

**TABLE OF ACTIONS FROM**  
**CHARITABLE FUNDS COMMITTEE MEETING**  
**HELD ON 14<sup>TH</sup> MARCH 2019**

MINUTE REFERENCE	MEETING DATE	ACTION	LEAD	TIMESCALE	PROGRESS
CF(19)006	14.03.2019	<b>Review of Charitable Funds Committee Terms of Reference</b> <ul style="list-style-type: none"> <li>To action amendment to Chair's Actions in the Terms of Reference – items to be an exception rather than the norm.</li> </ul>	EM	June 2019	Completed.
CF(19)007	14.03.2019	<b>Outcome of the Self-Assessment of Effectiveness Questionnaire</b> <ul style="list-style-type: none"> <li>Ms Jennings to have a discussion with Mrs Jo Wilson in respect of IM Induction and refresher seminars to include a session focusing on Charitable Funds.</li> <li>Ms Jennings to have a discussion with Mrs Wilson re Board assurance on Committee decisions.</li> </ul>	SJ/JW	June 2019	Completed. Verbal update
			SJ/JW	June 2019	Completed. Verbal update

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CF(19)009	14.03.2019	<b>Charitable Funds Committee Annual Report 2018-19</b> <ul style="list-style-type: none"> <li>To correct typo on page 9 – Alexander not Alexandra.</li> <li>To add a paragraph to the Annual Report in respect of upper limit reserves held in the charity and increasing expenditure levels</li> </ul>	EM  FP	June 2019  June 2019	Completed.  Completed.
CF(19)010	14.03.2019	<b>Charitable Funds Operations Sub-Committee Update Report</b> <ul style="list-style-type: none"> <li>Amend format of Update Report to report on the patient benefit of expenditure items approved.</li> <li>To correct typo in 20<sup>th</sup> December TOA –  CF (18)74 – should read 2.3 not 2.2 in progress column.</li> <li>To arrange site visits for IMs.</li> </ul>	GR  EM  SJ/NLI	June 2019  June 2019  June 2019	Completed.  Completed.  1 <sup>st</sup> visit arranged for 14 <sup>th</sup> June 2019.
CF(18)071 &CF(19)014	20.12.2018 & 14.03.2019	<b>Integrated Hywel Dda Health Charities Performance Report</b> <ul style="list-style-type: none"> <li>Monitor trend of charity's financial position in respect of donations and fundraising income for next year.</li> </ul>	FP/JT	from Mar 2019	Agenda item.

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		<ul style="list-style-type: none"> <li>Benchmarking exercise to see if there is a national trend in respect of other national charities' donations and fundraising income.</li> <li>To approach Mrs Karen Miles' planning team to develop a concise dashboard style update to CFC to reflect the objectives of any future work.</li> <li>Sarasin colleagues to be invited to June meeting.</li> </ul>	FP/JT	Dec 2019	Defer to Dec 2019
			NLI	June 2019	Completed.
			JT	June 2019	Alex True will be attending June meeting.
CF(19)015	14.03.2019	<b>Annual Plan 2019-20</b> <ul style="list-style-type: none"> <li>To prepare a detailed work plan.</li> </ul>	NLI	June 2019	Completed.
CF(19)016	14.03.2019	<b>Expenditure &amp; Commitments Requiring Approval</b> <ul style="list-style-type: none"> <li>To circulate results of the Annual Finance Survey undertaken by the Association of NHS Charities.</li> <li>Review Tŷ Bryngwyn support costs arrangement with the relevant Finance Business Partner.</li> <li>To look at locations for future</li> </ul>	NLI/JT	June 2019	Shared with Finance colleagues to disseminate in future financial reports.
			FP	October 2019	To follow.
			EM/Governance Team	June 2019	Contact made with Tŷ Bryngwyn -

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		meetings.			meeting room currently not being used due to maintenance work. Will contact again for a future meeting.
CF(18)072	14.03.2019	<b>Charitable Funds Committee Work Programme 2019-20</b> <ul style="list-style-type: none"> <li>To update the work programme so that the Lead for expenditure greater than £50,000 is shown as Sub-Committee Chair.</li> <li>To take a view from Board Secretary on corporate trustees bringing papers to the Committee.</li> <li>To provide an update report to the Committee at a future meeting highlighting the charity's position in relation to property investment and the way forward.</li> </ul>	EM	June 2019	Completed.
			SJ	June 2019	Completed.
			HT	June 2019	Defer to Sept 2019.
CF(18)73	20.12.2018	<b>Strategic Planning Meeting – March 2019</b> <ul style="list-style-type: none"> <li>To give thought to the next three year plan and strategy as far as the charity is concerned, and to</li> </ul>	ALL	Dec 2019	Defer to Dec 2019.

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		bring any thoughts/suggestions to the March meeting.			
CF(19)018	14.03.2019	<b>Hydrotherapy Pool Development Update</b> <ul style="list-style-type: none"> <li>An update to be given at the next meeting.</li> </ul>	NLI	June 2019	Verbal update to be given at June meeting.
CF(18)074	20.12.2018	<b>The Utilization of IT Devices to Support Patient Centred Care and Service Improvement</b> <ul style="list-style-type: none"> <li>To confirm final financial information in relation to the number of devices required before any orders are placed.</li> <li>To confirm wi-fi availability across all sites before an order is placed.</li> <li>A report to be produced on the impact of the devices 6 months from date of purchase.</li> </ul>	MR	Mar 2019	Sharon Daniel to provide verbal update at June meeting.
			MR	Mar 2019	Sharon Daniel to provide verbal update at June meeting.
			MR	June 2019	Sharon Daniel to provide verbal update at June meeting.