

MINUTES OF THE Charitable Funds Committee MEETING

Date of Meeting: **13:00, Friday 13 December 2024**
 Venue: **Microsoft Teams Meeting/ Ystwyth Boardroom**

Present: Delyth Raynsford (Independent Member) (Chair)
 Iwan Thomas (Independent Member) (Vice Chair) (VC)
 Huw Thomas, (Director of Finance)
 Sharon Daniel (Interim Director of Nursing, Quality and Patient Experience)
 Ms Anna Lewis (Independent Member) (part)).

In Attendance: Sian-Marie James (Assistant Director of Corporate Legal Services and Public Affairs)
 Jonathan Arthur (Deputy Director of Health Sciences) deputising for James Severs (Executive Director of Allied Health Professions and Health Science)
 Anthony Dean (Staff Side Representative)
 Carly Hill (Assistant Director) (Charitable Funds Sub-Committee Chair)
 Timothy John (Senior Finance Business Partner (Accounting & Statutory Reporting))
 Nicola Llewelyn (Head of Hywel Dda Health Charities)
 Eldeg Rosser (Head of Capital Planning) (Part)
 Daisy Mannifield (Client Investment Director, CCLA) (part)
 Neil Mason (Head of Service: Older Adult Mental Health) (part)
 Tara Nickerson (Fundraising Manager) (part)
 Matthew Pearce (Senior Communications Officer) (part)
 Anna Thomas (Service Delivery Manager) (part)
 Clare Strudwick (Committee Services Officer) (Secretariat)

Minutes Item Ref.	Action
CFC(24)61 Welcome and Apologies	
	Mrs Delyth Raynsford welcomed everybody to the meeting. Apologies had been received from:
	Mrs Ann Murphy , Independent Member Mr James Severs , Director of Allied Health Professions and Health Science
CFC(24)62 Declarations of Interest	
	Decision: There were no declarations of interest.
CFC(24)63 Minutes from the Charitable Funds Committee Meeting held on 17 September 2024	

The minutes of the Charitable Funds Committee (CFC) meeting held on 17 September 2024 were reviewed and approved as a correct record of proceedings.

Decision: RESOLVED – The minutes of the Charitable Funds Committee meeting held on 17 September 2024 were accepted as an accurate record of the meeting.

CFC(24)64 **Matters Arising and Table of Actions from the Charitable Funds Committee Meeting held on 17 September 2024**

The Table of Actions arising from the CFC meeting on the 17 September 2024 was reviewed, with updates provided on outstanding actions as follows:

CFC(24)38: Update on the Construction and arrangements of The Hydrotherapy Pool at the Pentre Awel Village, Llanelli.

Mr Huw Thomas provided an update regarding Executive Team feedback. Discussions with Carmarthenshire County Council (CCC) are progressing and there is now no blockage to the project progressing, from either a financial or operational perspective.

Mr Huw Thomas concluded the next steps are to finalise the agreement, to ensure the Health Board is content with the Memorandum of Understanding (MOU) and to approve the MOU. Mr Huw Thomas anticipates being able to complete the transaction by the next Charitable Funds Committee meeting.

In terms of negotiations regarding the MOU, Mrs Sian-Marie James advised that the draft MOU prepared in 2018 is no longer fit for purpose. Mrs James has recommended to the CCC lawyer that a single comprehensive document be created to address both the transfer of funds and the operational management of the hydrotherapy pool. This document should clearly outline the agreement between the Health Board and CCC. Discussions have commenced regarding this and the CCC lawyer is now taking instructions with a view to updating Mrs James.

Mrs Nicola Llewelyn advised that the finance team is aware of the pending request to release the c. £1.5m of funding before the end of this financial year when all approvals are in place.

CFC(24)53: Update on Expenditure Bronglais Hospital Fibroscan Ultrasound. Mrs Donna Blinston to discuss with Mrs Sharon Daniel, utilising the outreach service in order to improve access to the Fibroscan Ultrasound across the Health Board.

Mrs Sharon Daniel confirmed a meeting is scheduled to take place in January 2025.

Decision: The Table of Actions arising from the CFC meeting on the 17 September 2024 was reviewed.

CFC(24)65 **Ratification of any Approvals Made Outside the Meeting via Chair's Action**

There were no approvals made outside of the meeting via Chair's

Actions.

CFC(24)66 Ratification of Charitable Funds Decisions by the Corporate Trustee

It was reported to the CFC that the Corporate Trustee had approved the Enhancements to the outpatient area at Bronglais and the Purchase of six replacement Paxman scalp cooling units plus five-year maintenance and training contracts.

Mr Huw Thomas believed from a Governance perspective, there was no requirement for these reports to return to CFC from Board in future, however agreed to clarify with the Director of Corporate Governance.

HT

Decision: The Charitable Funds Committee **NOTED** the ratification of Charitable Funds decisions by the Corporate Trustee

CFC(24)67 Charitable Funds Committee (CFC) Self-Assessment Outcome Report 2023/24 – Progress Update

Mrs Llewelyn confirmed that all actions recommended following the self-assessment had been completed.

Decision: The Charitable Funds Committee **RECEIVED ASSURANCE** from the progress made against the actions being undertaken to improve its effectiveness.

CFC(24)68 APPROVAL OF CHARITABLE FUNDS EXPENDITURE.

Whilst no funding requests were received for consideration, Mrs Llewelyn advised that a funding request from the Workforce and Organisational Development directorate is proposed for the CFC meeting being held on 18 March 2025.

CFC(24)69 Integrated Hywel Dda Health Charities Performance Report

Mr Timothy John presented the Integrated Hywel Dda Health Charities (HDdHC) Performance Report including the financial performance relating to the first six months of 2024/2025.

Mr John advised incoming resources for the period were £648,312, of which £290,431 was investment income. Direct charitable expenditure was £486,212.

Fundraising, governance and support costs for the six-month period was £265,194 which was comparable to the same period last year.

Investments are valued at £8,918,608 and in terms of cash holdings approximately £7,164,214, £6,236,606 of which is held with CCLA who will be providing a detailed report under agenda CFC(24)70.

Mrs Llewelyn highlighted, that although there is a reported decline in income for this period, there has been a significant increase in income since September, and that a more positive picture both in terms of donations and legacies would be presented to the next CFC meeting.

Mr Huw Thomas expressed concern regarding the level of fundraising expenditure in comparison to the value of donations and fundraising income received. Mr Thomas suggested advising the Corporate Trustee of the CFC's concerns. Mrs Anna Lewis concurred with Mr Thomas' concerns and whilst there is a healthy bottom line, there was a need to discuss value for money of fundraising expenditure.

Mr John acknowledged these concerns and highlighted that the report tabled for Agenda item CFC(24)74 regarding benchmarking would hopefully provide further context to this. Mrs Raynsford requested that wider reflections and discussions on this to be undertaken later in the meeting.

Mrs Sharon Daniel requested clarification regarding a graph which appeared to show an apparent reduction in Pembrokeshire donations. In response, Mr John provided clarification that the graph illustrates a trend over a 12-month period in reverse. Mr John is currently investigating how this data can be better presented moving forward.

Mrs Lewis requested that the report measures and assesses value for money from fundraising as well as clarity between investment versus fundraising impact. Furthermore, Mrs Lewis requested clarification on the benchmarking.

Mr John referred to CFC(24)74, where the ratio of 1:4 was outlined, whereby for every one pound spent, the charity would be looking to generate four pounds. Mr John explained that this ratio was drawn following a discussion with experts in NHS charity finance, namely the Director of Chelsea Westminster NHS charity and a Senior Manager at Imperial Health Charity, who collate data for NHS Charities Together.

Mrs Lewis stated this discussion suggests that the benchmarking may not be a reliable comparison.

Mr Huw Thomas queried whether there were more appropriate and comparable charities for HDdHC to benchmark against. Adding whether there was a need to measure fundraising input versus fundraising from donations and legacies. Mr Huw Thomas further questioned whether that ratio included investment returns, highlighting that those are clearly very significant.

Mr John detailed that the NHS Charities Together dashboard would allow for benchmarking to be conducted against NHS charities based in Wales.

Mr Iwan Thomas highlighted the need not to become fixated in terms of benchmarking comparisons in pounds and pence to other charities, as HDdHC is unique, especially in relation to population, demographics, geography and the four hospital sites. Mr Iwan Thomas believed that there is no direct 'like for like' comparison to HDdHC, and suggested that the focus should be on the premise of why the charity was established; otherwise there is a risk of losing the focus of our population, communities, staff and patients for whom this charity is here to serve.

Mrs Lewis acknowledged these nuances, however emphasised the need to find a way of measuring the value achieved by the investments made

and finessing the ways of understanding whether value for money is being delivered. Mrs Lewis further detailed the Corporate Trustee and CFC's responsibility regarding financial stewardship and the need to hold to account.

Mrs Raynsford stressed the need as Trustees to scrutinise the information and ensure that the charity is working to the best of its ability and generating sufficient income.

HT /
SD

Mr Huw Thomas and Mrs Daniel agreed to meet prior to the 18 March 2025 CFC meeting to scrutinise and discuss the Performance Report further.

Mrs Raynsford assured the Charitable Fundraising Team that this was not a reflection on their work, instead an acknowledgement of the current market conditions. For clarification purposes, adding that it was the CFC's duty as representatives of the Corporate Trustee and as Board Members to scrutinise and future proof the charity.

Mrs Llewelyn welcomed the scrutiny and drew attention to these being mid-year (six-monthly) figures and that year-end figures should be more favourable. Mrs Llewelyn sought to provide assurances that the team frequently monitor data and adjust their fundraising strategy throughout the year in relation to it.

TJ /
NL

To provide assurance, Mrs Llewelyn reminded members that an objective of the 2024/2025 work plan is to refresh and revise the report, to include the outcomes of the discussions regarding benchmarking, to ensure that data is presented in a more effective way.

The Committee agreed to advise the Board of the concerns pertaining to the level of fundraising expenditure in comparison to the level of donations and fundraising income received to 30 September 2024.

Decision: The Charitable Funds Committee **NOTED** the content of the Integrated Hywel Dda Health Charities Performance Report.

CFC(24)70 **HDdHC Investment Advisor Update (External CCLA)**

Ms Daisy Mannifield, Client Investment Director, CCLA, reported the portfolio valuation as of 27 November 2024 as £6,686,028 held in COIF Charities Ethical Investment Fund, The General Investment Fund.

£2,443,659 is held in the COIF Charities Ethical Investment Fund, The Permanent Endowment Fund. A further £6,286,953 is held in the COIF Charities Deposit Fund. The total portfolio value is £15,416,641.

Ms Mannifield reported that the forecast annual income of £185,412 and £67,766 will in fact increase next year by 3%. Ms Mannifield clarified the ethical fund has a total return policy, with the majority of income coming from natural income as well as some being generated from capital. The split being approximately 80/20.

Ms Mannifield, provided a market review of the last 12 months, detailing global equity as currently being dominated by the 'magnificent seven'

which are driving markets. The Ethical Fund holds four of these, Microsoft, and parent company Alphabet, Amazon and NVIDIA. 25% of returns come from these 7 stocks and 3% from the remainder. Ms Mannifield explained the risk reasoning behind why the fund was not invested in all 7 of these companies.

Ms Mannifield detailed government bonds, inflation and interest rates as outlined in the report.

Ms Mannifield reported that since December 2022, on a cumulative basis CCLA has returned 19.66% until the end of November 2024, which equates to 9.58% per year since transitioning to CCLA.

The fund has a 20% turnover rate and an average holding period of approximately 5 years. Ms Mannifield outlined other asset classes held as detailed in the report.

Ms Mannifield presented the macro-outlook including the US election and how intended policies are likely to cause inflationary effects in the long term. CCLA do not consider a recession likely. CCLA are currently taking a 'risk on' approach, with over 70% of the fund currently in equities. Ms Mannifield stated beyond the next few quarters there are risks. The target for CLAA is funded inflation target of CPI plus 4%.

Mr Huw Thomas queried the high amount of cash holdings held. Ms Mannifield agreed that the charity is holding too much in cash, which could present a risk of eroding the value due to inflation. It was therefore agreed that Ms Mannifield and Mr Huw Thomas meet to assess an 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.

HT /
DM

Mrs Lewis outlined previously CFC considered cash flow and worked with a notion of responsible closure to ascertain the level of cash holdings.

In reference to Mr John's statement that cash investment into the ethical fund is still effectively instant access, Mr Huw Thomas believed the significant issue is the volatility.

In terms of future expenditure, Mr John advised that the Bronglais Hospital (BGH) Chemotherapy Day Unit Scheme is estimated to require £2.7m between now and March 2025.

Mrs Lewis stressed irrespective of the BGH Chemotherapy scheme, the principle of how the charity manages its cash is important.

Ms Daisy Mannifield left the meeting.

Decision: The Charitable Funds Committee **NOTED** the Investment Advisor Update report.

CFC(24)71 **Charitable Funds Committee (CFC) Draft Annual Accounts (2023/2024)**

Mr John advised that the CFC draft annual unaudited accounts 2023/2024 are currently with the external auditors, Audit Wales. Audit Wales should conclude their work in January 2025 ahead of presentation to the Corporate Trustee meeting on 30 January, prior to submission to the Charity Commission by the 31 January 2025.

Mrs Raynsford received assurance from Mr John that the auditors are being held to a tight timetable.

Mr John highlighted on page 119, an indication of the volatility between different years. For example in 2023, there was £1.2m legacy income from the JC Williams Trust. Also, Mr John emphasised how a swing on investments, in 2023/2024 had resulted in a gain of £817,000 compared to a loss of £560,000 the year before.

Decision: The Charitable Funds Committee **DISCUSSED** the **Charitable Funds Committee (CFC) Draft Annual Report and Accounts 2023/24.**

CFC(24)72 **Presentation: Overview of HDdUHB Capital Programme**

Mrs Eldeg Rosser presented an overview of the HDdUHB Capital Programme. Outlining how the majority of capital is allocated by Welsh Government, the Health Board's allocation for the current financial year is £7.4m. Mrs Rosser detailed this funding is to meet statutory obligations to maintain the current Health Board estate and replacement of equipment. Allocation for the year 2025/2026 is anticipated to increase to £10m.

Mrs Rosser detailed the process for allocation of capital funding and emphasised the substantial pressures against the capital funding allocation.

Mrs Llewelyn highlighted how the improved HDdHC internal processes and closer working practices with the Capital and Operational Teams have improved the prioritisation process around equipment requests to the charity.

Mr Huw Thomas highlighted the need to prioritise with a view to VAT efficient purchases, whereby if digital or medical devices are purchased from the charity, 20% VAT is recovered, thereby providing a 20% gain in purchasing from the charity versus via capital funding.

Mrs Raynsford requested that considerations regarding VAT be streamlined with both the CFC and the CFC Sub-Committee.

It was agreed that Mrs Rosser would ensure the Capital Planning Team factor in VAT efficiencies as part of planning for 2025/2026 and link in with both HDdHC and the Charitable Funds Sub Committee.

ER

Mrs Lewis queried whether the position regarding NHS Capital budget availability is leading the charity to spend more money on NHS capital

equipment and whether the threshold and criteria for approving those requests is changing.

Mrs Llewelyn clarified that the criteria has not changed. The new business case template has enabled the CFC to provide a greater assurance level in terms of meeting the public benefit test that the Charity Commission has, by requiring the applicant to detail the significant patient benefit provided and discussing alternative sources of funding that have been explored and establishing value for money.

Mrs Llewelyn stated through the development of annual expenditure plans by the fund managers, the charity is hoping to move to a more proactive position with regards to replacement equipment.

Mr Huw Thomas clarified that funding was very rarely granted to replace 'like with like', generally equipment that was replaced was also improved.

Mr Huw Thomas also highlighted that the threshold used to make decisions employed by the NHS frequently changed.

Mrs Lewis detailed how she is conscious rationalising decisions on spending on particular equipment items which should be funded by the NHS, especially considering her role at Board.

For clarification purposes, Mrs Llewelyn referred to the Charity Commission guidance with all as follows: *Charities can use charitable funds to supplement or subsidise public services where it is within their objects, and in the interest of its beneficiaries and there is clear justification for doing so.*

Mrs James confirmed the decision making guidance shared by Mrs Llewelyn was important from a governance perspective.

Mrs Raynsford requested that the Corporate Trustee Training session, scheduled for January 2025 should include scenarios and examples to draw out issues around where potential conflicts of interest may arise. Mrs Sian-Marie James agreed to link in with Mrs Llewelyn regarding this.

NL/SMJ

Mrs Llewelyn further stated that Charity Commission guidance regarding decision making is concerned with how a decision was made and the impact of public benefit. The new business case templates help to draw out the charitable benefits and the patient impact, and serve to document that evidence and draw out any potential conflict of interest Members may have when navigating their role at CFC and Board.

Decision: The Charitable Funds Committee **DISCUSSED** the Overview of HDdUHB Capital Programme presentation.

CFC(24)73 **Update on the Development of Therapeutic Gardens at Prince Philip Hospital**

Mrs Llewelyn presented the update outlining how a Cost Advisor had been appointed and that the Development Approval Form (DAF) which

had been developed by the design team has aligned the project cost of £147,000 as the correct market rate.

Mrs Llewelyn further detailed, there are sufficient funds held in the Bryngolau, Mynydd Mawr and appeal funds to cover these costs and that procurement has provided advice and early engagement with the framework contractor to look at the social value of the scheme. The funding proposal should be ready for consideration at the CFC meeting on 18 March 2025.

Mr Christopher Thomas provided further information regarding the social value and community benefits, detailing that the contractor will be utilising their apprentices for elements of the work and contacting their supply chain to establish whether materials can be provided at cost.

Mrs Raynsford raised the issue that there had been a recent Health Education and Improvement Wales (HEIW) inspection regarding the current state of the gardens with significant safety issues for patients, and queried whether there were any implications on the safety risks for patients and whether any of the remedial works would impact the scheme.

In response, Mr Neil Mason stated that the remedial works recently undertaken would not impact the overall improvement project. And confirmed, in response to Mrs Daniel's query that the work had already been completed.

Whilst welcoming the development of the gardens from a patient experience point of view, Mrs Lewis expressed concerns regarding the cost of the project. Mrs Lewis requested clarification on whether potentially extraneous groundwork was being included into the scheme.

Mr Christopher Thomas confirmed there were some groundworks within the current scheme where tree roots were protruding through the tarmac and needed to be rectified.

Mr Mason further clarified that there was a large section of raised beds that were unsafe and suggested that perhaps this could be categorised as groundwork. In addition, there may be an element of flattening a surface because patients included the frail and elderly as well as those with dementia required level ground, otherwise colour contrasts would be required, due to the fact that individuals with deficits in depth perception in vision would be unable to perceive a step so require a stark colour contrast.

Mrs Lewis believed that the anticipated costs of nearly £150,000 for outside garden work outweighed the limited benefit and social payback.

Mr Christopher Thomas cited that a cost consultant had been employed and the feedback received is that the costs allocated are in line with what you would expect from a competitive tender with current contractors.

Mr Huw Thomas stated that ground works in the scheme would need to be wholly and necessarily related to the scheme itself and not remedial works that should have been completed by the NHS.

Mr Huw Thomas believed that there was a complexity to this scheme and suggested Mr Andrew Carruthers be approached to act as an Executive Health Board Lead, which should provide an independent assessment of the project costs. Mr Carruthers would be asked to provide Executive scrutiny of the scheme, looking at value for money and any social impacts. In order to prevent further delays in the project progress, Mrs Llewelyn agreed to liaise with Mr Carruthers on this.

AC/NL

Mrs Lewis requested that in addition that a clearer commitment around the social component be established as the scheme provided a great opportunity for collaboration with the local community at PPH.

Mrs Raynsford noted that the CFC would be advising the Board of the learning in regards to this scheme.

Decision: The CFC **NOTED** the update on the plans for the development of therapeutic and dementia-friendly gardens for Mynydd Mawr and Bryngolau Wards at Prince Philip Hospital (PPH).

CFC(24)74 **Interim Review of Charitable Funds Financial Administration and Governance Procedure**

Mrs Llewelyn outlined that the eligibility criteria of the charity forms part of the financial procedure. Therefore, this is an interim review of the financial procedure which has been undertaken prior to a full review of the procedure before October 2025.

Mrs Llewelyn presented the proposed amendments concerning the financial procedure around higher award study, study leave, tolerance threshold and expenditure eligibility criteria.

Mrs Llewelyn highlighted that the Corporate Governance Policy Team has advised that consultation will be required due to the nature of changes being proposed.

Mrs Llewelyn requested that were the committee to approve today, consultation could then be undertaken and any comments received, would be considered and approved via a Chairs Action. The Committee agreed to this proposed course of action.

CSO/
NL

Mr Iwan Thomas complemented Mrs Llewelyn on the clear timeline outlined in the report which provided assurance for all the information to return to CFC in March 2025.

Mrs James drew attention to the clarity provided regarding charitable expenditure and agreed from a policy perspective this should be subject to a consultation.

Decision: The Charitable Funds Committee **CONSIDERED** and **APPROVED** the proposed amendments to the Charitable Funds Financial Administration and Governance Procedure outlined within the report, subject to the required consultation process being undertaken.

Mrs Anna Lewis left the meeting.

CFC(24)75 **Review of the Hywel Dda Health Charities Fundraising and Communications Activities**

Mrs Llewelyn reported how, in 2020, in line with the three-year strategy, the CFC agreed to increase investment in the Fundraising Communications Team. The review undertaken outlines the benefits and impact of the fundraising and communications function of the charity. The aim of the fundraising communications team is to enhance patient care through raising awareness, proactively generating funds and supporting others to donate.

Mr Matthew Pearce and Ms Tara Nickerson presented the fundraising team's five-year strategic focus and objectives to the CFC. Including details of successful events such as raising approximately £25,000 via the Cardiff Half Marathon, partnership with the Long Course weekend that has raised over £30,000 to date, and the Zip Line Challenge.

Ms Nickerson outlined how the Free Wills month every October has resulted in over £87,000 being pledged to the charity to date.

Mr Pearce detailed how communications focuses on increasing the visibility of the charity and by telling compelling stories to engage people and encourage donations. The team works to achieve exposure by creating a visible, recognisable brand across multiple media channels, flagging how people need to have encountered a charity 17.3 times before they engage with it.

In response to Mrs Daniel's query regarding the Free Will pledges, Ms Nickerson confirmed these were pledges which the team then provide stewardship to and hopefully increase.

Mrs Daniel enquired how the charity was covering the costs and ensuring a return in investment from high-cost mass participation events. Ms Nickerson acknowledged the increasing cost of charitable packages for these events and detailed how the fundraising team has changed their marketing to recruit participants with their own place in such events already. Furthermore, for next year's Cardiff Half and the Zip Line Challenge, the charity will be introducing registration fees.

Mrs Llewelyn highlighted that the non-pay related costs of the charity have been fixed over the last few years and that budgets are currently being reviewed and that the financial plans for next year will return to the CFC meeting on 18 March 2025 for consideration.

Mrs Raynsford stressed the need to make expectations explicit to people fundraising in big events.

Mrs Raynsford thanked the team for all their hard work behind the scenes to make events successful.

Ms Tara Nickerson and Mr Matthew Pearce left the meeting.

Mrs Raynsford acknowledged the discussion concerning benchmarking that had occurred under item CFC(24)69 and requested the CFC to further scrutinize the report information and whether they are content with the level of return on investment.

Mr Huw Thomas detailed the apparent decline and the need to see a significant increase in terms of fundraising income, stating there was a need to take this discussion back into the Executive Team and whether investment income could be better deployed.

However, Mrs Raynsford believed this was a discussion that needed to be presented to the Corporate Trustee.

Mr Iwan Thomas cited the current economic conditions as exceptional and that there was a need for ongoing communication and promotion to generate funds from communities and the wider public. Nevertheless, there was a need for performance and to set more measurable targets.

Mrs Raynsford agreed with Mr Iwan Thomas' viewpoint and the need for goals, workplan and delivery and that the decision should go to both the Corporate Trustees and the Executive Team.

In response to a query from Mrs Daniel, Mrs Llewelyn confirmed that the report figures were relating to six-month figures only and upcoming figures for the whole year were significantly more favourable.

Mrs James referred to governance issues and a need to pursue correct processes. Mrs James further stated there was a need to review a full financial year.

Mrs Daniel emphasised the impact of the pandemic and economic challenges and enquired what should be the baseline year.

Mrs Llewelyn stated it was possible to analyse over a number of years and examine fundraising income, acknowledging that all costs, including governance and support, have been reported as fundraising costs, however this was now separate.

NL/TJ

Mrs Raynsford advised that further work would need to be undertaken to reflect the full years activity and its value.

NL/TJ

Mrs Llewelyn and Mr John agreed to work with relevant CFC Executives towards developing financial forecasts and workplan for over the next 12-month period.

The CFC agreed to advise the Board that following a review, an update will be presented to the CFC to reflect the years activity and the value provided.

Decision: The Charitable Funds Committee:

- **DISCUSSED** the review of Hywel Dda Health Charities' fundraising and communications activities and
- **SCRUTINISED** the information provided on the return on investment of Hywel Dda Health Charities' fundraising costs.
- **CONSIDERED** whether they were content with the level of return on investment.
- **DISCUSSED** the most appropriate benchmark to monitor HDdHC's future fundraising performance.

CFC(24)76 **Charitable Funds Sub-Committee Update Report**

Ms Carly Hill detailed the Charitable Funds Sub-Committee (CFSC) Update Report relating to the meetings of 17 September and 7 November 2024, in summary there were no matters to alert, no matters to advise and four points of assurance included within the report.

Ms Hill highlighted the shared learning regarding a funding request regarding internationally educated nurses, where previous earlier requests had yet to provide assurances. This potentially final request was scrutinised and supported to ensure consistency and equity across decisions and questions for assurance had been requested to return to the January 2025 CFSC meeting.

Ms Hill thanked Mrs Llewelyn and Mr John for their continued support to the CFSC, citing that the new templates had provided the benefit of additional scrutiny to funding applications.

Mrs Raynsford reflected on the very positive work of the CFSC and commended the inclusion of a mental health charitable request for young people.

Decision: The Charitable Funds Committee **NOTED** the content of the report in respect of the Charitable Funds Sub-Committee's provision of assurance.

CFC(24)77 **Charitable Funds Committee Risk Register**

Mr Huw Thomas suggested that three new areas of risk had been identified during the course of the meeting and a request was made for further consideration of these risks with a view of adding to the risk register:

- A fundraising income level risk and the need to demonstrate value to the public and donors to the charity from the investment in this function.
- A risk regarding stock market volatility.
- A risk that charitable expenditure is adequately maintained, especially when pertaining to estates. Future grants to have a written requirement for ongoing maintenance, to ensure the risk of ongoing costs are addressed.

Mrs James advised the first step would be to score these areas to ascertain whether they were above a certain threshold and such whether they require reporting to the CFC via the risk register.

Mrs Llewelyn agreed to complete risk assessment templates for consideration by Mrs Daniel.

NL/
TJ

CFC(24)78 **Charitable Funds Committee Annual Work Programme**

The CFC Committee Annual Work Plan for 2024/2025 was presented to the Committee for information.

Members noted that the workplan would be updated to reflect the actions agreed earlier in the meeting.

Decision: The Charitable Funds Committee **NOTED** the Committee Annual Work Plan for 2024/ 2025.

CFC(24)79 **MATTERS AND RISKS FOR ESCALATION TO THE BOARD**

- 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 CFC would be advising the Board in regards to learning from the Update on the Development of the Therapeutic Gardens scheme at Prince Philip Hospital and the risks that funded projects are not adequately maintained, especially when pertaining to estate schemes.
- A risk regarding stock market volatility.

CFC(24)80 **ANY OTHER BUSINESS**

Mr Anthony Dean requested whether the terms of reference for the CFSC allowed for a staff representative to be a member.

Mrs Raynsford, considered this an excellent proposal and requested this be enacted for the next CFSC. Mr Dean to advise regarding a representative.

CH/
AD/NL

CFC(24)81 **DATE AND TIME OF NEXT MEETING**

18 March 2025; 09:30 - 12:15.