

**HYWEL DDA HEALTH BOARD – CHARITABLE FUNDS COMMITTEE WORK PLAN 2025/2026**

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 2025 – March 2026.

<b>Agenda Item/Issue</b>	<b>Lead</b>	<b>17 June 2025 <i>Final Paper Deadline 3 June 2025 Exec Approved Papers to be received PRIOR to this date</i></b>	<b>16 September 2025 <i>Final Paper Deadline 2 September 2025 Exec Approved Papers to be received PRIOR to this date</i></b>	<b>8 December 2025 <i>Final Paper Deadline 24 November 2025 Exec Approved Papers to be received PRIOR to this date</i></b>	<b>17 March 2026 <i>Final Paper Deadline 3 March 2026 Exec Approved Papers to be received PRIOR to this date</i></b>
<b>Governance</b>					
Apologies	<b>Chair</b>	✓	✓	✓	✓
Declaration of Interests	<b>Chair</b>	✓	✓	✓	✓
Minutes from Previous Meeting	<b>Chair</b>	✓	✓	✓	✓
Table of Actions and Matters Arising	<b>Chair</b>	✓	✓	✓	✓
Annual Review of Terms of Reference	<b>Chair</b>	✓			
Annual Review of Scheme of Delegation	<b>NLI/TJ</b>			✓	
Annual Review of Charitable Expenditure Eligibility Criteria	<b>NLI/TJ</b>			✓	
CFC Annual Report to Board	<b>Chair/SD / CSO</b>	✓(Draft 2024/25)			
CFC Self-assessment of Outcome Report – progress update (6 monthly)	<b>CSO</b>	✓		✓	
<b>Risk &amp; Assurance</b>					
Sub-Committee Terms of Reference: • Charitable Funds Sub-Committee	<b>CFSC Chair</b>	✓			
Sub-Committee Update Reports: • Charitable Funds Sub-Committee	<b>CFSC Chair</b>	✓	✓	✓	✓

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Sub-Committee Annual Report: • Charitable Funds Sub-Committee	<b>CFSC Chair</b>				✓
Charitable Funds Committee Risk Register	<b>SD</b>	✓	✓	✓	✓
Administrative Committee Annual Meeting (Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund) Update Report (March 2026).	<b>SMJ/RD</b>				✓
Small funds of JC Williams Trust managed as part of CFC. Responsibility transferring from Administration Committee. (2 April 2025)	<b>SMJ?</b>				<b>TBC</b>
Update on the construction and arrangements of the Hydro Pool at the Pentre Awel Village, Llanelli.	<b>JW/HT</b>				
<b>Operational/Strategic Issues</b>					
Approval of policies and procedures relating to charitable funds on behalf of the Board (as required)	<b>TJ</b>	✓	✓	✓	✓
Consideration of charitable funds expenditure over £50,000 (as required)	<b>Chair</b>	✓	✓	✓	✓
Review of any approvals made outside the meeting via Chair's Action or via Corporate Trustee	<b>Chair</b>	✓	✓	✓	✓
Acceptance and recommendation of other relevant strategies, policies, procedures, and reports relating to	<b>All</b>	✓	✓	✓	✓

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charitable funds, as appropriate for ratification by Board (as required)					
Review of the Rationalisation of Charitable Funds. (Streamlining of charitable funds.)	TJ/NLI				✓
Hywel Dda Health Charities Expenditure Plan	NLI	✓			
Annual Governance and support costs associated with the running of the Charity (for Board approval)	TJ/NLI				✓
Hywel Dda Health Charities Workplan 2025/26	NLI				✓
<b><u>IMPACT OF CHARITABLE EXPENDITURE EVALUATION REPORTS:</u></b>					
<b>COVERING INTRODUCTORY SBAR</b>	NLI	✓	✓	✓	✓
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: Cancer Psychological Supports (CAPS) Project (Phase 2)	GB				
Update on Expenditure: 'Heads Up!' – Cancer Services Hair Loss Support	GB				✓ Final report
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				✓ Mid-term report (yr1)
Update on Expenditure: Therapeutic Live Music Programme for Critical Care (End of project)	ADT		✓ TBC Sept/Dec 2025	✓ TBC Sept/Dec 2025	
Update on Expenditure: Creative Activities for Staff Wellbeing - Arts in Health	KL/LoC				
Trainee Haematology Clinical Nurse Specialist Proposal for Ceredigion and Pembrokeshire. (End of project)	GB	✓ Final report			
Interactive singing and movement sessions for Older Adult Mental Health and Adult Frailty inpatient wards	KL		✓ Mid-term report		
Purchase of six replacement Paxman scalp cooling units, plus five-year maintenance and training contract	BP		✓ Final report		
Enhancement to the Outpatient area at BGH Chemotherapy Day Unit (CDU)	AP				June 2026 - Final report
<b><u>APPROVAL OF CHARITABLE FUNDS EXPENDITURE:</u></b>					
<b>COVERING INTRODUCTORY SBAR</b>	NLI	✓	✓	✓	✓
Funding Request from Workforce and Organisational Development - TBC	ST/HH		TBC		
<b>Performance</b>					

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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	✓	✓	✓	✓
Allocation and Level of Cash Holdings (Report on the appropriate allocation of funds for the HDdHC to hold in cash, in addition to determining a reasonable level of risk on any such allocation across cash and investments.)	TJ	✓			
Draft Annual Accounts (2024/25)	HT/RD		✓		
Final Annual Report & Accounts (2024/25)	HT/RD			✓	
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) * <b>NB</b> Investment Advisor - to attend the June and December meetings in person and attend virtually in March and September.	DM	✓ In person	✓ Virtual	✓ In person	✓ Virtual
<b>For Information</b>					
Matters and Risks for Escalation to the Board	SD	✓	✓	✓	✓
CFC Workplan 2024/25	CSO	✓	✓	✓	✓
<b>Administration</b>					

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Agenda setting meeting with Chair & Lead Exec at least 6 weeks prior to meeting	CSO	✓	✓	✓	✓
Draft agenda to go to Executive Team	CSO	✓	✓	✓	✓
Call for papers (at least 6 weeks before the meeting to receive papers at least 14 days before the meeting)	CSO	✓	✓	✓	✓
Quality check agenda and papers prior to dissemination	CSO	✓	✓	✓	✓
Disseminate agenda & papers 7 days prior to meeting	CSO	✓	✓	✓	✓
Issue a draft TOA within two days of the meeting	CSO	✓	✓	✓	✓
Circulate minutes and TOA to the Lead Director within 7 days of meeting	CSO	✓	✓	✓	✓
Issue minutes and TOA to Members (including the Committee Chair) following Lead Exec review	CSO	✓	✓	✓	✓
Prepare 3 A's report to Board (to be signed off by Chair & Lead Exec prior to submission)	CSO	✓	✓	✓	✓
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</b> SBAR paper for board. Produced following each CFC meeting. <i>If no approval for</i>	<b>NLI (SD is ED lead)</b>	✓	✓	✓	✓

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<i>funding over £100k can be stood down.</i> (Liaise with CM.)					

**Chair:** Delyth Raynsford    **Vice Chair:** Iwan Thomas    **Lead Executive:** Sharon Daniel

<b>SD</b>	Sharon Daniel	<b>HT</b>	Huw Thomas	<b>JW</b>	Joanne Wilson	<b>NLI</b>	Nicola Llewelyn
<b>RD</b>	Rhian Davies	<b>TJ</b>	Tim John	<b>CFSC</b>	Carly Hill	<b>SMJ</b>	Sian Marie James
<b>DB</b>	Donna Blinston	<b>GB</b>	Gina Beard	<b>PS</b>	Peter Skitt	<b>LOC</b>	Louise O'Connor
<b>KL</b>	Kathryn Lambert	<b>ADT</b>	Abbi Daneil Thomas	<b>ST</b>	Suzanne Tarrant	<b>HH</b>	Heather Hinkin
<b>DM</b>	Daisy Mannifield	<b>CM</b>	Clare Moorcroft	<b>CSO</b>	Committee Services Officer	<b>D</b>	Deferred