

**COFNODION Y CYFARFOD PWYLLGOR CRONFA ELUSENNOL
HEB EU CYMERADWYO/ UNAPPROVED
MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING**

Date and Time of Meeting:	2.00pm, Thursday March 14 th 2019
Venue:	Meeting Room 1, Ystwyth Building, St David's Park, Carmarthen SA31 3BB

Present:	<p>Cllr. Simon Hancock, Independent Board Member (Committee Chair)</p> <p>Ms Sarah Jennings, Director of Partnerships and Corporate Services</p> <p>Mr Huw Thomas, Director of Finance (part of the meeting)</p> <p>Ms Anna Lewis, Independent Board Member</p> <p>Mrs Delyth Raynsford, Independent Board Member (Committee Vice-Chair)</p> <p>Mr Mike Lewis, Independent Board Member</p> <p>Mr Owen Burt, Independent Board Member</p>
In Attendance:	<p>Mr Gareth Rees, Deputy Director of Operations</p> <p>Mrs Nicola Llewelyn, Head of Hywel Dda Health Charities</p> <p>Mrs Elen Marks, PA to Director of Partnerships and Corporate Services (Minutes)</p> <p>Mrs Jennifer Thomas, Senior Finance Business Partner</p> <p>Mrs Michelle Jones, Assistant Finance Business Partner</p> <p>Ms Fiona Powell, Assistant Director of Finance (Finance Systems and Statutory Reporting)</p> <p>Miss Leanne Carter, Ceredigion Community & Events Fundraising Officer (part of the meeting)</p> <p>Mrs Elin Williams, Marketing & Communications Officer (part of the meeting)</p> <p>Mrs Tara Nickerson, Pembrokeshire Community & Events Fundraising Officer (part of the meeting)</p> <p>Mrs Claire Rumble, Carmarthenshire Fundraising Officer (part of the meeting)</p>

Agenda Item	Introductions and Apologies for Absence	Action
CF(19)001	The Chair, Cllr. Simon Hancock, welcomed all to the meeting.	
	<p>Apologies were received from:</p> <ul style="list-style-type: none"> Mr Steve Moore, Chief Executive Mr Adam Morgan, Independent Board Member 	
CF(19)002	Declarations of Interests	
	<p>The following declarations of interested were received:</p> <ul style="list-style-type: none"> Ms Sarah Jennings declared an interest as trustee to Community Foundation in Wales. 	
CF(19)003	Minutes of the Meeting held on 20th December 2018	
	RESOLVED - that the minutes of the Charitable Funds Committee meeting held on 20 th December 2018 be approved as a correct record.	

CF(19)004	Table of Actions of the meeting held on 20th December 2018	
	An update was provided on the Table of Actions from the meeting held on 20 th December 2018 and confirmation received that all outstanding actions have been progressed, excluding those that had been deferred until a later meeting, as noted on the Table of Actions.	
CF(19)005	Matters Arising not on the Agenda 20th December 2018	
	There were no matters arising discussed.	
CF(19)006	Review of Charitable Funds Committee Terms of Reference	
	<p>Ms Jennings noted that the annual review of the Committee's Terms of Reference was a standing item. The Chair queried item 4.9 on page 3:</p> <p><i>4.9 The Committee may also extend the membership to include independent members outside of the Board (e.g. nomination from Stakeholder Reference Group).</i></p> <p>The Chair asked whether the Committee's attendance used to include observer status for the Community Health Council (CHC) to which Ms Jennings responded that in the last governance review it was noted that the CHC were unable to resource attendance at every committee and sub-committee meeting and had reviewed the most relevant Committee meetings to attend. Ms Jennings noted that the Committee retains the option of extending the membership at any time.</p> <p>Mrs Llewelyn reminded the Committee of recent discussions focused around Chair's Actions and that the Committee had decided that any decisions taken outside Committee meetings be as exception rather than the norm and asked that this amendment was made to the Terms of Reference.</p>	EM
	Subject to the agreed changes, the Committee APPROVED the Charitable Funds Committee's Terms of Reference for onward ratification by the Board.	
CF(19)007	Outcome of the Self-Assessment of Effectiveness Questionnaire	
	<p>The Chair noted that the Committee's Self-Assessment of Effectiveness Questionnaires are completed by those in attendance as well as Members of the Charitable Funds Committee. Mrs Delyth Raynsford added that looking at the In Attendance responses, she could see that clinical representation in the decision making around charitable funds expenditure was referred to as an area for future development and asked how we would facilitate this. Mr Gareth Rees noted that key clinicians in the roles of acute Hospital Directors and clinical leads within our community and mental health and learning disabilities services are routinely involved in discussions around charitable funds expenditure during their monthly management meetings.</p> <p>Mrs Llewelyn added that encouraging additional charitable expenditure is</p>	

	<p>a priority for the next year which will include involving clinicians in the proactive planning of expenditure over the course of the year. Mrs Jennifer Thomas advised that a review of the charitable funds application process will be undertaken over the next 12 months to make it easier for colleagues to request charitable funds to support their work which will also involve engaging with clinicians to ensure that the application process is understood by all.</p> <p>Also from feedback provided by the questionnaires, Ms Jennings commented on Committee Members receiving induction, advice and ongoing development opportunities to support them in their role. She asked whether IMs would want a formal induction to the role of the Charitable Funds Committee as this is not part of the current induction IM/Executive Director process. Mr Owen Burt added that he had a briefing from Mrs Llewelyn and finance colleagues when he joined the Board, but this wasn't specific to the role of the Charitable Funds Committee. It was noted that a Board Seminar with a focus on Charitable Funds was Undertaken during the 2018/19 financial year. The Chair recommended that this was looked at and Ms Jennings suggested she meet with the Board Secretary Mrs Jo Wilson in respect of this.</p> <p>Mr Mike Lewis requested clarification on how the Committee provides assurance to the Board on the decisions it makes. Ms Jennings confirmed that a report is submitted to the ARAC committee on an annual basis to provide assurance on how the Committee has discharged its terms of reference each financial year. She also informed the Committee that ARAC has the opportunity to invite any Committee at any time to if they have areas of concern. It is asked that this matter be reflected upon; Ms Jennings to discuss with the Board Secretary. It was also noted that the charity's accounts and annual report are audited annually by Wales Audit Office and then signed off by the Board. The charity's operations are also subject to internal audits on an annual basis. The Committee also produces an Annual Report of Committee business each year which is presented to the Board.</p>	<p>SJ/JW</p> <p>SJ/JW</p>
	The Committee NOTED the Outcome of the Self-Assessment of Effectiveness Questionnaire.	

CF(19)008	Chair's Actions & Decisions taken outside of CFC meetings	
	There were no actions or decisions taken outside of Charitable Funds Committee meeting.	
CF(19)009	Charitable Funds Committee Draft Annual Report 2018-19	
	Ms Jennings noted that the Charitable Funds Committee Draft Annual Report 2018-19 outlines our response to the Board on how the Committee has complied with the key responsibilities set through its over the year. The report also identifies key areas of work intended undertaken by the Committee to provide further assurance that the Committee's terms of reference are being adequately discharged. This is the report that goes to Board on an annual basis. The report confirms that the Committee has operated in line with its Terms of Reference in respect of all aspects of the Committee and the Sub-Committee. This	

	<p>includes membership, meetings held, how we report to Board, what has been escalated, what our principal duties are and also the financial controls and that we have worked within our agreed spending objectives and charitable expenditure. It also gives assurance that we have managed risks, investments and reserves.</p> <p><i>Pg 9 – typo – Alexander not Alexandra.</i></p> <p>The Chair stated that this was a good and fair reflection of the Charitable Funds Committee’s work during 2018/19.</p> <p>Ms Anna Lewis asked if this report would ultimately go to the Board, to which Mrs Llewelyn responded that this report will be submitted to the May Board meeting. An additional report, the Committee’s Assurance Report, is submitted to ARAC firstly and to the on to full Board in May. On another point, Ms Lewis asked why the charity holds so much in reserves and that there is nothing provided indicating what an upper limit would look like. Ms Lewis suggested that it would be helpful to add a paragraph to the report stating that the Committee is aware that this level is quite high but is working towards increasing expenditure levels. Mrs Fiona Powell agreed to add an extra paragraph to this effect.</p>	<p>EM</p> <p>FP</p>
	<p>The Committee ENDORSED the content of the draft Charitable Funds Committee Annual Report for 2018/19 and RECEIVED ASSURANCE that the Charitable Funds Committee has operated effectively during 2018/19.</p>	

CF(19)010	<p>Charitable Funds Operations Sub-Committee Update Report</p> <p><i>Mr Huw Thomas arrived at the meeting.</i></p> <p>Mr Gareth Rees provided an update report from the Charitable Funds Operations Sub-Committee detailing the considerations and decisions taken since the last report on the 20th December 2018. It was noted that 2 meetings had been stood down and therefore a higher level of items approved through Chair’s Actions.</p> <p>No items were recommended for approval by the Committee and no immediate future requests notified to the sub-committee during the reference period over and above those noted within the report.</p> <p>Mr Rees noted one application to set up a new charitable fund, a Health Board Wide Colorectal Fund and that this had been approved. (item 2.3.1 in the report)</p> <p>Responding to the report, the Chair added that there is room for improvement to document the patient benefit more clearly in the update report in relation to items of expenditure approved. Mr Rees added that this would be revisited for the next report and confirmed that training for fund managers on the importance of capturing patient benefit in charitable funds requests would be undertaken during the year.</p> <p>The Chair highlighted an item within the report that had been rejected for charitable funds expenditure:</p>	<p>GR</p>
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	<p><i>page 5, 2.1.4 – wi-fi upgrade for all Health Board sites.</i></p> <p>The Sub-Committee in its report noted that this was considered to be core expenditure and not eligible for charitable funds.</p> <p>Ms Jennings highlighted a typo in the Table of Actions:</p> <p><i>CF(18)74 - Should read 2.3 not 2.2 in Progress column</i></p> <p>Mr Mike Lewis requested an update on the outstanding actions following the Committee's approval in December 2018 of the purchase of a number of electronic devices. Mrs Llewelyn informed the Committee that Mrs Cotterell continues to progress her actions in respect of this item but understands that Mrs Cotterell has received assurance that there is wi-fi across all of the community sites outside of the main acute wards. Mrs Llewelyn has supported Mrs Cotterell with the funds with smaller balances and as far as she is aware they are about to proceed to purchase items for the acute wards.</p> <p>The Chair stated that it was important that no orders were placed without the agreed pre-conditions having been met and assurance provided to the Committee.</p> <p>Mrs Raynsford asked for accuracy on page 5 of the report to be checked:</p> <p><i>Items rejected – hand hygiene kits and staff lockers – date of rejection should read 2018 and not 2019.</i></p> <p>Ms Jennings suggested that she would like Committee members to see charitable funded items in situ during their site visits across the Health Board and will make necessary arrangements with the Board Secretary and the fundraising team when dates for future visits are being planned.</p> <p>The Committee RECEIVED the Charitable Funds Operations Sub-Committee update Report, including items recommended for approval, Sub-Committee decisions and other decisions taken.</p>	<p>EM</p> <p>SJ/NLI</p>
CF(19)011	<p>Charitable Funds Committee Risk Register</p> <p>Ms Jennings provided an update on a new risk recently identified in the domain of charitable funds and revisions to the proposed actions to be put in place to provide assurance that the risk will be appropriately monitored and mitigated. The new risk identified and originally reported to the Committee in December 2018 is of a decrease in charitable giving to Hywel Dda Health Charities due to a potential lack of trust by members of the public and media interest and was identified through requests for communications/marketing support.</p> <p>The Committee were asked to look at revised actions and to seek assurance that all controls are in place. The main changes summarised were:</p> <ul style="list-style-type: none"> • Current risk score increased from 8 to 12The actions are shared between Governance and Charitable Funds teams 	

	<ul style="list-style-type: none"> • Revise the UHB's standards behaviour policy to incorporate guidance on the declaration of interests involving external charitable organisations and those with any financial associations. • Work with key clinicians to communicate importance of declaring external interests, especially those involving external charitable organisations and those with any financial associations. <p>The Chair noted the importance of communicating these important messages to staff. He added that we have declarations of interests register of course, but how can we make this process more effective. In responding, Ms Jennings advised that this is a matter for the governance team and only where it affects the charity it is a matter for this Committee. A communications plan will be developed and introduced where staff will receive knowledge and awareness and also will receive this knowledge within their PDRs and 1:1s.</p> <p>Ms Lewis agreed that this is a difficult risk to mitigate and wondered whether the likelihood of a score of 1 could ever be achieved. In response, Ms Jennings advised that a Memorandum of Understanding is currently being developed but will take Ms Lewis' point on board.</p> <p>The Committee:</p> <ul style="list-style-type: none"> • REVIEWED and SCRUTINISED the new risk that has been identified to seek assurance that all relevant controls and mitigating actions are in place. • DISCUSSED the implementation of the planned action implemented within stated timescales and will reduce the risk further and/or mitigate the impact if the risk materialises. 	
CF(19)012	<p>Charitable Funds Committee Internal Audit Report 2018-19</p> <p>As part of the Internal Audit 2018/19 risk based plan, an audit was undertaken of the systems surrounding charitable funds. The overall objective of the audit is that Health Board property and potential Health Board property is being identified and properly safeguarded, recorded and accounted for and is being used, invested and expended in accordance with the requirements of the donors, of the relevant legislation, of the Charity Commission and of the NHS Executive within the Health Board.</p> <p>Mrs Jennifer Thomas advised that this year substantial assurance rating had been awarded and added that the charity is heading in the right direction.</p> <p>The Chair noted that this item had already been to ARAC and is for information at this Committee.</p> <p>Mr Mike Lewis congratulated the Finance team for their hard work.</p> <p>The committee NOTED the report for information.</p>	

CF(19)013	Charitable Funds Operations Sub-Committee Annual Report 2018-19	
	<p>Mr Rees presented the Charitable Funds Sub-Committee (CFSC) Annual Report 2018/19 to the Charitable Funds Committee (CFC). The Charitable Funds Sub-Committee Annual Report provides assurance in respect of the work it has undertaken and decisions taken on behalf of the main committee in 2018/19, and outlines the main achievements which have contributed to furthering the governance of charitable funds across the University Health Board.</p> <p>Within the report, it was noted that 4 meetings were cancelled due to low attendance.</p> <p>During 2018/19 the Charitable Funds Sub-Committee delivered against the following headlines:</p> <ul style="list-style-type: none"> • Approved 43 requests totalling £423k of charitable funds expenditure; • Approved 16 requests by chairs action amounting to £58.7k of charitable funds; • Rejected 20 items valued at £109k considered ineligible for charitable funding; • Requested more information on 14 charitable funds requests where information is still outstanding. These requests total £85k. • 4 requests totalling £16.5k were withdrawn by the service. <p>Mr Rees noted areas of improvement that remain, notably to address the requirement to consider and approve annual charitable funds expenditure plans which has not yet been addressed. Mr Rees then went on to note capital considerations, as detailed in the report. Mr Rees also provided a summary of any contentious issues dealt with by the Sub-Committee or referred upwards as detailed in the report.</p> <p>The Chair asked about the Hospital Choir and Mrs Llewellyn responded that they are now operating outside of the Health Board and working to becoming self-sufficient through subscriptions. The choir's membership has expanded and it is now being marketed as an emergency services/local health and social care sector choir and not the Prince Philip Hospital Choir.</p> <p>A brief discussion was held on funding replacement equipment through charitable funding, and whether this should be the responsibility of the Health Board rather than the charity. This will be monitored and any issues brought back to the Committee. Mrs Llewellyn added that a list of eligible and ineligible items for charitable funds expenditure is available for members on iBabs for information.</p> <p>Work will be done with the Finance Business Partners to support and put</p>	

	resources into the services to help them plan charitable fund expenditure better and to tackle issues on how to use charitable funding appropriately.	
	The Chair thanked Mr Rees for the first Charitable Funds Sub-Committee Annual Report and thanked him for his work.	
	The Committee RECEIVED the Charitable Funds Sub-Committee Annual Report 2018/19.	

CF(19)014	Integrated Hywel Dda Health Charities Performance Report	
	<p>Ms Powell and Mrs Llewelyn provided the Charitable Funds Committee with an integrated picture of performance of Hywel Dda Health Charities. The report provides an update to the Committee on the charity's financial performance and position as of 31st January 2019. It also provides an update on progress made on the Hywel Dda Health Charities work plan</p> <p>Ms Powell highlighted a decrease of 8.8% in charitable donations compared to the same period last year however Mrs Llewelyn noted that the decrease can be attributed to one fund in particular, Elly's Ward 10 Flag Appeal, as the Appeal is nearing the end and it is hoped that by the end of the financial year donations will have increased from the previous year.</p> <p>Mr Burt asked for clarity on the reference to the continued increase in charitable donations on page 2 of the SBAR noting that in fact we're in a period of level performance rather than increase at the present time. Mrs Llewelyn advised that this should read charitable income rather than charitable donations as legacy donations have increased significantly this year.</p> <p>An update was given by Ms Powell from Sarasin which was that up to 8th March, 2019 Hywel Dda Health Charities' portfolio had returned 5.0%. Ms Powell added that she and Mrs Thomas will meet with Sarasin colleagues in the next couple of months and a Sarasin colleague should attend the June meeting to provide a performance update.</p> <p>The Chair highlighted an item in 2.2.1 on impact reports and asked whether this is being done:</p> <ul style="list-style-type: none"> <i>Develop a process to monitor and evaluate the appropriateness, effectiveness and impact of our charitable funds expenditure</i> <p>Mrs Llewelyn responded that when an item that is larger than £25,000 has been approved, a follow up is done after 6 months to find out how it has benefitted the service, how many patients have used the item and what difference it has made. For all relevant items of expenditure a news item is issued to the local press and via social media to highlight the type of expenditure that donations support. Mrs Llewelyn noted that it is often difficult to obtain this valuable information from services and that consideration was being given that reporting on the impact of charitable funding could be a condition of that funding. Mr Huw Thomas added that he would value one proviso to make sure that any of this condition of</p>	<p>FP</p> <p>JT</p>

	<p>funding is proportionate and asked whether there is a way of capturing the feedback in an electronic way. Mr Thomas also suggested talking to some of the values team in order to link in with patient outcomes. Mrs Llewelyn confirmed that there are also discussions being held currently on how the Improving Patient Experience Sub-Committee could be an appropriate forum for these discussions.</p> <p>Ms Jennings advised that within the QSEAC there are plans to set up a Listening and Learning From Group where charitable funds will sit.</p> <p>A brief discussion was had on 4.1.5:</p> <ul style="list-style-type: none"> <i>Presentation on the charity delivered at each induction session for new staff across the three counties</i> <p>Mrs Llewelyn confirmed that weekly induction sessions for new staff are held in Carmarthenshire and a monthly induction in Ceredigion and Pembrokeshire. The charity team attend these sessions to ensure that new staff are made aware of the charity and its role within the UHB.</p> <p>The Chair commented on the importance of considering volunteering roles within the charity which could also help with awareness raising. Mrs Llewelyn informed the Committee that we now have a list of suggested volunteering roles for the charity and that the team would be working with the Volunteering for Health scheme to consider whether they are appropriate roles to offer.</p> <p>The Committee DISCUSSED and NOTED the content of this report and received assurance on the charity's financial performance and that progress has been made against the charity's agreed strategic objectives.</p>	
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CF(19)015	<p>Annual Plan 2019-20 – Presentation</p> <p>The Hywel Dda Health Charities team provided a presentation on key areas of work during 2019/20 and where the charity team proposes to dedicate its resources over the next 12 months.</p> <p>Mrs Llewelyn noted that the Charitable Funds Committee has made a notable investment in the fundraising function of the charity over the last three financial years to support key areas of work and that the work plan for 2019/20 is building on firm foundations. A detailed work plan will be prepared by Mrs Llewelyn based on the key areas of the presentation.</p> <p>Mrs Llewelyn summarised the charity's vision, purpose, principles and measures of success.</p> <p>Mr Huw Thomas asked whether the charity's vision was ambitious enough and reflected the charity's mission. Mr Burt also suggested that the vision could include a reference to patients/people.</p> <p>Mrs Llewelyn reminded the Committee that a strategic planning workshop had been pencilled in for December 2019 where the charity's vision, mission and future direction will be looked at and reviewed in line with recently approved Health Board documents and strategies. It is proposed that this workshop will</p>	NLI
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be facilitated by an external provider.

Mr Huw Thomas also asked for clarification on the measures of success and how each measure could be quantified. Mrs Llewelyn advised that finance and fundraising colleagues would work together during the next quarter to produce a performance report for the Committee with key performance indicators to be measured during the next financial year and would welcome any comments and suggestions on how the report could be improved.

Mr Lewis asked what the current staff awareness is of the charity. Mrs Llewelyn informed the Committee that a staff survey was done 18 months ago and that approx. 70% of staff who responded were aware of the charity and its work. Mr Lewis suggested that perhaps raising staff awareness can be added to how we measure success.

An overview of the 4 key work areas to be prioritised during 2019/20 was provided:

1. Further increase the charity's income levels
2. Increase our charitable expenditure
3. Build and maintain strong and effective relationships with our stakeholders
4. Increase awareness of the charity and its impact

Mrs Tara Nickerson, Miss Leanne Carter and Mrs Claire Rumble provided an update on the fundraising focus going on in 2019:

- £1m fundraising appeal for Bronglais Hospital Chemotherapy Day Unit.
- Fundraising campaigns for the paediatric palliative care service and adult/older adult mental health outdoor areas - Mr Mike Lewis highlighted the fact that the paediatric palliative care play specialist role is the only one in the UK and that this is big news and should be communicated publicly.
- Staff lottery scheme proposal.
- Staff fundraising initiatives (Cardiff Half, Newport Marathon, Merlin Ride, Skydive)
- NHS Big Tea 2019 – Mrs Llewelyn noted that the focus this year will be on promoting local fundraising and encouraging staff and supporters to hold a tea party in aid of the charity.
- Give a Gift & Christmas 2019

The chair noted the worthy list of initiatives.

Mrs Jennifer Thomas proceeded to discuss an approach to increasing the charity's expenditure by raising awareness of charitable funds and our procedures with Finance Business Partners. A reduction in charitable funds

expenditure has been in recent years compared to the increase in income levels. However Mrs Thomas also noted that additional capital fund had been received by the Health Board to support the purchase of medical equipment which may have otherwise been charitably funded. It is proposed that Finance Business Partners associated with individual service areas will play a key role in supporting colleagues to complete charitable funding application forms and better understand the eligibility criteria. This will involve training and awareness raising with colleagues but also asking for support to develop expenditure plans for charitable funds. We need to make it easier to access charitable funds without compromising governance arrangements, and that appropriate use is made of the funds. Mrs Thomas advised that the modernising of financial processes will be undertaken.

Following on from the risk register discussed already, Mrs Llewelyn added that a key priority for the coming year with stakeholder relationships will be implementing Memorandums of Understanding. Addressing fundraising by external charities on Health Board premises will also be a priority. She added that Hywel Dda Health Charities will be proposing to submit a paper to the Executive Team on acceptable external fundraising on Hywel Dda sites.

Miss Elin Williams updated the committee on marketing and communications priorities for the coming months:

- Improved promotion of the charity and the difference it makes
- Improved visibility across all UHB sites
- Regular communication with staff and supporters
- Review of existing communications methods and marketing materials
- Development of fundraising database in line with data protection regulations

The Chair expressed his gratitude to the team and thanked them personally for their hard work and dedication to Hywel Dda Health Charities.

Mrs Claire Rumble, Mrs Tara Nickerson, Miss Elin Williams & Miss Leanne Carter left the meeting.

The Committee **DISCUSSED** and **NOTED** the content of the presentation of the Hywel Dda Health Charities Work Plan 2019/20.

The Committee **APPROVED** the Hywel Dda Health Charities Work Plan 2019/20.

CF(19)016 Expenditure & Commitments Requiring Approval

Ms Jennings provided the Charitable Funds Committee with the charity's estimated expenditure and financial commitments requiring approval for the 2019/20 financial year, to include charity governance and support costs and service agreements. Ms Jennings noted how good it was to see a full finance team and a full fundraising team and so that we can now move forward on all fronts.

In March 2018, the Committee approved a combined governance and support budget for the 2018/19 financial year of £263,414 and the estimated governance and support costs to be charged to the charity for 2018/19 have come in under budget at £246,416.

	<p>The Committee was asked to consider the merits of continued investment in the fundraising function and approve a small costing increase for the work ahead.</p> <p>Ms Jennings also asked the Committee to approve the annual governance and support charge of £305,160 for 2019/20 as well as the standard item support cost for Tŷ Bryngwyn of £52,848.</p> <p>The Chair added that in order to achieve all our objectives we must invest.</p> <p>Mr Huw Thomas posed a question on the percentage of income and how it compares with other charities in respect of their spend on fundraising – this would be a useful benchmark. Mrs Jennings in her response stated that a promise is made that for every pound given, it all goes to the specified charity and it was confirmed that these costs come out of the investment income.</p> <p>Mrs Llewelyn added that as we are members of the Association of NHS Charities an annual finance survey is undertaken and the published results can be shared with Finance colleagues for a benchmarking exercise. Mrs Thomas advised that these can be included within future committee reports.</p> <p>A brief discussion was had on the request for Tŷ Bryngwyn support costs and Mrs Thomas confirmed that this arrangement would be reviewed during 2019/20 with the relevant Finance Business Partner.</p> <p>Ms Jennings suggested that future committee meetings be moved around sites, perhaps at Tŷ Bryngwyn where a site walkabout can be had.</p> <p>Mrs Thomas confirmed that she will be meeting with the Carmarthenshire county management team in order to understand the historic relationship with Ty Bryngwyn.</p>	<p>NLI/JT</p> <p>EM</p>
	<p>The Committee NOTED the estimated governance and support charge of £246,416 to be charged to the charity for 2018/19.</p> <p>The Committee CONSIDERED and APPROVED the annual governance and support charge of £305,160 for 2019/20</p> <p>The Committee CONSIDERED and APPROVED the 2019/20 Tŷ Bryngwyn support costs of £52,848.</p>	

CF(19)017	Charitable Funds Committee Work Programme 2019/20	
	<p>Ms Jennings advised the Committee that some changes had been made to the work programme and asked the Members to read the document and advise of any missing items. Any items that Members would like added to the document should be emailed to Mrs Jennings or Mrs Marks prior to the next meeting. Mr Rees made one point in respect of one item on page 1:</p> <p><i>To approve CF expenditure over £50,000 (if required) – General Manager.</i></p> <p>Mr Rees advised the Committee that all requests for expenditure over £50,000 should firstly be considered by the Sub-Committee for consideration for onwards approval to the full Committee. It was agreed that the Lead on the work programme should be noted as the Sub-Committee Chair. Mrs Marks to make the relevant change to the work programme.</p> <p>Mr Thomas highlighted that as a full Committee member it does not seem appropriate for him to be noted as report authors for papers presented to the Committee and that it should be the finance team leading on these reports. Mrs Llewelyn noted that there is a requirement that an Executive Lead approves a paper for submission. It was agreed that Ms Jennings seek clarification from the Board Secretary regarding this matter</p> <p>Mr Thomas also queried an item previously highlighted in Charitable Funds Committee meetings in respect of the holding of property. Ms Jennings added that detailed reports are not on the work programme and a separate list of specific items would be held by Mrs Marks. Mrs Marks to ensure that this item is added to the June 2019 meeting agenda.</p>	EM
		SJ
	The Committee NOTED the Work Programme 2019/20.	
CF(19)018	Hydrotherapy Pool Development Update	
	<p>Mrs Llewelyn advised the Committee that following a verbal update in the last meeting in respect of the Health Board's position on the whole of the Delta Lakes Development, the UHB had now received assurance that the leisure element of that facility was progressing as planned. The finance and fundraising team will therefore resume discussions with the American Legacy Endowment Fund to submit a follow-up proposal on the Hydrotherapy Pool development. The external Llanelli Hydrotherapy Pool charity has about £300,000 available for the development and the trustees have indicated that they now wish to wind down as a charity and donate the money to the Health Board to support the development. Mrs Llewelyn advised the Committee that by the June meeting there should be a further update.</p>	NLI
	The Committee NOTED the verbal update.	
CF(19)019	Any Other Business	
	Mrs Llewelyn asked that one item be considered as Any Other Business from December's Table of Actions:	

- *CF (18)79 - To obtain clarity on National Health Lottery scheme and whether the charity could benefit from this through generating unrestricted income.*

She updated the Committee that it does not appear that the work of NHS charities is the primary focus for this funding opportunity and that colleagues across NHS Wales are due to meet with a representative from the National Health Lottery to discuss potential applications from NHS Charities in Wales. Ms Jennings added that she is due to attend a meeting with Community Foundation In Wales on Monday and she may have some further information from this meeting to share with the Committee. General consensus was that the charity should not be viewing this as a big opportunity.

CF(19)020	Date and Time of Next Meeting	
	Tuesday 18 th June 2019, 9.30am – 12.30pm. Boardroom, Ystwyth Office.	