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WALES

Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board



<b>Meeting Date</b>	<b>14 July 2022</b>	<b>Agenda Item</b>	<b>2.4</b>
<b>Report Title</b>	<b>Protocol for Accepting Gifts to the Health Board Charity</b>		
<b>Report Author</b>	Liz Stauber, Head of Corporate Governance		
<b>Report Sponsor</b>	Hazel Lloyd, Acting Director of Corporate Governance		
<b>Presented by</b>	Hazel Lloyd, Acting Director of Corporate Governance		
<b>Freedom of Information</b>	Open		
<b>Purpose of the Report</b>	This report sets out a proposed protocol for accepting gifts to the health board charity.		
<b>Key Issues</b>	Since the Covid-19 pandemic, there has been a significant increase in the number of companies making sizable donations to the health board's Helping Hands Charity. For example, chocolate, toiletries and a beehive. While for the most part these have been included on the main gifts and hospitality register for audit purposes, this is not the right governance route as this register relates to the standards of business conduct and how individual staff manage any personal donations. As such, a specific protocol has been created and will be reported alongside the general one.		
<b>Specific Action Required</b> <i>(please choose one only)</i>	<b>Information</b>	<b>Discussion</b>	<b>Assurance</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input checked="" type="checkbox"/>
<b>Recommendations</b>	Members are asked to: <ul style="list-style-type: none"> <li>• <b>APPROVE</b> the proposed protocol for accepting gifts donated to the health board charity.</li> </ul>		

## **PROTOCOL FOR ACCEPTING GIFTS TO THE HEALTH BOARD CHARITY**

### **1. INTRODUCTION**

This report sets out a proposed protocol for accepting gifts to the health board charity.

### **2. BACKGROUND**

Since the Covid-19 pandemic, there has been a significant increase in the number of companies making sizable donations to the health board's Helping Hands Charity, particularly with items for the benefit of staff in general. Examples include chocolate, toiletries and a beehive. While for the most part these have been included on the main gifts and hospitality register for audit purposes, this is not the right governance route as this register relates to the standards of business conduct and how individual staff manage any personal donations. As such, a specific protocol has been created (appendix one) alongside the general one.

### **3. GOVERNANCE AND RISK ISSUES**

Any gift made to the health board charity needs to be registered. This could be a something donated to share with staff, either on a large scale, such as chocolates for all, or an item for specific team or ward, for example a television for a staff room. It could also be items for a giveaway, such as a raffle or quiz prize, or something which is shared with clinical services to support patients or service users, for instance, surplus stock from a supermarket. When a gift is offered, this needs to be registered by a member of the fundraising team using the specified form. It needs to specify what the gift is, its intended purpose, estimated value and whether it has been accepted, as it is recognised that it is not possible to accept all donations. The protocol will ensure a full record is kept of any item given the charity and reported regularly to the Audit Committee, as well as support the compilation of the end-of-year charity accounts.

### **4. FINANCIAL IMPLICATIONS**

There are no financial implications arising from this report.

### **5. RECOMMENDATIONS**

Members are asked to:

- **APPROVE** the proposed protocol for accepting gifts donated to the health board charity.

Governance and Assurance		
Link to Enabling Objectives (please choose)	Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities	
	Partnerships for Improving Health and Wellbeing	<input checked="" type="checkbox"/>
	Co-Production and Health Literacy	<input type="checkbox"/>
	Digitally Enabled Health and Wellbeing	<input type="checkbox"/>
	Deliver better care through excellent health and care services achieving the outcomes that matter most to people	
	Best Value Outcomes and High Quality Care	<input checked="" type="checkbox"/>
	Partnerships for Care	<input type="checkbox"/>
	Excellent Staff	<input type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning	<input type="checkbox"/>
Health and Care Standards		
(please choose)	Staying Healthy	<input type="checkbox"/>
	Safe Care	<input checked="" type="checkbox"/>
	Effective Care	<input checked="" type="checkbox"/>
	Dignified Care	<input checked="" type="checkbox"/>
	Timely Care	<input checked="" type="checkbox"/>
	Individual Care	<input checked="" type="checkbox"/>
	Staff and Resources	<input checked="" type="checkbox"/>
Quality, Safety and Patient Experience		
Ensuring good governance is critical part of providing good quality, safety and patient experience. Ensuring that the health board is open and transparent in providing information is a key factor in the quality, safety and experience of patients receiving care.		
Financial Implications		
There are no direct financial implications arising from this report.		
Legal Implications (including equality and diversity assessment)		
Ensuring the board carries out its business appropriately in accordance with the governance and legal frameworks as set down by Welsh Government.		
Staffing Implications		
No staffing implications arising from this report.		
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)		
The donation of gifts to the health board charity will increase in the longer-term as its profile increases therefore a robust process is needed for accepting donations.		
Report History	First report	
Appendices	Appendix 1 - protocol for accepting gifts to the health board charity	