

**PWYLLGOR CRONFA ELUSENNOL
CHARITABLE FUNDS COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	21 June 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Charitable Funds Sub-Committee Annual Report 2023/24
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 2023/24 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 2023/24.

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.
 - 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.
- 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
- 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

3. Meetings

The CFSC meets on a bi-monthly basis and, since April 2023, meetings have been held on six occasions and were quorate at each of the following meeting dates:

- 2 May 2023
- 4 July 2023
- 5 September 2023
- 7 November 2023
- 16 January 2024
- 5 March 2024

4. Reporting to the Charitable Funds Committee

During 2023/24, 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 May 2023 CFC meeting

- Members received an update on the work of the Sub-Committee for the period 7 March and 2 May 2023.
- The CFC was updated on two expenditure requests with a combined value of £44,196 which had been approved.
- The CFC was updated on one expenditure request with a value of £8,904.36 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 2023 CFC meeting

- Members received an update on the work of the Sub-Committee for the period 3 May 2023 and 5 September 2023.
- Members were advised that Carly Hill, Assistant Director Medical Directorate, had taken over the role as CFSC Chair from 6 July 2023.
- The CFC was updated on two expenditure requests with a combined value of £70,249.31 which had been approved.
- The CFC was updated on two higher awards expenditure requests for the 2023/24 academic year totalling £3,400 for two individual staff members.
- The CFC was updated on two expenditure requests with a combined value of £8,912.28 which had been approved, noting that one request required CFSC consideration due to its retrospective nature and the other due to the ongoing revenue consequence of the expenditure, in line with the Charitable Funds Financial Procedure (FP 420).
- The CFC was also updated on one expenditure request totalling £10,447.53 that had been approved through CFSC's Chair's Actions outside of the cycle of CFSC meetings.

CFSC update to the November 2023 CFC meeting

- Members received an update on the work of the Sub-Committee for the period 6 September and 7 November 2023.
- The CFC was updated on seven expenditure requests with a combined value of £157,895.10 which had been approved.
- The CFC received an update that the CFSC had approved a request to create a new restricted charitable fund for the Prince Philip Hospital (PPH) Gardens capital fundraising appeal to accept and hold donations made to the appeal, launched on 28 November 2023.

CFSC update to the March 2024 CFC meeting

- Members received an update on the work of the Sub-Committee for the period 7 November 2023 and 16 January 2024.
- The CFC was updated on five expenditure requests with a combined value of £61,853.15 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 updated on three higher awards expenditure requests totalling £3,175 for three individual staff members.
- CFC members were advised that following the presentation of a funding request from Digital Services at the 16 January 2024 CFSC meeting (reference CF02817), members requested that a more robust case for support with an emphasis on patient benefit and staff wellbeing to be submitted to the March 2024 CFC meeting for consideration. However following discussion at the CFC agenda setting meeting held on 17 January 2024, it was felt that this funding request did not demonstrate sufficient additionality to be considered eligible for charitable funds and the service was informed of this decision.

The proceedings of the CFSC meeting held on 5 March 2024 will be reported to the CFC meeting being held on 21 June 2024.

5. Matters Escalated to the Charitable Funds Committee

The CFSC's quarterly written reports during 2023/24 have highlighted the following matters for noting by the CFC:

- June 2023: CFSC members requested that assurance is provided to the CFC regarding the nature of discussions when considering expenditure requests for approval. This is following the approval of a replacement medical device due to the lack of capital funds and a further request for attendance at an overseas conference. CFSC members wished to clarify that the overriding considerations are how the expenditure will benefit NHS patients, whether the request is within the charity's overall purpose and whether there is a clear justification for the use of charitable funds.
- September 2023: CFSC members requested that assurance is provided to the CFC regarding the nature of discussions when considering the maintenance contracts for Paxman Scalp Cooling Systems expenditure request (CF02606). Until 2019, the Chemotherapy Day Units across Hywel Dda UHB received an annual donation from an external charity (Walk the Walk) to purchase and maintain scalp cooling systems for patients. When this funding stopped, Hywel Dda UHB charitable funds have been used to maintain the scalp cooling systems and purchase any additional equipment required to offer the cooling systems. Due to NHS cost pressures, the Hywel Dda cancer service is unable to fund these costs from NHS revenue budgets as scalp cooling is not considered an essential service. As the scalp cooling systems and maintenance have always been funded by charitable donations and a precedence has been set, these

costs were considered to be over and above what the NHS can provide and an acceptable use of charitable funds due to the significant impact on improving the patient experience.

- March 2024: At the 16 January 2024 CFSC meeting, members were advised that concerns were raised at the November 2023 CFC meeting in relation to two funding applications approved by the CFSC (CF02693 and CF02719). CFSC members therefore requested more detailed guidance from the CFC in relation to the nature of expenditure requests that are deemed eligible and ineligible for funding as decisions made the CFSC were in line with the charity’s eligibility criteria for expenditure. This was considered a priority due to the predicted cost savings that the health board will be required to make during 2024/25 as well as the limited capital funding allocations which is predicted to see an increase in funding requests being received by the charity.

During 2023/24, 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 2024/25

The CFSC meeting dates for 2024/25 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
7 May 2024	21 June 2024
2 July 2024	17 September 2024
17 September 2024	13 December 2024
5 November 2024	13 December 2024
14 January 2025	18 March 2025
4 March 2025	18 March 2025

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to **NOTE** the Charitable Funds Sub-Committee Annual Report for 2023/24.

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	Not Applicable

Quality and Engagement Act (sharepoint.com)	
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 Termiau: 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.