

HYWEL DDA HEALTH BOARD – CHARITABLE FUNDS COMMITTEE WORK PLAN 2025

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 - March 2025 - December 2025.

Agenda Item/Issue	Lead	18 March 2025 <i>Final Paper</i> <i>Deadline 4 March</i> <i>2025 Exec</i> <i>Approved Papers</i> <i>to be received</i> <i>PRIOR to this date</i>	17 June 2025 <i>Final Paper</i> <i>Deadline 3 June</i> <i>2025 Exec</i> <i>Approved Papers</i> <i>to be received</i> <i>PRIOR to this date</i>	16 September 2025 <i>Final Paper</i> <i>Deadline 2</i> <i>September 2025</i> <i>Exec Approved</i> <i>Papers to be</i> <i>received PRIOR to</i> <i>this date</i>	8 December 2025 <i>Final Paper</i> <i>Deadline 24</i> <i>November 2025</i> <i>Exec Approved</i> <i>Papers to be</i> <i>received PRIOR to</i> <i>this date</i>
Governance					
Apologies	Chair	✓	✓	✓	✓
Declaration of Interests	Chair	✓	✓	✓	✓
Minutes from Previous Meeting	Chair	✓	✓	✓	✓
Table of Actions and Matters Arising	Chair	✓	✓	✓	✓
Annual Review of Terms of Reference	Chair		✓		
Annual Review of Scheme of Delegation	NLI/TJ				✓
Annual Review of Charitable Expenditure Eligibility Criteria	NLI/TJ				✓
CFC Annual Report to Board	Chair/SD/ CSO		✓ (Draft 2024/25)		
CFC Self-assessment of Outcome Report – progress update (6 monthly)	CSO		✓		
Risk & Assurance					
Sub-Committee Terms of Reference: <ul style="list-style-type: none"> Charitable Funds Sub-Committee 	CFSC Chair		✓		

Agenda Item/Issue	Lead	18 March 2025 <i>Final Paper</i> <i>Deadline 4 March</i> <i>2025 Exec</i> <i>Approved Papers</i> <i>to be received</i> <i>PRIOR to this date</i>	17 June 2025 <i>Final Paper</i> <i>Deadline 3 June</i> <i>2025 Exec</i> <i>Approved Papers</i> <i>to be received</i> <i>PRIOR to this date</i>	16 September 2025 <i>Final Paper</i> <i>Deadline 2</i> <i>September 2025</i> <i>Exec Approved</i> <i>Papers to be</i> <i>received PRIOR to</i> <i>this date</i>	8 December 2025 <i>Final Paper</i> <i>Deadline 24</i> <i>November 2025</i> <i>Exec Approved</i> <i>Papers to be</i> <i>received PRIOR to</i> <i>this date</i>
Sub-Committee Update Reports: • Charitable Funds Sub-Committee	CFSC Chair	✓	✓	✓	✓
Sub-Committee Annual Report: • Charitable Funds Sub-Committee	CFSC Chair	✓			
Charitable Funds Committee Risk Register	SD	✓	✓	✓	✓
Administrative Committee Annual Meeting (Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund) Update Report NL has contacted Anwen Pearce (HDHB Capital Programme Manager, Planning) to advise.	SMJ/RD	✓			
Update on the construction and arrangements of the Hydro Pool at the Pentre Awel Village, Llanelli. (To feedback the outcome of the discussion at Executive Team to the CFC Chair and Vice Chair and agree the next steps.) Checking with Lee Davies re Exec Discussions. Sian-Marie to provide update from MOU meeting on 10 December 2024.	JW/HT				
Operational/Strategic Issues					
Approval of policies and procedures relating to charitable	TJ	✓	✓	✓	✓

Agenda Item/Issue	Lead	18 March 2025 <i>Final Paper Deadline 4 March 2025 Exec Approved Papers to be received PRIOR to this date</i>	17 June 2025 <i>Final Paper Deadline 3 June 2025 Exec Approved Papers to be received PRIOR to this date</i>	16 September 2025 <i>Final Paper Deadline 2 September 2025 Exec Approved Papers to be received PRIOR to this date</i>	8 December 2025 <i>Final Paper Deadline 24 November 2025 Exec Approved Papers to be received PRIOR to this date</i>
funds on behalf of the Board (as required)					
Consideration of charitable funds expenditure over £50,000 (as required)	Chair	✓	✓	✓	✓
Review of any approvals made outside the meeting via Chair's Action or via Corporate Trustee	Chair	✓	✓	✓	✓
Acceptance and recommendation of other relevant strategies, policies, procedures, and reports relating to charitable funds, as appropriate for ratification by Board (as required)	All	✓	✓	✓	✓
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	✓			
<u>IMPACT OF CHARITABLE EXPENDITURE EVALUATION REPORTS:</u>					
COVERING INTRODUCTORY SBAR	NLI	✓	✓	✓	✓

Agenda Item/Issue	Lead	18 March 2025 <i>Final Paper</i> <i>Deadline 4 March</i> <i>2025 Exec</i> <i>Approved Papers</i> <i>to be received</i> <i>PRIOR to this date</i>	17 June 2025 <i>Final Paper</i> <i>Deadline 3 June</i> <i>2025 Exec</i> <i>Approved Papers</i> <i>to be received</i> <i>PRIOR to this date</i>	16 September 2025 <i>Final Paper</i> <i>Deadline 2</i> <i>September 2025</i> <i>Exec Approved</i> <i>Papers to be</i> <i>received PRIOR to</i> <i>this date</i>	8 December 2025 <i>Final Paper</i> <i>Deadline 24</i> <i>November 2025</i> <i>Exec Approved</i> <i>Papers to be</i> <i>received PRIOR to</i> <i>this date</i>
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	✓			
Update on Expenditure: Bronglais Hospital Chemotherapy Unit Project Closure Report	PS			✓	
Update on Expenditure: Arts in Health Provision Capacity Building Annual Review	LOC/KL	✓			
Update on Expenditure: Therapeutic Live Music Programme for Critical Care (End of project)	ADT				✓
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		✓		
Interactive singing and movement sessions for Older Adult Mental	KL			✓	

Agenda Item/Issue	Lead	18 March 2025 <i>Final Paper</i> <i>Deadline 4 March</i> <i>2025 Exec</i> <i>Approved Papers</i> <i>to be received</i> <i>PRIOR to this date</i>	17 June 2025 <i>Final Paper</i> <i>Deadline 3 June</i> <i>2025 Exec</i> <i>Approved Papers</i> <i>to be received</i> <i>PRIOR to this date</i>	16 September 2025 <i>Final Paper</i> <i>Deadline 2</i> <i>September 2025</i> <i>Exec Approved</i> <i>Papers to be</i> <i>received PRIOR to</i> <i>this date</i>	8 December 2025 <i>Final Paper</i> <i>Deadline 24</i> <i>November 2025</i> <i>Exec Approved</i> <i>Papers to be</i> <i>received PRIOR to</i> <i>this date</i>
Health and Adult Frailty inpatient wards (Mid term)					
<u>APPROVAL OF CHARITABLE FUNDS EXPENDITURE:</u>					
COVERING INTRODUCTORY SBAR	NLI	✓	✓	✓	✓
Funding Request from Workforce and Organisational Development - TBC	ST/HH	TBC			
Performance					
Integrated Hywel Dda Health Charities Performance Report including: <ul style="list-style-type: none"> Investment performance Delivery of annual workplan against Strategic Objectives. 	NLI/TJ	✓	✓	✓	✓
Draft Annual Accounts (2024/25)	HT/RD				✓
Final Annual Report & Accounts (2024/25) <i>Extraordinary Meeting?</i> TBC – as accounts need to be filed before 31 Jan 2026.	HT/RD	✓			
Annual Review of the Deposit Account Balance.	RD/NLI			✓	
Internal Audit Report on Charitable Funds (Subject to confirmation)	Chair/Inter nal Audit				

Agenda Item/Issue	Lead	18 March 2025 <i>Final Paper</i> <i>Deadline 4 March</i> <i>2025 Exec</i> <i>Approved Papers</i> <i>to be received</i> <i>PRIOR to this date</i>	17 June 2025 <i>Final Paper</i> <i>Deadline 3 June</i> <i>2025 Exec</i> <i>Approved Papers</i> <i>to be received</i> <i>PRIOR to this date</i>	16 September 2025 <i>Final Paper</i> <i>Deadline 2</i> <i>September 2025</i> <i>Exec Approved</i> <i>Papers to be</i> <i>received PRIOR to</i> <i>this date</i>	8 December 2025 <i>Final Paper</i> <i>Deadline 24</i> <i>November 2025</i> <i>Exec Approved</i> <i>Papers to be</i> <i>received PRIOR to</i> <i>this date</i>
HDdHC Investment Advisor Update (External CCLA) * NB Investment Advisor - to attend the June and December meetings in person and attend virtually in March and September.	DM	✓ Virtual	✓ In person	✓ Virtual	✓ In person
For Information					
Matters and Risks for Escalation to the Board	SD	✓	✓	✓	✓
CFC Workplan 2024/25	CSO	✓	✓	✓	✓
Administration					
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	CSO	✓	✓	✓	✓

Agenda Item/Issue	Lead	18 March 2025 <i>Final Paper</i> <i>Deadline 4 March</i> <i>2025 Exec</i> <i>Approved Papers</i> <i>to be received</i> <i>PRIOR to this date</i>	17 June 2025 <i>Final Paper</i> <i>Deadline 3 June</i> <i>2025 Exec</i> <i>Approved Papers</i> <i>to be received</i> <i>PRIOR to this date</i>	16 September 2025 <i>Final Paper</i> <i>Deadline 2</i> <i>September 2025</i> <i>Exec Approved</i> <i>Papers to be</i> <i>received PRIOR to</i> <i>this date</i>	8 December 2025 <i>Final Paper</i> <i>Deadline 24</i> <i>November 2025</i> <i>Exec Approved</i> <i>Papers to be</i> <i>received PRIOR to</i> <i>this date</i>
Committee Chair) following Lead Exec review					
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				✓
Corporate Trustee SBAR paper for board. Produced following each CFC meeting. <i>If no approval for funding over £100k can be stood down.</i> (Liaise with CM.)	NLI (SD is ED lead)	Deadline 6 March for Board 27 March	✓	✓	✓

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

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