

HYWEL DDA HEALTH BOARD – CHARITABLE FUNDS COMMITTEE WORKPLAN 2020-21

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 2020–March 2021.

Agenda Item/Issue	Lead	16 th June 2020 (meeting cancelled)	15 th September 2020	30 th November 2020	9 th March 2021
Governance					
Apologies	Chair	✓	✓	✓	✓
Declaration of Interests	Chair	✓	✓	✓	✓
Minutes from previous meeting	Chair	✓	✓	✓	✓
Table of actions	Chair	✓	✓	✓	✓
Review of Terms of Reference	Chair				✓
Annual report to Board detailing work undertaken throughout year & Accounts	MR/JT/CW Secretariat				✓
Self-assessment of Committee Effectiveness	CW		✓ (Results)		✓
Risk & Assurance					
Sub-Committee Terms of Reference: • Charitable Funds Operations Sub-Committee	GR			✓	
Sub-Committee Update Reports: • Charitable Funds Operations Sub-Committee	GR	✓	✓	✓	✓
Sub-Committee Annual Report: • Charitable Funds Operations Sub-Committee	GR				✓
Review of Scheme of Delegation including the role of the Charitable Funds Operations Sub-Committee	MR		✓		
Charitable Funds Committee Risk Register	MR	✓	✓	✓	✓
CFC Assurance Report for submission to ARAC	MR				✓
CFC Assurance Report submitted to ARAC	MR		✓		
Operational/Strategic Issues					

Hywel Dda Health Charities Fundraising Story	NLI	✓	✓	✓	✓
Approval of Policies and procedures relating to charitable funds on behalf of the Board (as required)	JT	✓	✓ (Nil return)	✓	✓
Approval of charitable funds expenditure over £50,000 (as required)	Chair/GR	✓	✓	✓	✓
Review any approvals made outside the meeting via Chairs Action procedure.	Chair	✓	✓	✓	✓
Accept and recommend other relevant strategies, policies, procedures and reports relating to charitable funds, as appropriate for ratification by the HB Board (as required)	All	✓	✓	✓	✓
CFC Governance and Support Costs Budget for 2020/21	MR/JT				✓
Benchmarking Exercise				✓	
Ceredigion Property Options	JT		✓		
Bronglais Chemotherapy Unit Update	NLI		✓		
Aberaeron Integrated Care Centre	CS/PS/JH	✓	✓ (Deferred)	✓	
Christmas Monies	JT		✓		
Update on NHS Charities Together Grant Funding Expenditure	NL/JT		✓		
Staff Lottery Scheme	NL		✓		
Performance					
Investment advisor Performance Update to be presented in person	JT	✓	✓		✓
Integrated Hywel Dda Health Charities Performance Report	MR/HT	✓	✓	✓	✓
Draft Annual Accounts (2019/20)	HT/JT		✓		
Internal Audit Report	Chair/Internal Audit		✓		
For Information					
Reflective Summary of Meeting	MR	✓	✓	✓	✓
CFC Workplan 2020/21	CW	✓	✓	✓	✓
Administration					
Agenda setting meeting at least 6 weeks prior to meeting	CW	✓	✓	✓	✓
Quality check agenda and papers before dissemination	CW	✓	✓	✓	✓
Disseminate agenda & papers sever days prior to meeting	CW	✓	✓	✓	✓
Minutes and action log to be circulated within 14 days of the meeting to members	CW	✓	✓	✓	✓
Prepare Update Report to Board (must be signed off by Chair & Lead Exec prior to submission)	CW	✓	✓	✓	✓
Prepare schedule of meeting dates for next financial year	CW			✓	

Prepare Annual Workplan for next financial year	CW				✓
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Initials

Chair – Simon Hancock	CW - Claire Williams (Secretariat)
MR – Mandy Rayani	HT – Huw Thomas
JT – Jennifer Thomas	PS – Peter Skitt
GR – Gareth Rees	JH – Jina Hawkes
NLI – Nicola Llewelyn	CS – Claire Sinnett