

HYWEL DDA HEALTH BOARD – CHARITABLE FUNDS COMMITTEE WORKPLAN 2022-23

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 2022–March 2023.

Agenda Item/Issue	Lead	6 th June 2022	26 th September 2022	5 th December 2022	14 th March 2023
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 2021/22)			✓ (Draft 2022/23)
Self-assessment of Committee Effectiveness	SB	✓ (Approval of questions)		✓ (Outcome Report)	
Risk & Assurance					
Sub-Committee Terms of Reference: • Charitable Funds Sub-Committee • Investment Advisor Sub-Committee	CSFC Chair IASC Chair	✓ ✓			
Sub-Committee Update Reports: • Charitable Funds Sub-Committee • Investment Advisor Sub-Committee	CSFC Chair IASC Chair	✓ ✓	✓ ✓	✓ ✓	✓ ✓
Sub-Committee Annual Report: • Charitable Funds Sub-Committee • Investment Advisor Sub-Committee	CSFC Chair IASC Chair				✓ ✓
Charitable Funds Committee Risk Register	MR	✓	✓	✓	✓
CFC Assurance Report submitted to ARAC (for information)	MR	✓			
Assurance on Planning Objectives Aligned to CFC	MR	✓	✓	✓	✓

Operational/Strategic Issues					
Approval of policies and procedures relating to charitable funds on behalf of the Board (as required)	NT	✓	✓	✓	✓
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					
- Trainee Haematology Clinical Nurse Specialist Proposal for Ceredigion and Pembrokeshire Update Report	GB		✓		
- Cancer Services Expenditure –CaPS Project	GB	✓			
- Haemodynamic Monitoring Equipment GGH	PSm	✓			
- Staff Welfare and Wellbeing: Rest Areas	EB	✓			
- Family Counsellor Request	AD/NT		✓		
Bronglais General Hospital Chemotherapy Unit Fundraising Appeal Update	NLI	✓	✓	✓	✓
Performance					
Investment Advisor Performance Update (to be presented in person)	NT		✓		✓
Integrated Hywel Dda Health Charities Performance Report	MR/HT	✓	✓	✓	✓
Draft Annual Accounts (2021/22)	HT/NT		✓		
Final Annual Report & Accounts (2021/22)	HT/NT			✓	
Internal Audit Report on Charitable Funds (Subject to confirmation)	Chair/Internal Audit				
For Information					
Reflective Summary of Meeting	MR	✓	✓	✓	✓
CFC Workplan 2022/23	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
NT – Nerys Thomas	NLI – Nicola Llewelyn
PS – Peter Skitt	AD/JT – Angharad Davies/Jayne Thomas
CL – Caroline Lewis	GB – Gina Beard
PSm – Paul Smith	EB – Elin Brock