

**PWYLLGOR CRONFA ELUSENNOL
CHARITABLE FUNDS COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	13 December 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Charitable Funds Committee (CFC) Self-Assessment Outcome Report 2023/24 – Progress Update
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Delyth Raynsford, CFC Chair Sharon Daniel, Interim Director of Nursing, Quality & Patient Experience
SWYDDOG ADRODD: REPORTING OFFICER:	Joanne Wilson, Director of Corporate Governance/Board Secretary Charlotte Wilmshurst, Assistant Director of Assurance and Risk

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Sicrwydd/For Assurance

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

The purpose of this report is to provide an update to the actions agreed by the Charitable Funds Committee (CFC) in response to the outcome of the CFC Self-Assessment 2023/24 process.

Cefndir / Background

In June 2024, CFC received a [report](#) which presented the outcomes of the CFC Self-Assessment 2023/24 process. For CFC, this involved:

- Short digital form which requested feedback on the following areas:
 - Governance and administration
 - Committee's inputs
 - Conduct of Committee meetings
 - Interface with other Committees, including the Board
 - Committee's impact
 - Individual role on Committee

The feedback from this form was considered alongside other information, such as:

- Matters escalated to the Board
- IM Reflective sessions
- Auditor/Regulator feedback

Asesiad / Assessment

The following actions were agreed in response to the outcomes of the CFC Self-Assessment 2023/24 in June 2024:

Action	By whom	By when	
Develop a Business Case template, and supporting guidance, to be used for requests for charitable funding, that will include the steps taken in the application process, and key areas including how the request will satisfy and/or promote the charities aims, the intended benefits and expected outcomes of funding and consultation with the Estates and Facilities Team.	Head of Hywel Dda Health Charities	Completed	New application form and evaluation report templates for charitable expenditure over £10,000 have been developed and implemented.
Reschedule May and November 2024 meetings to have more evenly spaced meetings. December's meeting to be aligned with approval of charitable funds accounts.	Committee Services Officer	Completed	Meetings rescheduled to June and December 2024.
Include Corporate Trustee training, including legal implications as part of IM induction process.	Director of Corporate Governance	Completed	Session scheduled for 7 January 2025 and now included as part of the IM induction process.

Self-Assessment Process 2024/25

The Committee membership and attendees (as per Terms of Reference) will be sent a short digital form to complete in April 2025. Survey responses will be collated, along with feedback captured through the preceding 12 months and presented for discussion at CFC on 17 June 2025.

Argymhelliad / Recommendation

The Committee is asked to take an assurance from the progress made against the actions being undertaken to improve its effectiveness.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	12.6 The Director of Corporate Governance/Board Secretary, on behalf of the Board, shall oversee a process of regular and rigorous self-assessment and evaluation of the Committee's performance and operation including that of any sub-committees established.
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)	7. All apply
Galluogwyr Ansawdd:	6. All Apply

Enablers of Quality: Quality and Engagement Act (sharepoint.com)	
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:	CFC Terms of Reference CFC Self-Assessment digital form results Committee Chairs meetings
Rhestr Termau: Glossary of Terms:	Included within report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusennol: Parties / Committees consulted prior to Charitable Funds Committee:	CFC Chair CFC Lead Director Director of Corporate Governance/Board Secretary

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	No direct impacts.
Ansawdd / Gofal Claf: Quality / Patient Care:	No direct impacts.
Gweithlu: Workforce:	No direct impacts.
Risg: Risk:	No direct impacts.
Cyfreithiol: Legal:	No direct impacts.
Enw Da: Reputational:	No direct impacts.
Gyfrinachedd: Privacy:	No direct impacts.
Cydraddoldeb: Equality:	No direct impacts.