

## 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 - June 2025.

Agenda Item/Issue	Lead	21 June 2024	17 September 2024	13 December 2024 <i>Final Paper Deadline 29 November 2024 Exec Approved Papers to be received <b>PRIOR</b> to this date</i>	18 March 2025 <i>Final Paper Deadline 4 March 2025 Exec Approved Papers to be received <b>PRIOR</b> to this date</i>	17 June 2025 <i>Final Paper Deadline 3 June 2025 Exec Approved Papers to be received <b>PRIOR</b> to this date</i>
<b>Governance</b>						
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	✓				✓
Annual Review of Scheme of Delegation					✓	
Annual Review of Charitable Expenditure Eligibility Criteria				✓		
CFC Annual Report to Board	Chair/SD/ CSO	✓(Final 2023/24)			✓(Draft 2024/25)	
CFC Self-assessment of Outcome Report – progress update (6 monthly)	CSO			✓		✓
<i>3A's update report Main CFC for Board</i>	CSO		✓			
<i>3A's update report In-Committee for Board</i>	CSO		✓			
<b>Risk &amp; Assurance</b>						
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	✓			✓ Draft as CFSC meeting on 4.3.25 & paper won't make CFC deadlines	
Charitable Funds Committee Risk Register (none)	SD	✓	✓(none reported)	✓	✓	

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Administrative Committee Annual Meeting (Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund) Update Report NL has contacted Anwen Pearce (HDHB Capital Programme Manager, Planning) to advise.	NLI/RD	✓				
Update on the construction and arrangements of the Hydro Pool at the Pentre Awel Village, Llanelli. (To feedback the outcome of the discussion at Executive Team to the CFC Chair and Vice Chair and agree the next steps.) Checking with Lee Davies re Exec Discussions. Sian-Marie to provide update from MOU meeting on 10 December 2024.	JW/HT			Verbal update on outstanding action on TOA. Sian-Marie to advise on MOU.		
<b>Operational/Strategic Issues</b>						
Approval of policies and procedures relating to charitable funds on behalf of the Board (as required)	TJ	✓	✓	✓	✓	
Consideration of charitable funds expenditure over £50,000 (as required)	Chair	✓	✓	✓	✓	
Review 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	✓	✓	✓	✓	
Review of the Cost Benefit of the Fundraising Team	NLI			✓		
Review of the Rationalisation of Charitable Funds	RD/NLI			✓		
Hywel Dda Health Charities Expenditure Plan	NLI	✓				

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Overview of HDdUHB Capital Programme.	ER		(deferred)	✓ (ER In person)		
Review of the Support for Life Response Fund	NL			✓		
Annual Governance and support costs associated with the running of the Charity (for Board approval)					✓	
Hywel Dda Health Charities Workplan 2025/26	NLI				✓	
<b><u>IMPACT OF CHARITABLE EXPENDITURE EVALUATION REPORTS:</u></b>						
<b>COVERING INTRODUCTORY SBAR</b>	NLI	-	✓	✓	✓	
Update on Expenditure: Simulation-Based Education Equipment	LT/RK		✓			
Update on Expenditure: Neonatal Ventilators, (November 2023)	NWD		✓		✓	
Update on Expenditure: Bronglais Hospital FibroScan Ultrasound.	RS/DB		✓			
Patient Experience: Bronglais Hospital FibroScan Ultrasound DB to present a patient story to CFC in 6-9 months.	DB					✓ DB - Confirmed 17 June 2025. Meeting invite forwarded.
Update on Expenditure: Neonatal Ventilators. JS to request that the Medical Devices Group, undertakes a review of equipment which has been approved by the CFC to understand the impact funding has achieved.	JS			✓		
Update on Expenditure: Cancer Psychological Supports (CAPS) Project (Phase 2)	GB				✓	
Update on Expenditure: Bronglais Hospital Chemotherapy Unit Project Closure Report	PS					

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Update on Expenditure: Arts in Health Provision Capacity Building Annual Review	LOC/KL	✓				
Update on Expenditure: Therapeutic Live Music Programme for Critical Care (Sept 2025/or Dec 2025)	AW	✓				
Patient Story: Impact of Charitable Expenditure on Arts in Health	KL/LoC	✓				
<b>APPROVAL OF CHARITABLE FUNDS EXPENDITURE:</b>						
<b>COVERING INTRODUCTORY SBAR</b>	NLI	-	✓	✓	✓	
Enhancements to the Outpatient Area at Bronglais General Hospital Chemotherapy Day Unit	PS	✓	✓			
Cancer Services Hair Loss Support (Purchase of 6 Replacement Paxman Scalp Cooling Units Plus 5 Year Maintenance & Training Contract)	GB/ BP		✓			
Development of Therapeutic Gardens at Prince Philip Hospital (Deferred from 12 March 2024)	NLI	✓		✓		
<b>Performance</b>						
Integrated Hywel Dda Health Charities Performance Report including: <ul style="list-style-type: none"> <li>Investment performance</li> <li>Delivery of annual workplan against Strategic Objectives.</li> </ul>	NLI/TJ	✓	✓	✓	✓	
Draft Annual Accounts (2023/24) (TJ confirmed Dec 2024.)	HT/RD			✓		
Final Annual Report & Accounts (2023/24) Extraordinary Meeting? TBC – as accounts need to be filed before 31 Jan 2025.	HT/RD				✓	

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Annual Review of the Deposit Account Balance	RD/NLI		✓			
Internal Audit Report on Charitable Funds (Subject to confirmation)	Chair/Internal Audit					
HDdHC Investment Advisor Update (External CCLA)	DM		✓ verbal	✓ In person.		
<b>For Information</b>						
Matters and Risks for Escalation to the Board	SD	✓	✓	✓		
CFC Workplan 2024/25	CSO	✓	✓	✓	✓	
<b>Administration</b>						
Agenda setting meeting at least 6 weeks prior to meeting	CSO	✓	✓	✓	✓	
Agenda & Call for papers to be issued the day after agenda setting meeting.	CSO					
Quality check agenda and papers prior to dissemination	CSO	✓	✓	✓	✓	
Disseminate agenda & papers 7 days prior to meeting	CSO	✓	✓	✓	✓	
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) (3 A's report)	CSO	✓	✓ In progress	✓	✓	
Prepare schedule of meeting dates for next financial year	CSO			✓		
Prepare Annual Workplan for next financial year	CSO				✓	
Invite Audit Wales representative	CSO			✓		
<b>Corporate Trustee SBAR</b> paper for board. Produced following each CFC meeting. <b><i>If no approval for funding over £100k can be stood down.</i></b> (Liaise with Clare M.)	NLI (SD is ED lead)		<b>Deadline 7 Nov</b> for Board 28 Nov	<b>Deadline 9 Jan</b> for Board 30 Jan	<b>Deadline 6 March</b> for Board 27 March	

**Chair** Chair of CFC  
**RD** Rhian Davies  
**LT** Liz Tooby  
**GB** Gina Beard  
**CSO** Committee Services Officer

**SD** Sharon Daniel  
**TJ** Tim John  
**PS** Peter Skitt  
**LoC** Louise O'Connor  
**DM** Daisy Mannifield

**NLI** Nicola Llewelyn  
**NWD** Nick Williams-Davies  
**RS** Rita Stuart  
**KL** Kathryn Lambert

**HT** Huw Thomas  
**AK** Andrew Kirby  
**DB** Donna Blinston  
**ER** Eldeg Rosser