

## COMMITTEE UPDATE REPORT / ADRODDIAD DIWEDDARU'R PWYLLGOR - CHARITABLE FUNDS SUB-COMMITTEE

**Date of last meeting/ Dyddiad y cyfarfod diwethaf:** 16 September (Chair's Actions) and 4 November 2025

**Quoracy/ Cworwm:** Met

**Report by/ Adroddiad gan:** John Evans (Deputy Director Medical Directorate), Sub-Committee Chair

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### KEY DISCUSSION POINTS AND MATTERS FROM THE DISCUSSION AT THE MEETING/ PWYNTIAU TRAFOD ALLWEDDOL A MATERION I'W HUWCHGYFEIRIO O'R DRAFODAETH YN Y CYFARFOD:

**Alert<sup>1</sup>** (may require discussion) **Rhybuddio** (efallai y bydd angen trafodaeth)

The Charitable Funds Sub-Committee had no items of which to **alert** members of the Charitable Funds Committee (CFC).

**Advise<sup>2</sup>** (to monitor)/ **Cynghori** (i fonitro)

The Charitable Funds Sub-Committee had no items of which to **advise** the CFC.

**Assure<sup>3</sup>** (to note)

The CFSC wish to **assure** members of the CFC that:

- The CFSC meeting scheduled for 9 September 2025 was stood down due to lack of quorum; a Chair's Actions meeting was held on 16 September 2025 instead.
- At the Chair's Actions meeting, two retrospective funding requests were considered. One request was declined (CF03257) as the service did not adhere to the charity's financial procedure. The second retrospective request (CF03260) was approved, due to the sensitive nature of the additional work requested as part of the funded project and the sentiment behind the memorial artwork. Both services were reminded of the correct financial procedure to follow and staff training was offered. Further information can be found in Appendix 1.
- At the Charitable Funds Sub-Committee (CFSC) meeting held on 4 November 2025, members considered and approved three expenditure requests with a value of £52,659.83. Further information can be found in Appendix 1.
- CFSC members were advised that the CFC wishes to increase charitable spending and engage Clinical Care Groups (CCGs) in the proactive planning of expenditure. The Deputy Director Medical Directorate and Head of Hywel

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<sup>1</sup> There is a lack of confidence that any action in place is sufficient to address the issue satisfactorily and/or within the scope of the operational team or executive to resolve. Engagement, action or intervention required.

<sup>2</sup> There are areas of concern where assurance has been taken on actions in place but requires close monitoring. An early warning of an emerging and potentially serious concern.

<sup>3</sup> There is confidence that actions are robust and will be sufficient to address the issue or generally operating effectively. Routine monitoring.

Dda Health Charities (HDdHC) have meetings with the CCG clinical and operational leads scheduled for quarter three and four.

- CFSC members discussed new governance processes introduced since the establishment of the CCGs that require charitable expenditure requests to go through CCGs rather than delegated officers. This approach has been causing confusion and delays and could discourage colleagues from applying for funding. While the intent was acknowledged, the lack of clarity on local processes is impacting the goal to increase expenditure. The Head of HDdHC will meet the Deputy Chief Operating Officer to review alignment with the charity's scheme of delegation.
- For funding applications received for the charity's general fund, members discussed the most transparent process for assessing and shortlisting funding applications. 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 in a future funding round.
- The CFSC Vice-Chair role will become vacant from December 2025 due to the retirement. The Executive Director of Workforce and Organisation Development will be asked to nominate a deputy to replace the Assistant Director of Organisation Development to retain full Sub-Committee membership.

### **Review of Risks**

Not Applicable

### **Sharing of learning**

Not Applicable

### **Recommendation**

The Charitable Funds Committee is asked to:

- Be assured on the items that the Committee is providing assurance on

Agenda, papers and minutes of the CFSC are available on request from [Fundraising.HywelDda@wales.nhs.uk](mailto:Fundraising.HywelDda@wales.nhs.uk)

## APPENDIX 1

Summary of expenditure requests considered by the Charitable Funds Sub-Committee:

Meeting: 16 September 2025 (Chair's Actions)		
Item	Comments	Decision
<p>CF03257</p> <p>Retrospective request</p> <p>Workbooks/ Reference books for domiciliary care workers</p> <p>Pharmacy &amp; Medicines Management</p> <p>£3,184.27 <i>Inclusive of VAT</i></p>	<p><b>Request:</b> Retrospective funding request for work/reference books which act as training materials and ongoing resource/reference for domiciliary care workers. A resource to support care workers to complete written assessments and practical medicine administration competency assessments during bespoke training delivered by team of pharmacy technicians.</p> <p><b>Patient benefit:</b> Providing domiciliary care workers with adequate training materials ensures vulnerable patients have a safer, more robust medication support service. Care workers are trained when to refer certain situations to their manager or health care professional, which provides a network of support for patients. Medicines taken incorrectly or not taken at all, can put patients at risk of adverse events or from disease progression.</p> <p><b>Eligibility:</b> Library facilities and resources that enable NHS staff to improve their knowledge and performance in their roles.</p> <p><b>Member comments:</b> Order placed in error from a revenue cost centre on 16 July 2025 before a charitable funds request was submitted. Unable to approve as the service did not adhere to the charity's financial procedure. Unable to reimburse a revenue cost centre from a charitable fund for an order already placed and approved by the service. Service to be reminded of the correct financial procedure to follow and offer training for staff if required.</p>	Not approved
<p>CF03260</p> <p>Retrospective Request</p> <p>Mural between Gwenllian Ward and dialysis unit at Glangwili Hospital (GGH)</p> <p>£600.00 <i>Excluding VAT</i></p>	<p><b>Request:</b> Follow up request from CF03043 that was approved in December 2024. CF03043 requested £3,200 for a mural to be painted on the outside walls between Gwenllian ward and the dialysis unit at GGH. The work was undertaken during July 2025 however the cost of the project increased by £600 since the original quote was submitted in summer 2024. This is due to a request for the mural to extend to a larger area and the inclusion of additional artwork (memorial pieces and daffodils) a dedication to a doctor from the hospital who has sadly passed away.</p> <p><b>Patient benefit:</b> The aim of the mural is to create a more friendly, uplifting environment for stroke survivors to support their mood and wellbeing during their hospital stay. The area will be visible from the stroke unit. The area will be part of an outdoor seating area for stroke survivors and their families to have a bright and colourful environment, away from the ward setting, to support stroke survivors with their rehabilitation and recovery post-stroke. This area will support physical, psychological and wellbeing recovery post-stroke.</p> <p><b>Eligibility:</b> Building and/or refurbishment works that create more welcoming and comfortable surroundings for patients, services users, visitors and staff where no NHS exchequer resources are available and will not</p>	Approved



	<p>be available for at least 5 years. Including improvement to outdoor spaces for patients, services users, visitors and staff.</p> <p><b>Member comments:</b> The Occupational Therapist leading the project was unaware of the requirement to request approval of additional funding in advance of receiving an invoice for the additional work. Verbal approval for the additions was provided by the GGH management team however no paperwork was submitted. Approved due to the sensitive nature of the additional work requested and the sentiment behind the memorial pieces. Service to be reminded of the correct financial procedure to follow and offer training for staff if required.</p>	
<p>CF03231</p> <p>Refurbishment of staff rest room</p> <p>Pharmacy Department at Withybush Hospital (WGH)</p> <p>£15,553.75 <i>Inclusive of VAT</i></p>	<p><b>Request:</b> Follow up request for CF03231 which was approved by the CFSC in July 2025. The staff room furniture quote had increased by £205.53 since the funding request was approved.</p> <p><b>Patient benefit:</b> During recent workforce culture work undertaken by the Organisational Development relationship team, an overwhelming theme came through that the current staff room is not fit for purpose which is having a detrimental effect on staff morale and subsequently well-being. The current area is dated with the furniture worn and unsuitable for the number of staff. The department has been through challenging times in the last few years and getting the room back as an area suitable for rest will have a positive impact on productivity. It is felt the room acts as a hub during periods of rest for communication within the team which improves output and hopefully patient flow.</p> <p><b>Eligibility:</b> Refurbishment works or furniture, fixtures and fittings for indoor and outdoor staff rest areas or accommodation, which would result in an improvement in staff rest and welfare facilities where such enhancements would not normally be funded by NHS resources.</p> <p><b>Member comments:</b> Insufficient information provided to understand the reason for the delay in the order being placed. Further information requested. Update 19/09/2025: The furniture order was not placed immediately to ensure the minor works were complete intime for delivery. The supplier agreed to honour the original quote. No further funding required.</p>	<p>Not approved, further information requested</p>
<p><b>Meeting:</b> 4 November 2025</p>		
<b>Item</b>	<b>Comments</b>	<b>Decision</b>
<p>CF03282</p> <p>4 x Tilt &amp; Space Chairs</p> <p>Towy Ward, GGH Hospital</p> <p>£10,572.20</p>	<p><b>Request:</b> Purchase of four tilt in space chairs to aid patient rehabilitation.</p> <p><b>Patient benefit:</b> The ward is currently hiring specialist chairs as and when needed to support the recovery of major trauma/rehabilitation patients. The need for permanent ward-based specialist chairs has been identified by the physiotherapy and occupational therapy teams to ensure there are no delays waiting for chairs to be delivered. The chairs will have a great impact on the patient's experience and journey, allowing them to be sat out of bed sooner which will help reduce deconditioning and aid the patients' rehabilitation.</p> <p><b>Eligibility:</b> Furniture, fixtures and fittings for use in clinical areas by patients, visitors, relatives or staff that create more welcoming and comfortable surroundings.</p>	<p><b>Approved</b> pending receipt of:</p> <ul style="list-style-type: none"> <li>• Current quote</li> <li>• Statement of Need approval</li> <li>• Completion of assessment</li> </ul>



VAT exempt		for medical equipment
<p>CF03302</p> <p>Patient seating</p> <p>Emergency and Urgent Care Centre, Bronglais Hospital (BGH)</p> <p>£17,087.63 <i>Inclusive of VAT</i></p>	<p><b>Request:</b> Purchase of a variety of patient chairs (clinical sofa, flip arm patient chairs, relative chairs) that has been identified as part of an improvement programme currently underway to improve the patient experience within our emergency care departments across Hywel Dda.</p> <p><b>Patient benefit:</b> New chairs would improve patient experience. It will enhance comfort and aid in early mobilisation and promote independence. It will also reduce pressure injuries and falls.</p> <p><b>Eligibility:</b> Furniture, fixtures and fittings for use in clinical areas by patients, visitors, relatives or staff that create more welcoming and comfortable surroundings.</p>	<p><b>Approved</b> pending receipt of:</p> <ul style="list-style-type: none"> <li>• Statement of Need approval</li> <li>• Completion of assessment for medical equipment</li> <li>• Confirmation of VAT status of all items</li> </ul>
<p>CF03406</p> <p>Hywel Dda University Health Board Christmas Expenditure 2025</p> <p>Health board wide</p> <p>£25,000 <i>Inclusive of VAT</i></p>	<p><b>Request:</b> This funding will be used to support expenditure on items such as gifts for inpatients and decorations for inpatient and outpatient areas across HDdUHB over the 2025 festive period.</p> <p><b>Patient benefit:</b> There is a long-standing tradition that HDdUHB's charitable funds are used to support expenditure over the festive period to improve the experience for patients visiting or staying in hospital and for staff required to work in a healthcare setting over this period.</p> <p><b>Eligibility:</b> Wellbeing initiatives which demonstrate improved experiences and outcomes for patients and service users. Initiatives that promote staff wellbeing which demonstrate a clear improvement in the wellbeing of staff that translate to improved care to patients.</p> <p><b>Members comments:</b> A discussion took place on whether the allowances were sufficient due to inflation and whether they should be increased for 2025. Members were advised that no negative feedback was received from the 2024 evaluation survey and no comments have been received on the advertised limits for 2025. Confirmation provided that the current limits form part of the charity's financial procedure that is being reviewed before March 2026.</p>	<p><b>Approved</b> including approval for the consideration of additional funding via Chair's Actions if required to meet any inflationary increases identified.</p>