



PWYLLGOR CRONFA ELUSENNOL CHARITABLE FUNDS COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	20 March 2023
TEITL YR ADRODDIAD: TITLE OF REPORT:	Charitable Funds Sub-Committee Annual Report 2022/23
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Mandy Rayani, Director of Nursing, Quality and Patient Experience
SWYDDOG ADRODD: REPORTING OFFICER:	John Evans, 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 2022/23 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 2022/23.

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, 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.
- Consider and recommend for approval requests for expenditure over £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:
 - All unusual or novel expenditure requests under £50,000
 - Any 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 UHB can be quantified through training and development objectives.
- 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. Membership

In September 2020, the CFC reviewed the function of the CFSC and approved amendments to the CFSC's terms of reference 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
- Assistant Director Strategic Partnerships, Diversity and Inclusion (for the Public Health Directorate to November 2022)
- Deputy Director of Public Health (from April 2023)
- Assistant Director Legal and Patient Support

In attendance:

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

3. Meetings

The CFSC meets on a bi-monthly basis and, since April 2022, meetings have been held on four occasions and were quorate at each:

- 3 May 2022
- 6 September 2022
- 8 November 2022
- 17 January 2023

The CFSC meeting due to take place on 5 July 2022 was stood down due the number of apologies received and the meeting not being quorate. The meeting due to take place on 7 March 2023 was stood down as there were no expenditure requests for consideration.

4. Reporting to the Charitable Funds Committee

During 2022/23, the CFC received four quarterly 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 quarterly 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 2022 CFC meeting

- Members received an update on the work of the Sub-Committee for the period 10 January to 3 May 2022.
- The CFC was updated on two expenditure requests with a combined value of £65,330 which had been approved and two requests to the value of £42,614 which had been approved in principle.
- The CFC was updated on two expenditure requests with a combined value of £29,878 that had been approved through CFSC's Chair's Actions outside of the cycle of CFSC meetings.
- The CFC was also asked to consider and approve amendments to the CFSC's Terms of Reference.

CFSC update to the September 2022 CFC meeting

- Members received an update on the work of the Sub-Committee for the period 4 May to 6 September 2022.
- The CFC was updated on three expenditure requests with a combined value of £13,355 which had been approved, noting that two of the requests required CFSC consideration due to their retrospective nature in line with the Charitable Funds Financial Procedure (FP 420).
- The CFC was updated on 11 higher awards expenditure requests for the 2022/23 academic year totalling £36,870 for 20 individual staff members that were approved via

Chair's Actions due to the Sub-Committee meeting on 5 July 2022 having been stood down.

- The CFC was also updated on one expenditure request totalling £1,850 that had been approved through CFSC's Chair's Actions outside of the cycle of CFSC meetings.
- The CFC was also asked to note the amendments made to the CFSC's Terms of Reference that had been a result of a review of the CFC's Terms of Reference.

CFSC update to the November 2022 CFC meeting

- Members received an update on the work of the Sub-Committee for the period 7 September to 8 November 2022.
- The CFC was updated on two expenditure requests with a combined value of £27,900 which had been approved, noting that one of the requests required CFSC consideration due to its retrospective nature in line with the Charitable Funds Financial Procedure (FP 420).
- The CFC was also updated on one expenditure request totalling £2,268 that had been approved through CFSC's Chair's Actions outside of the cycle of CFSC meetings.

CFSC update to the March 2023 CFC meeting

- Members received an update on the work of the Sub-Committee for the period 9 November 2022 to 7 March 2023.
- The CFC was updated on three expenditure requests with a combined value of £26,093 which had been approved.
- The CFC was also updated on one expenditure request totalling £1,404 that had been approved through CFSC's Chair's Actions outside of the cycle of CFSC meetings.

5. Matters Escalated to the Charitable Funds Committee

The CFSC's quarterly written reports during 2022/23 have highlighted the following matters for noting by the CFC:

- Discretionary Capital Programme (DCP) – discussions around capital priorities that could potentially be supported from charitable funds. It was agreed that details of unfunded capital bids would be mapped against available charitable funds for discussion with the relevant fund managers. It was noted that the majority of approved charitable expenditure requests that meet the capital threshold do not appear on the capital list. Instead, they are submitted for consideration from charitable funds directly by fund managers rather than submitting for capital funding. It was also noted that the DCP scoring matrix focused on different priorities than those of our charitable objectives which would be a key consideration during the mapping process in relation to eligibility for charitable funds.
- Revenue consequences of charitable purchases – the Finance team presented an overview of key principles in relation to managing any ongoing maintenance costs from charitable funds purchases thus ensuring that requesting departments are aware of their obligations regarding on-going maintenance.
- Higher award studies – the CFC was asked to note that an increased number of higher award requests were being submitted to the CFSC for consideration due to a significant shortfall in funding within the HDdUHB higher awards budget for the 2022/23 academic year. As the HDdUHB Higher Awards Panel had given priority to service critical courses it was therefore not in a position to support all eligible applications received. However, to support as many eligible applications as possible, a number of courses for continuous

professional development were submitted by the relevant management teams for consideration charitable funding.

- Approval of new charitable fund – the CFC was asked to note the CFSC’s approval to establish a new charitable fund for the Adult Attention Deficit Hyperactivity Disorder (ADHD) service. Although the request had been approved by the CFSC, following discussions at the November 2022 CFC meeting, CFC members did not agree with the rationale for the request due to the limited focus of the fund. It was also felt that the request for the new fund did not align with the CFC’s objective of streamlining funds to move to a structure where more ‘general’ funds are created to offer services more flexibility on how charitable donations can be used.

During 2022/23, no issues or matters of concern highlighted to the CFC were required to be escalated to the Board for consideration.

6. CFSC meeting dates for 2023/24

The CFSC meeting dates for 2023/24 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
2 May 2023	23 May 2023
4 July 2023	26 September 2023
5 September 2023	26 September 2023
7 November 2023	28 November 2023
16 January 2024	12 March 2024
5 March 2024	12 March 2024

Argymhelliad / Recommendation

The Charitable Funds Committee is requested to endorse the Charitable Funds Sub-Committee Annual Report for 2022/23.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference:
Cyfeirnod Cylch Gorchwyl y Pwyllgor:

Charitable Funds Committee

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.

Charitable Funds Sub-Committee

10.4.1 The Sub-Committee Chair, supported by the Sub-Committee Secretary, shall report formally, regularly and on a timely basis to the Charitable Funds Committee on the Sub-Committee’s activities. This includes the submission of a Sub-Committee update report as well as the presentation of an Annual Report within 6 weeks of the financial year.

Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:

Ar sail tystiolaeth: Evidence Base:	Agendas, papers and minutes of CFSC meetings 2022/23
Rhestr Termiau: Glossary of Terms:	Included within the body of the report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusennol: Parties / Committees consulted prior to Charitable Funds Committee:	Charitable Funds Sub-Committee 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:	SBAR template in use for all relevant papers and reports.
Gweithlu: Workforce:	SBAR template in use for all relevant papers and reports.
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:	Not applicable

Reputational:	
Gyfrinachedd: Privacy:	Not applicable
Cydraddoldeb: Equality:	SBAR template in use for all relevant papers and reports.