

CHARITABLE FUNDS COMMITTEE (CFC)

ANNUAL REVIEW REPORT

2024/2025

1. Introduction and Chair's summary

In line with Standing Orders the Charitable Funds Committee must submit an Annual Report to the Board through the Chair within 6 weeks of the end of the reporting year setting out its activities during the year and including the review of its performance and that of any Sub-Committees it has established, setting out how the Committee has met its Terms of Reference during the financial year.

The Board uses this annual report to inform:

- The ongoing development of its governance arrangements, including its structures and processes:
- Its Board Development Programme, as part of an overall Organisation Development framework:

Vice-Chair's Reflections

Hywel Dda Health Charities continues to deliver sustainable and positive impacts across our region, that impact our patients, our staff, and our wider communities.

It is therefore the purpose of the Charitable Funds Committee to highlight and scrutinise, the benefits and challenges of the work undertaken by the Charity, and this report gives a valuable and transparent insight and flavour of the work we have applied as a Committee. This is certainly driven by a level of detail and attention applied that considers both the qualitative and quantitative impacts of the fundraising undertaken for our patients and staff.

Each year, we consider and discuss funding awards across a broad range of themes and sectors within our health service - ranging from patient care, to experience, quality and innovation, as well as the wider welfare of our patients and staff, resulting from the funding awards which result in improved services as planned.

Members of our committee are committed, passionate, and positive in their support, but also similarly in their scrutiny, as we are bound by duties and responsibilities declared by the Charity Commission. As such, we pay rigorous attention to the financial resilience and sustainability of the charity, through responsible stewardship and scrutiny to ensure funds are managed and allocated appropriately, and equally, throughout the organisation.

In addition to the thanks for all of the team, the wider support from staff & volunteers, as well as all those who fundraise and support the work undertaken, I would also like to extend thanks to our recent Chair of the Committee, Delyth Raynsford, who has recently completed her term with Hywel Dda University Health Board. Her tenure and oversight enabled this committee to work positively and proactively, and supported the Charity overall, in its growing impact, supporting the differences that can be made to the experience of our patients, staff, and communities across the Hywel Dda region.

We look forward to continuing to develop and further support the work of the Charity led by Nicola Llewelyn in the coming year, and enabling further innovation to be promoted, developed and delivered in partnership where applicable by the Charity, in a sustainable way, that places people at the heart of what we do, and why we do it.

Iwan Thomas
Vice-Chair, Charitable Funds Committee

2. Terms of Reference (TOR) and Workplan

The TOR for the Charitable Funds Committee is reviewed on an annual basis or following any significant changes. The TORs were last reviewed on 21 June 2024 and approved at Board 25 July 2024.

[link to Charitable Funds Committee Terms of Reference](#)

The Charitable Funds Committee has a work plan to enable forward planning for the forthcoming year. The workplan is produced to incorporate the duties outlined in the Committee's TOR and any suggested areas of focus identified during the self-assessment process.

The Charitable Funds Committee workplan covers a range of activities including statutory reporting duties, regular items of business and priority planned pieces of work which support Board and Committee's objectives.

The work plan is regularly updated throughout the year to ensure it remains responsive to emerging issues and risks.

[CFC Work Plan 2024-25](#)

3. Sub-Committee(s)

The Charitable Funds Sub-Committee (CFSC) reports into the Charitable Funds Committee with its own Terms of Reference (TOR) and workplan for the year. The Sub-Committee's TOR were last reviewed on 21 June 2024.

In line with their Terms of Reference, the Sub-Committee is required to provide a report after each meeting, as well as produce an annual report which was presented to the Committee on 18 March 2025, reporting on activity throughout the last year.

4. Table of attendance

Membership	Role	Date 21/06/24	Date 17/09/24	Date 13/12/24	Date 18/03/25
Delyth Raynsford	Independent Member (Committee Chair)	✓	✓	✓	✓
Iwan Thomas	Independent Member (Committee Vice-Chair)	x	✓	✓	✓
Anna Lewis	Independent Member	✓	x	✓	✓
Ann Murphy	Independent Member	✓	✓	X	✓
Huw Thomas	Director of Finance	✓ Deputy attended	✓ Deputy attended	✓	✓ Deputy attended
Sharon Daniel	Director of Nursing, Quality & Patient Experience (Committee Lead)	✓ Deputy attended	✓	✓	✓

<u>In Attendance</u>		Date 21/06/24	Date 17/09/24	Date 13/12/24	Date 18/03/25
James Severs (from July 2024)	Director of Allied Health Professions and Health Science		✓	✓ Deputy attended	✓
Sian-Marie James	Assistant Director of Corporate Legal Services and Public Affairs	✓	✓	✓	✓
Carly Hill	Chair of the Charitable Funds Sub-Committee	✓	✓	✓	✓
Rhian Davies	Assistant Director of Finance (Financial Planning and Statutory Reporting)	✓	✓	X	✓
Timothy John	Senior Finance Business Partner (Accounting and Statutory Reporting)	✓	✓	✓	✓
Nicola Llewelyn	Head of Hywel Dda Health Charities	✓	✓	✓	✓
Anthony Dean	Staff Side Representative	✓	✓	✓	x
Meeting quorate*		Yes	Yes	Yes	Yes

**A quorum shall consist of no less than four of the membership and must include as a minimum the Chair or Vice Chair of the Committee, and one other Independent Member, as well as the Executive Director of Finance and the Lead Director for Hywel Dda Health Charities (or their suitably briefed deputies).*

5. Committee Activities – alert, advise and assure.

The Committee is required to report to the Board after each Committee meeting by presenting a report highlighting the key discussion items at the Committee.

Alert – *The following matters were areas where the Committee was unable to take an assurance or had a lack of confidence that the action in place was sufficient to address the issue satisfactorily and/or it was within the scope of the operational team to resolve, and were alerting the Board as engagement action or intervention was required.*

- At the September 2024 meeting, following the update provided to the In-Committee Charitable Funds Committee regarding the **Estate of a Testator**, approval was requested from the Board, as per Standing Orders, to issue proceedings to seek a declaration that the will in favour of the Health Board is valid. This was subsequently approved by the Board on 28 November 2024.

Advise – *The following matters were areas of concern where assurance had been taken on actions in place but required close monitoring.*

- Following the June 2024 meeting, the Board were advised that the **Bronglais General Hospital (BGH) Chemotherapy Day Unit (CDU) Refurbishment Project** was currently 12 days behind schedule due to a delay which incurred a **financial penalty of £28k** from the contractor. The delay was a result of being unable to decant staff from Y Leri Day Unit to the Canolfan Rheidol

building owned by Ceredigion County Council due to IT infrastructure issues in this building. The Project Director assured the CFC that this would be covered by the contingency fund of which there is **£120k** in total remaining. An update was provided to the 17 September 2024 CFC which provided *assurance* to the Committee (see Assure section below).

- An **Update on the Construction and Arrangements of the Hydrotherapy Pool at the Pentre Awel Village, Llanelli** was provided to the June 2024 Board meeting by the capital planning team which indicated that the scope of this project had grown considerably since the original brief was developed. The expansion of the original brief led to increased costs and a funding shortfall of £400k. This matter was escalated to the Executive Team, due to the significant concerns and potential impact on both capital and revenue budgets and advice was sought from the Director of Finance regarding next steps. An update was provided by the Director of Finance to the 13 December 2024 meeting under matters arising, whereby it was detailed that discussions with Carmarthenshire County Council (CCC) were underway to agree a Memorandum of Understanding concerning financial and operational agreements. The Committee received a further update on progress on 18 March 2025 CFC which provided assurance (see Assure section below).
- The Board was advised and informed of a downturn in income of the charity in the period covering the quarter up to the 30 June 2024 in the **Integrated Hywel Dda Health Charities Performance Report**. Donations and fundraising income totalled £135,304, compared to £229,379 for the same period last year. This was attributed to a decrease in legacies and donations by £118,051, with net outgoings for the period totalled £99,679. A review of governance and support costs to ensure a balance exists between stewardship and fundraising was conducted along with a comprehensive analysis. The steps undertaken to address the decline in the charity's income levels were noted, and the Committee continued to monitor the income of the charity, keeping the Board informed of any pertinent updates. The **December 2024 Integrated Hywel Dda Health Charities Performance Report** saw the Committee agreed to *advise* the Board of the concerns pertaining to the level of fundraising expenditure in comparison to the donations and fundraising income received and review of the Hywel Dda Health Charities fundraising and communications activities. The **Integrated Hywel Dda Health Charities Performance Report** presented to the 18 March 2025 CFC provided *assurance* to the Board however elements of risk pertaining to fundraising expenditure was reported under the agenda item, *Charitable Funds Committee Risk Register* and remained an 'advise' item to the Board.
- Following the December 2024 CFC meeting, the Board was advised that a **Review of the Hywel Dda Health Charities Fundraising and Communications Activities** would be undertaken which would reflect the year's financial activity and return on investment provided. The report returned to the 18 March 2025 CFC meeting as part of the *Integrated Hywel Dda Health Charities Performance Report*, the risks pertaining to fundraising costs and returns were reported under the separate agenda item *Charitable Funds Committee Risk Register*.

- The **Charitable Fund Committee Risk Register** was presented to the March 2025 CFC and the Committee agreed to *advise* the Board of the concerns pertaining to being able to sustain the paid fundraising function in the light of income levels and return on investment. This risk has been added to the risk register via Datix and will be reported back to CFC on a quarterly basis.
- Following on from *assurance* being provided to the CFC in June 2024, the **Update on the Development of Therapeutic Gardens at Prince Philip Hospital (PPH)** at the December 2024 meeting, led the Committee to *advise* the Board of the learning in regard to this project, ensuring sufficient scrutiny of such schemes to provide assurance on value for money and social impacts. Furthermore, to ensure future grants, especially when pertaining to estates to have a written requirement for ongoing maintenance, to ensure the risk of ongoing costs are addressed. A subsequent report to the Committee on 19 March 2025 provided *assurance*.
- Following the December 2024 CFC meeting, the Committee *advised* the Board of a risk relating to stock market volatility following discussion under **Matters and Risk for Escalation to the Board**. An updated report regarding stock market volatility risk provided *assurance* when it later reported to the 18 March 2025 meeting under the agenda item **Charitable Fund Committee Risk Register**.

Assure – *The following matters were areas where there was confidence that robust actions are in place and are sufficient to address the issues to operate effectively.*

- In line with Standing Orders, the Charitable Funds Committee **Terms of Reference** were submitted to the June 2024 CFC meeting and approved, with a further discussion on expanding the Executive Director membership of the Committee to take place at Executive Team. The Board *ratified* the CFC Terms of Reference on 25 July 2024.
- **The Charitable Funds Committee Annual Report 2023-2024** was also approved at the June 2024 CFC meeting and *endorsed* at the 11 July 2024 Extraordinary Board meeting.
- The **CFSC Update (CFSC) Report** was received at the June 2024, September 2024, December 2024 and March 2025 meetings, with assurance provided by the content of these report. The **CFSC Terms of Reference** were approved, and the **CFSC Annual Report** noted at the June 2024 meeting.
- The outputs of the Committee self-assessment process were considered at the June 2024 meeting in the **Charitable Funds Committee Self-Assessment Report 2023/24** along with the actions to be taken to strengthen its effectiveness. At the December 2024 meeting, the Committee received *assurance* from the progress made against the actions.
- Regarding the **Impact of Charitable Expenditure**, the Committee received a short presentation at the June 2024 meeting regarding the Public **Art Plan** that has been developed for the new Bronglais General Hospital Cancer Treatment Unit and the positive experiences of cancer patient, Lyn Maura, was shared with members.

- Regarding the **Impact of Charitable Expenditure**, the following evaluation updates were received:
 - **Simulation-Based Education Equipment**
 - **Neonatal Ventilators**
 - **Bronglais Hospital Fibroscan Ultrasound**
 - **Phase 2 of the Cancer Psychological Support (CaPS) Project: Psychological Support for People Affected by Cancer and the Cancer Workforce**
 - **'Heads Up!' – Cancer Services Hair Loss Support**

A comprehensive update on expenditure was received for all projects outlining the widespread benefits and the positive impact to the Health Board.

- Concerning the **Update on the Development of Therapeutic Gardens at Prince Philip Hospital** provided at the 18 March 2025 meeting, the Committee were *assured* of the change of direction in the project brief, which enhanced the project and plans for the development of a sensory gardens experience for patients and staff. This was subject to the requested *assurance* being provided regarding the ongoing costs, social benefits and any volunteer developments which will be reported to the June 2025 CFC. The CFC considered and approved the request for the project to proceed to the Tender Review stage. The full and final business case concerning this project is scheduled to return to 17 June 2025 meeting.
- Following an earlier *advise* received at the 21 June 2024 CFC meeting, the **Enhancement to the Outpatient Area at BGH CDU**, returned to the 17 September 2024 meeting under an application for expenditure. A request for funding of £115,779.40 was made and approved by the CFC, to enable the enhanced refurbishment of the Outpatient area of BGH CDU. The Corporate Trustee ratified this request 26 September 2024.
- Throughout the year, the Committee noted the **Ratification of Charitable Funds Decisions by the Corporate Trustee**.
- The **CFC Templates for Expenditure Requests and Evaluation Reports** were presented at the June 2024 meeting. These incorporated changes that had been made as a result of recommendations from the self-assessment exercise.
- The **Integrated Hywel Dda Health Charities Performance Report** provided *assurance* at the June 2024 and March 2025 meetings, the latter providing assurance on the charities work plan for 2025-26, and the priorities and measures therein. The elements of risk pertaining to fundraising expenditure were not, as previously, reported within the Performance Report and were reported to Committed under the separate agenda item, Charitable Funds Committee Risk Register and remained an *advise item to the Board* as detailed above.
- **Charitable Fund Committee Risk Register**, the Committee received assurance that a risk regarding stock market volatility.
- The **Review of The Support for Life Response Fund** was noted at the September 2024 meeting.
- The Committee considered the **Charitable Funds Committee Draft Annual Accounts 2023/2024** at the December 2024 meeting.

- The Committee discussed the **Overview of Hywel Dda University Health Board Capital Programme** presentation at the December 2024 meeting.
- Regarding the **Hydrotherapy Pool at the Pentre Awel, Llanelli** the March 2025 CFC took *assurance* of the progress to date on the work that has been carried out to define and agree the Collaboration Agreement (previously referred to as a Memorandum of Understanding (MOU)). Further clarification was provided that the shortfall in funds for construction, which had previously warranted an *advise* to Board, had been funded by Welsh Government directly to CCC. The CFC recommended for approval to the Board in March 2025, the release of Charitable Funds totalling £1,543,382 to Carmarthenshire County Council (CCC) once the Collaborative Agreement is finalised and completed legally.

Items approved by the Committee during the year.

- **Request for Expenditure: The Arts Programme for Dementia and Frailty Patients** was introduced by the Arts in Health Co-ordinator and the request of £64,220 was approved.
- **Request for Expenditure: Therapeutic Live Music Programme for Critical Care 2024/25**, the request for funding was for 12 months from September 2024 to September 2025 for the sum of £7,200 to provide live music supplied by local musicians to perform on critical care wards for the benefit of patients and their loved ones. The request was approved.
- **Request for Expenditure: Development of Therapeutic Gardens at Prince Philip Hospital** – This bid, which was approved, was received at 21 June 2024 CFC, was for a funding request of £2,088 from the Support for Life General Fund to appoint a professional services cost advisor to provide a project outturn cost for the development of therapeutic and dementia friendly gardens at PPH. The Committee was satisfied that the development would have a significant impact on patient well-being, patient outcomes and reduce the length of their hospital stays. The March 2025 CFC approved the request for the project to proceed to the Tender Review stage in line with the next steps outlined to obtain assurance that can be taken from a guaranteed maximum price. The cost to move to Tender of £15,000 was approved.
- **An Update on the Arts and Health Capacity Building and Creative Activities for Staff Wellbeing projects** was received by the Committee and the request to extend the duration of both charitably funded projects was approved.
- **Charitable Funds Financial Administrative and Governance Procedure:** The Committee considered and approved the proposed amendments to the Charitable Funds Financial Administrative and Governance Procedure.
- **A Review of the Rationalisation of Charitable Funds:** The Committee approved the proposed changes to the funds structure and noted the correction of previously misclassified legacy funds.
- **Charitable Funds Committee Terms of Reference** were approved at the June 2024 meeting.
- **Charitable Funds Sub-Committee Terms of Reference** were approved at the June 2024 Committee.

- The **CFSC Annual Reports** for 2023-2024 were approved at the June 2024 meeting and the 2024-2025 report approved at March 2025 meeting.
- Regarding **A Review of the Rationalisation of Charitable Funds**, the Committee approved the proposed changes to the funds structure and noted the correction of previously misclassified legacy funds.
- An **Update on the Arts and Health Capacity Building and Creative Activities for Staff Wellbeing projects** provided assurance on the achievements of the project and the request to extend the duration of both charitably funded projects was approved.

Items Considered by the Committee During the Year and Recommended for Approval to the Corporate Trustee

- **Request for Expenditure: Enhancement to the Outpatient Area at BGH CDU**, returned to the 17 September 2024 meeting under an application for expenditure. A request for funding of £115,779.40 was made and approved by the CFC, to enable the enhanced refurbishment of the Outpatient area of BGH CDU. The Corporate Trustee ratified this request 26 September 2024.
- **Request for Expenditure:** An application for expenditure request was received at the 17 September 2024 CFC, for the **Purchase of six replacement Paxman scalp cooling units plus five-year maintenance and training contracts**, to improve patient experience as part of chemotherapy treatment. The units are effective in either preventing or minimising the distressing side effect of hair loss. The expenditure request for £113,208.00 was approved, subject to confirmation from procurement that the correct process has been followed. The Corporate Trustee ratified this request 26 September 2024, subject to confirmation of the correct procurement process.
- **Hydrotherapy Pool at the Pentre Awel, Llanelli:** The Committee recommended the Corporate Trustee to approve the release of charitable funds totalling £1,543,382 to Carmarthenshire County Council (CCC) once the Collaborative Agreement was finalised and completed legally. Subject to the Collaboration Agreement being signed the matter was brought to Board, in its role as Corporate Trustee 27 March 2025. Subject to the requirement for an Administration Committee, which was duly held 2 April 2025, the Board in its capacity as the Corporate Trustee of the Hywel Dda Health Charities, approved the release of the Charitable Funds totalling, £1,543,382 (including both the funding from the J C Williams Charitable Trust and the Llanelli Hydrotherapy Pool Charity) to CCC once the Collaborative Agreement is finalised and completed legally. It was agreed at the Administration Committee that the J C Williams Charitable Trust to be managed as part of the Charitable Funds Committee going forward.
- **Integrated Hywel Dda Health Charities Performance Report:** The Committee considered and recommended for approval to the Board, in its capacity as Corporate Trustee, the proposed governance, support and fundraising costs budget for 2025/26 for finance team costs of £107,487 and the proposed fundraising budget of £455,629.

6. Committee Effectiveness - Feedback from self-assessment process

As stipulated within Standard Orders, the Board introduced a process of regular and rigorous self-assessment and evaluation of the performance of the Charitable Funds Committee.

- For the Charitable Funds Committee this involved the completion of a 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 results from which were fed into an action plan, combining information and Auditor/Regulator feedback.

The process was undertaken during the year and reported to the Committee at the June 2024 meeting [CFC.SelfAssessmentSBAR_FINAL.pdf](#)

The Committee received an update on progress at the mid-year point, 13 December 2024 CFC.

7. Conclusion

The Committee is satisfied that it continues to operate effectively and in line with the Terms of Reference. Issues have been escalated to Board as appropriate, and the Committee uses feedback from the self-assessment process to evolve and continually improve.