

## HYWEL DDA HEALTH BOARD – CHARITABLE FUNDS COMMITTEE WORK PLAN 2024-25

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 2024 - March 2025.

Agenda Item/Issue	Lead	21 June 2024	17 September 2024	26 November 2024	18 March 2025
<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>	✓			
CFC Annual Report to Board	<b>Chair/SD/ CSO</b>	✓ (Final 2023/24)			✓ (Draft 2024/25)
Self-assessment of Committee Effectiveness	<b>CSO</b>	(TBC)	(TBC)	(TBC)	(TBC)
<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>	✓	✓	✓	✓
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	<b>NLI/RD</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>	✓	✓	✓	✓

<b>Agenda Item/Issue</b>	<b>Lead</b>	<b>21 June 2024</b>	<b>17 September 2024</b>	<b>26 November 2024</b>	<b>18 March 2025</b>
Approval of charitable funds expenditure over £50,000 (as required)	<b>Chair</b>	✓	✓	✓	✓
Review/Ratification of any approvals made outside the meeting via Chair's Action or via Corporate Trustees	<b>Chair</b>	✓	✓	✓	✓
Acceptance and recommendation of other relevant strategies, policies, procedures, and reports relating to charitable funds, as appropriate for ratification by Board (as required)	<b>All</b>	✓	✓	✓	✓
Evaluation Reports: <ul style="list-style-type: none"> <li>- Neonatal Ventilators, (November 2023)</li> <li>- Bronglais Hospital Chemotherapy Day Unit Refurbishment Project</li> <li>- Simulation-Based Education Equipment</li> <li>- Bronglais Hospital FibroScan Ultrasound</li> <li>- Cancer Services Hair Loss Support</li> <li>- Cancer Psychological Supports (CAPS) Project (Phase 2)</li> </ul>	<b>NWD PS  LT/AK RS/DB GB GB</b>	(deferred) ✓	✓  ✓ ✓	✓   ✓ ✓	
Bronglais Hospital Chemotherapy Unit Fundraising Appeal Project Closure Report	<b>PS</b>				✓
Development of Therapeutic Gardens at Prince Philip Hospital (Deferred from 12 March 2024)	<b>NLI</b>	✓			
Arts in Health Provision Capacity Building Annual Review	<b>LOC/KL</b>				✓
Hywel Dda Health Charities Workplan 2025/26	<b>NLI</b>				✓
Review of the Cost Benefit of the Fundraising Team	<b>NLI</b>		✓		
Review of the Rationalisation of Charitable Funds	<b>RD/NLI</b>		✓		
Hywel Dda Health Charities Expenditure Plan	<b>NLI</b>	✓			
Charitable Funding and Capital Funding Position	<b>ER</b>	✓			
<b>Performance</b>					
Integrated Hywel Dda Health Charities Performance Report	<b>NLI/TJ</b>	✓	✓	✓	✓
Draft Annual Accounts (2023/24)	<b>HT/RD</b>			✓	
Final Annual Report & Accounts (2023/24)	<b>HT/RD</b>				✓
Annual Review of the Deposit Account Balance	<b>RD/NLI</b>		✓		
Internal Audit Report on Charitable Funds (Subject to confirmation)	<b>Chair/Internal Audit</b>				
HDdHC Investment Advisor Update	<b>RD</b>		✓		

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<b>For Information</b>					
Matters and Risks for Escalation to the Board	SD	✓	✓	✓	✓
CFC Workplan 2024/25	CSO	✓	✓	✓	✓
<b>Administration</b>					
Agenda setting meeting at least 6 weeks prior to meeting	CSO	✓	✓	✓	✓
Quality check agenda and papers prior to dissemination	CSO	✓	✓	✓	✓
Disseminate agenda & papers 7 days prior to meeting	CSO	✓	✓	✓	✓
Minutes and action log to be circulated within 7 days of the meeting to members	CSO	✓	✓	✓	✓
Prepare Update Report to Board (to be signed off by Chair & Lead Executive Director 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			✓	
Invite recipients of CFC expenditure approved to provide an update six months following approval of funding (as and when)	NLI	✓	✓	✓	✓

**Chair** Chair of CFC  
**RD** Rhian Davies  
**LT** Liz Tooby  
**GB** Gina Beard  
**CSO** Committee Services Officer

**SD** Sharon Daniel  
**TJ** Tim John  
**PS** Peter Skitt  
**LoC** Louise O'Connor

**NLI** Nicola Llewelyn  
**NWD** Nick Williams-Davies  
**RS** Rita Stuart  
**KL** Kathryn Lambert

**HT** Huw Thomas  
**AK** Andrew Kirby  
**DB** Donna Blinston