

**PWYLLGOR CRONFA ELUSENNOL
CHARITABLE FUNDS COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	09 June 2026
TEITL YR ADRODDIAD: TITLE OF REPORT:	Charitable Funds Committee (CFC) Annual Assurance Report 2025/26
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Mr Iwan Thomas, Chair, Charitable Funds Committee
SWYDDOG ADRODD: REPORTING OFFICER:	Mrs Sharon Daniel, Executive Director of Nursing, Quality & Patient Experience

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

The purpose of this report is to present the Charitable Funds Committee (CFC) Annual Assurance Report 2025/26 to the Board.

The CFC Annual Report provides assurances in respect of the work that has been undertaken by the Committee during 2025/26; and outlines the main achievements which have contributed to robust integrated governance across the Health Board.

Cefndir / Background

Hywel Dda University Health Board's (the Health Board) Standing Orders and the Terms of Reference (TOR) for CFC require the submission of an Annual Report to the Board to summarise the work of the Committee and to identify how it has fulfilled the duties required of it.

The fundamental purpose of the Committee is to provide assurance to the Board around the organisation's strategy and delivery plans for workforce and organisational development.

This CFC Annual Report specifically comments on the key issues considered by the Committee in terms of Charitable Funds, and the adequacy of the response, systems and processes in place during 2025/26.

Asesiad / Assessment

The CFC Annual Report 2025/26 is included at Appendix 1.

Argymhelliad / Recommendation

The Committee is requested to **ENDORSE** the Charitable Funds Committee (CFC) Annual Assurance Report 2025/26

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	7.1.6 To prepare reports to the Board including the Annual Report and Accounts. 12.5.1 Report formally, regularly and on a timely basis to the Board on the Committee's activities in their capacity as Corporate Trustee. This includes the submission of a written Committee update report as well as the presentation of an annual report and accounts prior to submission to the Charity Commission.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	Not Applicable
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	6. All Apply
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Cynllunio Planning Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Agendas, papers and minutes of CFC meetings 2025/26
Rhestr Termiau: Glossary of Terms:	Included within the body of the report.
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusenol:	CFC Chair, Lead Director and Committee Members

Parties / Committees consulted prior to Charitable Funds Committee:	
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Effaith: (rhaid cwblhau)	
Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	A sound system of internal control, as evidenced in the Committee's Annual Report, will assist with ensuring financial control, and the safeguard of public funds
Ansawdd / Gofal Claf: Quality / Patient Care:	SBAR template in use for all relevant papers and reports
Gweithlu: Workforce:	SBAR template in use for all relevant papers and reports
Risg: Risk:	SBAR template in use for all relevant papers and reports
Cyfreithiol: Legal:	A sound system of internal control, as evidenced in the Committee's Annual Report, ensures that any risks to the achievement of the Health Board's objectives are identified, assessed and managed.
Enw Da: Reputational:	Not applicable
Gyfrinachedd: Privacy:	Not applicable
Cydraddoldeb: Equality:	SBAR template in use for all relevant papers and reports

CHARITABLE FUNDS COMMITTEE (CFC)

ANNUAL REVIEW REPORT

2025/2026

1. Introduction and Chair's summary

In line with Standing Orders the Charitable Funds Committee must submit an Annual Report to the Board through the Chair within 6 weeks of the end of the reporting year setting out its activities during the year and including the review of its performance and that of any Sub-Committees it has established, setting out how the Committee has met its Terms of Reference during the financial year.

The Board uses this annual report to inform:

- The ongoing development of its governance arrangements, including its structures and processes:
- Its Board Development Programme, as part of an overall Organisation Development framework:

Chair's Reflections

I am pleased to present my reflections on the work of the Charitable Funds Committee for 2025/26. Over the course of the year, the Committee has continued to discharge its responsibilities in line with its Terms of Reference and Annual Workplan, maintaining a clear focus on strong governance, robust financial stewardship, and maximising the impact of charitable funds across Hywel Dda.

In terms of looking at our collective delivery via the Annual Workplan, we have continued to benefit from a structured and flexible framework to support delivery of our statutory duties and strategic priorities. It has remained responsive to emerging risks and opportunities, ensuring that the Committee maintains appropriate oversight while enabling timely decision-making.

The Committee is satisfied that we have met the requirements set out within its Terms of Reference, with these reviewed and approved during the year to ensure they remain fit for purpose.

Governance, assurance and risk, are key elements for all committees within Hywel Dda, but particularly so for this committee in its management of considerable funds. Collectively as a committee, we have continued to ensure robust governance arrangements are in place. The Committee has received regular assurance through comprehensive reporting, including risk management updates, internal control assurances, and performance reports.

The Committee has taken assurance that:

- Effective controls are in place and operating as intended
- Identified risks are being actively managed with credible mitigating actions
- Progress against agreed actions is being delivered within expected timescales

The Committee continues to use its structured “alert, advise and assure” approach to clearly communicate risk and assurance levels to the Board.

In respect of Financial Management, Stewardship and Decision Making within these areas, the Committee has maintained strong oversight of the charity's financial position, including investment performance, cash holdings, and expenditure planning. With continued effective challenge from fellow committee members on areas of investment especially, we have also shown by our key decisions taken during the year, that we have collectively demonstrated a balanced approach to managing risk while enabling meaningful investment, including:

- Approval of over £370,000 in funding through the Making a Difference Fund
- Investment in key service improvements, including diagnostic equipment, arts in health initiatives, and patient support programmes
- Strategic decisions regarding fund allocation and investment approach

Throughout discussions, the Committee has demonstrated appropriate challenge, declining or deferring proposals where sustainability, value, or impact could not be sufficiently evidenced.

The primary thread throughout all our discussions and decisions is that of people, and the impact on those who benefit from charitable funds, as well as those, who donate to our funds. With this in mind, the Committee has remained focused on ensuring that charitable funds deliver clear and measurable benefits. Throughout the year, it has received a range of impact and evaluation reports demonstrating improvements in:

- Patient experience and service quality
- Staff wellbeing and support
- Access to enhanced services and innovative approaches to care

Examples such as cancer support services, arts in health provision, and diagnostic improvements illustrate the meaningful difference charitable funding is making across the Health Board. The Committee has also recognised the need to further strengthen evaluation methodologies to ensure impact is consistently and clearly evidenced.

Where appropriate, the Committee has escalated matters to the Board. A notable example was the Therapeutic Gardens project at Prince Philip Hospital, where significant cost increases required further scrutiny and Board approval. This demonstrates the Committee's commitment to transparency, value for money, and appropriate governance.

The annual self-assessment process has continued to support the Committee's development. Key areas of focus identified for 2025/26 included making a more proactive and strategic approach to funding decisions, as well as strengthening oversight of smaller-value funding approvals and evaluation reporting; with progress against these areas being monitored, with further work planned to embed improvements.

Overall, the Charitable Funds Committee has operated effectively throughout 2025/26, demonstrating strong governance, sound financial management, and a clear commitment to maximising the impact of charitable funds.

The Committee remains dedicated to continuous improvement and to ensuring that charitable resources are used responsibly, transparently, and in ways that deliver meaningful benefits to the population we serve.

I would like to thank Committee members, alongside our great officers and stakeholders for their continued commitment and contribution over the past year. Ddolch - thank you.

2. Terms of Reference (TOR) and Workplan

The TOR for the Charitable Funds Committee is reviewed on an annual basis or following any significant changes. The TORs were last reviewed on 17 June 2025 and approved at Board 31 July 2025.

[Link to Charitable Funds Committee Terms of Reference](#)

The Charitable Funds Committee has a work plan to enable forward planning for the forthcoming year. The workplan is produced to incorporate the duties outlined in the Committee's TOR and any suggested areas of focus identified during the self-assessment process.

The Charitable Funds Committee workplan covers a range of activities including statutory reporting duties, regular items of business and priority planned pieces of work which support Board and Committee's objectives.

The work plan is regularly updated throughout the year to ensure it remains responsive to emerging issues and risks.

[Link to Charitable Funds Committee Work Plan 2025-26](#)

3. Sub-Committee(s)

The Charitable Funds Sub-Committee (CFSC) reports into the Charitable Funds Committee with its own Terms of Reference (TOR) and workplan for the year. The Sub-Committee's TOR were last reviewed on 17 June 2025.

In line with their Terms of Reference, the Sub-Committee is required to provide a report after each meeting, as well as produce an annual report which was presented to the Committee on 17 March 2026, reporting on activity throughout the last year.

4. Table of attendance

Membership	Role	Date 17/06/25	Date 16/09/25	Date 8/12/25	Date 17/03/26
Iwan Thomas	Independent Member (Committee Chair)	✓	✓	✓	✓
Sarah Harraway	Independent Member (Committee Vice-Chair)	✓	✓	✓	✓
Ann Murphy	Independent Member	✓	✓	✓	✓
Rhodri Evans	Independent Member	x	✓	x	x
Huw Thomas	Director of Finance	✓	Deputy attended	✓	Deputy attended
Sharon Daniel	Director of Nursing, Quality & Patient Experience (Committee Lead)	Deputy attended	✓	✓	Deputy attended
In Attendance		Date 17/06/25	Date 16/09/25	Date 8/12/25	Date 17/03/26
James Severs	Director of Allied Health Professions and Health Science	Deputy attended	✓	✓	✓
Rhian Davies (only attends in place of Huw Thomas)	Assistant Director of Finance (Financial Planning and Statutory Reporting)	x	✓	x	x
Timothy John	Senior Finance Business Partner (Accounting and Statutory Reporting)	✓	✓	✓	✓
Sian-Marie James	Assistant Director of Corporate Legal Services and Public Affairs	✓	✓	✓	✓
John Evans	Chair of the Charitable Funds Sub-Committee	Deputy attended	✓	✓	✓
Nicola Llewelyn	Head of Hywel Dda Health Charities	✓	✓	✓	✓
Anthony Dean	Staff Side Representative	✓	✓	✓	x
Andrew Carruthers	Chief Operating Officer	✓	✓	x	x
Tracy Davies	Deputy Head of Financial Accounting	✓	x	x	✓
Meeting quorate*		Yes	Yes	Yes	Yes

**A quorum shall consist of no less than four of the membership and must include as a minimum the Chair or Vice Chair of the Committee, and one other Independent Member, as well as the Executive Director of Finance and the Lead Director for Hywel Dda Health Charities (or their suitably briefed deputies).*

5. Committee Activities – alert, advise and assure.

The Committee is required to report to the Board after each Committee meeting by presenting a report highlighting the key discussion items at the Committee.

Alert – *The following matters were areas where the Committee was unable to take an assurance or had a lack of confidence that the action in place was sufficient to address the issue satisfactorily and/or it was within the scope of the operational team to resolve and were alerting the Board as engagement action or intervention was required.*

Therapeutic Gardens, Prince Philip Hospital

In June 2025, the Charitable Funds Committee was advised that tendered costs for the proposed development of Therapeutic Gardens at Prince Philip Hospital were significantly higher than previously anticipated and those outlined at the Committee's meeting on 18 March 2025. As a result, the funding request was deferred.

The Committee requested further work to be undertaken to understand the reasons for the cost increase and to provide revised and robust cost appraisals for future consideration.

The Committee also agreed to alert the Board to concerns regarding the tender outcome, noting an unanticipated cost increase of approximately £106,000.

In September 2025, the Charitable Funds Committee considered a revised funding request for the development of Therapeutic Gardens at Prince Philip Hospital, presenting two options:

- Option A (£183,287.53), excluding the bowling facility, and
- Option B (£200,087.53), including the bowling facility.

Following consideration of the updated appraisals and assurances provided, the Committee recommended Option B for approval. This recommendation was subsequently approved by the Board, in its capacity as Corporate Trustee, at its Public Meeting on 25 September 2025.

Advise – *The following matters were areas of concern where assurance had been taken on actions in place but required close monitoring.*

In December 2025, the Charitable Funds Committee considered applications from the first open application round to the charity's Making a Difference Fund. Two applications were not approved.

- A request for funding of £123,697.30 for Clinical Workforce and Organisational Development training manikins was not supported, as Members were not sufficiently assured that the proposed investment in simulation equipment would demonstrably support improvements in compliance and competency in core and statutory training requirements, including resuscitation training.
- In addition, an application for £46,032.00 to fund a Parkinson's Co-ordinator post was not approved. While Members recognised the potential positive impact on patient experience and staff wellbeing, concerns were raised regarding the sustainability of a charitable-funded post beyond the initial funding period, and the absence of a clear exit or long-term funding strategy.

Assure – *The following matters were areas where there was confidence that robust actions are in place and are sufficient to address the issues to operate effectively.*

- The Committee noted the **Hywel Dda Health Charities Investment Advisor Update report**.
- The Committee considered the **Charitable Funds Sub-Committee Update Report** and was satisfied that appropriate assurance had been provided by the Sub-Committee.
- In relation to the **Expenditure Plan for the Support for Life Response Fund**, the Committee noted that further work would be undertaken to review the fund, including consideration of a potential name change to support greater clarity and accessibility.
- The **Assurance and Risk Report** provided assurance that appropriate controls are in place and operating effectively, and that planned mitigating actions are credible, deliverable and aligned with agreed plans. The report further confirmed that actions are being progressed within agreed timescales and are expected to reduce the likelihood and/or impact of identified risks.
- The Committee noted the content of the **Charitable Funds Committee Risk Register** and received assurance that appropriate controls are in place and operating effectively. Planned mitigating actions were considered credible and deliverable, with implementation being progressed within agreed timescales. These actions are expected to further reduce the level of risk and/or mitigate the impact should risks materialise.

This provided a sufficient basis for the Committee to deliver its assurance to the Board, through its Update Report, on the effectiveness of risk management arrangements.

- The Committee considered and noted the **Integrated Hywel Dda Health Charities Performance Report**.
- The Committee received the **CFC Self-Assessment Six Month Update Report** and was assured that progress is being made against the actions identified to support ongoing improvements in effectiveness.
- The **Draft Annual Accounts** were scrutinised, and the Committee was satisfied to take assurance, subject to receipt of CCLA's independent assurance report.

- The Committee received an update on the release of funding for the **hydrotherapy pool at the Pentre Awel Village**, Llanelli, and took assurance on the progress made to define and agree the operational and maintenance requirements, as set out within the Hydrotherapy Pool Procedures Document. The Committee noted that the release of funds to Carmarthenshire County Council is contingent upon the Collaboration Agreement being finalised and formally executed.
- The Committee received an update on the **‘Heads Up!’ Cancer Services Hair Loss Support** expenditure and noted the positive impact of the service. The Committee highlighted the importance of continued development, including expansion to meet the needs of a diverse patient population, and the need to strengthen the evaluation methodology to more effectively demonstrate outcomes and impact.
- An **Update on the Arts in Health Provision Capacity Building Annual Review** expenditure was provided. The Committee noted the positive impact of the approved charitable funds expenditure request and looked forward to future updates and continued success in the programme.
- An **Update on The Rationalisation of Charitable Funds Held by Hywel Dda Health Charities** was provided. The Committee expressed some disappointment regarding the slow engagement from CCGs, however acknowledged the challenges with capacity due to winter pressures and other systemic issues.
- An update on **Future Funding Requests to the Making A Difference Fund** was presented. The Committee discussed the possibility of using the Sub-Committee function to expedite the approval process for smaller value bids, ensuring funds are distributed quickly to projects that can significantly benefit from even modest amounts.
- Regarding the **Impact of Charitable Expenditure**, the following evaluation updates were received:
 - Patient Experience, Bronglais Hospital FibroScan
 - Opening of the Leri Cancer Unit at Bronglais Hospital (BGH)
 - Trainee Haematology Clinical Nurse Specialist for Ceredigion and Pembrokeshire
 - Interactive Singing and Movement Sessions for Older Adult Mental Health and Adult Frailty Inpatient Wards
 - Purchase of Six Replacement Paxman Scalp Cooling Units, plus five - year maintenance and training contract.
 - Creative Activities for Staff Wellbeing – Arts in Health.

The Committee received a comprehensive presentation on the impact of charitable expenditure in relation to patient experience at Bronglais Hospital (BGH) FibroScan services, noting the positive impact achieved.

An update was also provided on the official opening of the Leri Cancer Unit at BGH, with confirmation that a full impact report will be presented to the Committee within 12 months.

Items approved by the Committee during the year.

- The Committee **Allocation and level of cash holdings** report was approved in terms of the methodology for the retention of funds within the Deposit Fund and the transfer of £3.1 currently held in the Deposit Fund to the Ethical Fund.
- The membership of the **Active Investor Statement Scheme, CCLA** was approved subject to consultation with the Chair of the People, Organisational Development and Culture Committee and recommended for onward ratification by the Corporate Trustee.
- In June 2025, the Committee approved a request to extend the review date of FP420: **Charitable Funds Financial Administration and Governance Procedure** to 17 March 2026.

In March 2026, the Committee considered and approved the updated Charitable Funds Financial Administration and Governance Procedure following completion of the review.

- The revised fund structure for the **Mental Health and Learning Disabilities Clinical Care Group** was approved.
- **Request for Expenditure:** A request was made for the Heads Up! Initiative: Cancer Services Hair Loss Support, to provide continuation funding for a further two-year term. The Charitable Funds Committee considered and approved £99,235.40 funding for Phase 2 of the Heads Up! Initiative.
- **Request for Expenditure:** An expenditure request for HARP: Hywel Dda Arts Referral Programme, targeting patients with a range of complex needs and chronic conditions who will benefit from an alternative healthcare solution, of £25,050 was considered and approved by the Charitable Funds Committee.
- **Request for Expenditure:** Twelve shortlisted funding requests from the charity's Making a Difference Fund first application round were considered, totalling £540,074.60. Of these, ten applications, to a total value of £370,345.30, were approved.

A funding request for a Colon Capsule Endoscopy service, valued at £152,160.00, was recommended for approval and referred to the Board, in its capacity as Corporate Trustee, for ratification.

The Committee approved that the next funding round would take place between January and April 2026 and considered the level of funding to be ring-fenced for that round, alongside the balance to be retained within the Fund to support new or emerging priorities.

The next funding round has since been undertaken, with applications received and currently progressing through the assessment process, with recommendations to be presented to the Committee in June 2026.

- **Request for Expenditure:** The Committee considered an expenditure request for the purchase of a FibroScan device at Bronglais Hospital (BGH), valued at £98,235.00, and approved the request, recognising the anticipated benefits in supporting patient care and diagnostic services.
- **Charitable Funds Committee Terms of Reference** were approved at the June 2025 meeting.
- The **Charitable Funds Annual Report 2024/2025** was approved for onward transmission to Board for endorsement at the meeting scheduled to be held on 26 June 2025.
- **Charitable Funds Sub-Committee Terms of Reference** were approved at the June 2025 Committee.
- The **CFSC Annual Report** for 2024-2025 was approved at the June 2025 Committee meeting.

6. Committee Effectiveness - Feedback from self-assessment process

As stipulated within Standard Orders, the Board introduced a process of regular and rigorous self-assessment and evaluation of the performance of the Charitable Funds Committee.

- For the Charitable Funds Committee this involved the completion of a short digital form which requested feedback on the following areas:
 - Governance and administration
 - Committee's inputs
 - Conduct of Committee meetings
 - Interface with other Committees, including the Board
 - Committee's impact
 - Individual role on Committee

The results from which were fed into an action plan, combining information and

Auditor/Regulator feedback. The process was undertaken during the year and reported to the Committee at the June 2025 meeting [Link to CFC Charitable Funds Report 2024-25](#). The Committee received an update on progress at the mid-year point, December 2025 CFC. Following analysis of the feedback, and number of areas were identified for continuation, and for change.

The areas of focus for 2025/26 were agreed:

- To take a proactive and tactical, less reactive approach to requests for funding and engage positively, where appropriate, with the realities of the Health Board's financial climate e.g. Capital funding allocations.
- To reach a clear position as to the expectations of the return on investment the charity makes in its overheads and adapt the charity's strategy accordingly.
- To receive more detailed evaluation reports on funding approvals made outside of the Committee's Scheme of Delegation i.e. < £50,000, including staff education and training.

7. Conclusion

The Committee is satisfied that it continues to operate effectively and in line with the Terms of Reference. Issues have been escalated to Board as appropriate, and the Committee uses feedback from the self-assessment process to evolve and continually improve.