

HYWEL DDA HEALTH BOARD – CHARITABLE FUNDS COMMITTEE WORK PLAN 2026/2027

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 2026 – March 2027.

Agenda Item/Issue	Lead	9 June 2026 <i>Final Paper Deadline 26 May 2026 Exec Approved Papers to be received PRIOR to this date</i>	8 September 2026 <i>Final Paper Deadline 25 August 2026 Exec Approved Papers to be received PRIOR to this date</i>	8 December 2026 <i>Final Paper Deadline 24 November 2026 Exec Approved Papers to be received PRIOR to this date</i>	11 March 2027 <i>Final Paper Deadline 25 February 2027 Exec Approved Papers to be received PRIOR to this date</i>
Governance					
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/SD / CSO	✓			
CFC Self-assessment of Outcome Report – progress update (6 monthly)	CSO	✓		✓	
Risk & Assurance					
Assurance and Risk Report	NG	✓			✓
Sub-Committee Terms of Reference: • Charitable Funds Sub-Committee	CFSC Chair	✓			
Sub-Committee Update Reports: • Charitable Funds Sub-Committee	CFSC Chair	✓	✓	✓	✓
Sub-Committee Annual Report:					✓

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<ul style="list-style-type: none"> Charitable Funds Sub-Committee 	CFSC Chair				
Charitable Funds Committee Risk Register	SD	✓	✓	✓	✓
Operational/Strategic Issues					
Approval of policies and procedures relating to charitable funds on behalf of the Board (as required), including CF Financial Procedure 420 which incorporates a review of Scheme of Delegation and Charitable Expenditure Eligibility Criteria	TJ	✓	✓	✓	✓
Consideration of charitable funds expenditure over £50,000 (as required)	Chair	✓	✓	✓	✓
Review of any approvals made outside the meeting via Chair's Action or via Corporate Trustee	Chair	✓	✓	✓	✓
Acceptance and recommendation of other relevant strategies, policies, procedures, and reports relating to charitable funds, as appropriate for ratification by Board (as required)	All	✓	✓	✓	✓
Annual Governance and support costs associated with the running of the Charity (for Board approval)	TJ/NLI				✓
<u>IMPACT OF CHARITABLE EXPENDITURE EVALUATION REPORTS:</u>					
TBC					

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<u>APPROVAL OF CHARITABLE FUNDS EXPENDITURE:</u>					
COVERING INTRODUCTORY SBAR	NLI	✓	✓	✓	✓
Performance					
Integrated Hywel Dda Health Charities Performance Report including: <ul style="list-style-type: none"> Investment performance Delivery of annual workplan against Strategic Objectives. 	NLI/TJ	✓	✓	✓	✓
Allocation and Level of Cash Holdings (Report on the appropriate allocation of funds for the HDdHC to hold in cash, in addition to determining a reasonable level of risk on any such allocation across cash and investments.)	TJ	✓			
Draft Annual Accounts (2025/26)	HT/RD		✓		
Final Annual Report & Accounts (2025/26)	HT/RD			✓	
Annual Review of the Deposit Account Balance.	RD/TJ		✓		
HDdHC Investment Advisor Update (External CCLA) * NB Investment Advisor - to attend the June and December meetings in person and attend virtually in March	DM	✓ In person	✓ Virtual	✓ In person	✓ Virtual

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<i>and September. – Query if in person is annual</i>					
For Information					
Matters and Risks for Escalation to the Board	SD	✓	✓	✓	✓
CFC Workplan 2026/27	CSO	✓	✓	✓	✓
Administration					
Agenda setting meeting with Chair & Lead Exec at least 6 weeks prior to meeting	CSO	✓	✓	✓	✓
Draft agenda to go to Executive Team	CSO	✓	✓	✓	✓
Call for papers (at least 6 weeks before the meeting to receive papers at least 14 days before the meeting)	CSO	✓	✓	✓	✓
Quality check agenda and papers prior to dissemination	CSO	✓	✓	✓	✓
Disseminate agenda & papers 7 days prior to meeting	CSO	✓	✓	✓	✓
Issue a draft TOA within two days of the meeting	CSO	✓	✓	✓	✓
Circulate minutes and TOA to the Lead Director within 7 days of meeting	CSO	✓	✓	✓	✓
Issue minutes and TOA to Members (including the Committee Chair) following Lead Exec review	CSO	✓	✓	✓	✓
Prepare 3 A's report to Board (to be signed off by Chair & Lead Exec prior to submission)	CSO	✓	✓	✓	✓

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Prepare schedule of meeting dates for next financial year	CSO	✓	✓	✓	✓
Prepare Annual Workplan for next financial year	CSO	✓	✓	✓	✓
Invite Audit Wales representative	CSO			✓	
Corporate Trustee SBAR paper for board. Produced following each CFC meeting. <i>If no approval for funding over £100k can be stood down.</i> (Liaise with CM.)	NLI (SD is ED lead)	✓	✓	✓	✓

Chair: Iwan Thomas **Vice Chair:** Sarah Harraway **Lead Executive:** Sharon Daniel

SD	Sharon Daniel	CFSC	Carly Hill
NLI	Nicola Llewelyn	CSO	Committee Services Officer
RD	Rhian Davies		
TJ	Tim John	D	Deferred
HT	Huw Thomas		
DM	Daisy Mannifield		