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	MR/JT/CW				✓
Self-assessment of Committee Effectiveness	CW		✓ (Results)		✓
Risk & Assurance					
Sub-Committee Terms of Reference:	GR		✓		
 Charitable Funds Operations Sub-Committee 					
Sub-Committee Update Reports:	GR	✓	✓	✓	✓
 Charitable Funds Operations Sub-Committee 					
Sub-Committee Annual Report:	GR				✓
 Charitable Funds Operations Sub-Committee 					
Review of Scheme of Delegation including the role of the Charitable	MR		✓		
Funds Operations Sub-Committee					
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	JT	✓	✓	✓	✓

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

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	
NLl – Nicola Llewelyn	CS – Claire Sinnett	