

HYWEL DDA HEALTH BOARD – CHARITABLE FUNDS COMMITTEE WORK PLAN 2024-25

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 - April 2024 - March 2025.

Agenda Item/Issue	Lead	21 June 2024	17 September 2024	26 November 2024	18 March 2025
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	✓			
CFC Annual Report to Board	Chair/SD/ CSO	✓ (Final 2023/24)			✓ (Draft 2024/25)
Self-assessment of Committee Effectiveness	CSO	(TBC)	(TBC)	(TBC)	(TBC)
Risk & Assurance					
Sub-Committee Terms of Reference: • Charitable Funds Sub-Committee	CFSC Chair	✓			
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	NLI/RD				
Operational/Strategic Issues					
Approval of policies and procedures relating to charitable funds on behalf of the Board (as required)	TJ	✓	✓	✓	✓

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Approval of charitable funds expenditure over £50,000 (as required)	Chair	✓	✓	✓	✓
Review/Ratification of any approvals made outside the meeting via Chair's Action or via Corporate Trustees	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	✓	✓	✓	✓
Evaluation Reports: <ul style="list-style-type: none"> - Neonatal Ventilators, (November 2023) - Bronglais Hospital Chemotherapy Day Unit Refurbishment Project - Simulation-Based Education Equipment - Bronglais Hospital FibroScan Ultrasound - Cancer Services Hair Loss Support - Cancer Psychological Supports (CAPS) Project (Phase 2) 	NWD PS LT/AK RS/DB GB GB	(deferred) ✓	✓ ✓ ✓	✓ ✓ ✓	
Bronglais Hospital Chemotherapy Unit Fundraising Appeal Project Closure Report	PS				✓
Development of Therapeutic Gardens at Prince Philip Hospital (Deferred from 12 March 2024)	NLI		✓		
Arts in Health Provision Capacity Building Annual Review	LOC/KL				✓
Hywel Dda Health Charities Workplan 2025/26	NLI				✓
Review of the Cost Benefit of the Fundraising Team	NLI		✓		
Review of the Rationalisation of Charitable Funds	RD/NLI		✓		
Hywel Dda Health Charities Expenditure Plan	NLI	✓			
Charitable Funding and Capital Funding Position	ER	✓			
Performance					
Integrated Hywel Dda Health Charities Performance Report	NLI/TJ	✓	✓	✓	✓
Draft Annual Accounts (2023/24)	HT/RD			✓	
Final Annual Report & Accounts (2023/24)	HT/RD				✓
Annual Review of the Deposit Account Balance	RD/NLI		✓		
Internal Audit Report on Charitable Funds (Subject to confirmation)	Chair/Internal Audit				
HDdHC Investment Advisor Update	RD		✓		

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For Information					
Matters and Risks for Escalation to the Board	SD	✓	✓	✓	✓
CFC Workplan 2024/25	CSO	✓	✓	✓	✓
Administration					
Agenda setting meeting at least 6 weeks prior to meeting	CSO	✓	✓	✓	✓
Quality check agenda and papers prior to dissemination	CSO	✓	✓	✓	✓
Disseminate agenda & papers 7 days prior to meeting	CSO	✓	✓	✓	✓
Minutes and action log to be circulated within 7 days of the meeting to members	CSO	✓	✓	✓	✓
Prepare Update Report to Board (to be signed off by Chair & Lead Executive Director 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			✓	
Invite recipients of CFC expenditure approved to provide an update six months following approval of funding (as and when)	NLI	✓	✓	✓	✓

Chair Chair of CFC
RD Rhian Davies
LT Liz Tooby
GB Gina Beard
CSO Committee Services Officer

SD Sharon Daniel
TJ Tim John
PS Peter Skitt
LoC Louise O'Connor

NLI Nicola Llewelyn
NWD Nick Williams-Davies
RS Rita Stuart
KL Kathryn Lambert

HT Huw Thomas
AK Andrew Kirby
DB Donna Blinston