

HYWEL DDA HEALTH BOARD – CHARITABLE FUNDS COMMITTEE WORK PLAN 2023-24

The Charitable Funds Committee (CFC) 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 workplan - April 2023–March 2024.

Agenda Item/Issue	Lead	23 May 2023	26 September 2023	28 November 2023	12 March 2024
Governance					
Apologies	Chair	✓	✓	✓	✓
Declaration of Interests	Chair	✓	✓	✓	✓
Minutes from Previous Meeting	Chair	✓	✓	✓	✓
Table of Actions and Matters Arising	Chair	✓	✓	✓	✓
Annual Review of Terms of Reference	Chair	✓			
CFC Annual Report to Board	Chair/MR/SB	✓ (Final 2022/23)			✓ (Draft 2023/24)
Self-assessment of Committee Effectiveness	SB	✓ (Approval of questions)			✓ (Outcome Report)
Risk & Assurance					
Sub-Committee Terms of Reference: <ul style="list-style-type: none"> • Charitable Funds Sub-Committee • Investment Advisor Sub-Committee 	CSFC Chair IASC Chair	✓ ✓			
Sub-Committee Update Reports: <ul style="list-style-type: none"> • Charitable Funds Sub-Committee • Investment Advisor Sub-Committee (de-established via Chair’s actions) 	CSFC Chair IASC Chair	✓ ✓(v)	✓	✓	✓
Sub-Committee Annual Report: <ul style="list-style-type: none"> • Charitable Funds Sub-Committee 	CSFC Chair				✓
Charitable Funds Committee Risk Register	MR	✓	✓	✓	✓
Assurance on Planning Objectives Aligned to CFC <ul style="list-style-type: none"> - Planning Objective Update Report 	MR	✓	✓	✓	✓

Agenda Item/Issue	Lead	23 May 2023	26 September 2023	28 November 2023	12 March 2024
- Scheduled/Board/Committee requested deep dive (PO Lead)					
Administrative Committee Annual Meeting (Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund) Update Report	RS/NLI/RD	✓	✓(v)		✓
Operational/Strategic Issues					
Approval of policies and procedures relating to charitable funds on behalf of the Board (as required)	TJ	✓	✓	✓	✓
Approval of charitable funds expenditure over £50,000 (as required)	Chair	✓	✓	✓	✓
Review/Ratification of any approvals made outside the meeting via Chair's Action or via Corporate Trustees	Chair	✓	✓	✓	✓
Acceptance and recommendation of other relevant strategies, policies, procedures, and reports relating to charitable funds, as appropriate for ratification by Board (as required)	All	✓	✓	✓	✓
Charitable Funds – Making a Difference	NLI	✓	✓	✓	✓
Evaluation Reports					
- Cancer Services Expenditure CaPS Project (September 2023)	GB		✓		
- Cardiology Equipment, WGH Paediatrics (deferred to Sept 2023)	ND		✓		
- Respiratory Research, PPH (June 2023 – 9 months)	KL	✓			
- Echo Machines, WGH (September 2023 - 12 months)	TC		✓		
- Cardiac Ultrasound Machine to Improve Access to Echocardiography in Ceredigion (March 2024 – 9 months)					✓
Bronglais General Hospital Chemotherapy Unit Fundraising Appeal Update	NLI			✓	✓
Review of Classification of Charitable Funds	NLI				✓
Performance					
Integrated Hywel Dda Health Charities Performance Report	NLI/TJ	✓	✓	✓	✓
Draft Annual Accounts (2022/23)	HT/RD			✓	
Final Annual Report & Accounts (2022/23)	HT/RD				✓
Internal Audit Report on Charitable Funds (Subject to confirmation)	Chair/Internal Audit				
For Information					
Matters and Risks for Escalation to the Board	MR	✓	✓	✓	✓

Agenda Item/Issue	Lead	23 May 2023	26 September 2023	28 November 2023	12 March 2024
CFC Workplan 2023/24	SB	✓	✓	✓	✓
Administration					
Agenda setting meeting at least 6 weeks prior to meeting	SB	✓	✓	✓	✓
Quality check agenda and papers prior to dissemination	SB	✓	✓	✓	✓
Disseminate agenda & papers seven days prior to meeting	SB	✓	✓	✓	✓
Minutes and action log to be circulated within 14 days of the meeting to members	SB	✓	✓	✓	✓
Prepare Update Report to Board (to be signed off by Chair & Lead Executive Director prior to submission)	SB	✓	✓	✓	✓
Prepare schedule of meeting dates for next financial year	SB			✓	
Prepare Annual Workplan for next financial year	SB				✓
Invite Audit Wales representative	SB				✓
Invite recipients of CFC expenditure approved to provide an update six months following approval of funding (as and when)	NLI	✓	✓	✓	✓

Chair – Chair of CFC	SB – Sarah Bevan (Secretariat)
MR – Mandy Rayani	HT – Huw Thomas
RD – Rhian Davies	NLI – Nicola Llewelyn
ND – Nick Davies	GB – Gina Beard
TJ – Timothy John	TC – Teleri Cudd
KL – Keir Lewis	RS – Rachel Stuart
IA – Investment Advisor	

HYWEL DDA HEALTH BOARD – CHARITABLE FUNDS COMMITTEE WORK PLAN 2024-25

The Charitable Funds Committee (CFC) 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 workplan - April 2024 - March 2025.

Agenda Item/Issue	Lead	21 May 2024	17 September 2024	26 November 2024	18 March 2025
Governance					
Apologies	Chair	✓	✓	✓	✓
Declaration of Interests	Chair	✓	✓	✓	✓
Minutes from Previous Meeting	Chair	✓	✓	✓	✓
Table of Actions and Matters Arising	Chair	✓	✓	✓	✓
Annual Review of Terms of Reference	Chair	✓			
CFC Annual Report to Board	Chair/SD/CSO	✓ (Final 2023/24)			✓ (Draft 2024/25)
Self-assessment of Committee Effectiveness	CSO	(TBC)	(TBC)	(TBC)	(TBC)
Risk & Assurance					
Sub-Committee Terms of Reference: • Charitable Funds Sub-Committee	CFSC Chair	✓			
Sub-Committee Update Reports: • Charitable Funds Sub-Committee	CFSC Chair	✓	✓	✓	✓
Sub-Committee Annual Report: • Charitable Funds Sub-Committee	CFSC Chair				✓
Charitable Funds Committee Risk Register	SD	✓	✓	✓	✓
Administrative Committee Annual Meeting (Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund) Update Report	NLI/RD				
Operational/Strategic Issues					
Approval of policies and procedures relating to charitable funds on behalf of the Board (as required)	TJ	✓	✓	✓	✓

Agenda Item/Issue	Lead	21 May 2024	17 September 2024	26 November 2024	18 March 2025
Approval of charitable funds expenditure over £50,000 (as required)	Chair	✓	✓	✓	✓
Review/Ratification of any approvals made outside the meeting via Chair's Action or via Corporate Trustees	Chair	✓	✓	✓	✓
Acceptance and recommendation of other relevant strategies, policies, procedures, and reports relating to charitable funds, as appropriate for ratification by Board (as required)	All	✓	✓	✓	✓
Evaluation Reports: <ul style="list-style-type: none"> - Neonatal Ventilators, (November 2023) - Bronglais Hospital Chemotherapy Day Unit Refurbishment Project - Simulation-Based Education Equipment - Bronglais Hospital FibroScan Ultrasound - Cancer Services Hair Loss Support - Cancer Psychological Supports (CAPS) Project (Phase 2) 	NWD PS LT/AK RS/DB GB GB	✓ ✓	✓ ✓	✓ ✓	
Bronglais Hospital Chemotherapy Unit Fundraising Appeal Project Closure Report	PS				✓
Hywel Dda Health Charities Workplan 2025/26	NLI				✓
Performance					
Integrated Hywel Dda Health Charities Performance Report	NLI/TJ	✓	✓	✓	✓
Draft Annual Accounts (2023/24)	HT/RD			✓	
Final Annual Report & Accounts (2023/24)	HT/RD				✓
Annual Review of the Deposit Account Balance	RD/NLI		✓		
Internal Audit Report on Charitable Funds (Subject to confirmation)	Chair/Internal Audit				
For Information					
Matters and Risks for Escalation to the Board	SD	✓	✓	✓	✓
CFC Workplan 2024/25	CSO	✓	✓	✓	✓
Administration					
Agenda setting meeting at least 6 weeks prior to meeting	CSO	✓	✓	✓	✓
Quality check agenda and papers prior to dissemination	CSO	✓	✓	✓	✓
Disseminate agenda & papers 7 days prior to meeting	CSO	✓	✓	✓	✓

Agenda Item/Issue	Lead	21 May 2024	17 September 2024	26 November 2024	18 March 2025
Minutes and action log to be circulated within 7 days of the meeting to members	CSO	✓	✓	✓	✓
Prepare Update Report to Board (to be signed off by Chair & Lead Executive Director prior to submission)	CSO	✓	✓	✓	✓
Prepare schedule of meeting dates for next financial year	CSO			✓	
Prepare Annual Workplan for next financial year	CSO				✓
Invite Audit Wales representative	CSO			✓	
Invite recipients of CFC expenditure approved to provide an update six months following approval of funding (as and when)	NLI	✓	✓	✓	✓

Chair Chair of CFC

TJ Tim John

PS Peter Skitt

CSO Committee Services Officer

SD Sharon Daniel

NWD Nick Williams-Davies

RS Rita Stuart

NLI Nicola Llewelyn

AK Andrew Kirby

DB Donna Blinston

HT Huw Thomas

LT Liz Tooby

GB Gina Beard