

Bundle Charitable Funds Committee 16 December 2019

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Charitable Funds Committee

Strategic Planning Workshop

16th December 2019

Agenda

1. Welcome & Introductions – Sarah Jennings & Catherine Rees

2. Our Current Position – Nicola Llewelyn & Jennifer Thomas

3. Our Future Aspirations – Facilitator: Catherine Rees

- Our vision and purpose
- Our priorities for the future
- Our appetite for growth

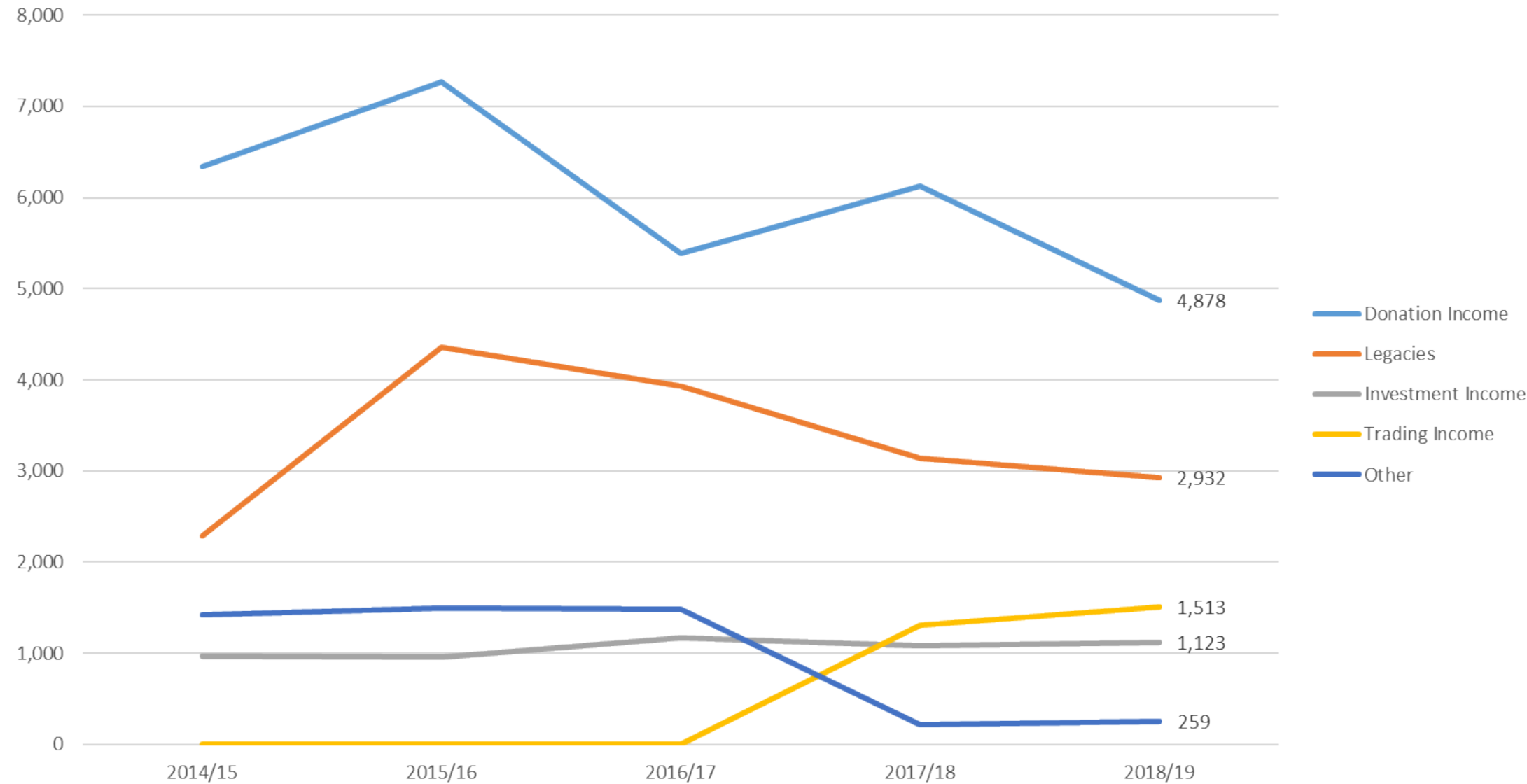
4. Closing Remarks – Simon Hancock

Hywel Dda Health Charities Income 2013/14 to date

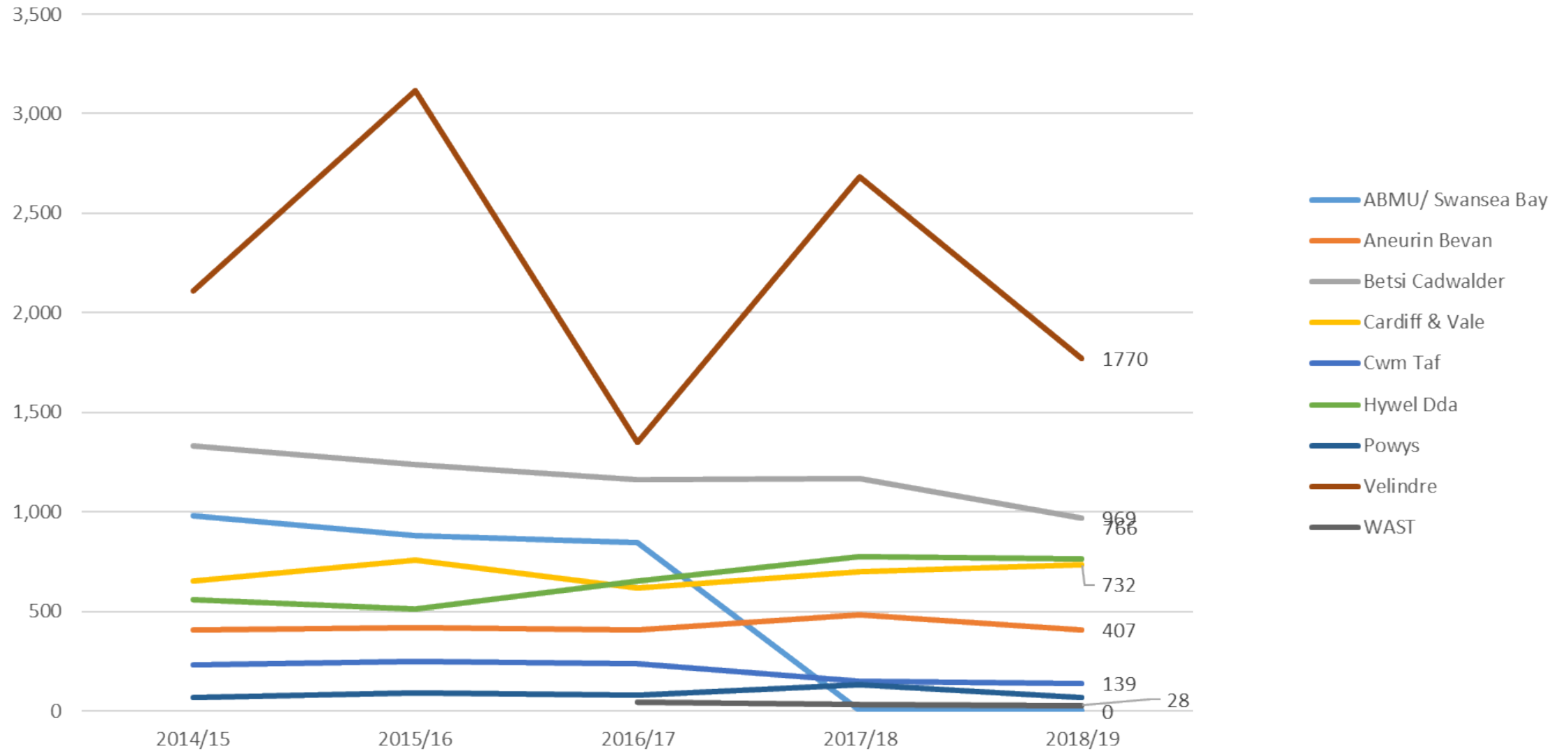
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20 *
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Donation Income	485	558	510	655	778	766	583
Legacies	161	273	226	523	444	780	99
Investment Income	216	200	212	234	255	317	15
Grants	10			16	9	18	12
Total	872	1,031	948	1,428	1,486	1,881	709

* to date

Charitable Income NHS Wales 2014/15 to 2018/19

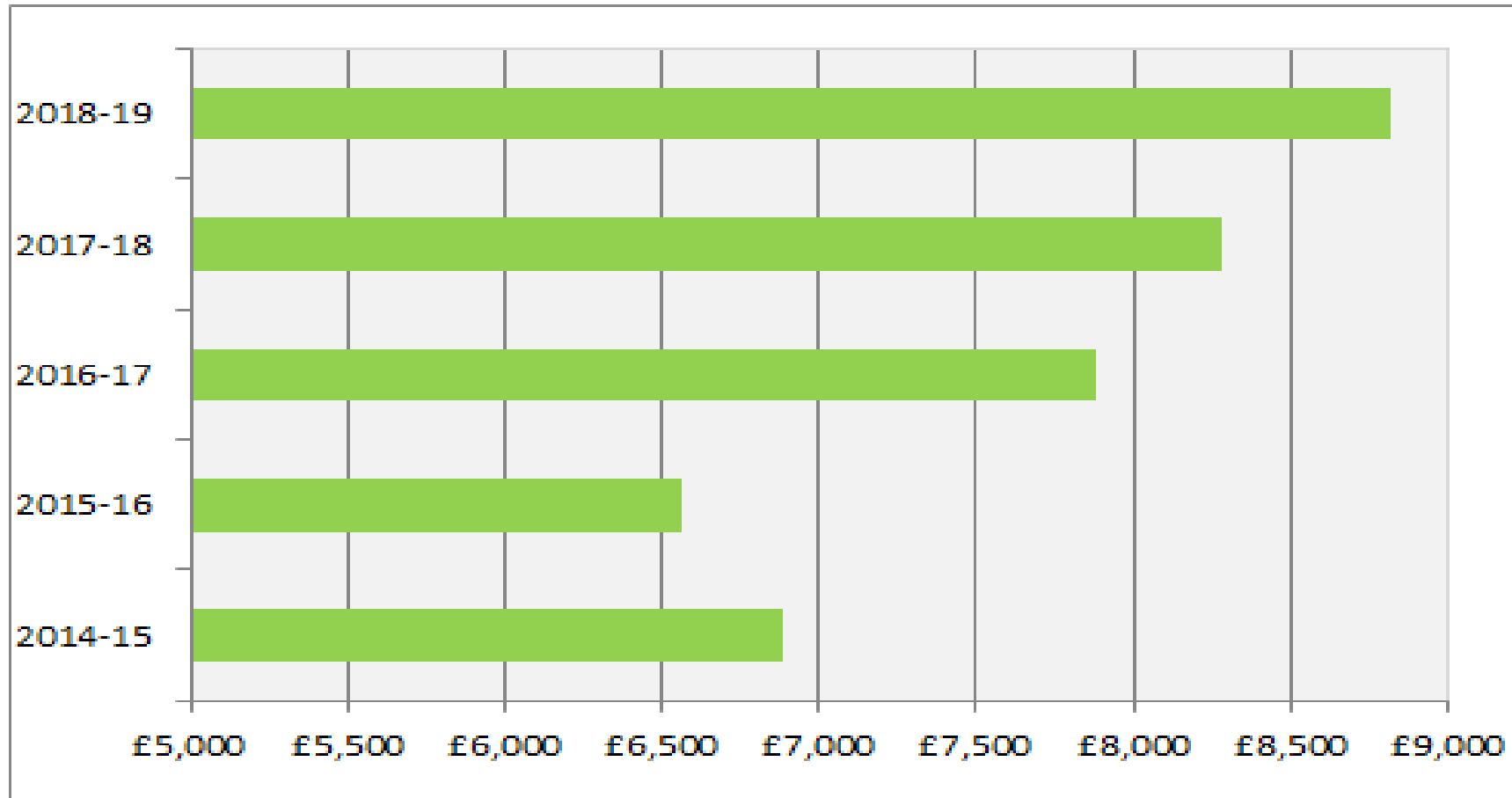


Donation Income NHS Wales 2014/15 to 2018/19



Hywel Dda Health Charities Fund Balances

Fund Balances 2014/15 - 18/19



Funds Balances £000's

Hywel Dda Health Charities Fund Balances

Summary as at 31st October 2019

Fund Balances As At 31st October 2019	Hywel Dda	Carms	Ceredigion	Pembs	Total	Less Commitments	Total
Corporate	134,481				134,481	-1,158	133,324
Community		224,920	571,785	127,323	924,028	-442,395	481,633
Mental Health & Learning Disabilities	24,392	50,459	6,844	75,275	156,970	-4,535	152,435
Acute Services -							
<i>Scheduled Care</i>		449,169	106,378	28,737	584,284	-4,656	579,628
<i>Unscheduled Care</i>		865,699	1,301,007	2,500,911	4,667,618	-361,093	4,306,525
<i>Cancer Services</i>		549,850	591,128	734,550	1,875,528	-413,443	1,462,085
<i>Women & Children's Service</i>		313,673	46,573	46,136	406,382	-8,602	397,780
Other		129,604	25,022	32,423	187,050	-14,000	173,050
Total	158,873	2,583,374	2,648,738	3,545,355	8,936,341	-1,249,881	7,686,459

Benchmarking – UK wide

2018 data	Total Returned data	Hywel Dda Health Charities
% income from fundraised and voluntary income	74%	83%
% income from investment	18%	17%
Fundraising costs as % of fundraised and voluntary income	17%	12%
Support and Governance as percentage of income	9%	5%
Governance as percentage of fundraised and voluntary income	2%	3%
(Total costs- grants-activities directly undertaken-other)/Total income%	27%	16%
Total Income as percentage of Total net assets	14%	18%
Total Income plus net gains/losses as percentage of Total net assets	16%	17%
Investments as percentage of Total net assets	92%	86%
Percentage unrestricted funds	23%	44%
Percentage designated funds	22%	0%
Percentage restricted funds	13%	31%
Percentage endowment funds	42%	24%
External audit as percentage of income	0.82%	0.61%
Total audit as percentage of income	0.92%	0.61%

Source:
Association of
NHS
Charities

Our Vision and Purpose

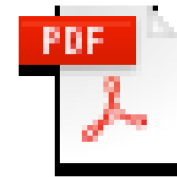
Resources:

Hywel Dda Health
Charities Framework
March 2019



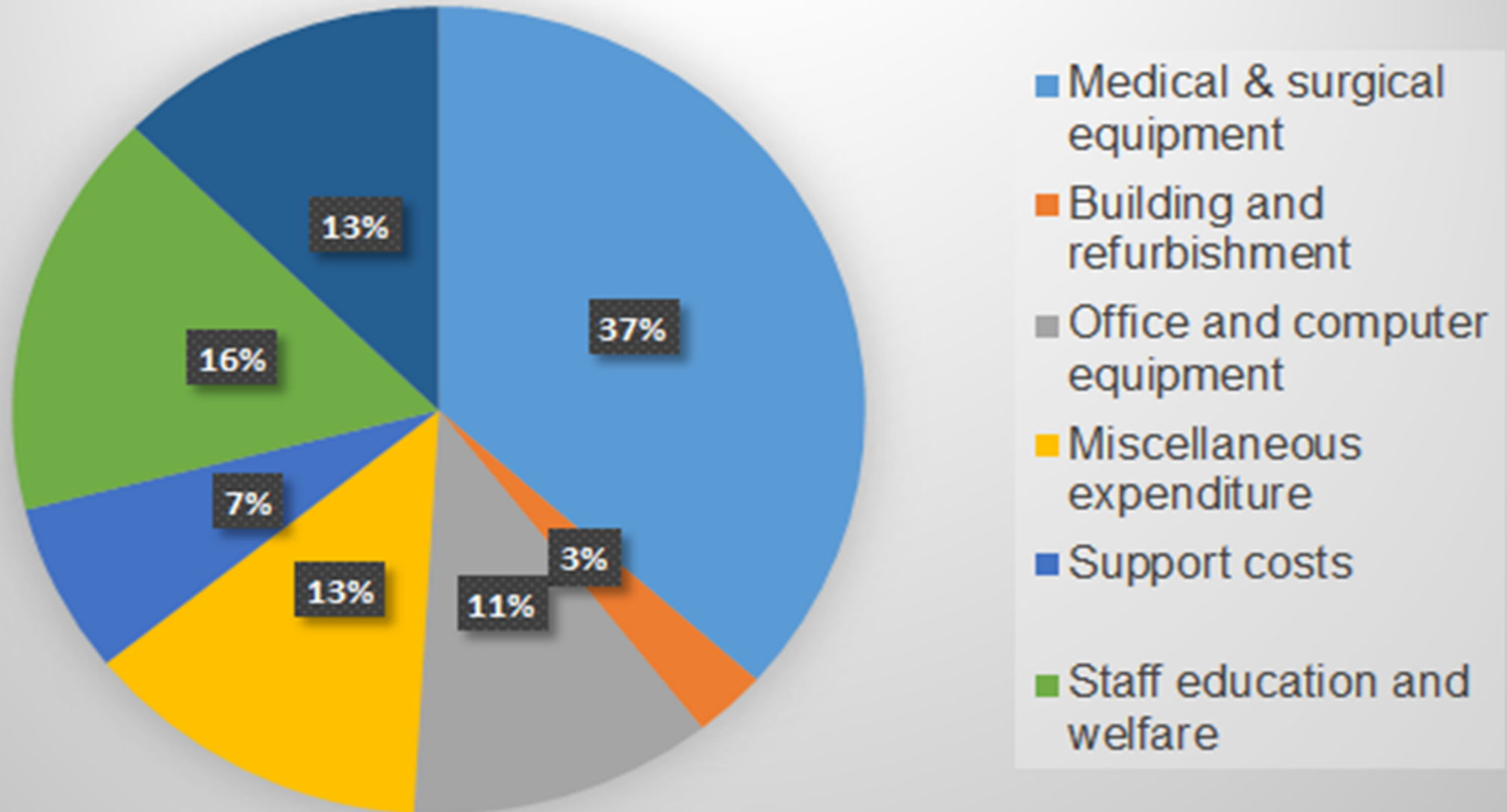
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Hywel Dda Health
Charities Overview
Charity Commission



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Charitable Expenditure 2018/19



Our Scheme of Delegation:

Under £1,000	Under £5,000	Under £25,000	Under £50,000	Over £50,000
<ul style="list-style-type: none">- Senior Nurse Manager- Service Delivery Manager- Head of Service or managers at equivalent level	<ul style="list-style-type: none">- Clinical, Hospital or Service Director- Hospital or Service General Manager- Head of Nursing or managers at equivalent level	Deputy Director of Operations on behalf of the Operations Directorate Charitable Funds Sub-Committee	Executive Director	Charitable Funds Committee

Our Governance Arrangements

Resources:

Charitable Funds
Committee Terms of
Reference



PDF File

Charitable Funds
Sub-Committee
Terms of Reference



PDF File

Hywel Dda Health Charities Framework

Our vision:

To make a positive difference to local NHS services across Carmarthenshire, Ceredigion and Pembrokeshire.

Who we are:

Hywel Dda Health Charities is the official charity of Hywel Dda University Health Board.

Our purpose:

To raise and distribute funds to support local health services above and beyond what NHS funding allows:

- Additional patient comforts.
- Most up-to-date medical equipment.
- More welcoming surroundings.
- Staff learning and development.
- Care in our local communities.
- Research projects.
- Healthy living and health promotion initiatives.

Our principles:

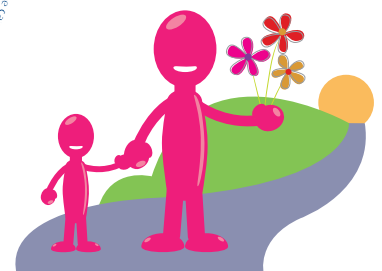
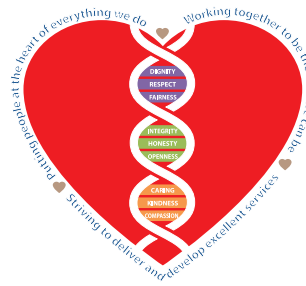
- *Putting people at the heart of everything we do* – ensuring that improved patient experiences are at the forefront of our work at all times.
- *Working together to be the best we can be* – ensuring that the charity can support the UHB to continually improve and enhance its services.
- *Striving to deliver and develop excellent services* – ensuring a patient focus to the allocation of funds at all times to deliver the very best healthcare we can for our patients.

Our measures of success:

- We are the local healthcare charity of choice, well recognised and trusted, renowned for responsible practices and stewardship of donors.
- The charity and prudent use of our charitable funds is core to the culture of the UHB.
- The charity is regularly supported by staff our local communities.
- Demonstrable success in delivering positive outcomes to our patients, their families and our staff.
- Increased income levels on an annual basis.



Fundraising.HywelDda@wales.nhs.uk



**Elusennau Iechyd Hywel Dda
Hywel Dda Health Charities**



The Regulator for Charities in England and Wales

1147863 - HYWEL DDA HEALTH CHARITIES

**DUE DOCUMENTS
RECEIVED**

Charity overview

Activities

THE CHARITY IS A GRANT MAKING CHARITY, THE PURPOSE OF WHICH IS THE RELIEF OF THOSE WHO ARE ILL OR DISABLED AND THE ADVANCEMENT OF EDUCATION THROUGH TRAINING. THE MAJORITY OF GRANT PAYMENTS ARE MADE AS CONTRIBUTIONS TO THE NHS. OTHER GRANT PAYMENTS ARE MADE FOR PATIENT AND STAFF WELFARE AND AMENITIES.

Income £1,485,426

Income item	Income £
Voluntary	1,230,583
Trading to raise funds	0
Investment	254,843
Charitable activities	0
Other	0
Total	1,485,426
<hr/>	
Investment gains	0

Spending £1,049,587

Expenditure item	Expenditure £
Generating voluntary income	0
Governance	0
Trading to raise funds	0
Investment management	0
Charitable activities	894,981
Other	0
Total	1,049,587

Assets, liabilities & people

Assets & liabilities item	Asset value £
Own use assets	0
Long term investments	7,270,000
Other assets	1,162,000
Total liabilities	-175,000
<hr/>	
Employees	4
Volunteers	0

Charitable spending

Spending type item	Value £	% of total income
Income generation and governance	154,606	10
Charitable spending	894,981	60
Retained for future use	435,839	29

Financial history

Financial summary

Financial year end (FYE)	Income	Spending	Accounts received	Annual Return received
31 Mar 2018	£1,485,426*	£1,049,587*	30 Jan 2019	30 Jan 2019
31 Mar 2017	£1,427,379	£1,095,424	22 Jan 2018	22 Jan 2018
31 Mar 2016	£947,873	£988,981	18 Jan 2017	18 Jan 2017
31 Mar 2015	£1,030,530	£923,026	26 Jan 2016	26 Jan 2016
31 Mar 2014	£852,307	£1,446,272	03 Feb 2015 (3 days late)	03 Feb 2015 (3 days late)

* Consolidated accounts

Contact & trustees

Contact

MR HUW THOMAS
YSTWYTH
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JOBSEWELL ROAD
CARMARTHEN
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Website:
<http://howis.wales.nhs.uk/sitesplus/862/page/53681>

Charity trustees

HYWEL DDA UNIVERSITY LOCAL HEALTH
BOARD

Charity framework

Date of registration

28 Jun 2012

Other names

- HYWEL DDA GENERAL FUND CHARITY (Old Name)

Governing document

TRUST DEED DATED 29/03/2012 AS AMENDED BY RESOLUTION DATED 27/03/2014

Organisation type

STANDARD REGISTRATION

Registration history

28 JUNE 2012 REGISTERED

Charitable objects

THE TRUSTEE SHALL HOLD THE TRUST FUND UPON TRUST TO APPLY INCOME, AND AT ITS DISCRETION, SO FAR AS MAY BE PERMISSIBLE, THE CAPITAL, FOR ALL OR ANY CHARITABLE PURPOSE OR PURPOSES RELATING TO THE NATIONAL HEALTH SERVICE

Classification

What

- EDUCATION/TRAINING
- THE ADVANCEMENT OF HEALTH OR SAVING OF LIVES

Who

- CHILDREN/YOUNG PEOPLE
- ELDERLY/OLD PEOPLE
- PEOPLE WITH DISABILITIES
- THE GENERAL PUBLIC/MANKIND

How

- MAKES GRANTS TO ORGANISATIONS
- PROVIDES SERVICES

Area of benefit

NO INFORMATION RECORDED

Where the charity operates

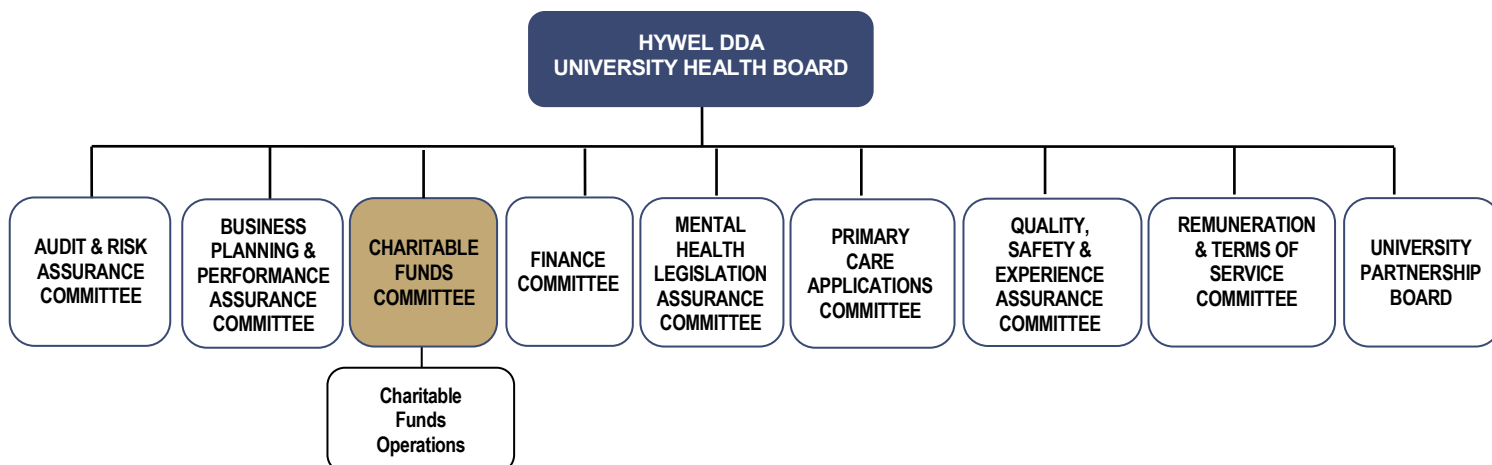
- THROUGHOUT WALES

Linked charities

CARDIOLOGY EQUIPMENT

Note: This report is compiled from public information that the Charity Commission holds on the Register of Charities on 11 December 2019.

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CHARITABLE FUNDS COMMITTEE

TERMS OF REFERENCE

Version	Issued To	Date	Comments
V0.1	Charitable Funds Committee	11.06.2012	Approved
V0.2	Hywel Dda Health Board (SO's)	27.09.2012	Approved
V0.3	Charitable Funds Committee	18.06.2013	Approved
V0.4	Charitable Funds Committee	03.09.2013	Approved
V0.5	Charitable Funds Committee	12.12.2013	Approved
V0.6	Charitable Funds Committee	09.10.2013	Approved
V0.7	Charitable Funds Committee	16.12.2014	Approved
V0.8	Charitable Funds Committee	10.03.2015	Approved
	Hywel Dda University Health Board	26.03.2015	Approved
V0.9	Charitable Funds Committee	29.06.2015	Approved
V0.10	Hywel Dda University Health Board	26.11.2015	Approved
V0.11	Charitable Funds Committee	29.11.2016	Approved
V0.12	Hywel Dda University Health Board	26.01.2017	Approved
V0.13	Charitable Funds Committee	15.06.2017	Approved
V0.14	Charitable Funds Committee	15.03.2018	Approved
V0.15	Hywel Dda University Health Board	29.03.2018	Approved
V0.16	Charitable Funds Committee	14.03.2019	Approved
V0.16	Hywel Dda University Health Board	30.05.2019	Approved

CHARITABLE FUNDS COMMITTEE

1. Introduction

- 1.1 The Hywel Dda University Local Health Board's standing orders provide that *"The Board may and, where directed by the Welsh Government must, appoint Committees of the UHB either to undertake specific functions on the Board's behalf or to provide advice and assurance to the Board in the exercise of its functions. The Board's commitment to openness and transparency in the conduct of all its business extends equally to the work carried out on its behalf by committees"*.
- 1.2 In accordance with the Standing Orders (and the UHB's Scheme of delegation), the Board has nominated Committee to be known as the Charitable Funds Committee (the Committee). The detailed terms of reference and operating arrangements set by the Board in respect of this committee are set out below.

2. Constitution

- 2.1 Hywel Dda University Local Health Board was appointed as corporate trustee of the charitable funds by virtue of Statutory Instrument 2009 No. 778 (W.66) and that its Board serves as its agent in the administration of the charitable funds held by the UHB.
- 2.2 The Committee has been established as a Committee of the Hywel Dda University Local Health Board (HDdUHB) and constituted from 22nd July 2010.

3. Membership

- 3.1 The membership of the Committee shall comprise of the following:

Member
Independent Member (Chair)
Independent Member (Vice-Chair)
4 x Independent Members
Chief Executive
Director of Finance
Director of Partnerships and Corporate Services (Executive Lead) for Hywel Dda Health Charities

The following should attend Committee meetings:

In Attendance
Assistant Director of Finance (Finance Systems and Statutory Reporting)
Senior Finance Business Partner (Accounting & Statutory and Reporting)
Deputy Director of Operations
Head of Hywel Dda Health Charities
Staff Side Representative

- 3.2 A standing invitation is extended for a representative of the Hywel Dda Community Health Council to attend in an observer capacity.
- 3.3 Membership of the Committee will be reviewed on an annual basis.

4. Quorum and Attendance

- 4.1 A quorum shall consist of no less than four of the membership and must include as a minimum the Chair or Vice Chair of the Committee, and one other Independent Member, as well as the Director of Finance and the Executive Lead for Hywel Dda Health Charities (or their suitably briefed deputies).
- 4.2 The membership of the Committee shall be determined by the Board of the Corporate Trustee (HDdUHB), based on the recommendation of the UHB Chair, taking into account the balance of skills and expertise necessary to deliver the Committee's remit and subject to any specific requirements of directions made by the Welsh Government.
- 4.3 Any senior officer of the UHB or partner organisation may, where appropriate, be invited to attend, for either all or part of a meeting to assist with discussions on a particular matter.
- 4.4 The Committee may also co-opt additional independent external 'experts' from outside the organisation to provide specialist skills.
- 4.5 The Chairman of the UHB reserves the right to attend any of the Committee's meetings as an ex officio member.
- 4.6 Should any officer member be unavailable to attend, they may nominate a deputy with full voting rights to attend in their place, subject to the agreement of the Chair.
- 4.7 The Head of Internal Audit shall have unrestricted and confidential access to the Chair of the Charitable Funds Committee.
- 4.8 The Committee will invite External Audit to attend once a year to provide the Committee with assurance on processes and end of year accounts.
- 4.9 The Committee may also extend the membership to include independent members outside of the Board (e.g. nomination from Stakeholder Reference Group).
- 4.10 The Chair of the Charitable Funds Committee shall have reasonable access to Executive Directors and other relevant senior staff.
- 4.11 The Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

5. Purpose

The purpose of the Charitable Funds Committee is:

- 5.1 To make and monitor 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.
- 5.2 To provide assurance to the Board in its role as corporate trustees of the charitable funds held and administered by the Health Board.
- 5.3 To agree issues to be escalated to the Board with recommendations for action.

6. Key Responsibilities

The Charitable Funds Committee shall:

- 6.1 Within the budget, priorities and spending criteria determined by the UHB as trustee, and consistent with the requirements of the Charities Act 2011 (or any modification of these acts), to apply the charitable funds in accordance with its respective governing documents.
- 6.2 To devise, implement and approve appropriate procedures and policies to ensure that fundraising and accounting systems are robust, donations are received and coded as instructed and that all expenditure is reasonable, clinically and ethically appropriate.
- 6.3 To ensure that the UHB policies and procedures for charitable funds investments are followed.
- 6.4 In addition, to make decisions involving the sound investment of charitable funds in a way that both preserves their value and produces a proper return consistent with prudent investment and ensuring compliance with:
 - 6.4.1 Trustee Act 2000
 - 6.4.2 The Charities Act 2011
 - 6.4.3 Terms of the fund's governing documents
- 6.5 To receive at least twice a year reports for ratification from the Director of Finance, and investment decisions and action taken through delegated powers upon the advice of the UHB's investment adviser.
- 6.6 To oversee and monitor the functions performed by the Director of Finance as defined in the UHB's Standing Financial Instructions.
- 6.7 To monitor the progress of Charitable Appeal Funds where these are in place and considered to be material.
- 6.8 To monitor and review the UHB's scheme of delegation for Charitable Funds expenditure and to set and reflect in Financial Procedures the approved delegated limits for expenditure from Charitable Funds.

7. Delegated Powers and Duties of the Director of Finance

- 7.1 The Director of Finance has prime financial responsibility for the UHB's Charitable Funds as defined in the UHB's Standing Financial Instructions. The specific powers, duties and responsibilities delegated to the Director of Finance are:
- 7.1.1 Administration of all existing charitable funds.
 - 7.1.2 To identify any new charity that may be created (of which the UHB is trustee) and to deal with any legal steps that may be required to formalise the trusts of any such charity.
 - 7.1.3 To provide guidelines with respect to donations, legacies and bequests, fundraising and trading income.
 - 7.1.4 Responsibility for the management of investment of funds held on trust.
 - 7.1.5 To ensure appropriate banking services are available to the UHB.
 - 7.1.6 To prepare reports to the UHB Board including the Annual Report and Accounts.

8. Agenda and Papers

- 8.1 The Committee Secretary is to hold an agenda setting meeting with the Chair and/or Vice-Chair, the Lead Director for Hywel Dda Health Charities and the Director of Finance (or their nominated deputies) at least **six** weeks before the meeting date.
- 8.2 The agenda will be based around the Committee work plan, identified risks, matters arising from previous meeting, issues emerging throughout the year, and requests from Committee members. Following approval, the agenda and timetable for request of papers will be circulated to all Committee members.
- 8.3 All papers must be approved by the Lead/relevant Director.
- 8.4 The agenda and papers for meetings will be distributed **seven** days in advance of the meeting, electronically.
- 8.5 The minutes and action log will be circulated to members within **ten** days to check their accuracy.
- 8.6 Members must forward amendments to the Committee Secretary within the next **seven** days. The Committee Secretary will then forward the final version to the Committee Chair for approval.

9. In Committee

- 9.1 The Committee can operate with an In Committee function to receive updates on the management of sensitive and/or confidential information.

10. Frequency of Meetings

- 10.1 The Committee will meet no less than quarterly and shall agree an annual schedule of meetings. Additional meetings will be arranged as determined by the Chair of the Committee, in discussion with the Lead Executive.
- 10.2 The Chair of the Committee, in discussion with the Committee Secretary, shall determine the time and the place of meetings of the Committee and procedures of such meetings.

11. Accountability, Responsibility and Authority

- 11.1 Overseeing the day to day management of the investments of the charitable funds in accordance with the investment strategy set down from time to time by the Trustees, and in accordance with the requirements of the UHB's Standing Financial Instructions.
- 11.2 The appointment of an Investment Manager (where appropriate) to advise it on investment matters and the delegation of day-to-day management of some or all of the investments to that Investment Manager. The Investment Manager, if appointed, must actively manage the charitable fund on behalf of Trustees. In exercising this power the Committee must ensure that:
 - 11.2.1 The scope of the power delegated is clearly set out in writing and communicated with the person or persons who will exercise it;
 - 11.2.2 There are in place adequate internal controls and procedures which will ensure that the power is being exercised properly and prudently;
 - 11.2.3 The performance of the person or persons exercising the delegated power is regularly reviewed;
 - 11.2.4 Where an investment manager is appointed, that the person is regulated under the Financial Services Act 1986;
 - 11.2.5 Acquisitions or disposal of a material nature outside the terms of agreement must always have written authority of the Committee or the Chair of the Committee in conjunction with the Director of Finance.
- 11.3 Ensuring that the banking arrangements for the charitable funds should be kept entirely distinct from the UHB's NHS funds.
- 11.4 Ensuring that arrangements are in place to maintain current account balances at minimum operational levels consistent with meeting expenditure obligations, the balance of funds being invested in interest bearing deposit accounts.
- 11.5 The amount to be invested or redeemed from the sale of investments shall have regard to the requirements for immediate and future expenditure commitments.
- 11.6 The operation of an investment pool when this is considered appropriate to the charity in accordance with charity law and the directions and guidance of the Charity Commission. The Committee shall propose the basis to the UHB Board for applying accrued income to individual funds in line with charity law and Charity Commission guidance.
- 11.7 Obtaining appropriate professional advice to support its investment activities.
- 11.8 Regularly reviewing investments to see if other opportunities or investment services offer a better return.
- 11.9 Reviewing alternative sources of funding to donations and legacies which could provide the Committee with additional leverage and access to additional funds.
- 11.10 By giving reasonable notice, require the attendance of any of the officers or employees and auditors of the Board at any meeting.
- 11.11 The following thresholds are approved in the Charitable Funds Procedure:

"Expenditure less than £5,000 shall only need approval by the nominated fund manager. All expenditure in excess of £5,000 and up to £25,000 will require the approval of the Deputy Director of Operations on behalf of the Charitable Funds Operations Sub-Committee. All expenditure in excess of £25,000 and up to £50,000 will require the approval of an Executive Director. Expenditure in excess of £50,000 will require the approval of the Charitable Funds Committee".

11.12 In addition, further clarification is provided in the associated guidance to budget holders as follows:
"Unusual or novel expenditure requests, and expenditure requests resulting in ongoing charitable fund commitment, or revenue resource commitment, will need prior Charitable Funds Committee approval prior to purchase, regardless of value. If this is deemed to be necessary [by senior finance staff], the authorised signatory will be advised."

11.13 It also states that the following expenditure types require Committee approval:

- *"Research & development expenditure"*
- *"Pay expenditure"*
- *"Training including conferences/seminars etc requiring attendance of participants outside the UK"*

Therefore, items requiring urgent Chair's action will generally be expenditure on equipment greater than £50,000 value, or anything that falls under the criteria above. All expenditure requests made via Chair's Actions will be considered on a case by case basis, as an exception rather than the rule. The presumption will be that other than equipment (in excess of £50,000) and smaller research projects (up to £25,000), items can be deferred to the next meeting.

11.14 The Chair's decision on which items can be approved outside the Committee will be final and all items approved outside full Committee will be reported to the next Committee for ratification.

11.15 The Committee shall embed the UHB's vision, corporate standards, priorities and requirements, e.g. equality and human rights, through the conduct of its business.

11.16 The requirements for the conduct of business as set out in the UHB's Standing Orders are equally applicable to the operation of the Committee.

12. Reporting

12.1 The Committee Chair shall agree arrangements with the UHB's Chair to report to the Board in their capacity as Trustees. This may include, where appropriate, a separate meeting with the Board.

12.3 The Committee, through its Chair and members, shall work closely with the Board's other Committees, including joint/sub-committees and groups, to provide advice and assurance to the UHB through the:

- 12.3.1 joint planning and co-ordination of Board and Committee business;
- 12.3.2 sharing of information.

12.4 In doing so, the Committee shall contribute to the integration of good governance across the organisation, ensuring that all sources of assurance are incorporated into the Board's overall risk and assurance framework.

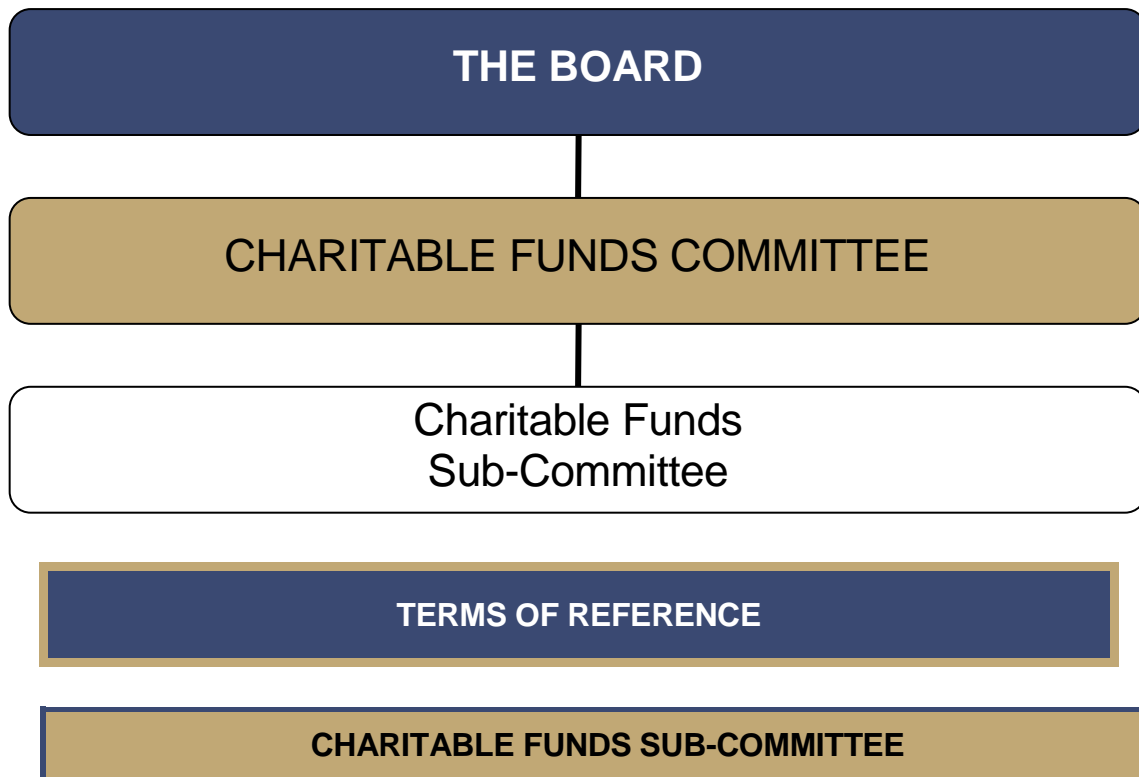
- 12.5 The Committee may establish sub-committees or task and finish groups to carry out on its behalf specific aspects of Committee business. The Committee will receive an update following each sub-committee or task and finish group meeting detailing the business undertaken on its behalf.
- 12.6 The Committee shall establish the Charitable Funds Operations Sub-Committee to ensure that the UHB's policies and procedures are followed in relation to specialist designated and restricted funds.
- 12.7 The Committee Chair, supported by the Committee Secretary, shall:
- 12.7.1 Report formally, regularly and on a timely basis to the Board on the Committee's activities in their capacity as trustees. This includes the submission of a written Committee update report as well as the presentation of an annual report and accounts prior to submission to the Charity Commission.
 - 12.7.2 Bring to the Board's specific attention any significant matter under consideration by the Committee.
 - 12.7.3 Ensure appropriate escalation arrangements are in place to alert the UHB Chair, Chief Executive or Chairs of other relevant Committees of any urgent/critical matters that may compromise patient care and affect the operation and/or reputation of the UHB.
- 12.8 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.

13. Secretarial Support

- 13.1 The Committee Secretary shall be determined by the Director of Partnerships & Corporate Services.

14. Review Date

- 14.1 These Terms of Reference and operating arrangements shall be reviewed on at least an annual basis by the Committee for approval by the Board.



Version	Issued to:	Date	Comments
V1	Charitable Funds Committee	09.03.17	
V2	Charitable Funds Committee	15.03.18	
V3	Charitable Funds Sub-Committee	02.09.19	

CHARITABLE FUNDS SUB-COMMITTEE

1. Constitution

- 1.1 The Charitable Funds Sub-Committee (the Sub-Committee) has been established as a Sub-Committee of the Charitable Funds Committee and constituted from 9th March 2017
- 1.2 The Charitable Funds Sub-Committee consolidates the previous sub-committee functions held by:
- Acute Services Charitable Funds Sub-Committee
 - Carmarthenshire Community Charitable Funds Sub-Committee
 - Ceredigion Community Charitable Funds Sub-Committee
 - Pembrokeshire Community Charitable Funds Sub-Committee
 - Mental Health & LD Charitable Funds Sub-Committee

2. Membership

- 2.1 The membership of the Charitable Funds Sub-Committee shall comprise:

Title
Deputy Director of Operations (Chair)
County Director & Commissioner Ceredigion (Vice-Chair)
General Manager Scheduled Care
General Manager Cancer & Women and Children's Services
General Manager Withybush General Hospital
General Manager Glangwili General Hospital
General Manager Bronglais General Hospital
General Manager Prince Philip General Hospital
County Director & Commissioner Carmarthenshire
County Director & Commissioner Pembrokeshire
Director of Mental Health & Learning Disabilities
Assistant Director (Operational Nursing & Quality)
In attendance:
Head of Hywel Dda Health Charities
Assistant Head of Financial Accounting

- 2.2. Membership of the Sub-Committee shall be reviewed on an annual basis.

3. Quorum and Attendance

- 3.1 A quorum shall consist of no less than one third of the membership and must include as a minimum the Chair or Vice-Chair of the Sub-Committee.

- 3.2 The membership of the Sub-Committee must take into account the balance of skills and expertise necessary to deliver the Sub-Committee's remit and subject to any specific requirements or directions made by the University Health Board or Welsh Government.
- 3.3 Any senior officer of the University Health Board or from a partner organisation may, where appropriate, be invited to attend, for either all or part of a meeting, to assist with discussions on a particular matter.
- 3.4 The Sub-Committee may also co-opt additional independent external 'experts' from outside the organisation to contribute to specialised areas of discussion.
- 3.5 Should any member be unavailable to attend, they may nominate a deputy, with full voting rights, to attend in their place subject to the agreement of the Chair.
- 3.6 The Chair of the Charitable Funds Sub-Committee shall have reasonable access to Executive Directors and other relevant senior staff.
- 3.7 The Sub-Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

4. Purpose

- 4.1 The purpose of the Charitable Funds Sub-Committee is to ensure that the UHB's policies and procedures are followed in relation to the control and management of our named charitable funds.
- 4.2 In particular to:
 - 4.2.1 Apply the UHB's charitable funds within the budget, priorities and spending criteria determined by the UHB as trustee and consistent with the requirements of the Charities Act 2011 (or any modification of these acts).
 - 4.2.2 Implement appropriate policies and procedures to ensure that all expenditure is reasonable, clinically and ethically appropriate.
 - 4.2.3 Agree issues to be escalated to the Charitable Funds Committee with recommendations for action.

5. Operational Responsibilities

- 5.1 The Sub-Committee will, in respect of its provision of assurance to the Charitable Funds Committee, also be responsible for:
 - 5.1.1 Considering and approving all requests for expenditure over £5,000 and under £25,000 against named charitable funds, within the scheme

of delegation for authorisation of charitable funds expenditure.

5.1.2 Considering and recommending for approval all requests for expenditure over £25,000 against named charitable funds, within the scheme of delegation for authorisation of charitable funds expenditure.

5.1.3 Providing scrutiny and onward assurance to the Charitable Funds Committee on charitable income and expenditure.

5.1.4 Receiving assurance from fund managers on activity relating to their designated charitable funds.

5.1.5 Providing scrutiny to all unusual or novel expenditure requests of any value, and expenditure requests resulting in ongoing charitable funds commitment, prior to Charitable Funds Committee consideration.

5.1.6 Developing and overseeing the implementation of annual expenditure plans for the use of the named charitable funds.

5.1.7 Considering and approving all requests for the establishment of new charitable funds.

5.1.6 Providing quarterly written updates to the Charitable Funds Committee.

5.2 The Chair of the Sub-Committee (or a suitably briefed deputy) will attend the quarterly Charitable Funds Committee meetings and provide written reports on the following items:

5.2.1 Notable items of expenditure.

5.2.2 Key decisions.

5.2.3 Progress on expenditure plans for use of named UHB charitable funds.

5.2.4 Chair's actions undertaken outside of the cycle of Sub-Committee meetings.

5.2.5 Key risks and issues/matters of concern.

5.2.6 Matters requiring Charitable Funds Committee consideration or approval

5.2.7 Any revisions to the Sub-Committee's Terms of Reference.

6. Agenda and Papers

7.1 The Sub-Committee Secretary will agree the agenda with the Chair at least three weeks before the meeting date.

- 7.2 The agenda will be based around the Sub-Committee work plan, identified risks matters arising from previous meetings, issues emerging throughout the year and requests from Sub-Committee members. Following approval, the agenda and timetable for papers will be circulated to all Sub-Committee members.
- 7.3 All papers should have relevant sign off before being submitted to the Sub-Committee Secretary.
- 7.4 The agenda and papers for meetings will be distributed seven days in advance of the meeting.
- 7.5 The minutes and action log will be circulated to members within ten days to check the accuracy.
- 7.6 Members must forward amendments to the Sub-Committee secretary within the next seven days. The Sub-Committee secretary will then forward the final version to the Sub-Committee Chair for approval.

7. Frequency of Meetings

- 8.1 The Sub-Committee will meet on a monthly basis and shall agree an annual schedule of meetings. Additional meetings will be arranged as determined by the Chair of the Sub-Committee in discussion with the Sub-Committee Lead.
- 8.2 The Chair of the Sub-Committee, in discussion with the Sub-Committee Secretary, shall determine the time and the place of meetings of the Sub-Committee and procedures of such meetings.

8. Chair's Actions

- 9.1 There may be circumstances where decisions which would normally be made by the Sub-Committee need to be taken between scheduled meetings, and it is not practicable to call a meeting of the Sub-Committee. In these circumstances the Sub-Committee Chair may deal with these matters on behalf of the Sub-Committee as an exception rather than the norm.
- 9.2 The Sub-Committee Chair must ensure that any such action is formally recorded and reported to the next meeting of the Sub-Committee for consideration and ratification.
- 9.3 Chair's actions may not be taken where the Sub-Committee Chair has a personal or business interest in an urgent matter requiring decision.

9. Accountability, Responsibility and Authority

- 10.1 The Sub-Committee will be accountable to the Charitable Funds Committee for its performance in exercising the functions set out in these terms of reference.

- 10.2 The Sub-Committee shall embed the University Health Board and Hywel Dda Health Charities' vision, corporate standards, priorities and requirements, e.g. equality and human rights, through the conduct of its business.
- 10.3 The requirements for the conduct of business as set out in the University Health Board's Standing Orders are equally applicable to the operation of the Sub-Committee.

10. Reporting

- 11.1 The Sub-Committee, through its Chair and members, shall work closely with the Board's other Committees, including joint /sub committees and groups to provide advice and assurance to the Board through the:
- 11.1.1 joint planning and co-ordination of Board and Committee business;
 - 11.1.2 sharing of information.
- 11.2 In doing so, the Sub-Committee shall contribute to the integration of good governance across the organisation, ensuring that all sources of assurance are incorporated into the Board's overall risk and assurance framework.
- 11.3 The Sub-Committee may establish groups or task and finish groups to carry out on its behalf specific aspects of Sub-Committee business. The Sub-Committee will receive written update reports following each meeting which details the business undertaken on its behalf.
- 11.4. The Sub-Committee Chair, supported by the Sub-Committee Secretary, shall:
- 11.4.1 Report formally, regularly and on a timely basis to the Charitable Funds Committee on the Sub-Committee's activities. This includes the submission of a Sub-Committee update report as well as the presentation of an Annual Report within 6 weeks of the financial year.
 - 11.4.2 Bring to the Charitable Funds Committee's specific attention any significant matter under consideration by the Sub-Committee.
 - 11.4.3 Ensure appropriate escalation arrangements are in place to alert the University Health Board Chair, Chief Executive or Chairs of other relevant Committees/Sub Committees of any urgent/critical matters that may compromise patient care and affect the operation and/or reputation of the University Health Board.

11. Secretarial Support

- 12.1 The Sub-Committee secretary shall be determined by the Sub-Committee lead.

12. Review Date

- 13.1 These terms of reference and operating arrangements shall be reviewed on at

least an annual basis by the Sub-Committee for approval by the Charitable Funds Committee.