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Bwrdd Iechyd Prifysgol  
Abertawe Bro Morgannwg  
University Health Board



		Agenda Item	2.2
Freedom of Information Status		Open	
Reporting Committee	Charitable Funds Committee		
Author	Leah Joseph, Corporate Governance Officer		
Chaired by	Martyn Waygood, Independent Member		
Lead Executive Director (s)	Lynne Hamilton, Director of Finance		
Date of last meeting	30 September 2019		
Summary of key matters considered by the committee and any related decisions made.			
<ul style="list-style-type: none"><li>• <b>Fundraising Framework</b> – Members received a report outlining three different proposals relating to staffing for the fundraising department. The proposed partial recruitment option which included an additional full time combined Fundraising and Communications support and a Fundraising Apprentice was approved. This option means an additional two resources would come out of charitable funds. The committee also approved the fundraising framework 2019-2022.</li><li>• <b>Partnership with Velindre Fundraising</b> – Members agreed the proposal to pursue a joint fundraising arrangement with Velindre Fundraising and the Singleton Cancer Centre. A pilot event is due to take place at the end of November and this was approved with the expectation of an update in regards to how the proceeds are split in December.</li><li>• <b>Amazon Wish list</b> – Members approved the proposal for a different fundraising approach be implemented in the form of the Amazon Wish list. Currently, the number of patients that could receive gifts was unknown, however the fundraising manager will liaise with departments to ascertain what specific gifts are required. The Committee agreed that this approach will measure value and activity easily.</li><li>• <b>Dormant Funds</b> – Members approved a report whereby the finance manager requested the committee's support to remove the ownership of accounts or amalgamate with another funds to ensure funds are utilised. Since the end of June, the number of funds has been reduced to 33. Further work has to be undertaken on these dormant funds.</li></ul>			
Key risks and issues/matters of concern of which the board needs to be made aware:			
<ul style="list-style-type: none"><li>• <b>Proposed Expenditure Plan for Singleton Delivery Unit Medical Equipment</b> – The committee received an expenditure equipment plan which equated to circa £173,000. A range of services that require additional equipment were listed, however other departments which scored high on the risk score were not mentioned on the list. Risk scores will be confirmed at the next meeting in December.</li><li>• <b>Legacy Update</b> – Members received a report outlining future legacies which are in the process of administration. A key risk detailed was should solicitors dealing with administration of estates contact the hospital directly, correspondence was not passed to the Finance Department, and staff at hospital level may correspond with the solicitor. Correspondence will be sent to solicitors within the Neath Port Talbot and Swansea boundary informing them to contact the finance department in respect of estate affairs and not the hospital sites themselves.</li></ul>			

### **Delegated action by the committee:**

The Committee approved:

- The 2019-2022 fundraising framework.
- The Velindre Partnership was agreed and the pilot event was approved.
- The new fund for paediatric sublimation equipment was approved.
- The maximum sum that the bids panel can approve was reduced from £20,000 to £10,000.
- Amazon Wish List proposal was approved.
- The proposal to partially recruit fundraising staff, to include one full time combined fundraising and communications support position and a fundraising apprentice was approved.

At its special meeting on the 17<sup>th</sup> October 2019 to consider the annual accounts, the committee approved; -

- The audited charitable funds annual accounts for 2018-19 for ratification by the trustees;
- The charitable funds annual report for 2018-19 for ratification by the trustees, subject to the correction of the typographical errors;
- The letter of representation on the charitable funds annual accounts for 2018-19 for ratification by the trustees;
- A new fund request for inherited cardiac conditions.

### **Main sources of information received:**

#### **September 2019**

- A report which provided an update on account balances and the total fund balance as at the 31<sup>st</sup> August 2019 stood at £5,491,362;
- Charitable Funds Investment Policy;
- A proposal expenditure plan for Singleton Delivery Unit Medical Equipment;
- Fundraising Framework;
- Paediatric Simulation Equipment Fund;
- The Investment Manager's update and a report on the impact of excluding fossil fuels;
- Information on new fund requests
- Details of funds income and expenditure for period ended 31<sup>st</sup> May 2019;
- A report outlining the financial position of the Charitable Funds Committee Fund for period 31<sup>st</sup> May 2019;
- Staff employed from Charitable Funds; and
- The committee's work plan for 2019/20.

#### **October 2019**

- Members received the auditors' report on the charitable funds accounts for 2018-19. No significant issues were raised as part of the process and it was the Auditor General's intention to issue an unqualified opinion subject to receipt of the letter of representation from the health board.

### **Highlights from sub-groups reporting into this committee:**

None identified.

<b>Matters referred to other committees</b>	
A request was received to purchase a replacement ophthalmic microscope from a ring-fenced legacy fund for Singleton Hospital. There had been a breakdown of existing equipment, which was now affecting ophthalmology operating lists. The committee sought further information to support the request but stressed their concerns about the urgent clinical need that this presented. The Chair undertook to refer the issue into the Quality and Safety Committee.	
<b>Date of next meeting</b>	09 December 2019