

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	Responsible Officer	Purpose	9 June 2026	8 September 2026	8 December 2026	11 March 2027
Governance							
Apologies	Chair		N/A	✓	✓	✓	✓
Declaration of Interests	Chair		N/A	✓	✓	✓	✓
Minutes from Previous Meeting	Chair		APPROVAL	✓	✓	✓	✓
Table of Actions and Matters Arising	Chair		ASSURANCE	✓	✓	✓	✓
Annual Review of Terms of Reference	Chair		APPROVAL	✓			
CFC Annual Report to Board	Chair/SD / CSO		APPROVAL	✓			
CFC Self-assessment of Outcome Report – progress update (6 monthly)	CSO		ASSURANCE	✓		✓	
Risk & Assurance							
Assurance and Risk Report	SD		ASSURANCE	✓			✓
Sub-Committee Terms of Reference: • Charitable Funds Sub-Committee	CFSC Chair		APPROVAL	✓			
Sub-Committee Update Reports: • Charitable Funds Sub-Committee	CFSC Chair		ASSURANCE	✓	✓	✓	✓
Sub-Committee Annual Report: • Charitable Funds Sub-Committee	CFSC Chair		APPROVAL	✓			
Administrative Committee Annual Meeting (Hydrotherapy Pool: JC Williams (Elizabeth Williams	LD	ER, AP, RD, NLI	ASSURANCE	✓			

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Endowment) Trust Fund) Update Report (March 2026)							
Operational Issues							
Charitable Funds Expenditure Plans	NLI		ASSURANCE	✓			
<u>Strategic Issues</u>							
<u>Impact of Charitable Expenditure Evaluation Reports:</u>							
COVERING INTRODUCTORY SBAR	SD	NLI	ASSURANCE	✓	✓	✓	✓
Evaluation Framework for Hywel Dda Health Charities	SD	NLI	APPROVAL	✓			
Arts and Health Capacity Building (end of year 2 report)	SD	KL	ASSURANCE				✓
Creative Activities for Staff Wellbeing – Arts in Health (end of project report)	SD	KL	ASSURANCE				✓
Interactive singing and movement sessions for Older Adult Mental Health and Adult Frailty inpatient wards (end of project report)	SD	KL	ASSURANCE				✓
Enhancements to the Outpatient area at Bronglais General Hospital (BGH) Chemotherapy Day Unit (CDU) (end of project report)	SD	RS/PS	ASSURANCE		D	✓	
Pentre Awel Hydrotherapy Pool (end of project report)	SD	AP	ASSURANCE				✓
HARP (Hywel Dda Arts Referral Pathway) (end of project report)	SD	KL & RR	ASSURANCE				✓
Heads Up Initiative Cancer Services Hair Loss Support (Phase 2) (mid-term report)	SD	GB	ASSURANCE				✓

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BGH Fibroscanner	SD	DB/JS-C	ASSURANCE				✓
<u>Approval of Charitable Funds Expenditure:</u>							
COVERING INTRODUCTORY SBAR	NLI		ASSURANCE	✓	✓	✓	✓
Consideration of funding requests from the charity's Making a Difference Fund	NLI		APPROVAL	✓	✓	✓	✓
Consideration of funding requests within the CFC's scheme of delegation	NLI		APPROVAL	✓	✓	✓	✓
CF03525 - Equipment for re establishment of HOLEP service	NLI		APPROVAL		✓		
CF03521 Perinatal Mental Health App	NLI		APPROVAL		✓		
Art in ED (Emergency Departments): Summer 2026 update and additional funding request	NLI		APPROVAL		✓		
CF03353 Colon Capsule Project	NLI		APPROVAL			✓	
CF03335 Lifestyle Checkpoint Health Kiosks	NLI		APPROVAL			✓	
Immunotherapy Proof of Concept	NLI		APPROVAL			✓	
Continuation funding: Arts Programme for Dementia and Frailty Patients	NLI		APPROVAL			✓	
Live Music in Critical Care across Hywel Dda University Health Board	NLI		APPROVAL			✓	
Performance							
Integrated Hywel Dda Health Charities Performance Report including: Investment performance	NLI/TJ		ASSURANCE	✓	✓	✓	✓

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Delivery of annual workplan against Strategic Objectives.							
Draft Annual Accounts (2025/26)	HT/TJ		ASSURANCE		✓	✓	
Final Annual Report & Accounts (2025/26)	HT/TJ		ASSURANCE			✓	
HDdHC Investment Advisor Update (External CCLA)	AC			✓ Virtual	✓ Virtual	✓ Virtual	✓ Virtual
For Information							
Matters and Risks for Escalation to the Board	SD		ASSURANCE	✓	✓	✓	✓
CFC Workplan 2026/27	CSO		N/A	✓	✓	✓	✓
Administration							
Agenda setting meeting with Chair & Lead Exec at least 6 weeks prior to meeting	CSO		N/A	✓	✓	✓	✓
Draft agenda to go to Executive Team	CSO		N/A	✓	✓	✓	✓
Call for papers (at least 6 weeks before the meeting to receive papers at least 14 days before the meeting)	CSO		N/A	✓	✓	✓	✓
Quality check agenda and papers prior to dissemination	CSO		N/A	✓	✓	✓	✓
Disseminate agenda & papers 7 days prior to meeting	CSO		N/A	✓	✓	✓	✓
Issue a draft TOA within two days of the meeting	CSO		N/A	✓	✓	✓	✓
Circulate minutes and TOA to the Lead Director within 7 days of meeting	CSO		N/A	✓	✓	✓	✓
Issue minutes and TOA to Members (including the Committee Chair) following Lead Exec review	CSO		N/A	✓	✓	✓	✓

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Prepare 3 A's report to Board (to be signed off by Chair & Lead Exec prior to submission)	CSO		N/A	✓	✓	✓	✓
Prepare schedule of meeting dates for next financial year	CSO		N/A	✓	✓	✓	✓
Prepare Annual Workplan for next financial year	CSO		N/A	✓	✓	✓	✓
Invite Audit Wales representative	CSO		N/A			✓	
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)		N/A	✓	✓	✓	✓

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

SD Sharon Daniel	AP Anwen Pearce	KL Kathryn Lambert (Head of Arts and Health)
NLI Nicola Llewelyn	PS Peter Skitt	RS Rachel Stuart (Planning Project Manager)
TJ Tim John	GB Gina Beard	DB Dona Blinston (Advanced Nurse Practitioner Hepatology)
HT Huw Thomas	ER Eldeg Rosser	RR Rhian Rees (Senior Public Health Practitioner)
AC Antonia Cavilier		JSC Jessica Showler-Coulson (Head of Nursing- Ceredigion System)
CFSC John Evans		

Chair

CSO Committee Services Officer **D** Deferred