

## HYWEL DDA HEALTH BOARD – CHARITABLE FUNDS COMMITTEE WORKPLAN 2020-21

The Charitable Funds Committee (CFC) meets quarterly. Based on this, the following table represents a proposal to incorporate the duties as outlined in the Committee’s Terms of Reference into a basic workplan - April 2020–March 2021.

Agenda Item/Issue	Lead	16 <sup>th</sup> June 2020 <span style="color: red; font-size: small;">(meeting cancelled)</span>	15 <sup>th</sup> September 2020	30 <sup>th</sup> November 2020	9 <sup>th</sup> March 2021
<b>Governance</b>					
Apologies	<b>Chair</b>	✓	✓	✓	✓
Declaration of Interests	<b>Chair</b>	✓	✓	✓	✓
Minutes from previous meeting	<b>Chair</b>	✓	✓	✓	✓
Table of actions	<b>Chair</b>	✓	✓	✓	✓
Review of Terms of Reference	<b>Chair</b>			✓	
Annual report to Board	<b>MR/JT/CW</b>				✓
Self-assessment of Committee Effectiveness	<b>CW</b>		✓ (Results)		✓
<b>Risk &amp; Assurance</b>					
Sub-Committee Terms of Reference: • Charitable Funds Operations Sub-Committee	<b>GR</b>		✓		
Sub-Committee Update Reports: • Charitable Funds Operations Sub-Committee	<b>GR</b>	✓	✓	✓	✓
Sub-Committee Annual Report: • Charitable Funds Operations Sub-Committee	<b>GR</b>				✓
Review of Scheme of Delegation including the role of the Charitable Funds Operations Sub-Committee	<b>MR</b>		✓		
Charitable Funds Committee Risk Register	<b>MR</b>	✓	✓	✓	✓
CFC Assurance Report for submission to ARAC	<b>MR</b>				
CFC Assurance Report submitted to ARAC	<b>MR</b>		✓		
<b>Operational/Strategic Issues</b>					
Hywel Dda Health Charities Fundraising Story	<b>NLI</b>	✓	✓	✓	✓
Approval of Policies and procedures relating to charitable funds on	<b>JT</b>	✓	✓	✓	✓

behalf of the Board (as required)			(Nil return)		
Approval of charitable funds expenditure over £50,000 (as required)	<b>Chair/GR</b>	✓	✓	✓	✓
Review any approvals made outside the meeting via Chairs Action procedure.	<b>Chair</b>	✓	✓	✓	✓
Accept and recommend other relevant strategies, policies, procedures and reports relating to charitable funds, as appropriate for ratification by the HB Board (as required)	<b>All</b>	✓	✓	✓	✓
CFC Governance and Support Costs Budget for 2020/21	<b>MR/JT</b>				✓
Ceredigion Property Options	<b>JT</b>		✓	✓	✓
Bronglais Chemotherapy Unit Update	<b>NLI</b>		✓		
Aberaeron Integrated Care Centre	<b>CS/PS/JH</b>	✓	✓ (Deferred)	✓	
Christmas Monies	<b>JT</b>		✓		
Update on NHS Charities Together Grant Funding Expenditure	<b>NL/JT</b>		✓		
Staff Lottery Scheme	<b>NL</b>		✓		
J C Williams (Elizabeth Williams Endowment)	<b>HTY/NL</b>				✓
<b>Performance</b>					
Investment advisor Performance Update to be presented in person	<b>JT</b>	✓	✓		✓
Integrated Hywel Dda Health Charities Performance Report	<b>MR/HT</b>	✓	✓	✓	✓
Draft Annual Accounts (2019/20)	<b>HT/JT</b>		✓		
Final Annual Report & Accounts (2019/20)	<b>HT/JT</b>			✓	
Internal Audit Report	<b>Chair/Internal Audit</b>		✓		
<b>For Information</b>					
Reflective Summary of Meeting	<b>MR</b>	✓	✓	✓	✓
CFC Workplan 2020/21	<b>CW</b>	✓	✓	✓	✓
<b>Administration</b>					
Agenda setting meeting at least 6 weeks prior to meeting	<b>CW</b>	✓	✓	✓	✓
Quality check agenda and papers before dissemination	<b>CW</b>	✓	✓	✓	✓
Disseminate agenda & papers seven days prior to meeting	<b>CW</b>	✓	✓	✓	✓
Minutes and action log to be circulated within 14 days of the meeting to members	<b>CW</b>	✓	✓	✓	✓
Prepare Update Report to Board (must be signed off by Chair & Lead Exec prior to submission)	<b>CW</b>	✓	✓	✓	✓
Prepare schedule of meeting dates for next financial year	<b>CW</b>			✓	
Prepare Annual Workplan for next financial year	<b>CW</b>				✓

Invite Wales Audit Office (Jeremy Saunders)	<b>CW</b>			✓	
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**Initials**

Chair – Simon Hancock	CW - Claire Williams (Secretariat)
MR – Mandy Rayani	HT – Huw Thomas
JT – Jennifer Thomas	PS – Peter Skitt
GR – Gareth Rees	JH – Jina Hawkes
NLI – Nicola Llewelyn	CS – Claire Sinnett

## HYWEL DDA HEALTH BOARD – CHARITABLE FUNDS COMMITTEE WORKPLAN 2021-22

The Charitable Funds Committee (CFC) meets quarterly. Based on this, the following table represents a proposal to incorporate the duties as outlined in the Committee’s Terms of Reference into a basic workplan - April 2021–March 2022.

Agenda Item/Issue	Lead	30 <sup>th</sup> June 2021	27 <sup>th</sup> September 2021	30 <sup>th</sup> November 2021	15 <sup>th</sup> March 2022
<b>Governance</b>					
Apologies	Chair	✓	✓	✓	✓
Declaration of Interests	Chair	✓	✓	✓	✓
Minutes from Previous Meeting	Chair	✓	✓	✓	✓
Table of Actions and Matters Arising	Chair	✓	✓	✓	✓
Annual Review of Terms of Reference	Chair				✓
CFC Annual Report to Board	Chair/MR/CW				✓
Self-assessment of Committee Effectiveness	CW		✓ (Results)		✓
<b>Risk &amp; Assurance</b>					
Sub-Committee Terms of Reference: • Charitable Funds Sub-Committee	GR				✓
Sub-Committee Update Reports: • Charitable Funds Sub-Committee	GR	✓	✓	✓	✓
Sub-Committee Annual Report: • Charitable Funds Sub-Committee	GR				✓
Charitable Funds Committee Risk Register	MR	✓	✓	✓	✓
CFC Assurance Report submitted to ARAC (for information)	MR	✓			
<b>Operational/Strategic Issues</b>					
Approval of policies and procedures relating to charitable funds on behalf of the Board (as required)	JT	✓	✓	✓	✓
Approval of charitable funds expenditure over £50,000 (as required)	Chair	✓	✓	✓	✓
Review of any approvals made outside the meeting via Chair’s Action	Chair	✓	✓	✓	✓
Acceptance and recommendation of other relevant strategies, policies, procedures and reports relating to charitable funds, as	All	✓	✓	✓	✓

appropriate for ratification by the HB Board (as required)					
Christmas Monies	JT		✓		
<b>Performance</b>					
Investment Advisor Performance Update (to be presented in person)	JT		✓		✓
Integrated Hywel Dda Health Charities Performance Report	MR/HT	✓	✓	✓	✓
Draft Annual Accounts (2020/21)	HT/JT		✓		
Final Annual Report & Accounts (2020/21)	HT/JT			✓	
Internal Audit Report on Charitable Funds (Date to be confirmed by James Johns)	Chair/Internal Audit				
<b>For Information</b>					
Reflective Summary of Meeting	MR	✓	✓	✓	✓
CFC Workplan 2021/22	CW	✓	✓	✓	✓
<b>Administration</b>					
Agenda setting meeting at least 6 weeks prior to meeting	CW	✓	✓	✓	✓
Quality check agenda and papers prior to dissemination	CW	✓	✓	✓	✓
Disseminate agenda & papers seven days prior to meeting	CW	✓	✓	✓	✓
Minutes and action log to be circulated within 14 days of the meeting to members	CW	✓	✓	✓	✓
Prepare Update Report to Board (to be signed off by Chair & Lead Executive Director prior to submission)	CW	✓	✓	✓	✓
Prepare schedule of meeting dates for next financial year	CW			✓	
Prepare Annual Workplan for next financial year	CW				✓
Invite Audit Wales representative	CW			✓	
Invite recipients of CFC expenditure approved to provide an update six months following approval of funding (as and when)	NLI				

### Initials

Chair – Chair of CFC	CW - Claire Williams (Secretariat)
MR – Mandy Rayani	HT – Huw Thomas
JT – Jennifer Thomas	GR – Gareth Rees
NLI – Nicola Llewelyn	