

**PWYLLGOR CRONFA ELUSENNOL
CHARITABLE FUNDS COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	17 March 2026
TEITL YR ADRODDIAD: TITLE OF REPORT:	Charitable Funds Sub-Committee Annual Report 2025/26
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Sharon Daniel, Executive Director of Nursing, Quality and Patient Experience
SWYDDOG ADRODD: REPORTING OFFICER:	John Evans, Deputy Director Medical Directorate and Chair of the Charitable Funds Sub-Committee

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

The purpose of this paper is to present the Charitable Funds Committee (CFC) with the Charitable Funds Sub-Committee's (CFSC) Annual Report for the 2025/26 financial year.

The CFSC Annual Report outlines how the Sub-Committee has complied with the key responsibilities delegated by the CFC through its terms of reference to provide assurance in respect of the work that the Sub-Committee has undertaken during 2025/26.

Cefndir / Background

Hywel Dda University Health Board (HDdUHB) was appointed corporate trustee of the charitable funds by virtue of Statutory Instrument 2009 No. 778 (W.66), with the Board serving as its agent in the administration of the charitable funds held by HDdUHB.

In accordance with HDdUHB's Standing Orders and Scheme of Delegation, the Board has nominated a committee to be known as the Charitable Funds Committee, established as a Committee of HDdUHB, and constituted from 22 July 2010.

The CFC has established the CFSC to ensure that HDdUHB's policies and procedures are followed in relation to its specialist designated and restricted funds, within the scheme of delegation for the charity.

As part of the CFSC's Terms of Reference, the Sub-Committee Chair is required to present an annual report within six weeks of the end of the financial year.

Asesiad / Assessment

1. Principal duties and key responsibilities

The overall purpose of the CFSC is to ensure that HDdUHB's policies and procedures are followed in relation to the expenditure of our named charitable funds. In particular to:

- Apply HDdUHB's charitable funds within the budget, priorities and spending criteria determined by HDdUHB as corporate trustee, in line with the charity's scheme of delegation, and consistent with the requirements of the Charities Act 2011 (or any modification of these acts).
- Implement appropriate policies and procedures to ensure that all expenditure is reasonable, clinically and ethically appropriate.
- Agree issues to be escalated to the CFC with recommendations for action.

In respect of its provision of assurance to the CFC, the CFSC is required to:

- Provide scrutiny with a view to approving or rejecting all requests for expenditure over £10,000 and under £50,000 against named charitable funds, within the scheme of delegation for authorisation of charitable funds expenditure.
- Provide scrutiny and onward assurance to the CFC on charitable expenditure.
- Provide scrutiny with a view to approving or rejecting:
 - Unusual or novel expenditure requests under £50,000
 - Overseas training requests including conferences and seminars requiring the attendance of participants outside of the UK.
- Requests from external charities or organisations, other than the Health Board's partner charities, to fundraise on the Health Board estate for the benefit of NHS services across mid and west Wales.
- Consider with a view to approving or rejecting all requests for the establishment of new charitable funds.
- Provide quarterly written updates to the CFC.

2. Meetings

The CFSC meets on a bi-monthly basis and, since April 2025, meetings have been held on five occasions and were quorate at each of the following meeting dates:

- 6 May 2025
- 8 July 2025
- 4 November 2025
- 13 January 2026
- 3 March 2026

The CFSC meeting scheduled for 9 September 2025 was stood down due to lack of quorum; a Chair's Action meeting was held on 16 September 2025 instead.

3. Membership

In September 2020, the CFC reviewed the function of the CFSC and approved amendments to the CFSC's terms of reference (ToRs) in relation to its overall purpose, operational responsibilities, membership, frequency and format of meetings. The CFSC ToRs are reviewed annually. The most recent review took place on 6 May 2025, and was subsequently approved by the CFC on 17 June 2025.

The CFSC's membership is comprised of colleagues from across HDdUHB with both operational and clinical backgrounds from within the portfolios of members of the Executive Team:

Membership during 2025/26:

- Assistant Director of Nursing, Patient Safety, Quality and Experience (Mental Health and Learning Disabilities Clinical Care Group)

- Deputy Director of Operations
- Head of Accounting & Statutory Reporting
- Deputy Director Medical Directorate (Chair)
- Deputy Director of Allied Health Professions
- Assistant Director of Organisation Development (Vice-Chair)
- Head of Capital Planning
- Assistant Director of Primary Care
- Assistant Director of Public Health Strategic Business and Operations
- Assistant Director Legal and Patient Support

In attendance:

- Staff Side Representative
- Head of Hywel Dda Health Charities
- Deputy Head of Financial Accounting
- Charitable Funds Accounts Assistant

4. Reporting to the Charitable Funds Committee

During 2025/26, the CFC received four written reports from the CFSC providing assurance that the Sub-Committee is exercising its duties in line with its terms of reference and operational responsibilities. The written reports have highlighted the expenditure approvals made within the CFSC's scheme of delegation in addition to any issues or matters of concern for the CFC.

CFSC update to the June 2025 CFC meeting

- Members received an update on the work of the Sub-Committee for the period 4 March to 6 May 2025.
- The CFC was updated on two expenditure requests with a combined value of £32,727.60 which had been approved.
- Members received assurance that the annual review of the Sub-Committee's Terms of Reference had been undertaken and was being reported to the June 2025 CFC meeting for consideration and approval as a separate agenda item.

CFSC update to the September 2025 CFC meeting

- Members received an update on the work of the Sub-Committee for the period 7 May to 8 July 2025.
- The CFC was updated on three expenditure requests with a combined value of £47,422.56 which had been approved.
- Members also considered an expenditure request that had previously been approved at the May 2025 CFSC meeting (CF03195 patient waiting room and kitchen refurbishment for Glangwili General Hospital Chemotherapy Day Unit). The request was re-submitted due to changes to the scheme that had been made at the request of the Senior Sister following her return from a period of absence (lighting and furniture choices) resulting in a cost increase of £1,483.51 which the CFSC approved.
- The funding requests submitted by the Planned and Specialist Care Clinical Care Group (CCG) were considered and approved pending CCG approval. This was due to the new governance processes that are being implemented within the CCG for charitable expenditure requests over the value of £10,000.

CFSC update to the December 2025 CFC meeting

- Members received an update on the work of the Sub-Committee for the period 8 July to 4 November 2025.

- The CFC was updated on four expenditure requests with a combined value of £53,259.83 which had been approved, one via Chair's Actions on 16 September 2025.
- During this period, the CFSC declined one expenditure request (CF03257) as the service did not adhere to the charity's financial procedure.
- Members discussed new governance arrangements requiring charitable requests to be routed through CCGs rather than delegated officers, noting this has caused confusion, delays, and may deter applications. Members were advised of meetings scheduled with CCG clinical and operational leads to encourage increased charitable spending and the proactive planning of expenditure.
- Members discussed the most transparent process for assessing and shortlisting funding applications received for the charity's general fund. It was agreed that the highest scoring bids would be prioritised for consideration at the December CFC meeting and that lower scoring bids should receive detailed feedback and be encouraged to re-apply to a future funding round.
- Members noted the Vice-Chair role will become vacant in December 2025 due to retirement and that the Director of Workforce and Organisation Development would be asked to nominate a deputy to maintain full Sub-Committee membership.

CFSC update to the March 2026 CFC meeting

- Members received an update on the work of the Sub-Committee for the period 4 November 2025 to 3 March 2026.
- The CFC was updated on five expenditure requests with a combined value of £60,938.73 which had been approved.
- Members discussed the review of the charity's evaluation framework. They emphasised the need for consideration of a proportionate and purposeful reporting process that supports meaningful insight without placing unnecessary burden on applicants, while still supporting clear, outcomes-based applications. Members also highlighted the importance of using existing organisational data to avoid duplication of effort and recognised the value of patient and staff stories in demonstrating impact. Members also recognised that some projects lend themselves to detailed evaluation more readily than others.
- Members approved revised scoring criteria for the Making a Difference fund.
- Members supported proposed revisions to the charitable funds scheme of delegation, noting the changes aim to strengthen local approval processes, improve timeliness of expenditure to reduce unnecessary delays. Further awareness-raising within CCGs was identified as important to maximise the effectiveness of the changes.
- Members also considered a request to establish a new charitable fund for Pulmonary Rehabilitation. In line with CFC guidance, and due to an estimated income of only £1,000 per year, members agreed not to support the application. They recommended a 12-month review period and advised that any specific donations be ring-fenced within the most appropriate existing fund, with the case to be revisited in March 2027.

5. Matters Escalated to the Charitable Funds Committee

During 2025/26 no issues or matters of concern were highlighted to the CFC.

6. CFSC meeting dates for 2026/27

The CFSC meeting dates for 2026/27 are set out below, together with the reporting timeframe for quarterly updates to the CFC:

Charitable Funds Sub-Committee	Update report to Charitable Funds Committee
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5 May 2026	9 June 2026
7 July 2026	8 September 2026
15 September 2026	8 December 2026
10 November 2026	8 December 2026
19 January 2027	11 March 2027
9 March 2027	11 March 2027

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to **APPROVE** the Charitable Funds Sub-Committee Annual Report for 2025/26 and in respect of the work that the Sub-Committee has undertaken during 2025/26.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	<u>Charitable Funds Committee</u> 12.6 The Committee shall establish the Charitable Funds Sub-Committee to ensure that the UHB's policies and procedures are followed in relation to specialist designated and restricted funds.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	Not Applicable
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	Not Applicable
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Cynllunio Planning Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	10. Not Applicable

Gwybodaeth Ychwanegol:

Further Information:

Ar sail tystiolaeth: Evidence Base:	Agendas, papers and minutes of CFSC meetings 2025/26
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Rhestr Termiau: Glossary of Terms:	Included within the body of the report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusennol: Parties / Committees consulted prior to Charitable Funds Committee:	Charitable Funds Sub-Committee Head of Hywel Dda Health Charities

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	A sound system of internal control, as evidenced in the Sub-Committee's Annual Report, will assist with ensuring financial control, and the safeguard of public funds.
Ansawdd / Gofal Claf: Quality / Patient Care:	The beneficiaries of NHS charities are NHS patients. All charitable funds expenditure requests considered by the CFSC demonstrate how spending will benefit NHS patients.
Gweithlu: Workforce:	Charitable funds expenditure will often be applied for the benefit of NHS staff however the overriding concern for the CFSC is how expenditure in aid of NHS staff will benefit NHS patients.
Risg: Risk:	A sound system of internal control, as evidenced in the Sub-Committee's Annual Report, ensures that any risks to the achievement of the Health Board's objectives are identified, assessed and managed.
Cyfreithiol: Legal:	Compliance with the Health Board's Standing Orders, and the Sub-Committee's Terms of Reference, requires the submission of an Annual Report to the Committee.
Enw Da: Reputational:	Risk to the charity and Health Board's reputation if it is perceived that charitable funds are used inappropriately.
Gyfrinachedd: Privacy:	Not applicable for this paper.
Cydraddoldeb: Equality:	Not applicable for this paper.