

**PWYLLGOR CRONFA ELUSENNOL
CHARITABLE FUNDS COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	18 March 2025
TEITL YR ADRODDIAD: TITLE OF REPORT:	Charitable Funds Sub-Committee Annual Report 2024/25
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Sharon Daniel, Interim Director of Nursing, Quality and Patient Experience
SWYDDOG ADRODD: REPORTING OFFICER:	Carly Hill, Assistant Director Medical Directorate and Chair of the Charitable Funds Sub-Committee

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 paper is to present the Charitable Funds Committee (CFC) with the Charitable Funds Sub-Committee's (CFSC) Annual Report for the 2024/25 financial year.

The CFSC Annual Report outlines how the Sub-Committee has complied with the key responsibilities delegated by the CFC through its terms of reference to provide assurance in respect of the work that the Sub-Committee has undertaken during 2024/25.

Cefndir / Background

Hywel Dda University Health Board (HDdUHB) was appointed Corporate Trustee of the charitable funds by virtue of Statutory Instrument 2009 No. 778 (W.66), with the Board serving as its agent in the administration of the charitable funds held by HDdUHB.

In accordance with HDdUHB's Standing Orders and Scheme of Delegation, the Board has nominated a committee to be known as the Charitable Funds Committee, established as a Committee of HDdUHB, and constituted from 22 July 2010.

The CFC has established the CFSC to ensure that HDdUHB's policies and procedures are followed in relation to its specialist designated and restricted funds, within the scheme of delegation for the charity.

As part of the CFSC's Terms of Reference (ToR), the Sub-Committee Chair is required to present an annual report within six weeks of the end of the financial year.

Asesiad / Assessment

1. Principal duties and key responsibilities

The overall purpose of the CFSC is to ensure that HDdUHB's policies and procedures are followed in relation to the expenditure of our named charitable funds. In particular to:

- Apply HDdUHB's charitable funds within the budget, priorities and spending criteria determined by HDdUHB as Corporate Trustee, in line with the charity's scheme of delegation, and consistent with the requirements of the Charities Act 2011 (or any modification of these acts).
- Implement appropriate policies and procedures to ensure that all expenditure is reasonable, clinically and ethically appropriate.
- Agree issues to be escalated to the CFC with recommendations for action.

In respect of its provision of assurance to the CFC, the CFSC is required to:

- Provide scrutiny with a view to approving or rejecting all requests for expenditure over £10,000 and under £50,000 against named charitable funds, within the scheme of delegation for authorisation of charitable funds expenditure.
- Provide scrutiny and onward assurance to the CFC on charitable expenditure.
- Provide scrutiny with a view to approving or rejecting:
 - Unusual or novel expenditure requests under £50,000
 - Expenditure requests resulting in ongoing charitable funds commitment, prior to CFC consideration.
 - Overseas training requests including conferences and seminars requiring the attendance of participants outside of the UK.
 - Higher award and academic studies for which significant benefit to the Health Board can be quantified through training and development objectives.
 - Requests from external charities or organisations, other than the Health Board's partner charities, to fundraise on the Health Board estate for the benefit of NHS services across mid and west Wales.
- Consider with a view to approving or rejecting all requests for the establishment of new charitable funds.
- Provide quarterly written updates to the CFC.

2. Meetings

The CFSC meets on a bi-monthly basis and, since April 2024, meetings have been held on six occasions and were quorate at each of the following meeting dates:

- 7 May 2024
- 2 July 2024
- 17 September 2024
- 5 November 2024
- 14 January 2025
- 4 March 2025

3. Membership

In September 2020, the CFC reviewed the function of the CFSC and approved amendments to the CFSC's ToR in relation to its overall purpose, operational responsibilities, membership, frequency and format of meetings.

The CFSC's membership is comprised of colleagues from across HDdUHB with both operational and clinical backgrounds from within the portfolios of members of the Executive Team:

Members:

- Assistant Director of Nursing, Mental Health and Learning Disabilities
- Deputy Director of Operations

- Senior Finance Business Partner (Accounting & Statutory and Reporting)
- Assistant Director Medical Directorate (Chair)
- Assistant Director of Therapies and Health Science
- Assistant Director of Organisation Development (Vice-Chair)
- Head of Capital Planning
- Assistant Director of Primary Care
- Deputy Director of Public Health
- Assistant Director Legal and Patient Support

In attendance:

- Head of Hywel Dda Health Charities
- Assistant Finance Business Partner (Accounting & Statutory and Reporting)
- Charitable Funds Accounts Assistant

4. Reporting to the Charitable Funds Committee

During 2024/25, the CFC received four written reports from the CFSC providing assurance that the Sub-Committee is exercising its duties in line with its terms of reference and operational responsibilities. The written reports have highlighted the expenditure approvals made within the CFSC's scheme of delegation in addition to any issues or matters of concern for the CFC.

CFSC update to the June 2024 CFC meeting

- Members received an update on the work of the Sub-Committee for the period 5 March to 7 May 2024.
- The CFC was updated on seven expenditure requests with a combined value of £161,601.66 which had been approved.
- The CFSC highlighted that learning from the meeting's proceedings would ensure that:
 - Charitable funds expenditure requests for building or estates work will only be accepted with formal quotations rather than budget cost estimates.
 - Services will continue to be reminded of the requirement to place orders following the approval of funds promptly, in line with the expiry date of quotes submitted with their funding requests.

CFSC update to the September 2024 CFC meeting

- Members received an update on the work of the Sub-Committee for the period 8 May to 2 July 2024.
- The CFC was updated on eight expenditure requests with a combined value of £168,889.39 which had been approved.
- The CFC received assurance that a written process for the consideration of expenditure requests via chair's actions has been developed, aligned to the CFC's process. This process is intended to document the process where decisions, which would normally be made by the CFSC, need to be taken between scheduled meetings, and it is not practicable to call a meeting of the CFSC. This would be by exception, not the norm and requests would be considered on a case-by-case basis.
- The CFSC highlighted that learning from the meeting's proceedings would ensure that:
 - No late papers will be accepted for future meetings to ensure that all expenditure requests submitted for CFSC consideration are submitted to members for review seven days in advance of the meeting, in line with the Sub-Committee's terms of reference.

CFSC update to the December 2024 CFC meeting

- Members received an update on the work of the Sub-Committee for the period 3 July to 7 November 2024.
- The CFC was updated on five expenditure requests with a combined value of £56,885.23 which had been approved, one via Chair's Actions on 23 August 2024.
- The CFSC highlighted that learning from the meeting's proceedings would ensure that:
 - For future meetings, all funding requests must be presented by colleagues with a full understanding of the strategic context of the request, and its relevance to any previous recommendations made by the CFSC.

CFSC update to the March 2025 CFC meeting

- Members received an update on the work of the Sub-Committee for the period 8 November 2024 to 4 March 2025.
- The CFC was updated on three expenditure requests with a combined value of £2,970.74 which had been approved. The lower value expenditure requests were considered by the CFSC due to their nature; a retrospective expenditure request, a request for an overseas conference and a higher award request.
- The CFSC highlighted that learning from the meeting's proceedings would ensure that:
 - Learning from a decontamination concern that arose in relation to a probe that formed part of a charitable funds request for a Radial endobronchial ultrasound (EBUS) processor approved by the CFSC in July 2024 (CF02942, Prince Philip Hospital (PPH) Respiratory Medicine). Improvements are being made to the health board's procedures relating to the purchase of medical devices to ensure that the Head of Decontamination is consulted regarding the purchase of medical devices that require decontamination (cleaning/disinfection/sterilisation) before or following each use. The Charitable Funds Financial Administration and Governance Procedure has been updated to reference the improvements made to the Medical Devices Policy (467).

5. Matters Escalated to the Charitable Funds Committee

During 2024/25 no issues or matters of concern were highlighted to the CFC.

6. CFSC meeting dates for 2025/26

The CFSC meeting dates for 2025/26 are set out below, together with the reporting timeframe for quarterly updates to the CFC:

Charitable Funds Sub-Committee	Update report to Charitable Funds Committee
6 May 2025	17 June 2025
8 July 2025	16 September 2025
9 September 2025	8 December 2025
4 November 2025	8 December 2025
13 January 2026	17 March 2026
3 March 2026	17 March 2026

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to **NOTE** the Charitable Funds Sub-Committee Annual Report for 2024/25 and **RECEIVE ASSURANCE** in respect of the work that the Sub-Committee has undertaken during 2024/25.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	<u>Charitable Funds Committee</u> 12.6 The Committee shall establish the Charitable Funds Sub-Committee to ensure that the UHB's policies and procedures are followed in relation to specialist designated and restricted funds.
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)	Not Applicable
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	Not Applicable
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:	Agendas, papers and minutes of CFSC meetings 2023/24
Rhestr Termau: Glossary of Terms:	Included within the body of the report
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusennol: Parties / Committees consulted prior to Charitable Funds Committee:	Charitable Funds Sub-Committee Interim Director of Nursing, Quality and Patient Experience Head of Hywel Dda Health Charities

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	A sound system of internal control, as evidenced in the Sub-Committee's Annual Report, will assist with ensuring financial control, and the safeguard of public funds.

Ansawdd / Gofal Claf: Quality / Patient Care:	The beneficiaries of NHS charities are NHS patients. All charitable funds expenditure requests considered by the CFSC demonstrate how spending will benefit NHS patients.
Gweithlu: Workforce:	Charitable funds expenditure will often be applied for the benefit of NHS staff however the overriding concern for the CFSC is how expenditure in aid of NHS staff will benefit NHS patients.
Risg: Risk:	A sound system of internal control, as evidenced in the Sub-Committee's Annual Report, ensures that any risks to the achievement of the Health Board's objectives are identified, assessed and managed.
Cyfreithiol: Legal:	Compliance with the Health Board's Standing Orders, and the Sub-Committee's Terms of Reference, requires the submission of an Annual Report to the Committee.
Enw Da: Reputational:	Risk to the charity and Health Board's reputation if it is perceived that charitable funds are used inappropriately.
Gyfrinachedd: Privacy:	Not applicable for this paper.
Cydraddoldeb: Equality:	Not applicable for this paper.