

## CHARITABLE FUNDS ADVISORY GROUP COMMITTEE

**Minutes of the Meeting Held on Thursday 21<sup>st</sup> March 2019 at 10.00am  
Meeting Room 3 Carlton Court, St. Asaph**

### Present:

Ms Rebecca Hughes	Charitable Funds Accountant (Chair)
Mr Steve Morris	Lay Member
Ms Christine Hoyle	Lay Member & Former Haematology Consultant
Ms Tracy Sellar	Deputy General Manager, Medicine Directorate
Ms Emma Jones	Fundraising Team
Mrs Lynne Joannou	Assistant Director Primary Care Contracting

### In Attendance:

Ms Paula Clayton	Assistant Financial Charity Accountant
Ms Wendy Marles	Minute Taker

Agenda Item	Action
<p><b>CFAG19/07 APOLOGIES FOR ABSENCE &amp; DECLARATION OF INTERESTS</b></p> <p>Apologies of absence were noted from Prof Rob Atenstaedt, Ms Beryl Roberts, Mr Ian Fearn, Ms Gail Critchley, Ms Ffion Johnstone, Ms Keeley Twigg, Ms Eryl Gilliland, Ms Frances Vernon and Mr Wyn Thomas.</p>	
<p><b>CFAG19/08 MINUTES OF PREVIOUS MEETING HELD ON 31<sup>st</sup> JANUARY 2019</b></p> <p>Ms Hughes advised that there had been a fall in some investments in respect of the General Funds. However, there had been improvement at the beginning of quarter 4 and there was an increase of £381,000 at the end of February.</p> <p>Ms Hughes informed the group that she would bring the up-to-date balance to the next Charitable Funds meeting in May. It is hoped the March investment report will show a further increase resulting in General Funds being in a positive balance. However, the administration and fundraising costs of the charity for 2019/20 will need to come from General Funds and this will negatively affect the balance. Ms Hughes will bring the 2019/20 budget to the next meeting for the group's information.</p> <p>This discussion was just a reminder of how limited the General Funds are, and for the group to be mindful when making decisions on approving applications from General Funds.</p> <p>Ms Hoyle was aware that the Awyr Las Fundraising Team were paid from the General</p>	<p><b>RH</b></p> <p><b>RH</b></p>

<p>Funds and asked if they have targets to reach within their role.</p> <p>Ms Hughes informed the group that the fundraisers will have KPI's (Key Performance Indicators) to achieve but they are still being written. A copy will be submitted to the meeting once they are approved.</p> <p>Ms Hoyle asked the Group if the funding issue for the ENT Equipment application that was approved in principle at the January meeting had been resolved. Ms Clayton informed the Group that there was still a shortfall in funding for £33k, and it was agreed that the application should go back to the Cancer Centre Committee for them to consider funding. It was also recommended that the ENT Department should consider fundraising in the future to fund future applications.</p> <p><b>CFAG19/08.01 Accuracy</b></p> <p>Ms R Hughes gave an overview of the actions from the previous meeting and informed the group that all actions were closed apart from one action: <b>North Wales Public Access Defibrillator Support Officer</b>. The issue around the contract of employment was still ongoing. Ms Sellar will take this forward with the Lead Applicant and report to the Group in May.</p>	<p><b>RH</b></p> <p><b>PC</b></p> <p><b>ELJ</b></p> <p><b>TS</b></p>
<p><b>CFAG19/09 REQUEST FOR EXPENDITURE APPROVALS</b></p> <p><b>CFAG19/09.1 Filing Storage Cabinets - £6,897.60 YG</b></p> <p>Ms Hughes gave a brief overview of the application, which is for alternative storage for medical records due to the confidential nature of the information held. The Sexual Health service has a separate filing system to the rest of the hospital and medical records are stored within the department.</p> <p>They do have sufficient funds for this application but do not wish to use them for this purpose. Ms Clayton did suggest that they contribute towards the purchase. Their funds are to be used for staff development.</p> <p>The group agreed that the department should be using their own funds and would support the application if this was the case, but would not support from General Funds.</p> <p><b>Outcome – Not Approved from General Funds – Application approved from Department Fund.</b></p> <p><b>CFAG19/09.2 Diathermy Machine for Orthopaedic Surgeon in Hossanna £7,250.00</b></p> <p>Ms Hughes gave a brief outline of the bid, explaining that two reconditioned machines had been previously funded. This application is for a new machine which is based on advice from the surgeon who has worked in Africa. This new machine would be more robust, straightforward to use and likely to have a longer working life.</p> <p>Ms Clayton informed the group that since the application was received Dr Cameron</p>	<p><b>PC</b></p> <p><b>PC</b></p>

<p>may have sourced a cheaper model. Ms Clayton will update the group.</p> <p>Ms Clayton informed the group that this was a last minute application, but assured the group that all outstanding approvals would be sought.</p> <p>The group felt that this was good use of their funds.</p> <p><b>Outcome – Approved, pending approval from Corporate Accountant and Medical Devices Group</b></p> <p><b>CFAG19/09.3 Video Conferencing and Presentation System - £7,455.60</b></p> <p>Ms Hughes presented the bid, which would be to provide a replacement Video Conferencing Presentation system as their current system is broken and beyond repair. The cost of the equipment is to be apportioned over 3 departmental funds.</p> <p>Ms Sellar agreed that the purchase of this equipment would be a cost saving due to the teaching sessions being presented over the system and saving travel time.</p> <p>Ms Hoyle stated that they are using their own funds and it is to benefit the staff.</p> <p>Ms Clayton informed the group that IM&amp;T approval has been received since the circulation of the meeting papers.</p>	PC
<p><b>Outcome – Approved, pending approval from Area Director</b></p> <p><b>CFAG19/09.4 Implementation of A Sustainable Educational Session to Primary Schools within Central Area on Antimicrobial Stewardship using NICE Accredited EBug Resources - £12,442.50</b></p> <p>Ms Hughes informed the group that the aim of this application is to deliver sustainable educational lesson plans on the importance of antimicrobial stewardship to Year 5&amp;6 pupils in Primary Schools within Conwy and Denbighshire using NICE accredited Ebug education resources via a ‘train the teacher’ approach.</p> <p>Ms Hoyle enquired whether this was an issue for Public Health Wales and not NHS. Mrs Joannou explained that she had mixed feelings about this application but there where wider long term benefits for children. She thought the costs were excessive and costs saving could be made by contacting the Local Education Authority and using staff inset training days to do the training and using the school nurse resource.</p> <p>The group decided not to fund this application but would be willing to help them source alternative funding.</p>	PC
<p><b>Outcome – Not Approved.</b></p> <p><b>CFAG19/09.5 Exploring Healthcare Professionals perspectives on Advanced Care Planning: Another Piece of the Puzzle - £23,993.00</b></p>	PC

<p>Ms Hughes presented this application. This is a Palliative Care research project on advance care planning it is a patient-led process of structured discussions between person/patient and their healthcare professionals. The discussions are aimed at eliciting and clarifying wishes and preferences of the patient for future care.</p> <p>There is currently not much research evidence and this is one element of a 3 pronged project, funding a research post for 11 months. This would be a stand-alone study which will be carried out by a non-BCU employee.</p> <p>Ms Hoyle expressed that she found it hard to understand the objectives but was happy for them to use their own funds.</p> <p>Mrs Joannou and Ms Sellar felt that the purpose of the application would be beneficial to the service in the long term and that the costs were reasonable.</p> <p>The group agreed that this was good use of their funds.</p> <p><b>Outcome – Approved, pending approval from Area Director and Chief Financial Officer.</b></p>	
<p><b>CFAG19/10 FUND BALANCES AS AT 31<sup>st</sup> DECEMBER 2018</b></p> <p>Ms R Hughes presented the fund balances for information.</p>	
<p><b>CFAG19/11 Any Other Business</b></p> <p>There was no other business.</p>	
<p><b>CFAG19/12 DATE OF NEXT MEETING</b>  Next meeting to take place on: Thursday, 23<sup>rd</sup> May 2019 at 10.00 a.m.  <i>Finance Meeting Room, Ysbyty Gwynedd</i>  <i>Meeting Room 1, Carlton Court</i>  <i>Chairman’s Office, Wrexham Maelor</i></p>	

*Betsi Cadwaladr University Health Board is the operational name of Betsi Cadwaladr University Local Health Board*