



TABLE OF ACTIONS
CHARITABLE FUNDS COMMITTEE MEETING
HELD ON 17th MARCH 2020

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS
CF(20)06	REVIEW OF CHARITABLE FUNDS COMMITTEE TERMS OF REFERENCE <ul style="list-style-type: none">• Additional wording to be added to 3.1 Membership, clearly stating members are “acting as representatives of the Corporate Trustee”.• Additional wording to be added to 6.19 to include “Expenditure over £100,000 will require the approval of the Corporate Trustee”.	AG AG	31/03/20 31/03/20	Complete Complete
CF(20)07	UPDATE ON THE IMPACT OF THE UTILISATION OF IT DEVICES (MICROSOFT SURFACE PROS) TO SUPPORT PATIENT CENTRE CARE AND SERVICE IMPROVEMENT <ul style="list-style-type: none">• To seek further re-assurance, obtain definitive costings and ascertain the specification of the equipment to be purchased and to liaise with the Head of Hywel Dda Charities before purchase.	MR	31/03/20	Complete

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CF(20)08	SELF ASSESSMENT OF EFFECTIVENESS QUESTIONNAIRE <ul style="list-style-type: none"> To distribute the self-assessment of effectiveness questionnaire via survey monkey. 	CW	30/04/20	Complete
CF(20)09	CHARITABLE FUNDS OPERATIONS SUB-COMMITTEE UPDATE REPORT <ul style="list-style-type: none"> To liaise with the I.T. Department to gain assurance on the most appropriate and cost effective I.T. device to purchase. 	NL	30/04/20	Complete
CF(20)12	APPROVE CHARITABLE FUNDS COMMITTEE ANNUAL REPORT 2019/20 FOR ONWARD SUBMISSION TO THE BOARD <ul style="list-style-type: none"> To submit the CFC Annual Report to Board. 	CW	30/04/20	Complete
CF(20)13	INVESTMENT ADVISOR PERFORMANCE UPDATE <ul style="list-style-type: none"> To investigate which investments can be released quickly without any consequences. To extend the contract with Sarasin & Partners in the short-term and review the matter further in 12 months' time. 	RD HT/JT	30/04/20 30/04/20	Complete – all investments can be released with 3 days notice Complete

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CF(20)15	ABERAERON INTEGRATED CARE CENTRE – IMPACT OF CHARITABLE CONTRIBUTION <ul style="list-style-type: none"> To include the Aberaeron Integrated Care Centre – Impact of Charitable Contribution on the agenda of the next CFC meeting. 	CW	30/04/20	Complete
CF(20)16	PSYCHOLOGICAL SUPPORT FOR CANCER PATIENTS UPDATE REPORT <ul style="list-style-type: none"> To continue the purchasing of resources and to ensure these are bilingual. To explore third sector options concerning counselling and seek advice from a representative of bereavement services regarding the best package available and how this can be supported and funded. 	NL NL	30/06/20 30/06/20	Complete Complete
CF(20)17	CHARITABLE FUNDS INVESTMENT PROPERTY <ul style="list-style-type: none"> To liaise with the Finance Department and obtain legal advice from Welsh Health Legal Services. 	SJ/SMJ	30/04/20	This action has not been progressed due to Covid-19, and further clarity is required regarding next steps.
CF(20)18	HYWEL DDA HEALTH CHARITIES 3 YEAR PLAN 2020-23	All	30/04/20	Not applicable – any

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	<ul style="list-style-type: none"> Members to forward any suggestions to Mrs Llewellyn in regards to the lottery bids panel financial procedure. 			financial procedure would be considered by the CFC at future date
	<ul style="list-style-type: none"> To present the Plan at an In-Committee Trustee meeting on 26th March 2020 and to include supplementary wording in covering report amending the wording on page 2 from 'approve' to 'recommend'. 	SH/NL/AG	20/03/20	Complete
	<ul style="list-style-type: none"> To incorporate a sentence into the Plan regarding an assessment and monitoring of the lottery scheme. 	NL	20/03/20	Complete

AG – Alison Gittins
 CW – Claire Williams
 HT – Huw Thomas

JT – Jennifer Thomas
 MR – Mandy Rayani
 NL – Nicola Llewellyn

RD – Rhian Davies
 SJ – Sarah Jennings
 SMJ – Sian-Marie James