

## PWYLLGOR CRONFA ELUSENNOL CHARITABLE FUNDS COMMITTEE

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	15 March 2022
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Charitable Funds Sub-Committee Annual Report 2021/22
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Mandy Rayani, Director of Nursing, Quality and Patient Experience
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	John Evans, Assistant 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)**

Er Sicrwydd/For Assurance

### 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 2021/22 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 2021/22.

##### 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<sup>nd</sup> 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.
- Consider and recommend for approval all requests for expenditure over £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 all unusual or novel expenditure requests of any value, and any expenditure requests resulting in ongoing charitable funds commitment, prior to CFC consideration.
- 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. Membership**

In September 2020, the CFC reviewed the function of the CFSC and approved amendments to the CFSC's terms of reference in relation to its overall purpose, operational responsibilities, membership, frequency and format of meetings.

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

Members:

- Assistant Director of Nursing, Mental Health and Learning Disabilities (Deputising for the Director of Nursing, Quality & Patient Experience)
- Deputy Director of Operations
- Senior Finance Business Partner (Accounting & Statutory and Reporting)
- Assistant Director Medical Directorate (Chair)
- Assistant Director of Therapies and Health Science
- Assistant Director of Organisation Development (Vice-Chair)
- Head of Capital Planning
- Assistant Director of Primary Care
- Assistant Director Strategic Partnerships, Diversity and Inclusion
- Assistant Director Legal and Patient Support

In attendance:

- Head of Hywel Dda Health Charities
- Finance Business Partner (Accounting & Statutory and Reporting)
- Assistant Finance Business Partner (Accounting & Statutory and Reporting)

The first meeting of the CFSC, under its revised terms of reference and with its new membership, was held on 10<sup>th</sup> May 2021. At this meeting, Members received a presentation on the charitable funds held by HDdUHB, the purpose and responsibilities of the CFSC, in addition to key considerations in relation to charitable expenditure, to ensure that the charity's grant-making policies and procedures are understood and can be adhered to in line with the CFSC's terms of reference.

### **3. Meetings**

The CFSC meets on a bi-monthly basis and, since April 2021, meetings have been held on five occasions and were quorate at each:

- 10<sup>th</sup> May 2021
- 12<sup>th</sup> July 2021
- 10<sup>th</sup> September 2021
- 16<sup>th</sup> November 2021
- 7<sup>th</sup> March 2022

The CFSC meeting due to take place on 10<sup>th</sup> January 2022 was stood down due to the significant operational pressures being faced across HDdUHB at that time. The decision to stand down this meeting was made in line with organisational wide guidance.

### **4. Reporting to the Charitable Funds Committee**

During 2021/22, the CFC received three quarterly 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 quarterly 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 2021 CFC meeting

- Members received an update on the work of the Sub-Committee for the period 1<sup>st</sup> March to 31<sup>st</sup> May 2021. The CFC was updated on the training that new CFSC Members had received, the nomination of CFSC Chair and Vice-Chair, updates to the CFSC's terms of reference, and the approval in principle for a request to create two new charitable funds.

#### CFSC update to the September 2021 CFC meeting

- Members received an update on the work of the Sub-Committee for the period 1<sup>st</sup> June to 10<sup>th</sup> September 2021. The CFC was updated on two expenditure requests with a combined value of £29,187.50 which had been approved, and one expenditure request to the value of £10,960.50 which had been approved in principle.

#### CFSC update to the November 2021 CFC meeting

- The CFSC update to the November 2021 CFC meeting was deferred to the March 2022 CFC meeting due to the scheduling of the CFSC meetings and the deadline for submission of CFC meeting papers. Only one CFSC meeting had taken place between the September and November 2021 CFC meetings (16<sup>th</sup> November 2021).

## CFSC update to the March 2022 CFC meeting

- Members received an update on the work of the Sub-Committee for the period 11<sup>th</sup> September 2021 to 10<sup>th</sup> January 2022. The CFC was updated on one expenditure request to the value of £33,747.90, which had been approved, and five requests valued at £47,313.50 which had been approved through CFSC's Chair's Action.

## **5. Matters Escalated to the Charitable Funds Committee**

The CFSC's quarterly written reports during 2021/22 have highlighted the following matters for noting by the CFC:

- Revenue consequences of charitable purchases: the CFSC received feedback that concerns had been raised at the Sustainable Resources Committee meeting held on 23<sup>rd</sup> August 2021 regarding the revenue consequences on HDdUHB from charitable funds purchases. The CFSC recognised the need for controls to be put in place to ensure the consideration and acceptance of ongoing revenue costs associated with all charitable purchases, not only for medical equipment. The CFSC received assurance at its November 2021 meeting that the Assistant Director of Finance (Financial Planning & Statutory Reporting) had confirmed that a process will be established within the Finance Business Partnering Team to highlight and capture any revenue consequences to HDdUHB at the time a charitable funds purchase is made.
- Discretionary Capital Programme: the CFSC requested that discussions were held with the Capital Planning team to establish a process to capture details of any capital bids eligible for charitable funds. The CFSC received assurance at its November 2021 meeting that HDdUHB's 2022/23 capital priorities would be confirmed by the end of February 2022, which would enable the Capital Planning and Hywel Dda Health Charities teams to identify any capital bids eligible for charitable funds and to discuss supporting any priorities from charitable funds with the relevant fund managers.
- Learning and Development: the CFSC endorsed discussions to be held with the Head of Workforce Education and Development, Assistant Director of Nursing (Nursing Practice) and Head of Nursing (Clinical Education) regarding organisation wide training needs that could be supported by charitable funds, in addition to equitable access to charitable funds for learning and development opportunities. The CFSC received assurance at its March 2022 meeting that the HDdUHB Learning & Development Policy is to be reviewed during Q4 2021/22 and consideration given to the role that charitable funds could play in supporting extended learning opportunities for staff including higher award studies. It was noted that this review would also consider equitable access to training as not all services have access to sufficient levels of charitable funds.

During 2021/22, no issues/matters of concerns highlighted to the CFC were required to be escalated to the Board for consideration.

## **6. CFSC meeting dates for 2022/23**

The CFSC meeting dates for 2022/23 are set out below, together with the reporting timeframe for quarterly updates to the CFC:

<b>Charitable Funds Sub-Committee</b>	<b>Update report to Charitable Funds Committee</b>
3 <sup>rd</sup> May 2022	6 <sup>th</sup> June 2022
5 <sup>th</sup> July 2022	26 <sup>th</sup> September 2022

6 <sup>th</sup> September 2022	26 <sup>th</sup> September 2022
8 <sup>th</sup> November 2022	5 <sup>th</sup> December 2022
17 <sup>th</sup> January 2023	14 <sup>th</sup> March 2023
7 <sup>th</sup> March 202	June 2023

### Argymhelliad / Recommendation

The Charitable Funds Committee is requested to endorse the Charitable Funds Sub-Committee Annual Report for 2021/22.

### Amcanion: (rhaid cwblhau)

#### Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	<p><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.</p> <p><u>Charitable Funds Sub-Committee</u> 10.4.1 The Sub-Committee Chair, supported by the Sub-Committee Secretary, shall report formally, regularly and on a timely basis to the Charitable Funds Committee on the Sub-Committee's activities. This includes the submission of a Sub-Committee update report as well as the presentation of an Annual Report within 6 weeks of the financial year.</p>
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: <a href="#">Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019</a>	10. Not Applicable

### Gwybodaeth Ychwanegol:

#### Further Information:

Ar sail tystiolaeth: Evidence Base:	Agendas, papers and minutes of CFSC meetings 2021/22
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Rhestr Termau: 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 Director of Nursing, Quality and Patient Experience Head of Hywel Dda Health Charities

<b>Effaith: (rhaid cwblhau)</b> <b>Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian:</b> <b>Financial / Service:</b>	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
<b>Ansawdd / Gofal Claf:</b> <b>Quality / Patient Care:</b>	SBAR template in use for all relevant papers and reports.
<b>Gweithlu:</b> <b>Workforce:</b>	SBAR template in use for all relevant papers and reports.
<b>Risg:</b> <b>Risk:</b>	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.
<b>Cyfreithiol:</b> <b>Legal:</b>	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.
<b>Enw Da:</b> <b>Reputational:</b>	Not applicable
<b>Gyfrinachedd:</b> <b>Privacy:</b>	Not applicable
<b>Cydraddoldeb:</b> <b>Equality:</b>	SBAR template in use for all relevant papers and reports.