 day event \ 3 day trek in Morocco in October 2023. This is a shorter trek with a lesser fundraising ask, which would allow some regular trekkers to do both Morocco and Patagonia Treks

Key Objectives:

- Recruit 40 trekkers
- Generate ongoing future support

Event will raise money for which fund? General



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Celebrity involvement? Yes

Target audience/Market: Previous trekkers

Is event repeatable? Yes

Risk Assessment:

Risk	Probability	Likely Impact on Income/Expenditure	Contingency
No participants recruited	Unlikely		Previous database of walkers, marketing through wide variety of outlets and social media
Injury or death on trek	Unlikely		Full risk assessment in place, instructions given to pax.

Fundraising Authorisation Form

VELINDRE NHS TRUST

CHARITABLE FUNDS AUTHORISATION FORM FOR FUNDRAISING EVENTS

Event: Morocco Trek

Date: October 2023

Fund No:

Fund Name:

Amount Authorised by Charitable Board: £43,620

Date:

Payee:



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Address:

Name of Issuing Officer: Andrew Morris

Signature:

Date:

Name of Authorising Officer:

Signature

Date:

Name of trust Board Member:

Signature:

Date:



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Velindre NHS Trust Charitable Funds



Event:	Morocco Trek		
Event Date:	5 - 9 October 2023		
Unique Event Registration Number:			
CFC Approval date:			
CFC Agenda Item Number:			

Event Profit and loss

Income / Gross Revenue	Estimated		Actual	%
Entry fee £100 x 40	4,000.00		-	
Participants sponsorship £2500 x 40	100,000.00		-	
Total Income / Gross Revenue	£ 104,000.00	100%	£ -	100%
Direct Costs Excluding Publicity	Estimated		Actual	
Tour operator 40 x £1000	40,000.00		-	
Medals	120.00		-	
Kit for staff	300.00			
Staff expenses	300.00			
Coach to airport	1,200.00			
Insurance for staff	400.00			



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Total Direct Cost Excluding Publicity	£ 42,320.00	41%	£ -	#DIV/0!
Publicity	Estimated		Actual	
Sponsored adverts on social media	500.00		-	
T shirts \ hoodies	800.00		-	
Total Publicity Cost	£ 1,300.00	1%	£ -	#DIV/0!
Staff Cost	Estimated		Actual	
	-		-	
	-		-	
Total Staff Cost	£ -	0%	£ -	#DIV/0!
Total Event Expenses	Estimated		Actual	
	£ 43,620.00	42%	£ -	#DIV/0!
Total Event Profit and Loss / Net Revenue	Estimated		Actual	
	£ 60,380.00	58%	£ -	#DIV/0!

The estimated cost to the charitable funds	£ 43,620.00	to raise	£ 104,000.00
The estimated cost to the charitable funds	£ 0.42	to raise every £1	



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The final actual cost to the charitable funds £ - to raise £ -

The final cost to the charitable funds is #DIV/0! to raise every £1

If Estimated expenditure authorised previously by CFC has been modified, explain the reason:

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Name of Issuing Officer:

Signature:

Date:

Name of Authorising Officer:

Signature:

Date:

Date to be Presented to CFC for finalisation:

Agenda Item No.:

Fundraising Evaluation Form

Event:

Unique CFC Proposal Number:

Date:

- **Did the event meet income targets?**
- **Did the event meet expenditure targets?**
- **Did the event meet recruitment targets ?**
- **Did the event obtain required press coverage?**
- **Key Highlights?**
- **Recommendations for Improvement?**

Actual Expenditure (Suppliers)



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Appendix 2

Fundraising Proposal Form

Event: WORLD CUP BIKE RIDE UPDATED INFORMATION

Unique CFC Proposal Number:

Date: September 2023

Summary:

UPDATED: THE RIDE WILL NOW RECRUIT 50 RIDERS INSTEAD OF THE PREVIOUSLY APPROVED 100 RIDERS. THIS IS FOR A VARIETY OF REASONS, MAINLY THE DIFFICULTY OF OBTAINING HOTELS IN REMOTE AREAS OF FRANCE, AND ONE FLIGHT FOR 100 RIDERS

Velindre Fundraising have organised 21 successful overseas challenges since 2010 raising over £5.4 million. These events are:

- 2010 Kilimanjaro Trek x 2**
- 2011 Kilimanjaro Trek**
- 2012 California Bike Rides x 2**
- 2013 Kilimanjaro Trek**
- 2014 East Coast Bike Rides x 2**
- 2015 Patagonia Treks x 2**
- 2016 Ride The Rockies Bike Rides x 2**
- 2017 Machu Picchu Trek & New Zealand Bike Ride**
- 2018 West Coast Bike Rides x 2**
- 2019 Nepal Trek**
- 2020 *Great Wall of China Trek – POSTPONED – replaced with Cuba Trek 2022**
- 2020 *3 Canyons Bike Ride – POSTPONED to September 2022**
- 2022 Majorca Bike Rides x 2**

*Due to Covid the Great Wall of China Trek and the 3 Canyons Bike Ride were postponed for 2 years consecutively. The China Trek was eventually replaced with a Cuba Trek in May 2022, due to the ongoing situation in China, and the 3 Canyons Ride will now take place in September 2022.

The latest bike ride took place in Majorca in April & May 2022, attracted over 100 riders over 2 weeks, raising over £220,000 nett profit. President Jonathan Davies led the one ride, joined by Patron Shane Williams, and fellow Patron Sam Warburton led the other ride. This was Sam's first overseas event.

Alongside the income generated from these events, they also generate hugely beneficial media coverage for Velindre through television and radio programmes, newspaper articles and millions of social media posts.

These events attract high profile celebrities as well as long term supporters, many of who have developed into Velindre Ambassadors. Many of our overseas events participants have returned for consecutive events.

The next bike ride we would like to host is a World Cup Ride in France for the Rugby World Cup. This 5 day ride will start in Paris and finish in Bordeaux ahead of Wales's clash with Fiji.

We would like to use White Rock Events to run this event as they have organised numerous 'Ride To The Rugby' events for other charities, and numerous bike rides in France. White Rock were the organisers of Jiffy's hugely successful Cancer 50 Challenge Ride for Velindre and Swansea Bay in October 2021 and our Head for the Hills Bike Ride in June 2022. The wife of White Rock's Managing Director, is a current patient at Velindre Cancer Centre.

*The costs below are estimated due to hotel and other costs not being released yet due to the World Cup.

Key Objectives:

- Recruit 50 riders
- To raise a min of £150,000

Event will raise money for which fund? General

Celebrity involvement? Yes – Shane Williams has already confirmed his involvement.

Target audience/Market: Previous riders and new riders.

Is event repeatable? This particular event isn't as it's related to the World Cup in France, however other rides in France and other rides for future World Cup's will be repeatable.

Risk Assessment:

Risk	Probability	Likely Impact on Income/Expenditure	Contingency
No participants recruited	Low		Market to previous event participants and through wide variety of outlets including social media Monitor entries. If slow consider other methods
Injury on ride	Medium		Full risk assessment to be undertaken by the event organiser and submitted prior to event. Each rider to complete a medical form that is checked by the event organiser and anybody not suitable for medical reasons will not be accepted. Instructions given to participants and cycling rules to be enforced at all times. Experienced ride leaders to ride with selected groups and managed according to ability.



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			<p>Access to emergency services available in France.</p> <p>All riders to take out adequate medical insurance as a condition of entry.</p>
Death on ride	Low		<p>As above.</p> <p>Emergency plan in place and a copy to be obtained from the organisers ahead of the event.</p> <p>A communications plan in place should this happen.</p>

Velindre NHS Trust Charitable Funds

Event: World Cup Bike Ride			
Event Date: September 2023			
Unique Event Registration Number:			
CFC Approval date:			
CFC Agenda Item Number:			

Event Profit and loss

Income / Gross Revenue	Estimated		Actual	%
Entry fee £200 x 50	10,000.00		-	
Participants sponsorship £3000 x 50	150,000.00		-	
Total Income / Gross Revenue	£ 160,000.00		£ -	100%
Direct Costs Excluding Publicity	Estimated		Actual	
Tour operator 50 x 1500	75,000.00		-	
Medals	150.00		-	
Kit for staff	300.00			
Staff expenses	300.00			
Coach to airport	2,000.00			
Insurance for staff	1,000.00			
1 staff member to attend pre-ride recci	1,500.00			



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Total Direct Cost Excluding Publicity	£ 80,250.00		£ -	#DIV/0!
Publicity	Estimated		Actual	
Sponsored adverts on social media	500.00		-	
cycling jerseys 50 x 30	1,500.00		-	
Total Publicity Cost	£ 2,000.00	1%	£ -	#DIV/0!
Staff Cost	Estimated		Actual	
Head of Fundraising	-		-	
Deputy Head of Fundraising	-		-	
Total Staff Cost	£ -	0%	£ -	#DIV/0!
Total Event Expenses	Estimated		Actual	
	£82,250.00		£ -	#DIV/0!
Total Event Profit and Loss / Net Revenue	Estimated		Actual	
	£ .00		£ -	#DIV/0!

The estimated cost to the charitable funds	£ 82,250.00	to raise	£ 150,000.00
The estimated cost to the charitable funds is	£	to raise every £1	



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The final actual cost to the charitable funds £ - to raise £ -

The final cost to the charitable funds is #DIV/0! to raise every £1

If Estimated expenditure authorised previously by CFC has been modified, explain the reason:

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Name of Issuing Officer:			
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Signature:			Date:	
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Name of Authorising Officer:			
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Signature:			Date:	
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Date to be Presented to CFC for finalisation:			Agenda Item No.:	
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Fundraising Authorisation Form

VELINDRE NHS TRUST

CHARITABLE FUNDS AUTHORISATION FORM FOR FUNDRAISING EVENTS

Event: World Cup Ride

Date: September 2023

Fund No:

Fund Name:

Amount Authorised by Charitable Board: £82,250

Date:

Payee:

Address:



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Name of Issuing Officer: Andrew Morris

Signature:

Date:

Name of Authorising Officer:

Signature

Date:

Name of trust Board Member:

Signature:

Date:

Fundraising Evaluation Form

Event:

Unique CFC Proposal Number:

Date:

- Did the event meet income targets?
- Did the event meet expenditure targets?
- Did the event meet recruitment targets?
- Did the event obtain required press coverage?
- Key Highlights?
- What could be improved?
- Recommendations for Improvement?

Actual Expenditure (Suppliers)

Appendix 3

FUNDRAISING PROPOSAL FORM

Event: Cardiff Bay 10k 2023 – Headline Charity

Unique CFC Proposal Number:

Date: May 2023

Summary:

After 2 successful events as the Headline Charity for the Brecon Carreg Bay10k in 2019 (the event took place in 2021 due to Covid) and 2022, Velindre Fundraising would like to be the headline charity for the Bay10k 2023, taking place in May (exact date yet to be announced).

The 2019/21 event raised over £50,000 from 150 runners and the 2022 event raised over £42,000 from 113 charity place runners and 13 runners who had their own place but chose Velindre as their charity to support.

As well as the general charity places, Velindre offered 50 spaces to a unique programme whereby runners formed a group and were expertly coached to reach 10k and had a higher sponsorship ask of £150. In 2019 this programme was named 'Derek's Dazzlers', led by Velindre Ambassador and TV weatherman Derek Brockway. In 2022 this programme was called the Velindre All Stars with no celebrity leader.

We feel the 2019 event runners raised more due to having an additional 2 years to fundraise due to the event being postponed by the Covid pandemic. In 2019, the charity places were free and released earlier than general running places, so were filled far quicker and sold out. This resulted in us being gifted an additional 50 places by Brecon Carreg, something they will continue to do if required for 2023. The minimum sponsorship for charity places is £100 per person, and for Dereks Dazzlers and the Velindre All Stars programme it's a minimum of £150 per person.

For 2022 the charity places were not released first and we implemented a fee of £10 per place to cover the cost of the Velindre running shirt/vest given to all runners and to secure commitment, which resulted in less charity place runners. Run4Wales, the organisers of the Bay10k, have committed to releasing charity places ahead of general places for 2023. The minimum sponsorship requirement was the same as the 2019 event.

As with previous events, there are a range of benefits to becoming the lead charity, listed below.

100 places will be exclusively available to Velindre runners and we would support them to ensure they exceed their minimum sponsorship levels.

Up to 50 additional places will be gifted by the events main sponsor Brecon Carreg should our allocation sell out.

We will utilise Velindre Patrons / Ambassadors to add value to the sponsorship package and help in recruitment and motivation of participants to ensure they raise over the minimum sponsorship target. The average sponsorship for runners in the 2022 event was £323.

PRE EVENT	
Exclusivity in category	Y
Running Spaces	Y x 150
Charity logo and link to feature on event website	Y
Charity bio on website	Y (homepage)
Charity logo to feature on marketing literature	Y
PR Features	Y x1
Advert/Feature and link in e-newsletter	Y x1
Advert in online race pack	Half page
Logo featured in printed race pack	Y
Logo/ reference on registration page	Y (on drobox)
Social media interaction	Y
Volunteering opportunities	Y
RACE DAY	

Course branding	20%
PA Announcements	Y
VIP hospitality	Y x 4
Logo featured on race day digital app	Y
Logo on presentation board	Y
Social media interaction	Y
Sponsor logo on finish line tape	Y
Sponsor representative to present winners medals	Y
Opportunity to distribute a post-race promotional item to runners	Y
Sponsor Logo on results page	Y
Promotional stand close to finish line	Y
Name and logo to feature on official race bib	Y
Charity logo on finisher tee	Y
POST RACE DAY	
Sponsor feature and link to appear in post-race email	Y
PR feature	Y
Post event report	Y

As well as the above, Velindre Fundraising have requested the following should we be successful in obtaining the headline charity:

- More course branding including scrim at various locations on the course, not just start/finish

- Use of the Velindre charity branded gazebo on the day rather than a standard one which will be better visually and a larger space
- Congratulations banner on the bridge facing the finish line
- Photo boards situated alongside the finisher boards
- Access for staff on the start and finish line to obtain better photographs and video footage
- Early release of charity places ahead of general entries
- A list of key dates and events given early so we can maximise every opportunity and provide appropriate, relevant content such as patient/runner stories, reasons for runner etc.

Key Objectives: To recruit a minimum of 100 charity place runners and have another successful Dazzlers/All Stars programme – new name TBC

Event will raise money for which fund? General

Celebrity involvement? Yes although not essential

Target audience/Market: New and existing supporters

Is event repeatable? Yes

Risk Assessment:

Risk	Probability	Likely Impact on Income/ Expenditure	Contingency
Not selling enough places	Low	High	<i>Monitor progress. Work closely with Run4Wales Request charity places are released ahead of general entries.</i>
Runners not raising enough sponsorship	Low	High	<i>Monitor income. Work closer with runners and share more case studies, patient stories and the difference</i>



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			<i>the fundraising makes to help and encourage runners to raise more funds.</i>
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Velindre NHS Trust Charitable Funds

Event:	Cardiff Bay 10k – Headline Charity	
Event Date:	May-23	
Unique Event Registration Number:		
CFC Approval date:		
CFC Agenda Item Number:		

Event Profit and loss

Income / Gross Revenue	Estimated		Actual	%
Runners entry fees - 100 x £10	1000.00		-	
Runners sponsorship - 100 x £250	20,000.00		-	
Special runners sponsorship - 50 x £150	2,500.00			
Merchandise sales at the event	500.00			
Total Income / Gross Revenue	£ 23,500.00	100%	£ -	100%
Direct Costs Excluding Publicity	Estimated		Actual	
Headline package costs	15,300.00		-	
Tshirts / vests for runners 150 x £6	900.00			
Total Direct Cost Excluding Publicity	£ 15,300.00	65%	£ -	#DIV/0!
Publicity	Estimated		Actual	
Sponsored adverts on social media	200.00		-	



Total Publicity Cost	£ 200.00	1%	£ -	#DIV/0!
Staff Cost	Estimated		Actual	
Fundraisers	25 hours		-	
Deputy Head of Fundraising	50 hours		-	
Total Staff Cost		0%	£ -	#DIV/0!
Total Event Expenses	Estimated		Actual	
	£ 15,500.00	66%	£ -	#DIV/0!
Total Event Profit and Loss / Net Revenue	Estimated		Actual	
	£ 8,000.00	34%	£ -	#DIV/0!

The estimated cost to the charitable funds	£ 15,500.00	to raise	£ 23,500.00
The estimated cost to the charitable funds is	£ 0.66	to raise every £1	

The final actual cost to the charitable funds	£ -	to raise	£ -
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The final cost to the charitable funds is

#DIV/0! to raise every £1

If Estimated expenditure authorised previously by CFC has been modified, explain the reason:

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Name of Issuing Officer:			
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Signature:			Date:	
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Name of Authorising Officer:			
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Signature:			Date:	
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Date to be Presented to CFC for finalisation:			Agenda Item No.:	
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FUNDRAISING AUTHORISATION FORM

VELINDRE UNIVERSITY NHS TRUST

CHARITABLE FUNDS AUTHORISATION FORM FOR FUNDRAISING EVENTS

Event: Cardiff 10k Race

Date: March 2020

Fund No:

Fund Name:

Amount Authorised by Charitable Board: £15,000 plus VAT

Date:

Payee:

Address:



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Prifysgol Felindre
Velindre University
NHS Trust

Name of Issuing Officer: Andrew Morris

Signature:

Date:

Name of Authorising Officer:

Signature

Date:

Name of trust Board Member:

Signature:

Date:

FUNDRAISING EVALUATION FORM

Event:

Unique CFC Proposal Number:

Date:

- **Did the event meet income targets?**

- **Did the event meet expenditure targets?**
- **Did the event meet recruitment targets?**
- **Did the event obtain required press coverage?**
- **Key Highlights?**
- **Recommendations for Improvement?**

Appendix 4

Event: The Big C Swim – Sofa to Sea Training Programme

Unique CFC Proposal Number:

Date: SEPTEMBER 2022 (Recruitment Launch) - JULY 2023 (Final Event)

The Background

In winter 2021, Velindre fundraiser and owner of Heathwood Swimming, Dave Tonge, arranged for a small selection of his beginner clients to take part in a 1 mile swim as part of the Swim To The Edge Series, an organised event, in Solva. This event provided Dave's clients with a goal to work towards, uniting them as a team as they would be taking on this challenge together in aid of Velindre, a cause close to all of their hearts. Some of the swimmers were Velindre staff, some were current or past patients and others had played vital roles in supporting their loved ones through treatment.

Over the course of 6-12 months, Dave and his coaching team trained this small selection of beginners to take part in the Swim To The Edge event in Solva on Saturday 9th July 2022. The team shared their stories through recording clips that were later shared on social media, campaigned for donations via their online fundraising pages and organised a Celebrity Q&A fundraising evening at David Lloyd Leisure featuring Gareth Thomas, Shane Williams and Colin Jackson etc who gave their time for free. This event marked the 6 week countdown to the event and raised additional funds for the charity.

In total, The Big C Swim saw 7 non-swimmers transform from sofa to sea whilst raising £9,152.94 for Velindre Cancer Charity.

Velindre Cancer Charity funded a videographer to film the swimmers at key points throughout their journey and on the day of the event. The initial aim of the content was to create a pilot that was later pitched to a number of broadcasting companies. Unfortunately, there was little interest in developing this into a series but the content filmed will provide outstanding insight into the challenge and will be used to promote the challenge and recruit participants for future events through Velindre's social media channels.

The Future

Our aim is for 'The Big C Swim' to become an annual event, attracting a selection of new recruits each year to join the programme, share their stories and raise funds for Velindre. Dave Tonge and the coaching team at Heathwood Swimming have great passion for this programme and have committed their annual support.

The idea is for this programme to operate the same way as that of the Velindre All Stars in the Cardiff Bay10k event, whereby participants who sign up to the programme commit to following a planned training schedule prepared by a trained coach, and are required to raise a minimum level of sponsorship that is higher than the sponsorship requirement for a standard charity place. A percentage of that sponsorship will cover the cost of the programme and materials, and the remainder, plus any additional sponsorship, goes to Velindre Cancer Charity.

Entry Type:	Approx Number:	Participation Level:	Cost/Fundraising Target:
The Big C Beginners	10-15	Learning this new skill from scratch, will receive training package via Heathwood swimming which will be covered by fundraising and their story/connection to Velindre will be captured and shared. Option to participate in 0.5 mile or 1 mile distance.	Cost per person for training is £450 and each participant will have a £1200 fundraising target.
The Big C Swim (General Entry)	TBC with MUUK	Will participate on the day as a general entry and will be required to raise a low-level fundraising target ahead of event. Option to participate in 0.5 mile, 1 mile or 2.6 mile distance.	Entry space is free. Set fundraising target of £100.00.

Expected Income:

Big C Beginner participants sponsorship £1200 x 10	£12,000
The Big C Swim General Entry Sponsorship £100 x 50	£5,000
6 Weeks To Go Gala Dinner	£6,000



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TOTAL INCOME:	£23,000
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Cost Breakdown:

Expected Expenditure:

Videographer to capture training journey	£2000.00
Swimming Caps for beginners	£60.00
X2 Roller Banners <i>(ONE TIME FEE)</i>	£160.00
Sponsored Post to promote recruitment	£100.00
Personalised Medals	£200.00
Logo Design <i>(ONE TIME FEE)</i>	£480.00
Beginner Coaching Fees X10 <i>(COVERED BY SPONSORSHIP)</i>	£4500
TOTAL EXPENDITURE:	£7500
TOTAL PROFIT	£15,500

Time/Staff:

Amy Penketh to deliver fundraising support and monitor totals.

Lucesca Walters to lead on digital (recruitment, videographer collaboration and personal story sharing to social media)

X2 staff to work Big C Q&A evening

X2 staff to work main event day in Solva

Key Objectives: To recruit a minimum of 10 Big C Beginners for the Solva Swim and also 50+ general fundraisers (TBC depending on allowance from MUUK).

Event will raise money for which fund? General

Celebrity involvement? Yes during some training swims or on the day although not essential

Target audience/Market: New and existing supporters

Is event repeatable? Yes

Risk Assessment:

Risk	Probability	Likely Impact on Income/ Expenditure	Contingency
Not selling places	Low	High	<p><i>Monitor progress. Work closely with Dave Tonge / MUUK Request charity places are released ahead of general entries.</i></p> <p><i>Use promotion video ahead of registration opening as teasers</i></p>
Swimmers not raising enough sponsorship	Low	High	<p><i>Monitor income. Work closer with swimmers and share more case studies, patient stories and the difference the fundraising makes to help and encourage runners to raise more funds.</i></p> <p><i>Monthly check ins with swimmers in person to offer advice</i></p>

Velindre NHS Trust Charitable Funds



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Event:	The Big C Swim
Event Date:	15TH July 2023
Unique Event Registration Number:	
CFC Approval date:	
CFC Agenda Item Number:	

Event Profit and loss

Income / Gross Revenue	Estimated		Actual	%
Big C Swimmer Sponsorship – 10 x £1200	12,000.00		-	
General swimmer- 50 x £100	5,000		-	
Gala Dinner	6,000			
Total Income / Gross Revenue	£ 23,000.00	100%	£ -	100%
Direct Costs Excluding Publicity	Estimated		Actual	
Heathwood Swim Coaching X10	4500		-	
Medals	200.00			
Swim Caps	60			
Logo	480			
Banners	160			
Videographer to Capture Content	2000			
Total Direct Cost Excluding Publicity	£ 7400	65%	£ -	#DIV/0!
Publicity	Estimated		Actual	



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Sponsored adverts on social media	100		-	
Total Publicity Cost	£ 100	1%	£ -	#DIV/0!
Staff Cost	Estimated		Actual	
Fundraisers X2	25 hours		-	
Total Staff Cost	TOIL/OVERTIME TBC	0%	£ -	#DIV/0!
Total Event Expenses	Estimated		Actual	
	£ 7500	66%	£ -	#DIV/0!
Total Event Profit and Loss / Net Revenue	Estimated		Actual	
	£ 15,500	34%	£ -	#DIV/0!

The estimated cost to the charitable funds	£ TBC	to raise	£ TBC
The estimated cost to the charitable funds is	£ 0.66	to raise every £1	

The final actual cost to the charitable funds	£ -	to raise	£ -
The final cost to the charitable funds is	#DIV/0!	to raise every £1	



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If Estimated expenditure authorised previously by CFC has been modified, explain the reason:

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Name of Issuing Officer:			
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Signature:			Date:	
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Name of Authorising Officer:			
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Signature:			Date:	
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Date to be Presented to CFC for finalisation:			Agenda Item No.:	
--	--	--	-----------------------------	--

FUNDRAISING AUTHORISATION FORM

VELINDRE UNIVERSITY NHS TRUST

CHARITABLE FUNDS AUTHORISATION FORM FOR FUNDRAISING EVENTS

Event: The Big C Swim: Sofa to Sea Training Programme

Date: July 2023

Fund No:

Fund Name:

Amount Authorised by Charitable Board: £7,500 plus VAT

Date:

Payee:

Address:



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Name of Issuing Officer:

Signature:

Date:

Name of Authorising Officer:

Signature

Date:

Name of trust Board Member:

Signature:

Date:

FUNDRAISING EVALUATION FORM

Event:

Unique CFC Proposal Number:

Date:

- **Did the event meet income targets?**

- **Did the event meet expenditure targets?**
- **Did the event meet recruitment targets?**
- **Did the event obtain required press coverage?**
- **Key Highlights?**
- **Recommendations for Improvement?**

CHARITABLE FUNDS COMMITTEE

FINANCIAL REPORT 1ST APRIL 2022 TO 31ST JULY 2022

DATE OF MEETING	20/09/2022	
PUBLIC OR PRIVATE REPORT	Public	
IF PRIVATE PLEASE INDICATE REASON	Not Applicable - Public Report	
PREPARED BY	Steve Coliandris, Head of Financial Planning & Reporting Manger	
PRESENTED BY	Steve Coliandris, Head of Financial Planning & Reporting Manger	
EXECUTIVE SPONSOR APPROVED	MATTHEW BUNCE - EXECUTIVE DIRECTOR OF FINANCE	
REPORT PURPOSE	FOR DISCUSSION / REVIEW	
COMMITTEE/GROUP WHO HAVE RECEIVED OR CONSIDERED THIS PAPER PRIOR TO THIS MEETING		
COMMITTEE OR GROUP	DATE	OUTCOME
Charitable Funds Senior Leadership Group	08/09/2022	NOTED
ACRONYMS		
CFC	Charitable Funds Committee	

1. SITUATION/BACKGROUND

- 1.1 This paper and the supporting schedules have been completed to provide the CFC with the financial position of the charitable funds accounts as at the 31st July 2022. The information within the statements should provide the CFC with a clear picture of the financial position and performance of the Charitable fund's accounts, which will allow for the committee to discuss, evaluate and make decisions on the best use of resources.
- 1.2 The report is a standing agenda item providing the CFC with a breakdown of the financial activity during the period. The report consists of the following sections and is further explored in the main finance report,
- Financial Report for the period ending 31st July 2022.
 - Balance Sheet as at 31st July 2022.
 - Current and future forecasted performance of the unrestricted fund.
 - Investment Growth Account
 - Cash Flow Forecast as at 31st July 2022.

2. ASSESMENT / SUMMARY OF MATTERS FOR CONSIDERATION

- 2.1 Key Issues to note are as follows:

Income

Income received of £956k for the period ending July 2022 is broadly in line with the planned expected target at this stage of the year.

Of the £956k, £753k has been received from fundraising and donations and £203k from legacies.

The Charity has been notified of several further legacies which are expected to be received in due course totaling circa £230k

Expenditure

Expenditure currently lower than planned due to project slippage which is either due to delay in projects starting or as a result of staff vacancies.

Investments

The investment portfolio position has decreased by £250k since the start of the financial year, which represents a decrease in valuation of 4% for the period.

Since the political situation began in Ukraine the portfolio has seen an overall fall in valuation of £492k (7.8%).

Reserve Policy

The unrestricted reserve target is currently set at £816k which is an over achievement of £1,931k when compared to the balance of £2,747k that is in the Charitable funds accounts as at the 31st July 2022.

3. IMPACT ASSESSMENT

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

4. RECOMMENDATION

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

- The financial performance of the Charity for the period ending 31st July 2022.
- The current position and performance of the Charity's investment portfolio as at 31st July 2022.



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Velindre UNHS Trust Charitable Funds

VELINDRE UNIVERSITY NHS TRUST CHARTIABLE FUNDS **Financial Position Report** **1st APRIL 2022 TO 31st July 2022**

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 July 2022. The information within the statements should provide the CFC with a clear picture of the financial position and performance of the Charitable fund's accounts, which will allow for the committee to discuss, evaluate and make decisions on the best use of resources.

2. Income Summary 1st April to 31st July 2022

Purpose:

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

Key Issues:

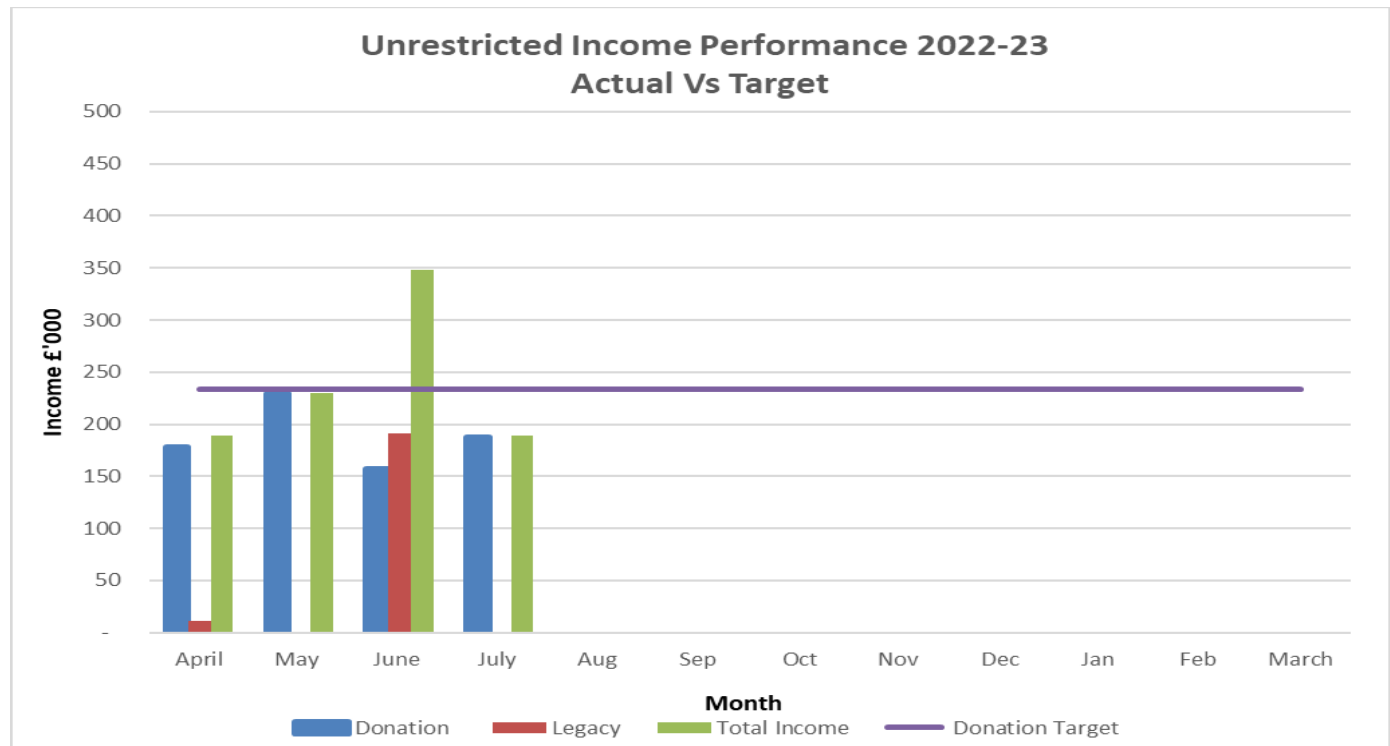
- The annual delivery plan produced in April 2022 set out a level of income that was expected to be achieved during 2022/23 against the Charity's unrestricted fund. The target considered the Charity's fundraising activity during the period, along with a level of expectation for receiving both legacies and general donations.
- As at the end of July the Charity has received total income of £956k (£753k from fundraising and donations and £203k from legacies), which is currently falling just short of the planned target at this stage of year.
- Performance against the unrestricted fund is currently in line with the planned target.
- Income performance for 2022-23 is £120k greater when compared with the same period in 2021-22
- The Charity has been notified about several other legacies which are due to Velindre, and whilst some are unable to be quantified at this stage expectation is that circa £230k will be received in due course. A cheque for £114k which relates to Velindre being named as a beneficiary on an Estate was received in August (not reflected in the income position as at end of July)



Velindre UNHS Trust Charitable Funds

Fund Category	Planned Income £'000	Actual Income £'000	Variance £'000	Last Year Income for the same period £'000
Unrestricted	933	928	(5)	713
Unrestricted/ Designated Funds				
Patients Funds	0	0	0	0
Staff Funds	0	1	1	1
Research Funds	58	26	(32)	121
	58	27	(31)	122
Welsh Blood service	0	1	1	1
Total Income	991	956	(35)	836

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



Velindre UNHS Trust Charitable Funds

3. Expenditure Summary 1st April to 31st July 2022

Purpose:

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

Key Issues:

- The annual delivery plan produced in April 22 set out the level of commitments that were expected to be incurred against the Charity for 2022/23. The total estimated commitments against the Charity at that point in time was £3,663k and included all existing grants/ bids previously approved by the Charitable Funds Committee as well as expected fundraising charges and other general expenditure.
- For the period to July 22 expenditure was lower than planned by £132k. Variances in most cases relate to timing issues where projects have either had a delay in starting or due to staff vacancies. The spend for projects that have had delayed starts is largely expected to be deferred over future years.

	Planned Expenditure £000	Actual Expenditure £000	Variance £000	Last Year Expenditure £000
Unrestricted	816	796	20	821
Unrestricted / Designated & Restricted Funds				
Patients Funds	0	1	(1)	12
Staff Funds	0	0	0	3
Research Funds	233	120	113	337
	233	121	112	352
Welsh Blood service	6	0	6	0
Total Expenditure	1,049	917	132	1,173

Notes:

As previously agreed with the committee the cost of the fundraising staff (£126k) and overhead charge (£78k) as at 31st July is excluded from the table, with both expected to be funded from the investment growth during 2022/23.

Velindre UNHS Trust Charitable Funds

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

- The graphs on the attached appendices provides a comparison of actual expenditure against planned for each live Grant/Project since funding was approved (excluding Advancing Radiotherapy: Moondance, Lucas and Probert with the details provide below).
- Total spend against the Advancing Radiotherapy Fund currently stand at £3,187k. The following table provides further details of committed expenditure against total income/funding available.

	Total Income/Funding £'000	Actual Expenditure £'000	Total Committed Expenditure £'000	Remaining Uncommitted Balance
Moondance	3,000	2,309	2,920	80
Lucas Fund	825	377	651	174
Head & Neck (Probert)	1,304	501	968	336

- Fundraising expenditure for 2022-23 is now expected to total circa £400k, with deferral of event expenditure from prior years being added to the original plan.
- Overheads costs for 2022/23 of circa £234k relate largely to support staff costs which includes the Trust's Charity Director and a proportion of the Governance Manager and Finance staff who provide the general management and oversight of running the Charitable Funds.

Velindre UNHS Trust Charitable Funds

4. Fund Balance Movements 1st April to 31st July 22

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 has increased slightly during the period by £39k from £6,704k to £6,743k.

Fund Category	Actual Balance as at 31 July 2022 £000	Opening Balance as at 01 Apr 2022 £'000	Forecast Total Income as at 31 Mar 2023 £'000	Forecast Total Expenditure as at 31 Mar 2023 £'000	Forecast Balance as at 31 Mar 2023 £000
Unrestricted	2,747	2,631	2,800	-2448	2,983
Unrestricted Designated/ Restricted Funds					
Patients Funds	182	183	1	0	184
Staff Funds	83	81	1	0	82
Research Funds	3,632	3,710	174	0	2,957
	3,897	3,974	176	-927	3,223
Welsh Blood service	99	99	1	0	100
Total Funds (excl Investments)	6,743	6,704	2,977	-3375	6306

- The table above does not include the funds held as custodian for PHWT which has a balance of £50k as at the 31st July 2022.

Velindre UNHS Trust Charitable Funds

5. Balance Sheet as at 31st July 2022

Purpose:

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

Key Issues:

The investment portfolio position has decreased by £250k since the start of the financial year, which represents an in year decrease in valuation of 4% so far 2022-23.

Since February when the political situation in Ukraine began the portfolio has seen an overall fall in valuation of £492k (7.8%).

The Funds held on the Velindre UNHS Trust Charitable funds accounts as at 31st July 2022 is £7,198k with £7,148k representing Velindre's share and £50k being held as custodian for PHWT.

BALANCE SHEET AS AT 31 MARCH 2022	
INVESTMENTS	£'000
Cash	360
Fixed Income	2,093
Absolute Return	818
Commodities	245
Developed Market Equity	1,978
Emerging Market Equity	-
Real Estate & Infrastructure	399
Other	293
Total Assets on Investments	6,186
CURRENT ASSETS	£'000
Current Account	1,656
Deposit Account	676
Transactions Posted	19
Total Cash and Bank	2,352
Creditors	- 1,145
Debtors	16
Total Current Assets	1,223
BREAKDOWN OF ASSETS	£'000
Total assets on investment	6,186
Bank/Cash	1,223
Total Breakdown of Assets	7,409
TOTAL FUNDS	£'000
Total Funds Held	7,409
Total Funds Held	7,409

BALANCE SHEET AS AT 31 JULY 2022	
INVESTMENTS	£'000
Cash	674
Fixed Income	1,842
Absolute Return	810
Commodities	240
Developed Market Equity	1,697
Emerging Market Equity	-
Real Estate & Infrastructure	380
Other	293
Total Assets on Investments	5,936
CURRENT ASSETS	£'000
Current Account	794
Deposit Account	677
Transaction Posted -	123
Total Cash and Bank	1,348
Creditors	- 98
Debtors	12
Total Current Assets	1,262
BREAKDOWN OF ASSETS	£'000
Total assets on investment	5,936
Bank/Cash	1,262
Total Breakdown of Assets	7,198
TOTAL FUNDS	£'000
Total Funds Held	7,198
Total Funds Held	7,198



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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 **£816k** which is an over achievement of **£1,931k** when compared to the balance of **£2,747k** that was in the charitable funds accounts as at the 31st July 2022.

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 trustees 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; more further it could be perceived by donors or funders to be holding money. If they are too low the future of the charity may be put at risk. Therefore, charities will require a reserves policy, which is robust and fit for purpose providing clear accountability.



Velindre UNHS Trust Charitable Funds

7. Forecasted Balance of the Charity's Unrestricted Fund

Purpose:

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

Key Issues:

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

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

Summary of Commitments against the Charity's Unrestricted fund			
	Year 1 2022/23 £000	Year 2 2023/24 £000	Year 3 2024/25 £000
Opening Balance	2,631	2,983	3,425
Forecast Donation Income	2,800	3,000	3,200
Current Forecast Commitments			
Fundraising Team*			
Fundraising Event Expenditure	400	400	400
Overheads*	0	125	130
General Expenditure & Charges	50	50	50
Long Standing Project Expenditure	1,733	1,800	1,800
Time Limited (Project/ Bid Expenditure)	265	183	66
Total Current Commitments	2,448	2,558	2,446
Closing Balance	2,983	3,425	4,179
Target Reserve	853	815	
Reserve Variance	2,130	2,610	

*The expectation is that the fundraising team will be funded from the investment growth for each of the next three years.

*Overheads is expected to be funded from the investment growth in 2022/23, with future years funding dependent on investment performance. Only a proportion of the total overheads will be charged to the unrestricted funds which is based on the average fund balances for the period.



Velindre UNHS Trust Charitable Funds

8. Investment Growth held outside of Charitable Fund Allocation

Purpose:

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

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

Key Issues:

The investment growth which is being held outside of the fund balances as at 31st July is £404k which is a reduction of £250k from the £654k balance held at the 31st March due to the current performance of the investment portfolio.

Investment (dividend) income generally remains steady with the £113k received in 2021/22 consistent with prior years.

Investment gains and losses are volatile and therefore difficult to predict, on this basis any gain or loss has been purposely omitted from the table. If the portfolio does realise future gains, then the expectation would be that overheads as well as the Fundraising team can also be funded during that period. If investment growth is not available in future years, then the costs will be apportioned over the Charitable funds based on average balances.

Current & Forecasted Investment Growth Position			
	Year 1 2022/23 £000	Year 2 2023/24 £000	Year 3 2024/25 £000
Opening Balance	654	253	16
Forecast Investment Income	113	113	113
Forecast Gains /Losses			
Forecast Commitments			
Fundraising Team	292	350	360
Overheads	222		
Total Forecast Commitments	514	350	360
Closing Balance	253	16	-231



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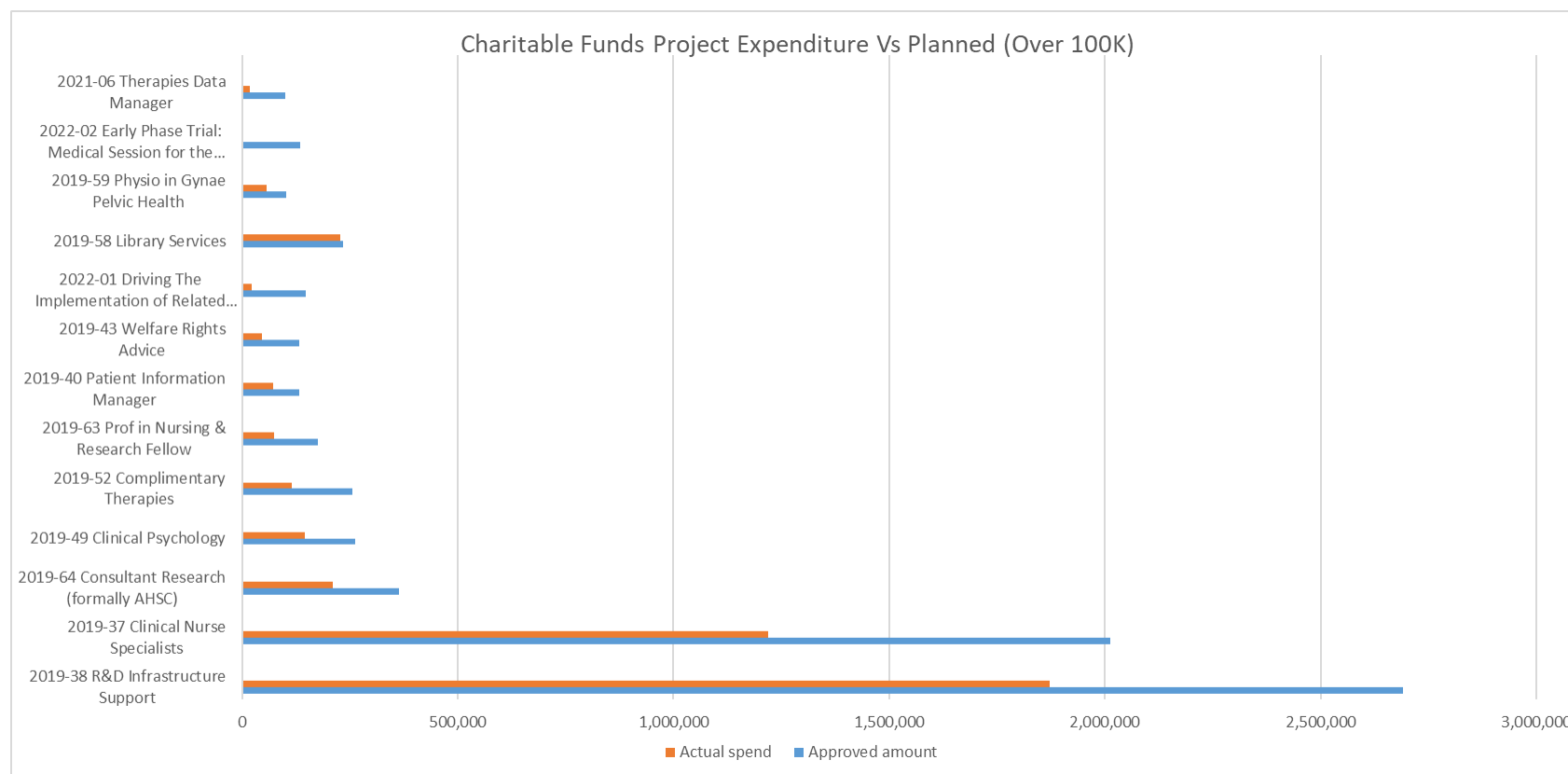
Velindre UNHS Trust Charitable Funds

9. Recommendation

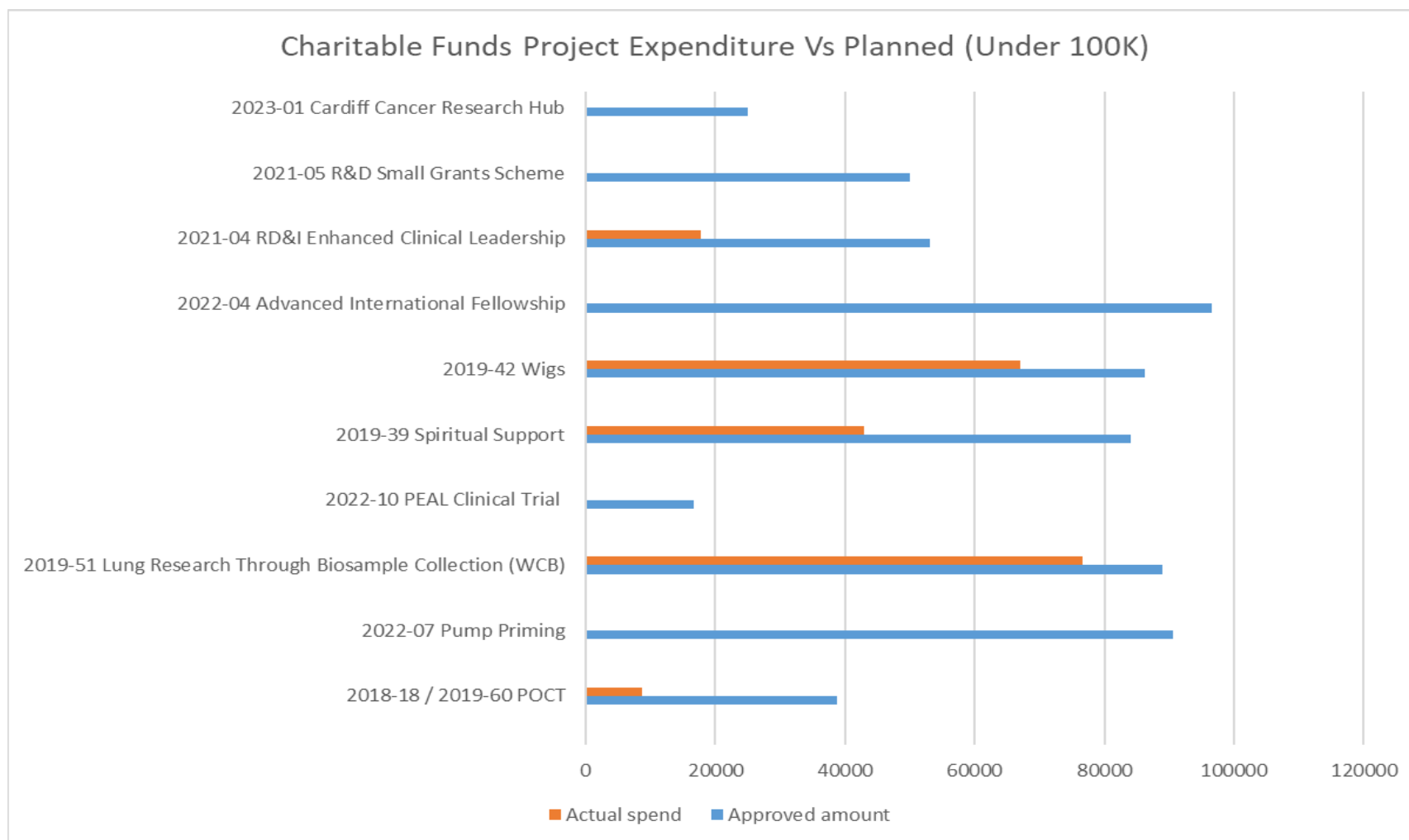
The CFC is asked to **Note** the contents of this Finance report and in particular:

- The financial performance of the Charity for the period 1st April to 31st July 2022.
- The current position and performance of the Charity's investment portfolio as at 31st July 2022.

Velindre NHS Trust Charitable Funds



Velindre NHS Trust Charitable Funds



VELINDRE NHS TRUST

2022/23 CHARITABLE FUNDS CASH FLOW FORECAST

Opening Charitable Fund Balances	£
Investments (at Market Value as at 31st March 2022)	
Investments Portfolio	(6,186,000)
Debtors / Creditors	1,109,581
Actual Cash (Current & Deposit Accounts)	(2,332,581)
	<u>(7,409,000)</u>

	April	May	June	July	August	September	October	November	December	January	February	March
Opening Bank Balance	(2,332,581)	(2,308,579)	(1,595,769)	(1,542,387)	(1,471,512)	(1,357,830)	(1,244,147)	(1,130,465)	(1,016,782)	(903,100)	(789,417)	(675,735)
Income												
Donations & Legacies	(208,714)	(234,209)	(346,787)	(188,711)	(227,697)	(227,697)	(227,697)	(227,697)	(227,697)	(227,697)	(227,697)	(227,697)
Donation Charges	1,778	2,893	1,778	1,879	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900
Investment Movement												
Net Monthly Change In Income	(206,936)	(231,316)	(345,009)	(186,832)	(225,797)	(225,797)	(225,797)	(225,797)	(225,797)	(225,797)	(225,797)	(225,797)
Expenditure												
Commitments/ Credits (Inc BFWD from 2020/21)	230,938	944,125	398,391	257,707	339,480	339,480	339,480	339,480	339,480	339,480	339,480	339,480
Net Monthly Change In Expenditure	230,938	944,125	398,391	257,707	339,480	339,480	339,480	339,480	339,480	339,480	339,480	339,480
Closing Bank Balance (Deposit & Current Accounts)	(2,308,579)	(1,595,769)	(1,542,387)	(1,471,512)	(1,357,830)	(1,244,147)	(1,130,465)	(1,016,782)	(903,100)	(789,417)	(675,735)	(562,052)

Notes/ Risks/ Opportunities

- Income is based on forecast for 2022-23.
- Expenditure is based on current commitments/forecast for 2022/23 and unpaid creditor commitments from 21/22.

Closing Charitable Fund Balances (31st July 2022)

	£
Investments (at Book Value)	(5,936,000)
Debtors / Creditors	86,000
Actual Cash (Current & Deposit Accounts)	(1,348,000)
	<u>(7,198,000)</u>

Actual
Projected

TOTAL	Forecast Based Upon
(2,800,000)	Income Forecast 22/23
23,529	Previous Average
(2,776,471)	
4,547,000	Actual plus BFWD Commitments
2,647,188	

(562,052)

CHARITABLE FUNDS COMMITTEE

Summary of Commitments against the Charity's Unrestricted fund

DATE OF MEETING	20/09/2022
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PUBLIC OR PRIVATE REPORT	Public
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IF PRIVATE PLEASE INDICATE REASON	Choose an item.
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PREPARED BY	Steve Coliandris – Head of Financial Planning & Reporting
PRESENTED BY	Steve Coliandris – Head of Financial Planning & Reporting
EXECUTIVE SPONSOR APPROVED	MATTHEW BUNCE – EXECUTIVE DIRECTOR OF FINANCE

REPORT PURPOSE	FOR APPROVAL
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COMMITTEE/GROUP WHO HAVE RECEIVED OR CONSIDERED THIS PAPER PRIOR TO THIS MEETING		
COMMITTEE OR GROUP	DATE	OUTCOME
Charitable Funds Senior Leadership Group	08/09/2022	NOTED

ACRONYMS	
CFC	Charitable funds Committee

1. SITUATION/BACKGROUND

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

2. ASSESMENT / SUMMARY OF MATTERS FOR CONSIDERATION

- 2.1 Despite the challenges that the Charity expected due to the ongoing the pandemic the Charity still managed to raise £3.1m of income during 2021-22, which was considerably higher than the planned target for the year. This coupled with the ongoing redirection of Charity funded staff to support the service has resulted in significant balances currently being held in the Charity's unrestricted fund.
- 2.2 Table A below provides a summary of the current and forecasted position of the charity's unrestricted fund, based on the current level of forecasted income and expenditure.

Summary of Commitments against the Charity's Unrestricted fund			
	Year 1	Year 2	Year 3
	2022/23	2023/24	2024/25
	£000	£000	£000
Opening Balance	2,631	2,983	3,425
Forecast Donation Income	2,800	3,000	3,200
Current Forecast Commitments			
Fundraising Team*			
Fundraising Event Expenditure	400	400	400
Overheads*	0	125	130
General Expenditure & Charges	50	50	50
Long Standing Project Expenditure	1,733	1,800	1,800
Time Limited (Project/ Bid Expenditure)	265	183	66
Total Current Commitments	2,448	2,558	2,446
Closing Balance	2,983	3,425	4,179
<u>Business case proposals</u>			
Patient Engagement Hub	37	113	76
Total Business case Proposals	37	113	76
Total Commitments	2,485	2,671	2,522
Revised Closing Balance	2,946	3,312	4,103
Target Reserve	890	841	0
Reserve Variance	2,056	2,471	4,103

*The expectation is that the fundraising team will be funded from the investment growth for each of the next three years.

*Overheads is expected to be funded from the investment growth in 2022/23, with future years funding dependent on investment performance. Only a proportion of the total overheads will be charged to the unrestricted funds which is based on the average fund balances for the period.

3. IMPACT ASSESSMENT

QUALITY AND SAFETY IMPLICATIONS/IMPACT	There are no specific quality and safety implications related to the activity outlined in this report.
RELATED HEALTHCARE STANDARD	Governance, Leadership and Accountability



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	If more than one Healthcare Standard applies please list below:
EQUALITY IMPACT ASSESSMENT COMPLETED	No (Include further detail below)
LEGAL IMPLICATIONS / IMPACT	There are no specific legal implications related to the activity outlined in this report.
FINANCIAL IMPLICATIONS / IMPACT	Yes (Include further detail below)
	Please refer to funding schedule included within this paper.

4. RECOMMENDATION

- 4.1 The CFC is asked to **CONSIDER** the impact of approving the business cases that have been presented today would have on the unrestricted fund balance.
- 4.2 Based on an assumed level of forecast income and current commitments the Charity is in a position to financially fund the business cases should the CFC support the cases that have been presented at today's meeting.



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CHARITABLE FUNDS COMMITTEE

(BUSINESS CASE: *PILOT - PATIENT ENGAGEMENT HUB*)

DATE OF MEETING	20.9.22
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PUBLIC OR PRIVATE REPORT	Public
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IF PRIVATE PLEASE INDICATE REASON	Not Applicable - Public Report
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PREPARED BY	Anna-Marie Jones, Business Support Manager
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PRESENTED BY	Cath O'Brien, Chief Operating Officer
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EXECUTIVE SPONSOR APPROVED	Cath O'Brien, Chief Operating Officer
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REPORT PURPOSE	FOR DISCUSSION / REVIEW
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COMMITTEE/GROUP WHO HAVE RECEIVED OR CONSIDERED THIS PAPER PRIOR TO THIS MEETING

COMMITTEE OR GROUP	DATE	OUTCOME
VCC SENIOR LEADERSHIP TEAM	20/04/22	IN SUPPORT
Velindre Charity Senior Leadership Group	08/09/22	ENDORSED

ACRONYMS

SLT	Senior Leadership Team
OMG	Operational Management Group

1. SITUATION/BACKGROUND

1.1 Please see Business Case at Appendix 1.

2. ASSESMENT / SUMMARY OF MATTERS FOR CONSIDERATION

2.1 Please see Business Case at Appendix 1.

3. IMPACT ASSESSMENT

QUALITY AND SAFETY IMPLICATIONS/IMPACT	Yes (Please see detail below)
	Please see Business Case at Appendix 1.
RELATED HEALTHCARE STANDARD	Staff and Resources
	If more than one Healthcare Standard applies please list below: Governance, Leadership and Accountability
EQUALITY IMPACT ASSESSMENT COMPLETED	Not required
LEGAL IMPLICATIONS / IMPACT	Yes (Include further detail below)
	Please see Business Case at Appendix 1.
FINANCIAL IMPLICATIONS / IMPACT	Yes (Include further detail below)
	Please see Business Case at Appendix 1.

4. RECOMMENDATION

4.1 The Charitable Funds Committee are asked to **APPROVE** funding for £225,321 for the period of 2 years for the setting up of a pilot Patient Engagement Hub.



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APPENDIX 1

BUSINESS CASE FOR SUBMISSION TO THE CHARITABLE FUNDS COMMITTEE

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

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

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

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

SECTION 1

1. BUSINESS CASE TITLE
PILOT PATIENT ENGAGEMENT HUB
2. PLEASE INDICATE THE STRATEGY LINK THAT ALIGNS WITH THIS BUSINESS CASE PROPOSAL
Patient / Donor Support
3. BUSINESS CASE PREPARED BY
ANNA-MARIE JONES
4. BUSINESS CASE SPONSORED BY
Cath O'Brien, Chief Operating Officer
5. SMT SPONSOR (RESPONSIBLE OFFICER) Ensure SMT approval is sought before submitting to the Charitable Funds Committee
Lisa Miller Deputy Director VCC
6. UNIQUE BUSINESS CASE REFERENCE NUMBER (Request from Corporate Finance/ HQ, contact Carol Tahir or Chris McCarthy)
2023-02
7. BUSINESS CASE TOTAL EXPENDITURE
£225,321

8. TERM OF PROPOSAL (MAXIMUM 3 YEARS)

2 years

9. FUND NAME & NUMBER

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

6000 Hospital General Purposes Fund

10. FUND BALANCE & CURRENT COMMITMENTS

(Corporate Finance/ HQ will complete this section)

Fund	Actual Balance as at 31/07/2022 £000	Opening Balance 01/04/2022 £000	Forecasted Income 2022/23 £000	Current Commitments 2022/23 £000	Forecasted Balance 31/03/2023 £000
6000	2,747	2,631	2,800	-2,448	2,983

11. FUND HOLDER APPROVAL

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

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

Rachel Hennessey

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

New Proposal

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

N/A

SECTION 2 – DESCRIPTION AND PURPOSE

14. BRIEF DESCRIPTION OF THE BUSINESS CASE PROPOSAL

Try to limit to 500 words

Velindre Cancer Centre (VCC) is undergoing a period of unprecedented change. We are undertaking an exciting and ambitious programme of work, in collaboration with partner Health Boards, to develop and continuously improve the services we deliver for our patient population. To support this work and ensure that the voice of the patient, their families and carers are at the heart of shaping services we have developed a Patient Engagement Strategy, at the heart of which is increasing involvement in the here and now, and the future.

This will also include patient engagement in the development and move to the new Velindre Cancer Centre.

The Patient Engagement strategy has been developed via a comprehensive engagement exercise and was formally agreed by the VUNHST Board in May 2022. It sets out a plan for the ambition as well as the mechanisms and structures that will enable its delivery, including plans for a renewal of the current Patient Liaison Group and managing the work carried out by our volunteers. One of the most important changes will be setting up a new patient panel; a large group of patients who have expressed an interest in helping us.

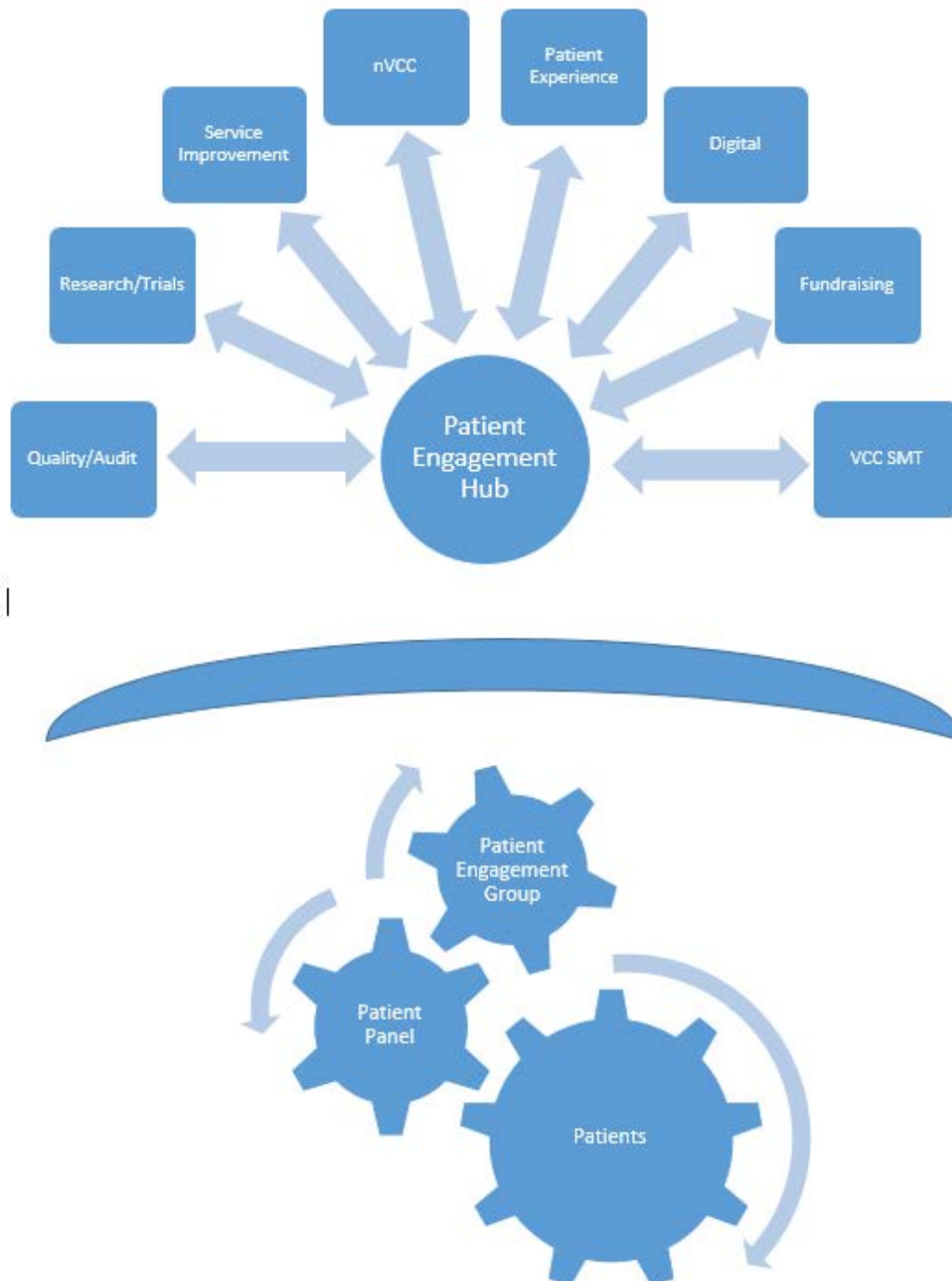
This business case is to support the setting up of a pilot Patient Engagement Hub to ensure that all engagement activity across Velindre Cancer Centre is organised and coordinated. The visual below explains how the hub will work and how the different departments and areas will feed into it.



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PATIENT ENGAGEMENT HUB VISUAL





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The purpose of setting up a pilot Patient Engagement Hub is so we can organise and coordinate our interactions and involvements with patients and staff. This means that every department within VCC can communicate and interact with patients in a structured way that brings benefit to all elements of the service, its users and staff as well as the health system. The Patient Engagement Hub will link closely with the proposed quality hub to ensure that feedback; whether positive or negative, is noted and reflected in our patient involvement work. It is hoped it will also play a significant role in our research and trial activities in our RD&I department.

Crucial to the hub will be the formation of a new patient panel. This will be a large group of our patients; organised and divided into categories based on their cancers, their age, their demographics and their interests. This Patient Panel will enable us to engage with them to seek input in the following areas:

- service improvement,
- research and trials,
- their patient experience,
- surveys on various topics,
- volunteering,
- fundraising
- digital feedback
- be involved in the development of the new cancer centre.

Maintaining access to our patients for the patient panel will require a digital platform to keep details and undertake communication. Currently the Trust uses the CIVICA platform for patient experience. To acquire an engagement function, we have identified that an additional module can be purchased. This functionality will enable us to establish and maintain a database (patient panel) of patients with appropriate governance and permissions. The expansion of the CIVICA system is a cost effective approach but is clearly an additional module that is not currently available within the existing contract. The cost of this is £10k per annum, so a total of £20K.

Central to the creation of this pilot hub, is the role of the Patient Engagement Manager who will lead the delivery of the strategy and be the primary contact and liaison with each of the services and the appropriate corporate functions. This post holder will ensure that we have the appropriate tools, systems and processes to bring the patient voice, establish and co-ordinate the new Patient Engagement Group (replacing the Patient Liaison Group) link with peers across Wales and wider to enable us to excel in our ambition. Helping them with this task will be a Band 5 staff member (Patient Engagement Officer) who will manage the Patient Panel and be their main point of contact and look after the CIVICA database. The Band 5 will also look after our volunteers and ensure that their input is aligned overall to the Trust's strategy.

So to conclude, in order to set up a pilot of the Patient Engagement Hub, we need staff and digital resources to do that and this application is to ask Charitable Funds to help us achieve

the Trust's ambition for Patient Engagement and ensure our patients feel involved and engaged with along their journey.

15. LIST OF OPTIONS AND PREFERRED OPTION?

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

1. Do nothing – Then we will miss the opportunity of assessing whether the pilot of the Patient Engagement Hub is the best solution for delivering the Trust's Patient Engagement Strategy.
2. Core funding – The Pilot Patient Engagement Hub is not currently included in the core funding model that is being proposed. Setting up the pilot will help identify the core funding needed in future and help form future plans
3. Charitable funding - receive funding for setting up the Pilot for the Patient Engagement Hub pilot. This will help assess whether the hub will be a sustainable delivery vehicle for the Trust's Patient Engagement Strategy and to evaluate whether the hub delivers what is required and produces benefits for patients and staff.

16. WHY IS THIS CONSIDERED TO BE CHARITABLE FUNDING?

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

The patient engagement strategy sets out a clear ambition for bringing the patient voice to the service supporting Quality, Care and Excellence. The Patient Engagement Hub role is critical to delivery of the strategy for the current service and the development of the new Velindre Cancer Centre. It aligns with:

- The vision of the charity - to invest in promoting Quality, Care and Excellence in the Services provided by Velindre NHS Trust.- the patient voice will improve our services
- The mission of the charity - support for patients and families affected by cancer and treated at the cancer centre – the delivery of the strategy will improve our support services by improving our understanding of what patients want and need.
- The aims of the charity - Ensure that cancer patients treated by Velindre Cancer Centre have access to the best possible treatment, care and support by helping with the development of its facilities, services and training its staff.- the strategy will enable us to improve patient education and staff education.
- Ensure the people affected by cancer will have their information, needs, and support addressed effectively.

SECTION 3 – IMPACT ASSESSMENT



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

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

Business Case Objectives	Tools Used to Measure Success *
The aim of the pilot is to develop the Patient Engagement Hub as one part of the Patient Engagement Strategy.	<ul style="list-style-type: none"> • Patient Engagement Hub established
Increase patient engagement within the cancer centre, by setting up a patient panel and refreshing the Patient Liaison Group.	<ul style="list-style-type: none"> • Patient Panel established • Patient panel database set up in CIVICA (quantitative) • Patients actively involved in projects at the cancer centre (qualitative) • A new Patient Engagement Group in place • Approved terms of reference produced which links to Patient Panel.
Increase our patient reach for research and trials	<ul style="list-style-type: none"> • Quantified by RD&I
Develop our ideas for service improvement by Increasing service user engagement within the cancer centre (Patients, Families and Carers)	<ul style="list-style-type: none"> • Number to service users actively involved (quantitative) • Establish a database of involvement/engagement (i.e. involvement in projects etc. (quantitative and qualitative)
Ensure opportunities are in place to encourage and support engagement and coordination of patient input across the cancer centre and for the nVCC project	<ul style="list-style-type: none"> • A patient engagement hub in place • Process in place to enable departments to access resources etc.
Communicate with service users widely on activity and opportunities for engagement within the Cancer Centre	<ul style="list-style-type: none"> • Generate a newsletter (Digital) to keep service users Informed (feedback loop)
Feedback from patients and staff on benefit of hub.	<ul style="list-style-type: none"> • Pilot feedback (quantitative)

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

4. WHAT DIFFERENCE WILL THIS PROPOSAL MAKE?

Consider impact/ benefit on all stakeholders including patients, staff, the service and the wider community.

Creating a pilot of the Patient Engagement Hub will enable us to bring the right expertise and capacity to deliver the Patient Engagement Strategy.

Patients will have the opportunity to be involved in a way that suits them and the organisation gets the benefit of getting 'real' experience feedback and ideas for improvement now and in the future. Patients will also get the opportunity of feeling that they are making a difference for future patients. Staff will have the benefit of accessing the Patient Engagement hub, so they can get help to access patients whose help, input and guidance they need and who have already agreed in principle to participate. Velindre Trust will be confident in knowing there is an organised structure and wrap around our patients.

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

Consider as if you were undertaking a...

- stakeholder briefing
- Press release
- Social Media Post

Velindre Cancer Centre is inviting patients and other service users, both past and present to help us improve services now and for the future. Would you like to get involved in the cutting edge of research? Perhaps you would like to help our fundraising team raise money for cancer research? Maybe you would like to give your time and become a volunteer? If you would like to be involved in any part of Cancer services then we would love to hear from you. We are in the process of setting up a patient panel, a large group of patients who we can ask for their input and involvement in work that we do across the hospital. The Patient Panel will sit within our new Patient Engagement Hub. We want to be better and with your help we can achieve that.

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

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

All data will be managed in line with Trust policies.

7. RISK ASSESSMENT

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

<ul style="list-style-type: none"> • There is a risk that Patient confidentiality will be breached – Data will be stored under current VUNHST guidelines • There is a risk that not enough patients will join the panel, so the same sample of patients will be feeding back on everything which will not be representative of the patient population – A comms campaign will be carried out to advertise the panel far and why and through different means • There is a risk that we do not have a representation or diverse representation of the area of Wales we serve - As part of the comms campaign, diversity and equality will be considered • There is a risk that we alienate people who do not have digitally access – as part of the implementation plan consideration will be taken how to attract and maintain this part of the population and what training is needed.
<p>8. LEGISLATIVE / REGULATORY COMPLIANCE</p> <p>Provide evidence that the proposed project meets the relevant requirements/standards including Health and Safety, GDPR, Equality & Diversity, Data Protection Legislation etc. Also consider the Clinical Governance requirements, National Service Frameworks, NICE Regulations, Healthcare Standards, Commission for health improvement requirements and the Strategic and Financial Framework.</p>
<p>GDPR, Equality & Diversity, Data Protection Legislation will be carried out to the Trust's standards.</p>

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

<p>9. DOES THIS PROPOSAL INCLUDE RD&I ACTIVITY?</p>
<p>No.</p>
<p>10. IF YES, PLEASE PROVIDE EVIDENCE THAT THIS PROJECT HAS BEEN ENDORSED BY THE RD&I SUB-COMMITTEE. INCLUDE THE DATE OF THE SUB-COMMITTEE WHERE IT WAS CONSIDERED.</p>
<p>N/A</p>
<p>11. IF THIS PROPOSAL HAS BEEN ENDORSED BY THE RD&I SUB-COMMITTEE SUBJECT TO CERTAIN PROVISIONS, PROVIDE DETAILS ON HOW THIS HAS BEEN ADDRESSED</p>
<p>N/A</p>

SECTION 5 – FUNDING REQUIREMENTS



12. FUNDING REQUIREMENTS

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

Description	Staff Expenditure £	Non Staff Expenditure £	Capital Expenditure £	Total Expenditure £
Patient Engagement Manager (Band 8)	126,089			126,089
Patient Engagement Officer (Band 5)	79,232			79,232
CIVICA Database			20,000	20,000
	205,321	0	20,000	225,321

13. PROPOSED FUNDING CASHFLOW

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

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



Description	Expenditure year 1 2022-23 £	Expenditure year 2 2023/24 £	Expenditure year 3 2024/25 £	Total Expenditure £
Patient Engagement Manager R	21,015	63,045	42,029	126,089
Patient Engagement Officer (Band 5 Staff)	12,891	39,477	26,864	79,232
CIVICA Database	3,333	10,000	6,667	20,000
	37,239	112,522	75,560	225,321

- Assumed recruitment date December 2022
- Assumed 2% pay award uplift in future years
- Non pay such as office equipment, computers and travel & subsistence will be met by the Trust core budget and expected to be circa £2.4k capital requirement and circa £1k revenue over the life of the project.
- Any overhead charge has not been considered as part of this case with work still being undertaken in the Trust to calculate the financial impact of an overhead charge.
- CIVICA costs relate to additional module being added to current Trust system

SECTION 6 – EXIT STRATEGY

14. TIMESCALE / PROJECT MILESTONES

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

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

It is anticipated that the project will start in December 2022 with setting up the hub and thereafter the Patient Panel.

The timescale if for 2 years for the pilot, so it will conclude in December 2024

15. ACTION PLAN / EXIT STRATEGY



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

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

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

If the setup of the hub and patient panel is successful and demonstrates a real benefit for patients and staff, VCC will undertake an exercise to explore options to continue this role through core funding.

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

There will be a range of methods for communicating and updating stakeholders on developments, opportunities, and achievements. The levels and variety of engagement activities will be captured centrally to allow a repository of information. The Manager will work closely with the Trust Communications Team to ensure there is a robust Communications Strategy, sharing of good news stories etc.

We believe that this approach is novel in Wales and will share our experience through our networks. We will also explore options to undertake research projects alongside the delivery plan.

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

Cath O'Brien, Chief Operating Officer

PLEASE NOTE:

As part of the evaluation process you will be required to submit an annual progress report clearly stating how the project is performing against key targets such as delivery of results and actual



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spend against plan. A copy of the Annual Evaluation template can be found on the Trust intranet page [Velindre NHS Trust | Charitable Funds Policies](#)

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