

Bundle Charitable Funds Committee 15 September 2020

1.6 Self-Assessment of Committee Effectiveness Outcome (2019/20)

Presenter: Chair

CFC Outcome of Self-Assessment of Performance 2019-20

CFC Members Responses

CFC In-Attendance Responses

**PWYLLGOR CRONFA ELUSENNOL
CHARITABLE FUNDS COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	15/09/2020
TEITL YR ADRODDIAD: TITLE OF REPORT:	Charitable Funds Committee Self-Assessment of Performance 2019/20 – Composite Report
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Simon Hancock, Independent Member Sarah Jennings, Director of Partnerships & Corporate Services
SWYDDOG ADRODD: REPORTING OFFICER:	Alison Gittins, Head of Corporate & Partnership Governance Claire Williams, Committee Services Officer

Pwrpas yr Adroddiad (dewiswch fel yn addas) Purpose of the Report (select as appropriate)
Ar Gyfer Trafodaeth/For Discussion

**ADRODDIAD SCAA
SBAR REPORT**

<p><u>Sefyllfa / Situation</u></p> <p>The purpose of this report is to present to the Charitable Funds Committee (CFC) the outcomes from the annual self-assessment exercise 2019/20, to consider the suggested actions and any further improvements that could be made.</p>
<p><u>Cefndir / Background</u></p> <p>Members and In Attendance Members of the Charitable Funds Committee have been asked to complete a questionnaire to consider the Committee's effectiveness, and also to consider their individual understanding, role and contribution to the Committee.</p> <p>The 2019/20 version of the questionnaire has been reviewed in response to the requirement for continual improvement of the self-assessment process.</p> <p>The questionnaire has also been designed to invite comments on any improvements for consideration to assist the Committee in drawing up its own plan for improvement, either in terms of requesting future training and/or development, or in changes to its own processes and procedures.</p> <p>The self-assessment questionnaire was circulated on 24th March 2020 and reminders were sent prior to the closing date to encourage its completion.</p> <p>Of the nine invited responses from CFC Members, five have been completed and returned. Of the three invited responses from CFC In Attendance Members, two have been completed and returned.</p>
<p><u>Asesiad / Assessment</u></p> <p>The full results from the outcome of the self-assessment exercise are attached in the following appendices:</p>

- Appendix 1 - Charitable Funds Committee Members
- Appendix 2 - In Committee Members.

Whilst there was general agreement around many of the responses received with either Agree or Strongly Agree cited in response to the questions raised, identified below are those areas where Members responses elicited either a Somewhat Agree, a Somewhat Disagree or an Unable to Assess/Don't Know response. Suggestions for how these could be improved or remedied have been made within the body of the report; however it is acknowledged that these may also warrant CFC Members further consideration.

Role/Purpose of the Committee

- **The Committee is aware of the areas in which it can take decisions under the Health Board's Scheme of Delegation:**

There was a general consensus of Strongly Agree (3) and Agree (3) responses, with only 1 Somewhat Agree response which was not supported by an accompanying statement. This somewhat agree response may suggest the need for a refresher training session for Members to ensure there is a clear understanding of the areas in which the CFC can take decisions under the Health Board's Scheme of Delegation.

Scope of Work

- **The Committee has effective escalation arrangements in place to alert relevant individuals and committees of any urgent/critical matters that may compromise patient care and affect the operation and/or reputation of the Health Board:**

There was a general consensus of Strongly Agree (2) and Agree (4) responses, with only 1 Somewhat Agree response which again was not supported by an accompanying statement. Whilst there are the routine governance tools in place to support appropriate escalation such as the CFC Update Report to Board, it may be beneficial to introduce a CFC Decision-Tracker which could be reported as a standard agenda item at each Committee meeting, which would serve to provide further assurance on both the level of escalation in place and the timeliness of the action required.

Assurance

- **The Committee is effective in making and monitoring arrangements for the control and management of the Board's Charitable Funds, within the budget, priorities and spending criteria determined by the Board and consistent with the legislative framework:**

There was a consensus of Strongly Agree (4) and Agree (2) responses, with only 1 Somewhat Agree response, which was not supported by an accompanying statement. Update training for Members on the legislation framework may help to increase the effective decision-making and monitoring arrangements of the charitable funds.

- **When areas of good practice emerge from the Committee's deliberations, there are effective arrangements in place for them to be shared with other committees/executives as appropriate:**

There was a general consensus of Strongly Agree (2) and Agree (4) responses, with only 1 Somewhat Agree response which was not supported by an accompanying statement. Again, it should be recognised that there are the routine governance tools in place such as the CFC Update Report to Board, to enable the sharing of good practice which is included within the Public Board papers.

- **The Committee works effectively with its designated Sub-Committee:**
The consensus of responses to this question were split between Strongly Agree (2) and Agree (4), with only 1 Somewhat Agree response which was not supported by an accompanying statement.. A Charitable Funds Sub Committee update report is provided at all CFC meetings, together with an annual report once a year. As the Sub-Committee has had issues with quoracy on certain occasions, this could have a detrimental effect on the effective working of the Committee with its Sub Committee. It may be beneficial to consider both the membership and timings of the Sub Committee meetings to ensure that these improve the quoracy arrangements in place. Consideration is also to be given to the role of the Sub-Committee and the charity's scheme of delegation which may impact on the future role of the Sub-Committee.

Meetings

- **Committee meetings are scheduled with sufficient time to cover all agenda items, including discussion and answering questions:**
There was a consensus of Strongly Agree (4) and Agree (2) responses, with only 1 Somewhat Agree response which was not supported by an accompanying statement. This somewhat agree response suggests that not all Members feel sufficient time is afforded to each agenda item and that further focus may be required at agenda setting meetings to consider the spacing of significant items on each meeting agenda and to balance their sequencing on the Committee's Annual Work Programme.
- **Meeting time is used well with issues getting the time and attention proportionate to their importance:**
There was a consensus of Strongly Agree (4) and Agree (2) responses, with only 1 Somewhat Agree response, which was not supported by an accompanying statement. This suggests that there may be too many agenda items included for the timescale of the Committee meeting with further focus again required at agenda setting meetings to consider the spacing of significant items and to balance their sequencing on the Committee's Annual Work Programme. The Corporate Governance Team, in conjunction with the Lead Director, will consider the timings of each section of the Committee's agenda to ensure best use is being made of the time available, particularly in relation to decision items.
- **The length of the Committee's meetings is appropriate in relation to the agenda:**
There was a consensus of Strongly Agree (5) and Agree (1) responses, with only 1 Somewhat Agree response which was not supported by an accompanying statement. It is acknowledged that where sufficient assurance is provided within the reports to the Committee, it would enable shorter meetings, and this will continue to be addressed as part of the Corporate Governance Team's quality assurance process.

Membership

- **Committee members received induction, advice, support and on-going development opportunities to support them in their role:**
Responses to this question were varied and split between Strongly Agree (1), Agree (3), Somewhat Agree (1), Somewhat Disagree (1) and Unable to Assess/Don't Know (1). There was one supporting statement "Formal induction procedures have yet to be put in place by the Corporate Governance team". The range of responses suggests not all members receive the same level of induction upon joining the Committee or that opportunities for development have not been addressed. The one supporting statement

suggests that there is no formal induction procedure in place for Members. It is anticipated that outcomes from this self-assessment exercise will assist in determining the approach to be taken for formal induction and on-going development for CFC Members. In addition, a Board Seminar Session is planned for August/October 2020 to support the whole Corporate Trustee in their role.

- **The Committee is the right size and sufficiently diverse:**

Responses to this question were split between Strongly Agree (3), Agree (2), Somewhat Agree (1) and Somewhat Disagree (1) responses. The responses were supported by the statement “No clinical representation as well as staff side representation”. Going forward, from September 2020, the Executive Lead for Charitable Funds and the Charitable Funds Committee will transfer to the Director of Nursing, Quality & Patient Experience (clinical representation); in addition, the Charitable Funds Committee has for a number of years included a Trade Union Independent Member within the membership.

Whilst the foregoing identifies those areas of questions which elicited either a Somewhat Agree, Somewhat Disagree or Disagree response, and makes suggestions where further improvements could be made, it is pleasing to note Members agreement on either Agree or Strongly Agree responses to the following questions:

The Role/Purpose of the Committee:

- The role of the Charitable Funds Committee is understood and clearly defined in its Terms of Reference.
- Committee Members understand their individual role and what is expected of them.
- The frequency and scheduling of Committee meetings are sufficient to carry out its functions and responsibilities.
- The Committee has established and follows an agreed plan for the year’s work.

Scope of Work:

- The Committee receives sufficient and timely information to review, understand and assess the issues for discussion on which to base its decisions.
- The quality of presentations made to the Committee is appropriate.
- The Committee understands the issues which are on the horizon for the Health Board, which may impact on its areas of work.
- The work of the Committee culminates in appropriate recommendations to the Board.
- The Board takes due regard of the recommendations from the Committee.

Assurance:

- The Committee is effective in providing assurance to the Board in its role as corporate trustees of the charitable funds held and administered by the Health Board.
- Overall, the Committee is effectively fulfilling its Terms of Reference.

Meetings:

- Committee meetings are managed and controlled effectively and conducted in a business-like manner.
- The Committee meeting dynamic encourages full participation and open communications.

Membership:

- Committee Members have the collective skills, knowledge and experience to fulfil its Terms of Reference and to advise and assure the Board.
- Committee Members come to meetings prepared and ready to contribute.
- There is consistent attendance and timely arrival by Members at Committee meetings.
- Attendance at Committee meetings is evaluated as a criterion for continued membership on the Committee.

Support for the Committee:

- An appropriate agenda is set before Committee meetings and is followed.
- The Committee receives clear and concise papers which focus on the key issues and priorities.
- The agenda and papers are received in a timely manner in advance of the meetings to allow time for appropriate review and preparation.
- The Committee enjoys a good working relationship with management and significant issues are reviewed with the Chief Executive or the relevant Lead Director.
- The minutes of the meetings are accurate and reflect the discussion, next steps and/or action articulated by Members.

General/Additional Comments:

Within the free text section of the survey, the following additional responses were provided to the open questions asked:

The Committee's Key Successes in the Past Year Were:

- *"Supporting work at Ty Bryngwyn – Hospice and equipping support for Aberaeron ICC"*

What Could be Improved at the Committee's Meetings, and How:

- *"Clarity on how the Committee would like to receive bids valued >50k. Standard request paperwork or something more comprehensive and bespoke to need"*

What Areas Should the Committee Focus on in Future:

- *"Financial investments and major longer term projects that have a strategic impact on the services we provide"*

What Training Would Help You Perform Your Committee Role More Effectively:

- *"Information on legal matters in relation to this area"*
- *"None stand out at this time, but once QLIK VIEW is rolled out as a financial product to oversee C/F expenditure I would expect that some degree of induction/training would help"*

Many of the responses received by In Attendance Members mirrored those of the full Members, particularly in regards to the role/purpose of the Committee, assurance, membership, and support for the Committee.

In summary, the suggestions and actions as described above, including actions to address the responses made in the open question section of the survey, will be taken forward by the Corporate Governance Team and the Charitable Funds Team as part of their respective work plans for 2020/21. The themes and outcomes from the self-assessment questionnaire will also contribute to the Charitable Funds Committee's on-going development.

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to:

- Discuss the findings of the CFC self-assessment exercise 2019/20;
- Support the suggested actions by the Corporate Governance Team and the Charitable Funds Team;
- Consider any further improvements that could be made to increase the Committee's effectiveness.

Amcanion: (rhaid cwblhau)	
Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	10.5 The Board Secretary, on behalf of the Board, shall oversee a process of regular and rigorous self-assessment and evaluation of the Committee's performance and operation, including that of any sub committees established.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Statement	Not Applicable

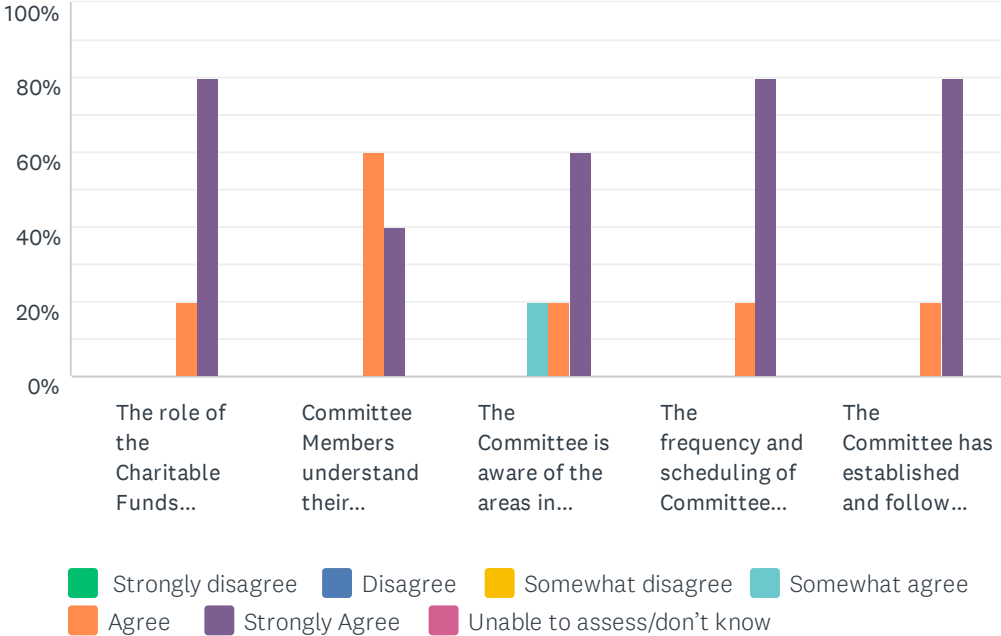
Gwybodaeth Ychwanegol:	
Further Information:	
Ar sail tystiolaeth: Evidence Base:	CFC Terms of Reference
Rhestr Termiau: Glossary of Terms:	Included within the body of the report

Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y pwyllgor: Parties / Committees consulted prior to Charitable Funds Committee:	CFC Members
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Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Not Applicable
Ansawdd / Gofal Claf: Quality / Patient Care:	Not Applicable
Gweithlu: Workforce:	Not Applicable
Risg: Risk:	Not Applicable
Cyfreithiol: Legal:	Not Applicable
Enw Da: Reputational:	Not Applicable
Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	Not Applicable

Q1 The Role/ Purpose of the Committee

Answered: 5 Skipped: 0

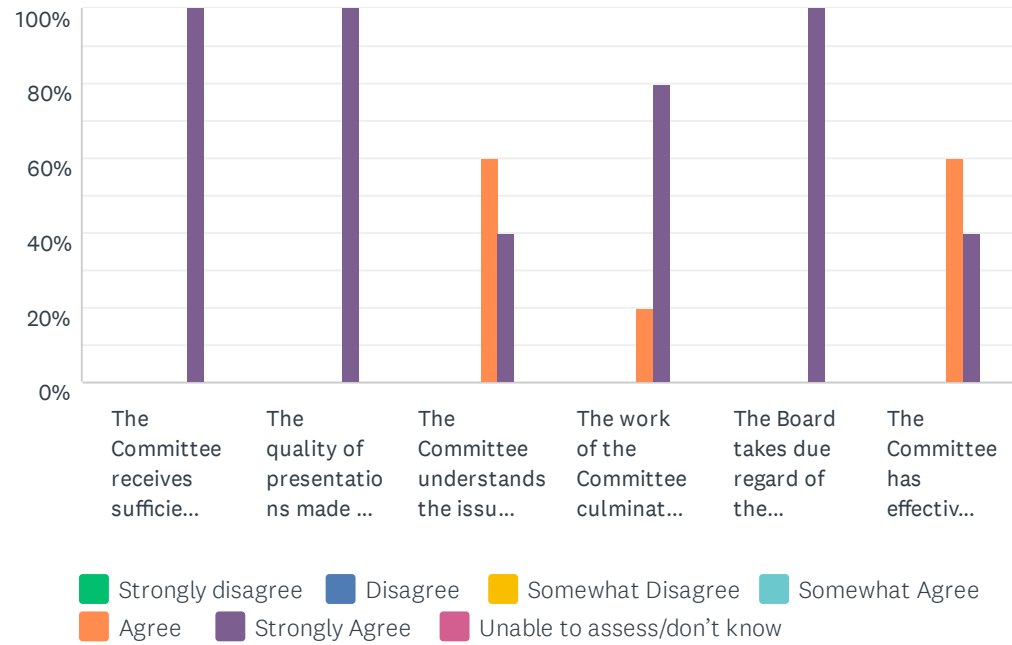


CFC Members 2019/20

	STRONGLY DISAGREE	DISAGREE	SOMEWHAT DISAGREE	SOMEWHAT AGREE	AGREE	STRONGLY AGREE	UNABLE TO ASSESS/DON'T KNOW	TOTAL	WEIGHTED AVERAGE
The role of the Charitable Funds Committee (CFC) is understood and clearly defined in its Terms of Reference.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20.00% 1	80.00% 4	0.00% 0	5	5.80
Committee Members understand their individual role and what is expected of them.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	60.00% 3	40.00% 2	0.00% 0	5	5.40
The Committee is aware of the areas in which it can take decisions under the Health Board's Scheme of Delegation.	0.00% 0	0.00% 0	0.00% 0	20.00% 1	20.00% 1	60.00% 3	0.00% 0	5	5.40
The frequency and scheduling of Committee meetings are sufficient to carry out its functions and responsibilities.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20.00% 1	80.00% 4	0.00% 0	5	5.80
The Committee has established and follows an agreed plan for the year's work.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20.00% 1	80.00% 4	0.00% 0	5	5.80

Q2 Scope of work

Answered: 5 Skipped: 0

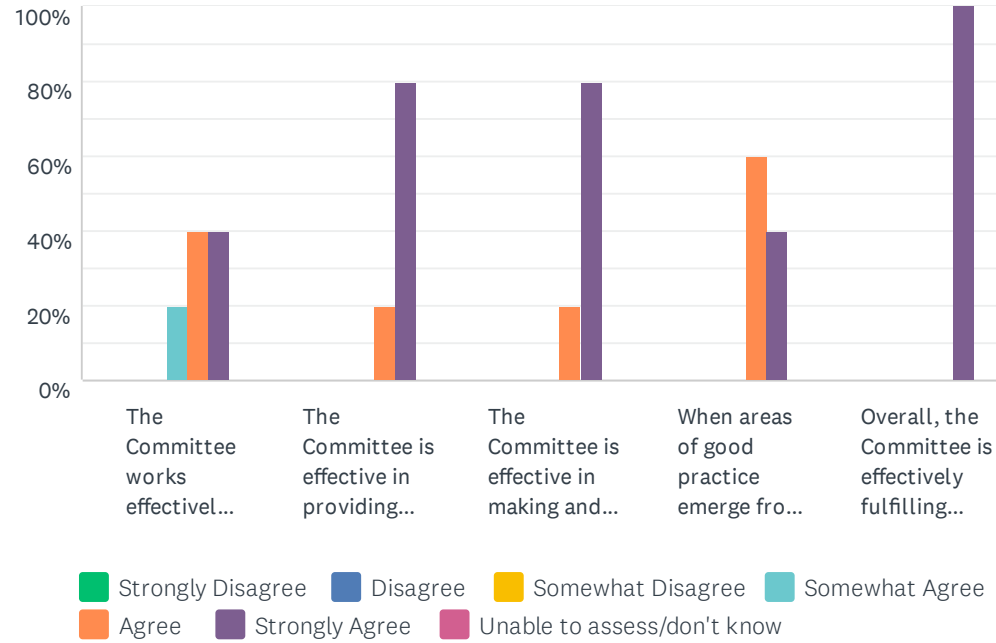


CFC Members 2019/20

	STRONGLY DISAGREE	DISAGREE	SOMEWHAT DISAGREE	SOMEWHAT AGREE	AGREE	STRONGLY AGREE	UNABLE TO ASSESS/DON'T KNOW	TOTAL	WEIGHTED AVERAGE
The Committee receives sufficient and timely information to review, understand and assess the issues for discussion on which to base its decisions.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 5	0.00% 0	5	6.00
The quality of presentations made to the Committee is appropriate.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 5	0.00% 0	5	6.00
The Committee understands the issues which are on the horizon for the Health Board which may impact on its areas of work.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	60.00% 3	40.00% 2	0.00% 0	5	5.40
The work of the Committee culminates in appropriate recommendations to the Board.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20.00% 1	80.00% 4	0.00% 0	5	5.80
The Board takes due regard of the recommendations from the Committee.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 5	0.00% 0	5	6.00
The Committee has effective escalation arrangements in place to alert relevant individuals and committees of any urgent/critical matters that may compromise patient care and affect the operation and/or reputation of the Health Board.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	60.00% 3	40.00% 2	0.00% 0	5	5.40

Q3 Assurance

Answered: 5 Skipped: 0

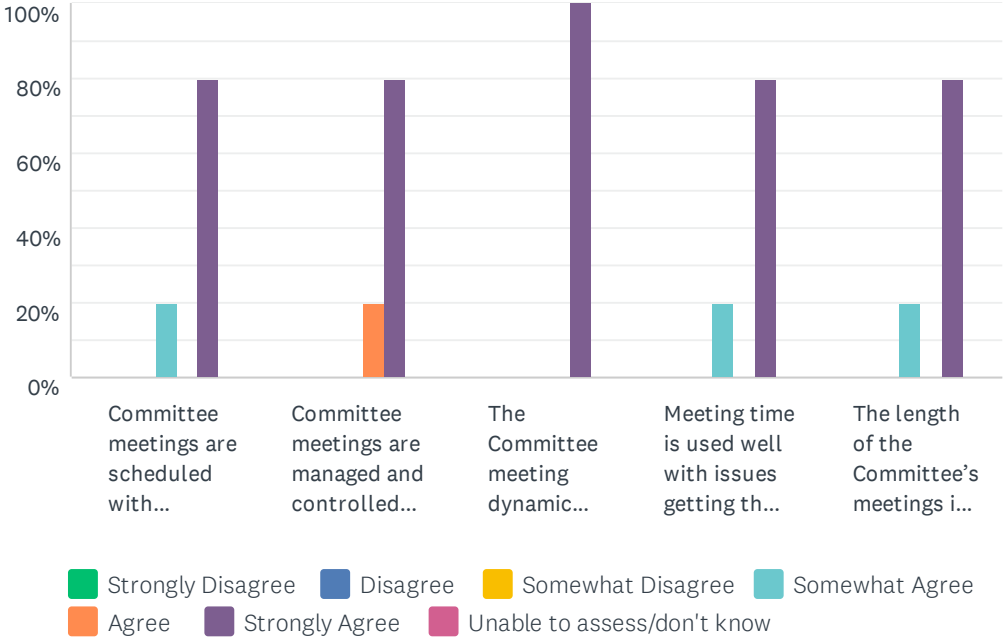


CFC Members 2019/20

	STRONGLY DISAGREE	DISAGREE	SOMEWHAT DISAGREE	SOMEWHAT AGREE	AGREE	STRONGLY AGREE	UNABLE TO ASSESS/DON'T KNOW	TOTAL	WEIGHTED AVERAGE
The Committee works effectively with its designated Sub-Committee.	0.00% 0	0.00% 0	0.00% 0	20.00% 1	40.00% 2	40.00% 2	0.00% 0	5	4.80
The Committee is effective in providing assurance to the Board in its role as corporate trustees of the charitable funds held and administered by the Health Board.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20.00% 1	80.00% 4	0.00% 0	5	5.00
The Committee is effective in making and monitoring arrangements for the control and management of the Board's Charitable Funds, within the budget, priorities and spending criteria determined by the Board and consistent with the legislative framework.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20.00% 1	80.00% 4	0.00% 0	5	5.00
When areas of good practice emerge from the Committee's deliberations, there are effective arrangements in place for them to be shared with other committees/executives as appropriate.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	60.00% 3	40.00% 2	0.00% 0	5	5.00
Overall, the Committee is effectively fulfilling its Terms of Reference.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 5	0.00% 0	5	5.00

Q4 Meetings

Answered: 5 Skipped: 0

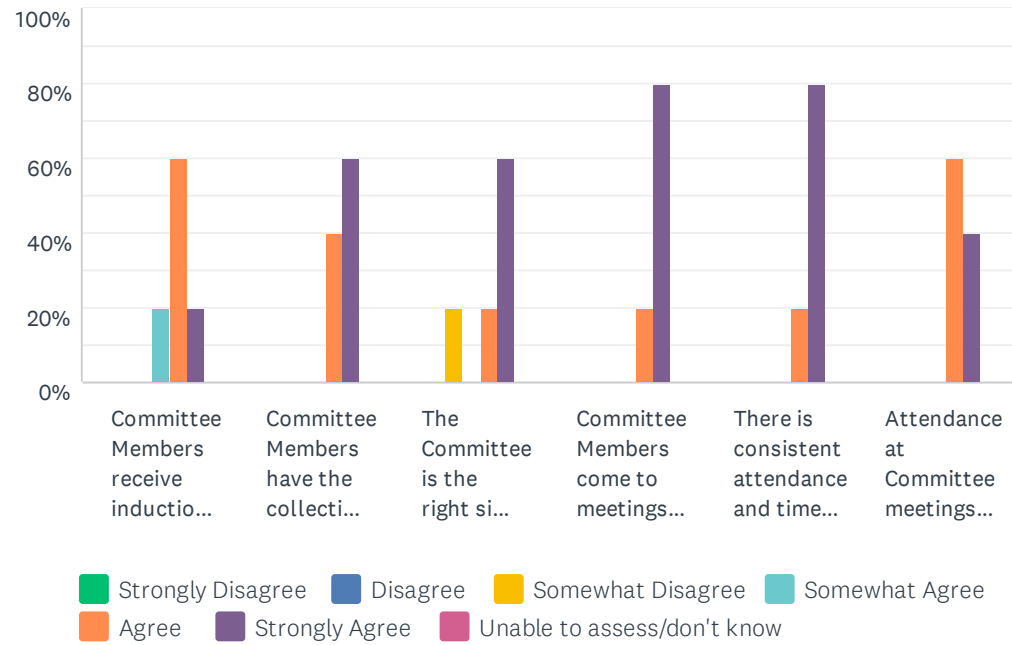


CFC Members 2019/20

	STRONGLY DISAGREE	DISAGREE	SOMEWHAT DISAGREE	SOMEWHAT AGREE	AGREE	STRONGLY AGREE	UNABLE TO ASSESS/DON'T KNOW	TOTAL	WEIGHTED AVERAGE
Committee meetings are scheduled with sufficient time to cover all agenda items, including discussion and answering questions.	0.00% 0	0.00% 0	0.00% 0	20.00% 1	0.00% 0	80.00% 4	0.00% 0	5	5.60
Committee meetings are managed and controlled effectively and conducted in a business-like manner.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20.00% 1	80.00% 4	0.00% 0	5	5.80
The Committee meeting dynamic encourages full participation and open communications.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 5	0.00% 0	5	6.00
Meeting time is used well with issues getting the time and attention proportionate to their importance.	0.00% 0	0.00% 0	0.00% 0	20.00% 1	0.00% 0	80.00% 4	0.00% 0	5	5.60
The length of the Committee's meetings is appropriate in relation to the agenda.	0.00% 0	0.00% 0	0.00% 0	20.00% 1	0.00% 0	80.00% 4	0.00% 0	5	5.60

Q5 Membership

Answered: 5 Skipped: 0



CFC Members 2019/20

	STRONGLY DISAGREE	DISAGREE	SOMEWHAT DISAGREE	SOMEWHAT AGREE	AGREE	STRONGLY AGREE	UNABLE TO ASSESS/DON'T KNOW	TOTAL	WEIGHTED AVERAGE
Committee Members receive induction, advice and ongoing development opportunities to support them in their role.	0.00% 0	0.00% 0	0.00% 0	20.00% 1	60.00% 3	20.00% 1	0.00% 0	5	5.00
Committee Members have the collective skills, knowledge and experience to fulfil its Terms of Reference and to advise and assure the Board.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	40.00% 2	60.00% 3	0.00% 0	5	5.60
The Committee is the right size and sufficiently diverse.	0.00% 0	0.00% 0	20.00% 1	0.00% 0	20.00% 1	60.00% 3	0.00% 0	5	5.20
Committee Members come to meetings prepared and ready to contribute.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20.00% 1	80.00% 4	0.00% 0	5	5.80
There is consistent attendance and timely arrival by Members at Committee meetings.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20.00% 1	80.00% 4	0.00% 0	5	5.80
Attendance at Committee meetings is evaluated as a criterion for continued membership on the Committee.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	60.00% 3	40.00% 2	0.00% 0	5	5.40

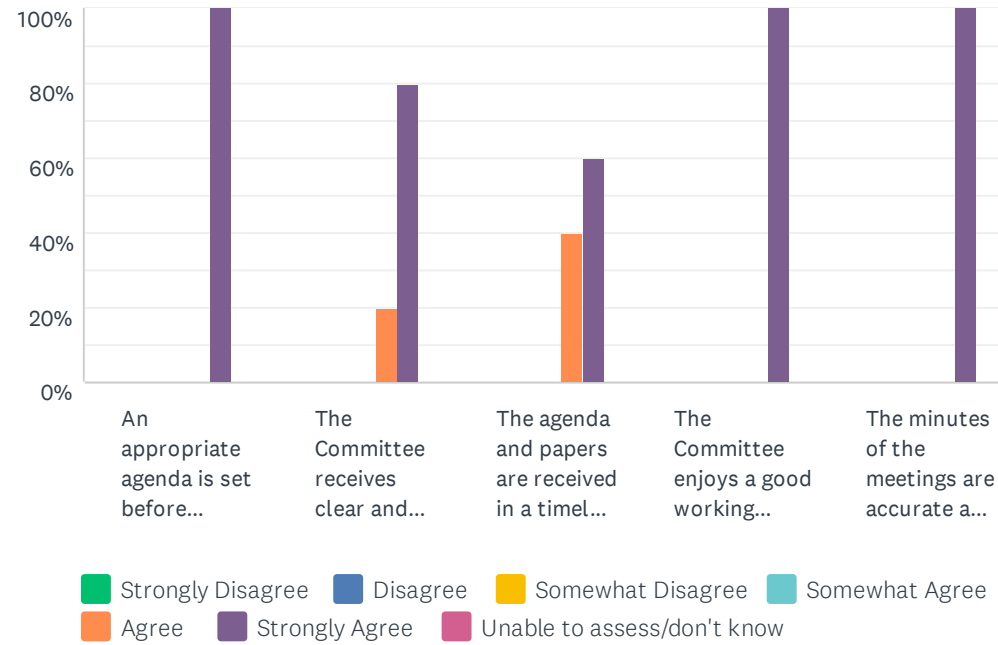
#	COMMENTS FOR "COMMITTEE MEMBERS RECEIVE INDUCTION, ADVICE AND ONGOING DEVELOPMENT OPPORTUNITIES TO SUPPORT THEM IN THEIR ROLE."	DATE
	There are no responses.	
#	COMMENTS FOR "COMMITTEE MEMBERS HAVE THE COLLECTIVE SKILLS, KNOWLEDGE AND EXPERIENCE TO FULFIL ITS TERMS OF REFERENCE AND TO ADVISE AND ASSURE THE BOARD."	DATE
	There are no responses.	
#	COMMENTS FOR "THE COMMITTEE IS THE RIGHT SIZE AND SUFFICIENTLY DIVERSE."	DATE
1	The Committee is the right size but not particularly diverse as the Board itself is not particularly diverse.	4/16/2020 11:57 AM
#	COMMENTS FOR "COMMITTEE MEMBERS COME TO MEETINGS PREPARED AND READY TO CONTRIBUTE."	DATE
	There are no responses.	
#	COMMENTS FOR "THERE IS CONSISTENT ATTENDANCE AND TIMELY ARRIVAL BY MEMBERS AT COMMITTEE MEETINGS."	DATE
	There are no responses.	

CFC Members 2019/20

#	COMMENTS FOR "ATTENDANCE AT COMMITTEE MEETINGS IS EVALUATED AS A CRITERION FOR CONTINUED MEMBERSHIP ON THE COMMITTEE."	DATE
	There are no responses.	

Q6 Support for the Committee

Answered: 5 Skipped: 0



CFC Members 2019/20

	STRONGLY DISAGREE	DISAGREE	SOMEWHAT DISAGREE	SOMEWHAT AGREE	AGREE	STRONGLY AGREE	UNABLE TO ASSESS/DON'T KNOW	TOTAL	WEIGHTED AVERAGE
An appropriate agenda is set before Committee meetings and is followed.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 5	0.00% 0	5	6.00
The Committee receives clear and concise papers which focus on the key issues and priorities.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20.00% 1	80.00% 4	0.00% 0	5	5.80
The agenda and papers are received in a timely manner in advance of the meetings to allow time for appropriate review and preparation.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	40.00% 2	60.00% 3	0.00% 0	5	5.60
The Committee enjoys a good working relationship with management and significant issues are reviewed with the Chief Executive or the relevant Lead Director.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 5	0.00% 0	5	6.00
The minutes of the meetings are accurate and reflect the discussion, next steps and/or action articulated by Members.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 5	0.00% 0	5	6.00

Q7 General Comments

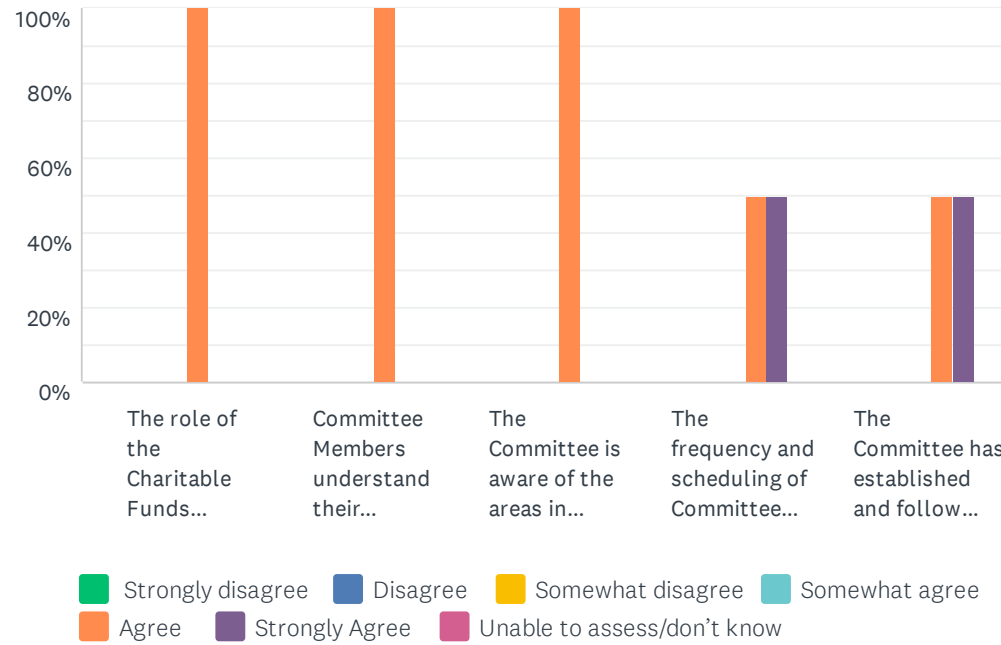
Answered: 1 Skipped: 4

ANSWER CHOICES	RESPONSES
The Committee's key successes in the past year were:	100.00% 1
What could be improved at the Committee's meetings, and how:	0.00% 0
What areas should the Committee focus on in future:	0.00% 0
What training would help you perform your Committee role more effectively:	100.00% 1

#	THE COMMITTEE'S KEY SUCCESSES IN THE PAST YEAR WERE:	DATE
1	Only attended one meeting so far	3/26/2020 1:52 PM
#	WHAT COULD BE IMPROVED AT THE COMMITTEE'S MEETINGS, AND HOW:	DATE
	There are no responses.	
#	WHAT AREAS SHOULD THE COMMITTEE FOCUS ON IN FUTURE:	DATE
	There are no responses.	
#	WHAT TRAINING WOULD HELP YOU PERFORM YOUR COMMITTEE ROLE MORE EFFECTIVELY:	DATE
1	Information on legal matters in relation to this area.	3/26/2020 1:52 PM

Q1 The Role/ Purpose of the Committee

Answered: 2 Skipped: 0

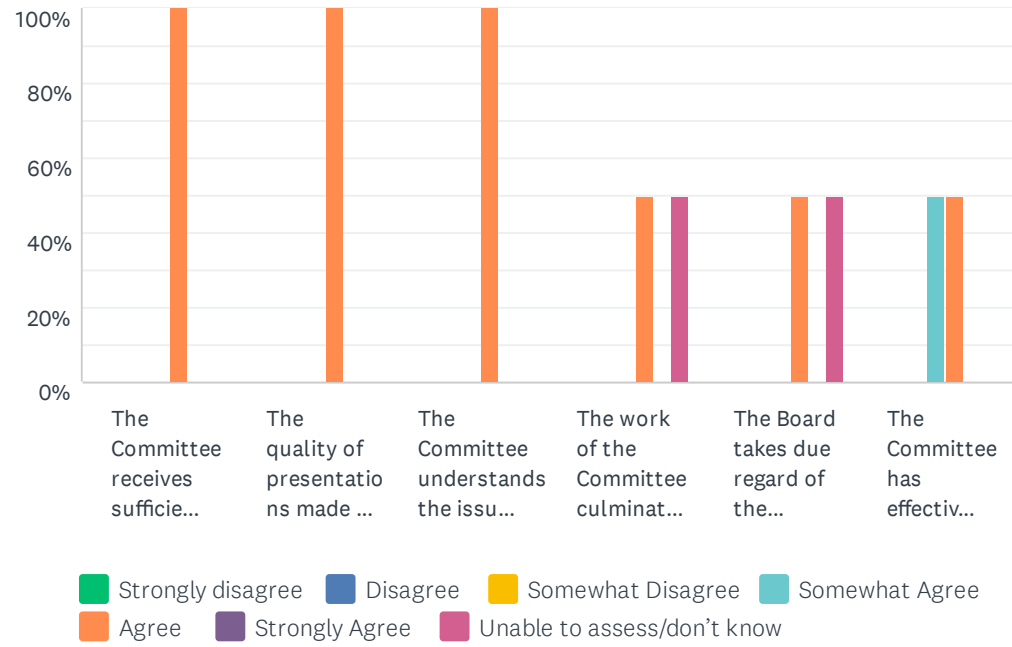


CFC In-Attendance 2019/20

	STRONGLY DISAGREE	DISAGREE	SOMEWHAT DISAGREE	SOMEWHAT AGREE	AGREE	STRONGLY AGREE	UNABLE TO ASSESS/DON'T KNOW	TOTAL	WEIGHTED AVERAGE
The role of the Charitable Funds Committee (CFC) is understood and clearly defined in its Terms of Reference.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 2	0.00% 0	0.00% 0	2	5.00
Committee Members understand their individual role and what is expected of them.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 2	0.00% 0	0.00% 0	2	5.00
The Committee is aware of the areas in which it can take decisions under the Health Board's Scheme of Delegation.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 2	0.00% 0	0.00% 0	2	5.00
The frequency and scheduling of Committee meetings are sufficient to carry out its functions and responsibilities.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	50.00% 1	50.00% 1	0.00% 0	2	5.50
The Committee has established and follows an agreed plan for the year's work.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	50.00% 1	50.00% 1	0.00% 0	2	5.50

Q2 Scope of work

Answered: 2 Skipped: 0



CFC In-Attendance 2019/20

	STRONGLY DISAGREE	DISAGREE	SOMEWHAT DISAGREE	SOMEWHAT AGREE	AGREE	STRONGLY AGREE	UNABLE TO ASSESS/DON'T KNOW	TOTAL	WEIGHTED AVERAGE
The Committee receives sufficient and timely information to review, understand and assess the issues for discussion on which to base its decisions.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 2	0.00% 0	0.00% 0	2	5.00
The quality of presentations made to the Committee is appropriate.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 2	0.00% 0	0.00% 0	2	5.00
The Committee understands the issues which are on the horizon for the Health Board which may impact on its areas of work.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 2	0.00% 0	0.00% 0	2	5.00
The work of the Committee culminates in appropriate recommendations to the Board.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	50.00% 1	0.00% 0	50.00% 1	2	6.00
The Board takes due regard of the recommendations from the Committee.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	50.00% 1	0.00% 0	50.00% 1	2	6.00
The Committee has effective escalation arrangements in place to alert relevant individuals and committees of any urgent/critical matters that may compromise patient care and affect the operation and/or reputation of the Health Board.	0.00% 0	0.00% 0	0.00% 0	50.00% 1	50.00% 1	0.00% 0	0.00% 0	2	4.50

Q3 Assurance

Answered: 2 Skipped: 0

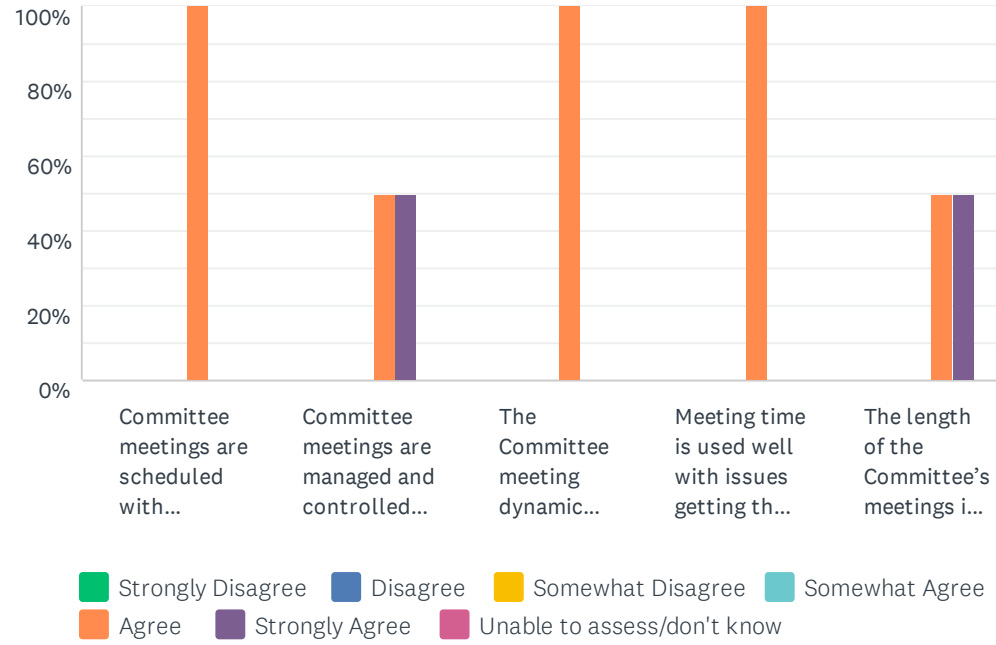


CFC In-Attendance 2019/20

	STRONGLY DISAGREE	DISAGREE	SOMEWHAT DISAGREE	SOMEWHAT AGREE	AGREE	STRONGLY AGREE	UNABLE TO ASSESS/DON'T KNOW	TOTAL	WEIGHTED AVERAGE
The Committee works effectively with its designated Sub-Committee.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 2	0.00% 0	0.00% 0	2	5.00
The Committee is effective in providing assurance to the Board in its role as corporate trustees of the charitable funds held and administered by the Health Board.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	50.00% 1	0.00% 0	50.00% 1	2	5.50
The Committee is effective in making and monitoring arrangements for the control and management of the Board's Charitable Funds, within the budget, priorities and spending criteria determined by the Board and consistent with the legislative framework.	0.00% 0	0.00% 0	0.00% 0	50.00% 1	50.00% 1	0.00% 0	0.00% 0	2	4.50
When areas of good practice emerge from the Committee's deliberations, there are effective arrangements in place for them to be shared with other committees/executives as appropriate.	0.00% 0	0.00% 0	0.00% 0	50.00% 1	50.00% 1	0.00% 0	0.00% 0	2	4.50
Overall, the Committee is effectively fulfilling its Terms of Reference.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 2	0.00% 0	0.00% 0	2	5.00

Q4 Meetings

Answered: 2 Skipped: 0

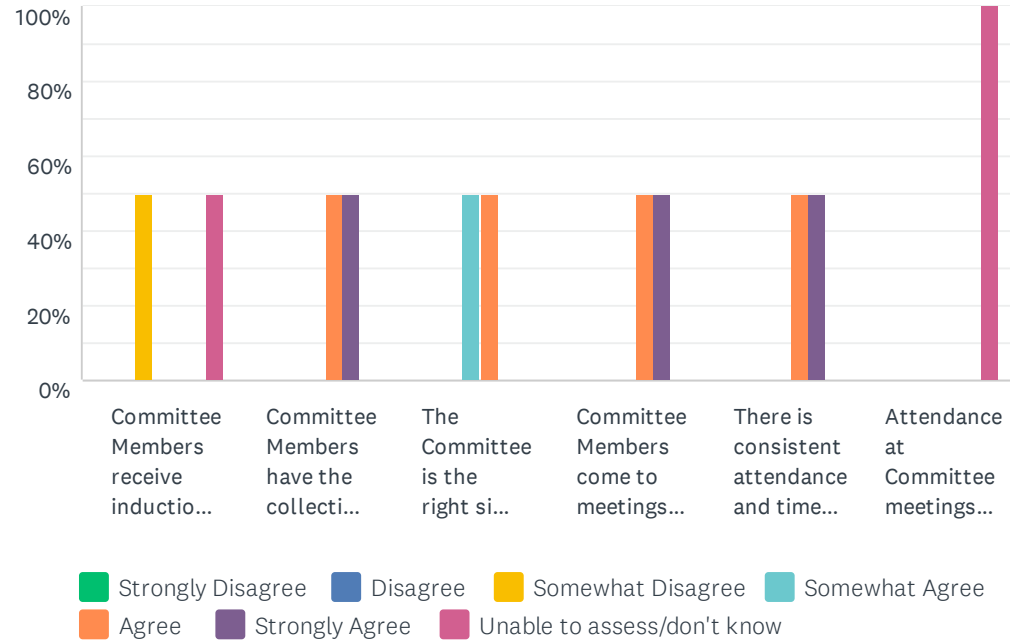


CFC In-Attendance 2019/20

	STRONGLY DISAGREE	DISAGREE	SOMEWHAT DISAGREE	SOMEWHAT AGREE	AGREE	STRONGLY AGREE	UNABLE TO ASSESS/DON'T KNOW	TOTAL	WEIGHTED AVERAGE
Committee meetings are scheduled with sufficient time to cover all agenda items, including discussion and answering questions.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 2	0.00% 0	0.00% 0	2	5.00
Committee meetings are managed and controlled effectively and conducted in a business-like manner.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	50.00% 1	50.00% 1	0.00% 0	2	5.50
The Committee meeting dynamic encourages full participation and open communications.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 2	0.00% 0	0.00% 0	2	5.00
Meeting time is used well with issues getting the time and attention proportionate to their importance.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 2	0.00% 0	0.00% 0	2	5.00
The length of the Committee's meetings is appropriate in relation to the agenda.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	50.00% 1	50.00% 1	0.00% 0	2	5.50

Q5 Membership

Answered: 2 Skipped: 0



CFC In-Attendance 2019/20

	STRONGLY DISAGREE	DISAGREE	SOMEWHAT DISAGREE	SOMEWHAT AGREE	AGREE	STRONGLY AGREE	UNABLE TO ASSESS/DON'T KNOW	TOTAL	WEIGHTED AVERAGE
Committee Members receive induction, advice and ongoing development opportunities to support them in their role.	0.00% 0	0.00% 0	50.00% 1	0.00% 0	0.00% 0	0.00% 0	50.00% 1	2	5.00
Committee Members have the collective skills, knowledge and experience to fulfil its Terms of Reference and to advise and assure the Board.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	50.00% 1	50.00% 1	0.00% 0	2	5.50
The Committee is the right size and sufficiently diverse.	0.00% 0	0.00% 0	0.00% 0	50.00% 1	50.00% 1	0.00% 0	0.00% 0	2	4.50
Committee Members come to meetings prepared and ready to contribute.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	50.00% 1	50.00% 1	0.00% 0	2	5.50
There is consistent attendance and timely arrival by Members at Committee meetings.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	50.00% 1	50.00% 1	0.00% 0	2	5.50
Attendance at Committee meetings is evaluated as a criterion for continued membership on the Committee.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 2	2	7.00

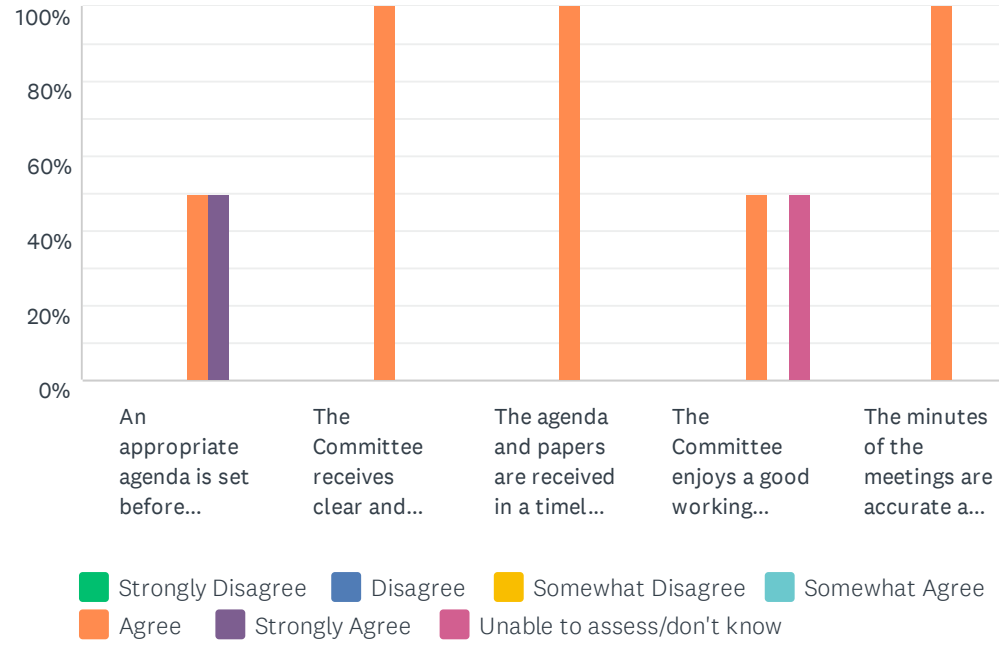
#	COMMENTS FOR "COMMITTEE MEMBERS RECEIVE INDUCTION, ADVICE AND ONGOING DEVELOPMENT OPPORTUNITIES TO SUPPORT THEM IN THEIR ROLE."	DATE
1	Formal induction procedures have yet to be put in place by the Corporate Governance team.	4/22/2020 12:24 PM
#	COMMENTS FOR "COMMITTEE MEMBERS HAVE THE COLLECTIVE SKILLS, KNOWLEDGE AND EXPERIENCE TO FULFIL ITS TERMS OF REFERENCE AND TO ADVISE AND ASSURE THE BOARD."	DATE
	There are no responses.	
#	COMMENTS FOR "THE COMMITTEE IS THE RIGHT SIZE AND SUFFICIENTLY DIVERSE."	DATE
1	No clinical representation as well as staff side representation.	4/22/2020 12:24 PM
#	COMMENTS FOR "COMMITTEE MEMBERS COME TO MEETINGS PREPARED AND READY TO CONTRIBUTE."	DATE
	There are no responses.	
#	COMMENTS FOR "THERE IS CONSISTENT ATTENDANCE AND TIMELY ARRIVAL BY MEMBERS AT COMMITTEE MEETINGS."	DATE
	There are no responses.	

CFC In-Attendance 2019/20

#	COMMENTS FOR "ATTENDANCE AT COMMITTEE MEETINGS IS EVALUATED AS A CRITERION FOR CONTINUED MEMBERSHIP ON THE COMMITTEE."	DATE
	There are no responses.	

Q6 Support for the Committee

Answered: 2 Skipped: 0



CFC In-Attendance 2019/20

	STRONGLY DISAGREE	DISAGREE	SOMEWHAT DISAGREE	SOMEWHAT AGREE	AGREE	STRONGLY AGREE	UNABLE TO ASSESS/DON'T KNOW	TOTAL	WEIGHTED AVERAGE
An appropriate agenda is set before Committee meetings and is followed.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	50.00% 1	50.00% 1	0.00% 0	2	5.50
The Committee receives clear and concise papers which focus on the key issues and priorities.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 2	0.00% 0	0.00% 0	2	5.00
The agenda and papers are received in a timely manner in advance of the meetings to allow time for appropriate review and preparation.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 2	0.00% 0	0.00% 0	2	5.00
The Committee enjoys a good working relationship with management and significant issues are reviewed with the Chief Executive or the relevant Lead Director.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	50.00% 1	0.00% 0	50.00% 1	2	6.00
The minutes of the meetings are accurate and reflect the discussion, next steps and/or action articulated by Members.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 2	0.00% 0	0.00% 0	2	5.00

Q7 General Comments

Answered: 1 Skipped: 1

ANSWER CHOICES	RESPONSES
The Committee's key successes in the past year were:	100.00% 1
What could be improved at the Committee's meetings, and how:	100.00% 1
What areas should the Committee focus on in future:	100.00% 1
What training would help you perform your Committee role more effectively:	100.00% 1

#	THE COMMITTEE'S KEY SUCCESSES IN THE PAST YEAR WERE:	DATE
1	Supporting work at Ty Bryngwyn - Hospice and equipping support for Aberaeron ICC	4/22/2020 11:13 AM
#	WHAT COULD BE IMPROVED AT THE COMMITTEE'S MEETINGS, AND HOW:	DATE
1	Clarity on how the Committee would like to receive service bids valued >50k. Standard request paperwork or something more comprehensive and bespoke to need.	4/22/2020 11:13 AM
#	WHAT AREAS SHOULD THE COMMITTEE FOCUS ON IN FUTURE:	DATE
1	Financial investments and major longer term projects that have a strategic impact on the services we provide	4/22/2020 11:13 AM
#	WHAT TRAINING WOULD HELP YOU PERFORM YOUR COMMITTEE ROLE MORE EFFECTIVELY:	DATE
1	None stand out at this time but once QLIK VIEW is rolled out as a financial product to oversee C/F expenditure I would expect that some degree of induction/training would help.	4/22/2020 11:13 AM