

**PWYLLGOR CRONFA ELUSENNOL
CHARITABLE FUNDS COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	17 June 2025
TEITL YR ADRODDIAD: TITLE OF REPORT:	Charitable Funds Committee (CFC) Self-Assessment Outcome Report 2024/25
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Joanne Wilson, Director of Corporate Governance/Board Secretary
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 the outcome of the Charitable Funds Committee (CFC) Self-Assessment 2024/25 process to the Committee.

Cefndir / Background

In line with Section 10.2.1 of Standing Orders, the Board is required to introduce a process of regular and rigorous self-assessment and evaluation of its own operations and performance and that of its Committees and Advisory Groups. Section 10.2.2 also states that each Committee must also 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.

A refreshed approach to the Committee self-assessment process was developed in 2023 which was intended to be proportionate, achievable and add value to the organisation's governance capability. 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 alerted to the Board
- IM Reflective sessions
- Auditor/Regulator feedback

The Chair and Lead Executive met to consider the Committee's effectiveness to date based on responses from the above digital form and feedback from auditors/regulators and other intelligence on how the Committee currently operates, where it has made an impact and what it has shone a light on, and the areas where it could have done better.

Asesiad / Assessment

The Chair and Lead Executive met to consider the Committee's effectiveness to date based on responses from the above digital form and feedback from auditors/regulators and other intelligence on how the Committee currently operates, where it has made an impact and what it has shone a light on, and the areas where it could have done better.

Look back at Committee's effectiveness over previous 12 months...

The below analysis was based on responses from the digital form and feedback from auditors/regulators and other intelligence on how the Committee currently operates:

What we want to continue to do next year

- Provide good governance and administration of the Committee
- Forward plan Corporate Trustee meetings to align with Board meetings
- Receive good support from EDs/Deputies re: attendance, timeliness, quality, length and presentation of papers, and responses to challenges/questions, with appropriate clinical representation
- Receive applications using the new template form to support decision-making for requests for charitable funds over £10k
- Good facilitation and receipt of evaluation/outcome reports (using new report template) describing the impacts and benefits associated with charitable funds allocations
- Facilitate a conducive atmosphere to support open and productive debate, which enables papers to be appropriately scrutinised, and IMs to effectively manage the boundary between trustee and scrutiny
- Have good interface with other Committees and Board, with good distinction between Committee and In-committee reporting to Board
- Appropriate using Private meetings for discussing items not for the public domain
- Drive improvements in staff and patient experience through the appropriate allocation of charitable funds

What we want to change going forward

- Ensure representation from Service Leads at Committee meetings to present applications/evaluation reports relevant to their service area
- Ensuring that applications for funding considered by the Committee meet the charity's eligibility criteria and demonstrate significant patient benefit
- Ensuring support and training for new IMs who join the Committee
- Ensure that meeting discussions are concluded with clear and actionable outcomes so that all Members have a shared understanding of the key actions and next steps
- Hold regular reflective sessions after each meeting to gather feedback from IMs on the committee's effectiveness to ensure continuous improvement

Suggested areas of focus for 2025/26

- To take a proactive and tactical, less reactive approach to requests for funding and engage positively, where appropriate, with the realities of the Health Board's financial climate e.g. Capital funding allocations.
- To reach a clear position as to the expectations of the return on investment the charity makes in its overheads and adapt the charity's strategy accordingly.
- To receive more detailed evaluation reports on funding approvals made outside of the Committee's Scheme of Delegation i.e. < £50,000, including staff education and training.

The following proposed actions will be taken forward as detailed below:

Action	By whom	By when
To ensure support and training on Hywel Dda Health Charities and the role of the Committee is provided to all IMs and 'in attendance' Members.	Head of HDd Health Charity	Sept 25
To ensure representation from Service Leads at Committee meetings to present applications/evaluation reports relevant to their service area	Head of HDd Health Charity/CSO	Immediate
To ensure that applications for funding considered by the Committee meet the charity's eligibility criteria and demonstrate patient benefit.	Head of HDd Health Charity	Sept 25
To conclude meeting discussions with clear and actionable outcomes so that all Members have a shared understanding of the key actions and next steps including any alert or advise items for Board.	CFC Chair	Immediate
To schedule IM reflective sessions after all Committee meetings	CSO	June 25
To reach a clear position as to the expectations of the return on investment the charity makes in its overheads and adapt the charity's strategy accordingly.	Executive Director of Nursing, Quality & Patient Experience	Sept 25
To receive more detailed evaluation reports on funding approvals made outside of the Committee's Scheme of Delegation i.e. < £50,000, including staff education and training.	Head of HDd Health Charity	Immediate

Argymhelliad / Recommendation

The Committee is asked to consider the outputs from the Committee Self-Assessment process, and to agree the actions to be taken to improve its effectiveness.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	10.5 The 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
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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: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	6. All Apply
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 Auditor and Regulator feedback through Structured Assessment, and Internal Audit
Rhestr Termau: Glossary of Terms:	Included within report
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Diwylliant, Pobl a Datblygu Sefydliadol: Parties / Committees consulted prior to People, Organisational Development & Culture Committee:	CFC Chair Director of Corporate Governance/Board Secretary

Effaith: (rhaid cwblhau) Impact: (must be completed)

Ariannol / Gwerth am Arian: Financial / Service:	Not applicable
Ansawdd / Gofal Claf: Quality / Patient Care:	An effective CFC should seek out areas of system weakness and facilitate an organisational culture that drives strategic development and operational performance.

Gweithlu: Workforce:	Not applicable
Risg: Risk:	An effective CFC should drive improvement through scrutiny and challenge on the effective and efficient management of risks relating to strategic development and operational performance.
Cyfreithiol: Legal:	Not applicable
Enw Da: Reputational:	Not applicable
Gyfrinachedd: Privacy:	Not applicable
Cydraddoldeb: Equality:	Not applicable