

## HWEL DDA HEALTH BOARD – CHARITABLE FUNDS COMMITTEE WORK PLAN 2019-20

Currently, the Charitable Funds Committee 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 work programme April 2019 – March 2020 (initials in brackets denotes leads).

<b>Agenda Standing Items</b>	<b>Lead</b>	<b>18<sup>th</sup> June 2019</b>	<b>20<sup>th</sup> Sept 2019</b>	<b>4<sup>th</sup> Dec 2019</b>	<b>17<sup>th</sup> Mar 2020</b>
Declaration of Interests	<b>SH</b>	✓	✓	✓	✓
Monitor agreed actions from previous meetings	<b>EM</b>	✓	✓	✓	✓
Review of CFC Terms of Reference	<b>EM</b>				✓
Review of CFC membership annually	<b>SJ</b>				✓
Develop & monitor annual CFC work plan	<b>EM</b>	✓	✓	✓	✓
Hywel Dda Health Charities Fundraising Story	<b>NLI</b>	✓	✓	✓	✓
Approve Annual Report on Committee’s activity for onward submission to the Board.	<b>SJ</b>				✓
CFC Assurance Report for submission to ARAC in April 2020	<b>SJ</b>				✓
CF Annual Report and Accounts	<b>JT/SJ</b>		✓		
Self-assessment of IMs on CFC to take place	<b>EM</b>				✓
Investment advisor Performance Update to be presented in person	<b>JT</b>	✓			✓
Integrated Hywel Dda Health Charities Performance Report	<b>JT/SJ</b>	✓	✓	✓	✓
Approval of Policies and procedures relating to CF on behalf of the Board, as required	<b>JT</b>	✓	✓	✓	✓
Approval of CF expenditure over £50,000 (if required)	<b>Sub-Committee Chair</b>	✓	✓	✓	✓
Review any approvals made outside the meeting via Chairs Action procedure.	<b>SH</b>	✓	✓	✓	✓

Accept and recommend other relevant strategies policies, procedures and reports relating to CF, as appropriate for ratification by the HB Board, as required	<b>All</b>	✓	✓	✓	✓
To regularly receive and monitor the Charitable Funds Risk Register	<b>SJ</b>	✓	✓	✓	✓
CF Operations Sub Committee Update Report	<b>GR</b>	✓	✓	✓	✓
CF Operations Sub Committee Annual Report	<b>GR</b>				✓
CFC Governance and Support Costs Budget for 2020/21	<b>SJ/JT</b>				✓
To provide updates to the SC following each CFC meeting	<b>GR</b>	✓	✓	✓	✓
Reflective Summary of Meeting	<b>IM/Exec</b>	✓	✓	✓	✓

<b>Additional Agenda Items</b>	<b>Lead</b>	<b>18<sup>th</sup> June 2019</b>	<b>20<sup>th</sup> Sept 2019</b>	<b>4<sup>th</sup> Dec 2019</b>	<b>17<sup>th</sup> Mar 2020</b>
6 month impact report on IT Equipment for Patients with Learning Difficulties	<b>CC</b>	✓			
Psychological Support for Cancer Patients 18 month evaluation of the pilot	<b>KD/GB</b>	✓			
Benchmarking Exercise				✓	
Strategic Planning Meeting					
Ceredigion Property Options	<b>JT</b>		✓		
Bronglais Chemotherapy Unit Update	<b>NLI</b>	✓(verbal)	✓		
Pembrokeshire Cancer Services	<b>NLI</b>		✓		

<b>Admin</b>	<b>Lead</b>	<b>18<sup>th</sup> June 2019</b>	<b>20<sup>th</sup> Sept 2019</b>	<b>4<sup>th</sup> Dec 2019</b>	<b>17<sup>th</sup> Mar 2020</b>
Update and monitoring reports for expenditure items over £50,000	<b>EM</b>				
Agenda Setting Meeting with Chair & Exec Lead (at least 6 weeks prior to meeting)	<b>EM</b>	✓	✓	✓	✓
Call for papers (at least 4 weeks before the meeting to receive papers at least 14 days before the meeting)	<b>EM</b>	✓	✓	✓	✓
Disseminate agenda & papers 7 days prior to the meeting	<b>EM</b>	✓	✓	✓	✓
Type up minutes and TOA within 7 days of the meeting	<b>EM</b>	✓	✓	✓	✓
Circulate minutes & TOA to Committee for comments within 10 days of the meeting	<b>EM</b>	✓	✓	✓	✓
Check & send final version of minutes to the Committee Chair following comments received.	<b>EM</b>	✓	✓	✓	✓
Chase updates on TOA before the next meeting	<b>EM</b>	✓	✓	✓	✓
Produce written update report for Board	<b>EM</b>	✓ (for 25/7/19 Board)	✓ (for 28/11/19 Board)	✓ (for 30/1/20 Board)	✓ (for 26/3/20 Board)
Prepare schedule of meetings	<b>EM</b>	✓		✓	
CFC annual work programme	<b>EM</b>	✓	✓	✓	✓
Invite WAO			✓		