

**COFNODION Y CYFARFOD PWYLLGOR CRONFA ELUSENNOL  
CYMERADWYO/ APPROVED  
MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING**

<b>Date and Time of Meeting:</b>	26 <sup>th</sup> September 2022, 9.30am
<b>Venue:</b>	Boardroom, Ystwyth Building (via Microsoft Teams)

<b>Present:</b>	Mr Iwan Thomas, Independent Member/Vice Chair Mrs Mandy Rayani, Director of Nursing, Quality and Patient Experience Ms Ann Murphy, Independent Member (VC) Ms Rhian Davies, Assistant Director of Finance, on behalf of Mr Huw Thomas, Director of Finance (VC),
<b>In Attendance:</b>	Mrs Judith Hardisty, HDdUHB Vice Chair (VC) (part) Mrs Nicola Llewelyn, Head of Hywel Dda Health Charities Mr John Evans, Assistant Director, Medical Directorate and Chair of Charitable Funds Sub-Committee (VC) Ms Tara Nickerson, Fundraising Manager (VC) Professor Keir Lewis, Respiratory Lead (VC) (part) Mrs Sian Marie James, Assistant Director of Corporate Legal Services and Public Affairs, on behalf of Mrs Joanne Wilson (VC) Mr Timothy John, Senior Finance Business Partner (VC) Ms Janice Cole-Williams, General Manager (VC) (part) Mrs Teleri Cudd, Cardiac Physiologist (VC) (part) Mrs Sarah Bevan, Committee Services Officer (Secretariat) (VC)

<b>Agenda Item</b>	<b>INTRODUCTIONS AND APOLOGIES FOR ABSENCE</b>	<b>Action</b>
<b>CFC(22)47</b>	<p>The Vice-Chair, Mr Iwan Thomas, welcomed all to the meeting.</p> <p>Apologies for absence were received from</p> <ul style="list-style-type: none"> <li>• Mrs Delyth Raynsford, Independent Member (Committee Chair)</li> <li>• Miss Maria Battle, HDdUHB Chair</li> <li>• Mr Steve Moore, HDdUHB Chief Executive Officer</li> <li>• Mr Huw Thomas, Director of Finance</li> <li>• Mrs Joanne Wilson, Board Secretary</li> <li>• Ms Angharad Davies, Childrens Community Lead Nurse</li> <li>• Ms Yvonne Thomas, Staff Side Representative</li> </ul> <p>Ms Rhian Davies introduced Mr Timothy John, Senior Business Partner, to Committee Members, who will be supporting the Head of Hywel Dda Health Charities with the work of the Committee.</p>	

<b>CFC(22)48</b>	<b>DECLARATIONS OF INTERESTS</b>	
	No declarations of interests were received.	

<b>CFC(22)49</b>	<b>MINUTES OF THE PREVIOUS MEETING HELD ON 6<sup>TH</sup> JUNE 2022</b>	
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	<b>RESOLVED</b> - that the minutes of the Charitable Funds Committee meeting held on 6 <sup>th</sup> June 2022 be <b>APPROVED</b> as an accurate record of proceedings.	
<b>CFC(22)50</b>	<b>TABLE OF ACTIONS FROM THE MEETING HELD ON 6<sup>TH</sup> JUNE 2022</b>	
	<p>An update was provided on the Table of Actions from the meeting held on 6<sup>th</sup> June 2022, with confirmation received that all outstanding actions had been progressed.</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> <li>Referencing action <b>CFC(22)31</b>, in relation to the review of seating arrangements and environmental improvements in Accident &amp; Emergency (A&amp;E) departments, Mrs Mandy Rayani advised Members of delays to progress with regards to the type of seating being determined. Mrs Rayani further advised that a bid will be submitted shortly to Welsh Government (WG) to access available funds for the improvement of the patient experience. Mrs Rayani assured Members that work is ongoing across all Health Board A&amp;E departments, which has also involved valuable input from the Arts for Health team.</li> <li>Referencing action <b>CFC(22)32</b>, requesting an update on the establishment of the Investment Advisor Sub-Committee, Ms Davies advised Members that the Health Board is still in the process of transitioning from the previous Investment Advisor, Sarasin to CCLA and therefore, the Sub-Committee has not yet held its initial meeting. Ms Davies further advised that an Independent Advisor to sit on the Sub-Committee has not yet been identified.</li> </ul>	
<b>CFC(22)51</b>	<b>RATIFICATION OF ANY APPROVALS MADE OUTSIDE THE MEETING VIA CHAIR'S ACTION</b>	
	It was noted that no approvals were made requiring ratification via Chair's Action since the previous Committee meeting.	
<b>CFC(22)52</b>	<b>RATIFICATION OF CHARITABLE FUNDS COMMITTEE DECISIONS BY THE CORPORATE TRUSTEE</b>	
	Members were informed that on 28 <sup>th</sup> July 2022, the Board, in its role as Corporate Trustee of the charitable funds held by the University Health Board <b>RATIFIED</b> an additional budget of £34,224 to support the projected governance and support costs for the 2022/23 financial year.	
<b>CFC(22)53</b>	<b>CHARITABLE FUNDS – MAKING A DIFFERENCE: FAMILY COUNSELLOR REQUEST</b>	

	<p>Members received the Charitable Funds – Making A Difference: Family Counsellor Request presentation, highlighting the positive impact of charitable funding contribution to the service, staff and patients. However, Ms Angharad Davies, was unable to present at the meeting and requested deferral to a future Committee meeting.</p> <p>Mrs Judith Hardisty enquired as to the significant delays in the recruitment process with regard to advertisement of the post. Mrs Rayani undertook to request a response to this enquiry when next presented to the Committee.</p>	<b>MR</b>
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<b>CFC(22)54</b>	<p><b>CHARITABLE FUNDS SUB-COMMITTEE UPDATE REPORT</b></p> <p>Members received the Charitable Funds Sub-Committee (CFSC) Update Report, providing a summary of the Sub-Committee’s activity between 4<sup>th</sup> May and 6<sup>th</sup> September 2022.</p> <p>Mr John Evans advised Members of the following charitable expenditure requests, which were considered and approved within the CFSC delegated approval limits during this reporting period:</p> <ul style="list-style-type: none"> <li>• Request to purchase Carendo Shower Chair x 4 (WGH Unscheduled Care) £12,965.80</li> <li>• Request to purchase room hire for Senior Nursing team study day (Women &amp; Children’s Directorate) £199.60</li> <li>• Request to purchase Eisteddfod tickets and transport for 4 patients and accompanying staff (Tregaron Hospital, Ceredigion County) £190.00</li> </ul> <p>With regard to the revenue consequences of charitable purchases, Mr Evans advised Members that the Sub-Committee received a presentation from the Finance team, providing an overview of key principles in relation to managing any ongoing maintenance costs from charitable funds purchases, thus ensuring that requesting departments are aware of their obligations regarding on-going maintenance. With regard to replacement equipment, Mr Evans advised Members that maintenance costs will continue to be funded from departmental revenue or medical device maintenance budget as per previous arrangements, with the relevant Finance Business Partner to confirm provision made to cover and specify cost centre to be charged. With regard to new equipment or expansion of services, the Sub-Committee received a demonstration of the added value via Patient Related Outcome Measures (PROMs) or Patient Related Experience Measures (PREMs) for charitable purchases in excess of £50,000. Ms Davies advised Members that, if there is no cash benefit, the Use of Resources Group should be asked to consider any new investment, prior to charitable funds consideration.</p> <p>With regard to the Sub-Committee’s ratification of the approval of an overseas conference request, approved via Chair’s Actions due to the Sub-Committee meeting on 5<sup>th</sup> July 2022 having been stood down, Mr Thomas enquired whether similar requests are anticipated in the future.</p>	
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	<p>Mrs Rayani responded that an increase in requests for learning and development is anticipated.</p> <p>With regard to the Sub-Committee's ratification of the approval of 11 higher awards expenditure requests for the 2022/23 academic year totalling £36,870 for 20 individual staff members, Mrs Hardisty sought assurance on the equity and accessibility of such opportunities. Mrs Nicola Llewelyn assured Members that all higher award applications that were supported from charitable funds had been approved by the Higher Awards Panel as eligible studies, in line with the Health Board's Learning &amp; Development Policy and charitable funds eligibility criteria. Mrs Rayani undertook to liaise with the Director of Workforce and Organisational Development to discuss equality and diversity with regard to the application and approval process of higher awards via the People, Organisational Development and Culture Committee (PODCC).</p> <p>Ms Ann Murphy enquired whether there is a stipulation or caveat attached to the higher awards expenditure requests, in terms of individuals leaving the Health Board. Mrs Llewelyn assured Members that there is a criterion within the Learning &amp; Development Policy for a percentage to be paid back to the Health Board should they leave the organisation within 2 years.</p>	<b>MR</b>
	<p>The Committee <b>NOTED</b> the content of the CFSC Update Report and <b>RECEIVED ASSURANCE</b> in respect of the Sub-Committee's provision of assurance.</p>	

<b>CFC(22)55</b>	<b>ASSURANCE ON PLANNING OBJECTIVE ALIGNED TO THE COMMITTEE</b>	
	<p>Members received the Assurance on Planning Objectives Aligned to Charitable Funds Committee report, providing an update on the progress made in the delivery of the Planning Objective aligned to the Committee, for onward assurance to the Board.</p> <p>Mrs Rayani assured Members that the Committee is currently on track with progress made in the delivery of the one Planning Objective aligned to the CFC:</p> <ul style="list-style-type: none"> <li>• <b>2E</b> - <i>From April 2022, continue to deliver the objectives of the charity's three-year plan (2020-2023) to further promote awareness of the Health Board's official charity and the opportunities available to raise and use funds to make a positive difference to the health, wellbeing and experience of patients, service users and staff across Hywel Dda University Health Board. As part of this, deliver the charity's marketing and communication plan from 1<sup>st</sup> April 2022 and undertake a review of the charity's strategic objectives, structure and resources to ensure effectiveness for Board assurance with the aim of developing the charity's longer-term strategy by February 2023.</i></li> </ul>	

Mrs Rayani provided an overview of the amber outstanding actions from the 2021/22 Planning Objective, and the key deliverables associated with its delivery, including access to the JC Williams (Elizabeth Williams Endowment) fund to enable the construction of a hydrotherapy pool at Pentre Awel and integration of the Oracle accounting software with the Harlequin fundraising database.

With regard to the Bronglais Chemo Appeal, launched on 30<sup>th</sup> November 2021 with the aim of raising the remaining £500,000 needed to transform the current chemotherapy day unit at Bronglais General Hospital into a modern, fit-for-the-future facility, Mrs Llewelyn advised Members that, ahead of a formal public announcement on 28<sup>th</sup> September 2022, the appeal has surpassed its £500,000 target in just 10 months.

Mr Thomas congratulated the Fundraising team and enquired about plans for donations that exceed the original target. Mrs Llewelyn responded that every penny raised, including future donations, will go directly to the appeal fund, with any surplus funds used to support those affected by cancer across mid Wales via the Ceredigion Cancer Services charitable fund. However, Mrs Llewelyn advised Members that, with the current economic climate, it is anticipated that construction costs will increase over the coming months. Therefore, to have exceeded the original target will be of great benefit to the project. Mrs Llewelyn further advised Members that work is expected to commence on site early Summer 2023.

Referencing one of the actions in the report to maximise opportunities from grant giving trusts and foundations, Mrs Llewelyn advised Members of further opportunities with the involvement of the Arts in Health team and provided assurance that a focus on this area will be considered in the development of the charity's longer-term strategy by February 2023.

Ms Tara Nickerson advised Members that the Hywel Dda Health Charities' Write Your Will campaign is separate to a national campaign, and that plans are currently underway to launch a Free Wills Month campaign in October 2022.

With regard to the development of a standalone website for the charity, Mrs Llewelyn advised Members that the initial proposal submitted to Digital Health and Care Wales (DHCW) for a standalone website was rejected, due to similar requests of the name nature having previously been rejected. However, following discussions with DHCW, a second request has been made to develop the website based on the current NHS Wales MURA template. Mrs Llewelyn further advised Members that, if the proposal is not approved, an external agency, outside of NHS Wales, will be commissioned to undertake this work at a substantially higher cost. However, Mrs Llewelyn advised Members that compliance regarding digital accessibility may be a concern if not developed by DHCW. Mrs Rayani noted that the development of a

	standalone website is a step in the right direction to promoting the charity as an independent charity.	
	The Committee <b>RECEIVED ASSURANCE</b> on the current position in regard to the progress of the Planning Objective aligned to the Charitable Funds Committee, in order to provide onward assurance to the Board where Planning Objectives are progressing and are on target, and to raise any concerns where Planning Objectives are identified as behind in their status and/or not achieving against their key deliverables.	

<b>CFC(22)56</b>	<b>CHARITABLE FUNDS COMMITTEE RISK REGISTER</b>	
	<p>Members received the Charitable Funds Committee Risk Register report. Mrs Rayani informed Members of one current risk in the domain of charitable funds; Risk 1373: <i>Risk that the charity will not sustain its income levels or meet its income generation target of +10% annually</i>, which is associated with the delivery of the Hywel Dda Health Charities Planning Objective 2E for 2022/23.</p> <p>The appendix to the report provided Members with an update on the implementation of the risk actions to provide assurance that the identified mitigating actions are being put in place to minimise or reduce the likelihood of significant impact occurring.</p> <p>The current risk score is 6 which is below the CFC’s tolerance level of 8. As the charity’s Integrated Performance Report also demonstrates that the charity’s overall income from donations, grants and legacies to 31<sup>st</sup> July 2022 has increased significantly, and further increases are predicted during the financial year, it is recommended that this risk is closed as it is not likely to materialise.</p> <p>Mrs Rayani advised Members of the recommendation that a risk-based approach will be undertaken to manage any future issues that may arise relating to the risk, with appropriate management actions being implemented at an operational level and any concerns escalated to the CFC as and when required, noting that income levels are reported to the CFC on a quarterly basis via the Integrated Performance Report.</p> <p>Members received assurance that, where significant future issues or risks are identified, suitable actions to minimise or reduce the likelihood of harm occurring will be implemented. Where this is not possible, consideration will be given to whether it would be appropriate to add any these risks to the departmental Risk Register or whether they should be escalated onto the Directorate Risk Register and reported to the CFC accordingly.</p>	
	The Committee <b>DISCUSSED</b> and <b>APPROVED</b> the closure of risk 1373 and for a risk-based approach to be undertaken to manage any future issues that may arise relating to the risk at an operational level with appropriate management actions. This in turn will enable the CFC to	

provide the necessary assurance to the Board, or otherwise, that HDdUHB is managing any risks effectively.

## CFC(22)57 INTEGRATED HYWEL DDA HEALTH CHARITIES PERFORMANCE REPORT

Members were presented with the Integrated Hywel Dda Health Charities Performance Report, providing an update on the charity's performance and position as at 31<sup>st</sup> July 2022.

Mr John highlighted the following key financial performance considerations:

- The net incoming resources before transfers of the charity have increased by £419,536.
- The charity's total incoming resources were £603,072.
- The charity's overall income from donations, grants and legacies has increased by 248% in comparison to the same period in the previous financial year.
- The value of investments held by the charity was £8,085,533. The value of total funds at the same date was £10,039,077. Our investment advisors Sarasin & Partners LLP report that our portfolios have performed above the index-based benchmark over the past quarter.
- Charitable expenditure activities for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> July 2022 was £180,304 which represents a 140% increase in comparison to expenditure for the previous financial year.
- The reported position for the total of governance and support costs (including finance and fundraising costs) incurred up to 31<sup>st</sup> July 2022 is £1,817 underspend against budget.
- There is a net deficit from unrestricted apportionments (after investment gains) across funds of £249,809 for the period ending 31<sup>st</sup> July 2022. This would be offset against the surplus balance brought forward in the central fund from 2021-22.

Mr Thomas enquired as to the reason behind the significant increase in the charity's overall income, particularly in relation to legacies. Mrs Llewelyn responded that 2 large pending legacy gifts were pledged a number of years ago however, the charity is now looking to invest in future legacy campaigns. With regard to donations, Members acknowledged that the Bronglais Chemo Appeal led to a significant increase in income levels and recognised the requirement to maintain income levels when considering the charity's strategic direction going forward.

Mrs Hardisty commended the team for their efforts to increase income levels, noting however the low level of expenditure for building and refurbishment. Mrs Rayani responded that going forward the team will review the 200+ designated charitable funds currently in place across the Health Board, to make it as easy as possible to access funds. Mrs Llewelyn advised Members of the challenge to spend when there are many areas with a number of individual designated charitable funds

	<p>that may not be large enough to support the required expenditure. Mrs Llewelyn also raised capacity issues in terms of the local Estates teams and their limited ability to dedicate time to projects that are not statutory or mandatory improvements. Mrs Llewelyn advised Members that the charity is currently supporting a number of Green Health projects that have been under discussion for many months but finding it difficult to progress due to capacity issues. Mrs Llewelyn assured Members that work is ongoing to overcome these challenges.</p> <p>Referring to the current wider economic climate and opportunities regarding utilities, Mr Thomas enquired whether the charity's investment advisors are able to provide a breakdown of where investments lie. Noting Mrs Rayani's frustration with the timely transfer of the portfolio from Sarasin to CCLA, Ms Davies assured Members that this area will form part of ongoing discussions with CCLA and that delays to the transfer of the portfolio, as a result of the paperwork required, will be addressed imminently.</p> <p>In terms of the future direction of the Integrated Hywel Dda University Health Board Performance Report and the charity's strategy, Mrs Llewelyn advised Members that the charity's current 3 year plan will conclude at the end of March 2023 with the intention to present the top line objectives for consideration by the Committee at its meeting in November 2022, and for final approval by the Committee at its meeting in March 2023.</p> <p>In terms of volunteers, Mr Thomas enquired whether there is an active recruitment drive for volunteers. Mrs Llewelyn responded that although this has not been done previously, the Bronglais Chemo Appeal proved successful and therefore will be considered in the future. Mrs Llewelyn advised Members that there is an in-house Volunteering in Health team, which now sits within the Future Workforce team.</p> <p><i>Ms Janice Cole-Williams joined the Committee meeting</i></p>	
	<p>The Committee <b>RECEIVED ASSURANCE</b> on the charity's performance from the content of the Integrated Hywel Dda Health Charities Performance Report.</p>	

<p><b>CFC(22)58</b></p>	<p><b>DRAFT ANNUAL ACCOUNTS 2021/22</b></p> <p>Ms Rhian Davies provided a verbal update on the Draft Annual Accounts 2021/22, informing Members that they would be circulated to Committee Members within the next few weeks. Ms Davies further advised that there are delays to the completion of the external auditing of the accounts and therefore, they may not be finalised until the new year. Subsequently, an extraordinary Committee meeting may be required to approve the audited accounts, should they not be available for presentation to the Committee at its meeting on 28<sup>th</sup> November 2022. Ms Davies advised Members that this will enable submission of</p>	
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	<p>the accounts to the Charity Commission by the 31<sup>st</sup> January 2023 deadline.</p> <p>Ms Davies undertook to work with the Committee Services Officer should an extraordinary Committee meeting be required.</p>	<b>RD/SB</b>
	<p>The Committee <b>NOTED</b> the verbal update on the Draft Annual Accounts 2021/22</p>	

<b>CFC(22)59</b>	<p><b>CONSIDERATION OF CHARITABLE FUNDS EXPENDITURE REQUIRING COMMITTEE APPROVAL: CARDIO-RESPIRATORY DEPARTMENT, WITHYBUSH GENERAL HOSPITAL (WGH)</b></p> <p><i>Mrs Teleri Cudd joined the Committee meeting</i></p> <p>Members received the report requesting Committee approval of the application for £200,176.72 of charitable funding to support the purchase of two echocardiography machines for the Cardio Respiratory Department in WGH.</p> <p>Ms Janice Cole-Williams provided an overview of the current situation, advising Members that there is currently only one portable echo machine in WGH, meaning only one Sonographer is able to scan inpatients on the ward at a time. Mrs Teleri Cudd advised Members that the department has recently recruited 2 trainee sonographers, who should be fully accredited within the next 6 months. Mrs Cudd highlighted that an extra portable machine would enable inpatient echocardiograms to be undertaken sooner, which would assist in reducing waiting list times.</p> <p>In terms of timescales, from the approval and award of the charitable funds, Mr Thomas enquired as to the lead time from the order being place to delivery of the equipment. Mrs Cudd responded that the company has advised it would take approximately 4-5 months from the order of the equipment to delivery, which will coincide with the completion of the training programme.</p> <p>Ms Davies requested confirmation of the actual total funds required and undertook to pick this up with Mrs Cudd following the meeting.</p> <p>Mr Evans enquired as to the rationale behind the selection of the equipment requested in the application. Mrs Cudd responded that the equipment is in synch with the current operating and reporting systems. In terms of improving flow through the hospital and improving the patient experience, Mrs Cudd advised Members that, with an extra portable machine, the increase in WGH's inpatient echocardiograms would help significantly with hospital discharges.</p>	<b>RD/TC</b>
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	<i>Ms Janice Cole-Williams, Mrs Teleri Cudd and Mrs Judith Hardisty left the Committee meeting</i>	
	<p>The Committee <b>APPROVED</b> the application for £200,176.72 of charitable funding from the T460 Pembrokeshire Cardiology Equipment Fund to support the purchase of two echocardiography machines, prior to presentation to the Board at its Public meeting on 29<sup>th</sup> September 2022 for ratification in its role as Corporate Trustee, subject to confirmation of the actual total funds required.</p> <p><i>Following the meeting, Ms Davies and Mrs Cudd confirmed that the total amount required is £192,976.72 as all items qualify for charitable fund zero-rating VAT relief.</i></p>	

<b>CFC(22)60</b>	<p><b>UPDATE ON EXPENDITURE: STAFF WELFARE AND WELLBEING - REST AREAS</b></p> <p>Members received the Update on Expenditure - Staff Welfare and Wellbeing: Rest Areas report, providing an update on progress regarding the allocation of charitable funding approved in November 2021 for the creation and improvement of staff rest areas.</p> <p>Ms Elin Brock advised Members that, at the June 2022 Committee meeting, it was agreed that the funding previously approved be apportioned as follows:</p> <ul style="list-style-type: none"> <li>• £50,000 is provided to the Executive Director for Workforce and Organisational Development to support the implementation of the British Medical Association (BMA) Fatigue and Facilities Charter.</li> <li>• The rest of the funding (£162,295) to be allocated to each County Partnership Forum, according to headcount.</li> <li>• Decision and responsibility to support rest and recovery will be determined by local county partnerships.</li> </ul> <p>Ms Brock advised Members that each County Partnership Forum has submitted their funding proposals, outlining how they would like to spend the allocated funding within their counties. Ms Brock assured Members that the items requested from the 3 counties will be reviewed with Mrs Llewelyn to ensure eligibility for charitable funding. Work will also be undertaken with the Procurement team to seek quotes and use the Oracle system to purchase the items requested to ensure that the funding can be spent by the end of March 2023. Mrs Rayani requested that the list of items, referenced as Appendix 1 in the report, is circulated to Members following the meeting.</p> <p>With regard to staff engagement, Ms Brock assured Members that there is both staff-side and management representation at each of the County Partnership Forums, and the Workforce Experience team has set-up an anonymous discussion board on the Work in Confidence online platform to provide staff with a virtual space to share ideas on what and where this money could be used.</p>	<b>EB/SB</b>
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	<p>Referencing the £50,000 allocated to support the implementation of the British Medical Association (BMA) Fatigue and Facilities Charter, Ms Brock advised Members that meetings have been held with the Medical Directorate to decide how to allocate the funds with the proposal to allocate the funding subject to the number of medical staff at each hospital site. Mr Evans advised Ms Brock that Mr Paul Underwood will be the representative with regard to medical expenditure.</p> <p>Mrs Llewelyn advised Members that a verbal update will be presented to the Committee in November 2022 and a written update will be provided to the Committee in March 2023 to provide members with an overview of how the money has been spent.</p> <p><i>Ms Elin Brock left the Committee meeting</i></p>	
	<p>The Committee <b>RECEIVED ASSURANCE</b> regarding the proposal for the apportionment and allocation of funding to create rest areas for staff.</p>	
<p><b>CFC(22)61</b></p>	<p><b>CONSIDERATION OF CHARITABLE FUNDS EXPENDITURE REQUIRING COMMITTEE APPROVAL: RESPIRATORY RESEARCH, PRINCE PHILIP HOSPITAL (PPH)</b></p> <p>Members received the report requesting Committee approval of the application for the one-off transfer of £10,000 from the Prince Philip Hospital Respiratory Medicine charitable fund (T103) to the Research &amp; Development (R&amp;D) investigator account (1413). The monies will be treated in accordance with the research and development procedures governing investigator accounts within Hywel Dda.</p> <p>Professor Keir Lewis advised Members that a research assistant, funded through R&amp;D, has been instrumental in the department's response to COVID-19. Professor Lewis further advised Members that the post has, up until this year, been funded through the commercial trials project. However, since the pandemic, commercial trial research has significantly reduced and therefore the post is currently at risk. Therefore, the Committee is requested to approve the amount of £10,000 to be transferred to the R&amp;D charitable account to allow longer term investment for the post.</p> <p>Ms Murphy enquired whether funding was available, from R&amp;D or Tri-Tech, to which Professor Lewis assured Members that other options had been explored, advising however that R&amp;D is currently overspent and Tri-Tech are currently overcommitted. Mrs Llewelyn assured Members that the Director for Research, Innovation and University Partnerships has reviewed the request and has confirmed that the expenditure will be governed in adherence with usual procedures for investigator accounts.</p>	

	<p>Members approved the request for charitable funds and Professor Lewis welcomed the opportunity to provide feedback on the impact of the charitable funds at a future meeting, if required.</p> <p>Professor Keir Lewis left the Committee meeting</p>	
	<p>The Committee <b>APPROVED</b> the transfer of £10,000 from the Prince Philip Hospital Respiratory Medicine charitable fund (T103) to the Research &amp; Development investigator account (1413).</p>	

<p><b>CFC(22)62</b></p>	<p><b>UPDATE ON EVALUATION FRAMEWORK FOR HYWEL DDA HEALTH CHARITIES</b></p>	
	<p>Members received the Update on Evaluation Framework for Hywel Dda Health Charities report, an update on progress in relation to the development of an evaluation framework for Hywel Dda Health Charities, a key phase in the Planning Objective 2E assigned to the Committee.</p> <p>Mrs Llewelyn reminded Members that an evaluation framework has been developed following discussions with NHS Charities Together and other NHS charities across the UK as well as a review of key literature and best practice for NHS charities.</p> <p>Mrs Llewelyn provided an overview of the evaluation framework and improved data capture processes to be implemented from October 2022, which will enable the charity to evidence the effectiveness and impact of charitable expenditure. Mrs Llewelyn advised Members that support from the Communications team has enabled the follow up of each item of expenditure with individuals and departments/services to provide case studies, share best practice, and provide feedback on the charitable fund application process.</p> <p>Referring to slide 4 within the presentation, providing a summary of the current level of grant-making activity over the last 3 years, Mrs Llewelyn advised Members of the proposal to adopt different data capture methods for each level of expenditure that is proportionate to the value of spend. Members were advised that the majority of fund requests are for items under £5,000. Lower value expenditure will require the completion of an automatically issued electronic questionnaire 3 months after the award of funds. Mrs Llewelyn highlighted that any requests for funds over £50,000 will in future require completion of a new business case template. Mrs Llewelyn assured Members that the team is on track to implement the new process from October 2022 and undertook to provide an update to the March 2023 Committee meeting.</p> <p>Mr Thomas concluded that the new evaluation framework will demonstrate the positive impact the charity makes on the health, wellbeing and experience of NHS patients, service users and staff across Carmarthenshire, Ceredigion and Pembrokeshire.</p>	<p><b>NLI</b></p>

	<p>The Committee <b>RECEIVED ASSURANCE</b> regarding the delivery of a key phase in the Committee’s Planning Objective 2E for 2022/23 to ‘implement improved processes to capture data to evidence the effectiveness and impact of our charitable expenditure’.</p>	
<p><b>CFC(22)63</b></p>	<p><b>CHARITABLE FUNDS COMMITTEE WORK PROGRAMME 2022/23</b></p>	
	<p>Members received the Charitable Funds Committee Work Programme 2022/23 for information.</p>	
	<p>The Committee <b>NOTED</b> the Charitable Funds Committee Work Programme for 2022/23.</p>	
<p><b>CFC(22)64</b></p>	<p><b>REFLECTIVE SUMMARY OF MEETING</b></p>	
	<p>Mrs Rayani provided a reflective summary of the meeting, highlighting the following:</p> <ul style="list-style-type: none"> <li>• Positive notification of the Bronglais Chemo Appeal exceeding its £500,000 target in 10 months. The Committee noted that the construction work is anticipated to commence in summer 2023, with the unit expected to be operational in summer 2024.</li> <li>• Committee approval of the closure of Risk 1373: <i>Risk that the charity will not sustain its income levels or meet its income generation target of +10% annually</i>, which is associated with the delivery of the Hywel Dda Health Charities Planning Objective 2E for 2021/22. Assurance was received that a deep dive on the fundraising and targeting of guaranteed and cyclical funds be presented to the September 2022 Committee meeting.</li> <li>• Committee approval of the application for £200,176.72 of charitable funding from the T460 Pembrokeshire Cardiology Equipment Fund to support the purchase of two echocardiography machines, prior to presentation to the Board at its Public meeting on 29<sup>th</sup> September 2022 for ratification in its role as Corporate Trustee.</li> <li>• Committee approval of the transfer of £10,000 from the Prince Philip Hospital Respiratory Medicine charitable fund (T103) to the Research &amp; Development investigator account (1413).</li> <li>• An update on progress in using charitable funds to create rest areas for staff with assurance received that a further update regarding how the money is allocated will be presented to the Committee at its November 2022 and February 2023 meetings.</li> <li>• Assurance received from the overview of the evaluation framework for Hywel Dda Health Charities and the implementation of improved data capture processes from October 2022 that will enable the charity to evidence the effectiveness and impact of charitable expenditure.</li> </ul>	

	<ul style="list-style-type: none"> <li>Assurance received regarding the presentation of the Hywel Dda Health Charities' 3-5 year plan to the Committee at its meeting on 28<sup>th</sup> November 2022.</li> </ul>	
<b>CFC(22)65</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>Mr Thomas reminded Members to complete the CFC self-assessment questionnaire for 2021/22 for analysis to determine the Committee's effectiveness and also contribute to a more dynamic process of continuous improvement. The overall results will also contribute to CFC's Annual Report to Board.</p> <p>Mrs Llewelyn advised Members that work is currently underway with the Fundraising and Finance team regarding the allocation of Christmas Monies and that an update would be presented to the Committee at its November 2022 meeting.</p> <p>Mrs Llewelyn advised Members of changes to the Charities Act 2022. Ms James undertook to provide an update to Members on the key changes via an online session.</p> <p>Mr Thomas informed Members that Mrs Llewelyn would be participating in the London Marathon on 2<sup>nd</sup> October 2022 to raise funds for The Wish Fund. The JustGiving page link was shared with Members for any welcome donations.</p>	<p><b>NLI</b></p> <p><b>S-MJ</b></p>
<b>CFC(22)66</b>	<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>28<sup>th</sup> November 2022; 9.30am</p>	