

**COFNODION Y CYFARFOD PWYLLGOR CRONFA ELUSENNOL  
HEB EU CYMERADWYO/ UNAPPROVED  
MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING**

<b>Date and Time of Meeting:</b>	20 March 2023, 9.30am
<b>Venue:</b>	Boardroom, Ystwyth Building (via Microsoft Teams)

<b>Present:</b>	Mrs Delyth Raynsford, Independent Member (Committee Chair) Ms Ann Murphy, Independent Member (VC) Ms Anna Lewis, Independent Member (VC) (part) Mr Iwan Thomas, Independent Member/ Committee Vice Chair (VC) Ms Sharon Daniel, Assistant Director of Nursing (deputising on behalf of Mrs Mandy Rayani, Director of Nursing, Quality and Patient Experience) Mr Huw Thomas, Director of Finance (part) (VC)
<b>In Attendance:</b>	Mrs Nicola Llewelyn, Head of Hywel Dda Health Charities Mr John Evans, Assistant Director, Medical Directorate and Chair of Charitable Funds Sub-Committee (VC) (part) Ms Rhian Davies, Assistant Director of Finance (VC) Mr Timothy John, Senior Finance Business Partner (VC) Ms Gemma Littlejohns, Learning and Development Manager (VC) (part) Ms Daisy Mannifield, Client Relationship Manager, CCLA (VC) (part) Mr Scott Williams, Accounts Assistant (VC) (Observer) Ms Jessica Elderfield-Scott, Accounts Assistant (VC) (Observer) Mrs Sarah Bevan, Committee Services Officer (Secretariat) (VC)

<b>Agenda Item</b>	<b>INTRODUCTIONS AND APOLOGIES FOR ABSENCE</b>	<b>Action</b>
<b>CFC(23)01</b>	The Chair, Mrs Delyth Raynsford, welcomed all to the meeting. Apologies for absence were received from: <ul style="list-style-type: none"> <li>Miss Maria Battle, HDdUHB Chair</li> <li>Mr Steve Moore, HDdUHB Chief Executive Officer</li> <li>Mrs Mandy Rayani, Director of Nursing, Quality and Patient Experience</li> </ul>	
<b>CFC(23)02</b>	<b>DECLARATIONS OF INTEREST</b> No declarations of interest were made.	
<b>CFC(23)03</b>	<b>MINUTES OF THE PREVIOUS MEETING HELD ON 28 NOVEMBER 2022</b> <b>RESOLVED</b> - that the minutes of the Charitable Funds Committee meeting held on 28 November 2022 be <b>APPROVED</b> as an accurate record of proceedings.	
<b>CFC(23)04</b>	<b>MATTERS ARISING AND TABLE OF ACTIONS FROM THE MEETING HELD ON 28 NOVEMBER 2022</b>	

	An update was provided on the Table of Actions from the meeting held on 28 November 2022, with confirmation received that all outstanding actions had been progressed.	
<b>CFC(23)05</b>	<b>MINUTES FROM THE EXTRAORDINARY CHARITABLE FUNDS COMMITTEE MEETING HELD ON 26 JANUARY 2023</b>	
	<b>RESOLVED</b> - that the minutes of the extraordinary Charitable Funds Committee meeting held on 26 January 2023 be <b>APPROVED</b> as an accurate record of proceedings.	
<b>CFC(23)06</b>	<b>RATIFICATION OF ANY APPROVALS MADE OUTSIDE THE MEETING VIA CHAIR'S ACTION</b>	
	<p>Members were advised of the Chair's Action to approve the funding request of £2,908 for the Workforce &amp; Organisational Development (W&amp;OD) team to proceed with developing a three month pilot scheme to provide sanitary products for staff in Withybush General Hospital, which was supported in principle at the November 2022 Committee meeting.</p> <p>Mrs Nicola Llewelyn advised Members that the pilot is being linked into the Health Board's wider Women's Health plan and that W&amp;OD has been clear that the pilot is limited to one site initially due to capacity and for evaluation purposes prior to any potential extension. Mr Iwan Thomas acknowledged discussions held with Cardiff and Vale University Health Board and enquired whether there had been any discussions with other health boards in Wales and England. Mrs Llewelyn advised that she was not aware of any similar projects utilising via Charitable Funds rather than core funding.</p> <p>Ms Anne Murphy enquired whether any further consideration had been given to her suggestion made at the previous Committee meeting regarding the possibility of enabling donations of sanitary projects for the project. Mrs Llewelyn undertook to liaise with the Head of Culture and Workforce Experience and the W&amp;OD team regarding donations to the pilot and arrangements in place elsewhere for an update to be provided at the next Committee meeting.</p>	<b>NLI/RB</b>
<b>CFC(23)07</b>	<b>RATIFICATION OF CHARITABLE FUNDS COMMITTEE DECISIONS BY THE CORPORATE TRUSTEE</b>	
	No Charitable Funds Committee decisions required ratification by the Corporate Trustee.	
<b>CFC(23)08</b>	<b>INVESTMENT ADVISOR PERFORMANCE UPDATE</b>	
	<i>Ms Daisy Mannifield joined the Committee meeting.</i>	

	<p>Members received an overview of the portfolio valuation, following the transfer of the Charity’s portfolio, which includes the General Investment Fund and the Permanent Endowment Fund.</p> <p>Ms Daisy Mannifield summarised the economic and market outlook in a clear manner for Members, noting the volatility of the last 12 months as a result of the Russia/Ukraine situation and significant inflation increases following the pandemic.</p> <p>In terms of looking ahead, Ms Mannifield advised Members that economic growth will continue to be restrained, leading to high interest rates, however, inflation rates are expected to decrease.</p> <p>Members received assurance that the Investment Advisor Sub Committee would enable the identification of any risks, which can then be reported to the Committee.</p> <p>In response to a query regarding the charity’s performance with other NHS charities, Ms Mannifield responded that comparisons are made with the market as a whole and drew Members’ attention to the comparator benchmark figures within the slides. Ms Mannifield explained that the market comparator provides insight into the progress of investments over shorter periods of time. Ms Mannifield further advised Members that this is not a formal target or a constraining benchmark but is intended as a guide to how the total returns of the actively managed funds differs from that of more passive portfolios.</p> <p>Mr Huw Thomas enquired as to the general consensus of risk to the charity’s investments over the next three months, in terms of volatility within the market, particularly in Banking. Ms Mannifield provide assurance to Members that there are no concerns as a result of the recent situation involving Silicon Valley Bank and Credit Suisse, as there are no links to either bank.</p> <p>In conclusion, Members noted the clarity of the presentation.</p> <p><i>Ms Daisy Mannifield left the Committee meeting</i></p>	
	<p>The Committee <b>NOTED</b> the content of the Investment Advisor Performance Update.</p>	

<p><b>CFC(23)09</b></p>	<p><b>PRESENTATION ON RECENT CHARITABLE FUNDS EXPENDITURE: LIFELONG LEARNING FUND</b></p> <p>Members received the Presentation on Recent Charitable Funds Expenditure: Lifelong Learning Fund (LLF). Ms Gemma Littlejohns advised Members of the fund’s purpose to enable learning opportunities for the development of new skills that will help staff to recover from the experience of the pandemic and support the restoration of their wellbeing.</p>	
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Ms Littlejohns advised Members of the application process, including the criteria for applying, i.e., that courses are to develop a new skill that is not related to their job role. A panel meets fortnightly to consider the applications. Ms Littlejohns advised Members that 278 applications have been received to date; of which 215 were approved, 15 were rejected; and 44 were withdrawn. The total value of approved applications is £19,310.

Regarding staff awareness, Members were advised that the LLF has been advertised via internal global emails, the Health Board's closed staff Facebook page and via the Hapi app.

Regarding the spread of applications across the Health Board, Members noted fewer applications from areas such as Pathology and Radiology. Ms Littlejohn's assured Members that advertising of the fund has been paused to allow direct engagement with the lower represented staff groups. Members were also presented with a breakdown of applications by staff band, illustrating lower uptake amongst the Band 2/3 roles. Ms Littlejohns advised Members that a high number of staff are what are deemed the 'deskless workforce' who may not have regular access to communications raising awareness of the fund and provided assurance that processes have been established to directly engage these staff groups.

Ms Anna Lewis enquired with regards to the application process and whether it is easy to access. Ms Littlejohns responded that the application form is continuously reviewed by the panel to make it as easy as possible to apply and added that the Microsoft application form can be accessed from outside of the organisation's IT network. Regarding engagement with the aforementioned deskless workforce, Members received assurance that W&OD staff have been meeting with staff groups to aid with completion of the form. In relation to figures within the presentation of approximately £4,000 worth of outstanding invoices, Ms Littlejohns advised Members that the team is working through these applications to determine if the applicant is still interesting in pursuing the fund.

Members received a short video of testimonials from beneficiaries of the fund, illustrating the positive impact the courses have had on their personal and work wellbeing.

With regard to the future of the LLF, Mrs Llewelyn advised Members that the project, which was funded from NHS Charities Together in 2021, is nearing the end. Mrs Llewelyn further advised Members that it is anticipated that the first tranche of applications for continuation funding of previously approved projects will be submitted for consideration at the next CFC meeting.

In conclusion, Ms Littlejohns highlighted the LLF as recognition of the work that staff have undertaken to deliver outstanding services under the continued sustained pressure on health boards since the pandemic.

	Mrs Raynsford urged consideration of the community and Primary Care workforce when engaging with staff, to which Ms Littlejohns undertook to provide an update to Members for the next Committee meeting.	<b>GL</b>
	The Committee <b>NOTED</b> the content of the presentation.	

<b>CFC(23)10</b>	<p><b>CHARITABLE FUNDS SUB-COMMITTEE UPDATE REPORT</b></p> <p>Members received the Charitable Funds Sub-Committee (CFSC) Update Report, providing a summary of the Sub-Committee’s activity between 9 November 2022 and 7 March 2023.</p> <p>Mr John Evans advised Members of the following charitable expenditure requests, which were considered and approved within the CFSC delegated approval limits during this reporting period:</p> <ul style="list-style-type: none"> <li>• Three requests were approved by the Sub-Committee at a combined value of £26,092.71. A further request for £1,404 to attend a Midwifery conference in Bali, approved via Chair’s Action during this reporting period (taking place outside of the cycle of CFSC meetings), was ratified at the January 2023 CFSC meeting.</li> <li>• Although there were no requests for the establishment of a new charitable fund received during this reporting period, feedback was provided to members from the CFC meeting held on 28 November 2022 regarding the CFSC’s decision to approve a request to create a new charitable fund for the adult ADHD service within the MHLD Directorate. Although the request had been approved by the CFSC, 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.</li> </ul> <p>In relation to the approval of funds for attendance at a Midwifery conference in Bali, Ms Sharon Daniel enquired as to the criteria for awarding the funding. Mr Evans responded that applications are submitted to the CFSC for approval in accordance with eligibility criteria in place and that 75% of the cost of attending the event, travel and accommodation can be funded by the charity. Ms Daniel enquired whether this contribution to costs is consistent across directorates, to which Mrs Llewelyn responded that Medical staff are 100% funded for attending overseas courses and conferences via an alternative funding route. Mrs Llewelyn advised Members of wider discussions currently being held regarding an increase in funding applications for overseas courses and conferences and provided assurance that work is ongoing to address the equity of the process across the Health Board. Mrs Llewelyn also advised Members of wider discussions regarding the learning from these events in order to provide assurance that this can</p>	
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	<p>be translated into wider organisational learning as a result of approved funding.</p> <p>Mrs Llewelyn advised Members that any amendments to eligibility or approval criteria will be considered as part of the annual review of the current CFC and CFSC Terms of Reference, which will be submitted for approval at the May 2023 Committee meeting.</p>	
	<p>The Committee <b>NOTED</b> the content of the CFSC Update Report in respect of the Charitable Funds Sub-Committee's provision of assurance.</p>	

<b>CFC(23)11</b>	<b>CFSC ANNUAL REPORT 2022/23</b>	
	<p>Members received the Sub-Committee's Draft Annual Report 2022/23, outlining 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.</p> <p>Mr Evans highlighted that the Committee was advised, at the June 2022 meeting, that the Head of Capital Planning, Capital Programme Manager and Head of Hywel Dda Health Charities met to discuss capital priorities that could potentially be supported from charitable funds during 2022/23. It was agreed that details of current unfunded capital bids are to be mapped against available charitable funds for discussion with the relevant fund managers.</p> <p>Mr Evans conveyed thanks to the Finance team for their support and design of a process for managing any ongoing maintenance costs from charitable funds purchases, thus ensuring that requesting departments are aware of their obligations regarding on-going maintenance. With regard to replacement equipment, the Committee was advised that maintenance costs will continue to be funded from departmental revenue or medical device maintenance budget as per previous arrangements, with the relevant Finance Business Partner to confirm provision made to cover and specify cost centre to be charged. The Committee was advised that, if there is no cash benefit, the Use of Resources Group should be asked to consider any new investment, prior to charitable funds consideration.</p> <p><i>Mr John Evans left the Committee meeting</i></p>	
	<p>The Committee <b>ENDORSED</b> the Charitable Funds Sub-Committee Annual Report for 2022/23.</p>	

<b>CFC(23)12</b>	<b>CFC ANNUAL REPORT 2022/23</b>	
	<p>Members received the Draft Committee Annual Report 2022/23, outlining how the CFC has complied with the key responsibilities set through its terms of reference and identifies key areas of work intended to provide further assurance that the Committee's terms of reference are being adequately discharged.</p>	

	Ms Raynsford thanked Members for ensuring that the meetings are quorate at each meeting.	
	The Committee <b>NOTED</b> the Draft Annual Report 2022/23 prior to submission to the Board at its meeting on 25 May 2023.	
<b>CFC(23)13</b>	<b>INVESTMENT ADVISOR SUB-COMMITTEE UPDATE REPORT</b>	
	Members received a verbal update, noting that the Investment Advisor Sub-Committee is yet to hold its initial meeting. Ms Rhian Davies advised Members that although an independent investment advisor has been identified to join the Investment Advisor Sub-Committee, feedback from the Director of W&OD is awaited as to whether a strategic advisor to the Sub-Committee can be appointed. Ms Davies undertook to provide a further update to Members at the next Committee meeting.	<b>RD</b>
	The Committee <b>NOTED</b> the verbal update on the Investment Advisor Sub-Committee.	
<b>CFC(23)14</b>	<b>PLANNING OBJECTIVE UPDATE REPORT</b>	
	Members received the Planning Objective Update Report, providing assurance on the current position in regard to the progress of Planning Objective (PO) 2E aligned to the Committee.	
	Mrs Llewelyn advised Members that the PO is due to conclude at the end of the 2022/23 financial year. Furthermore, all POs are aligned to the development of the Health Board's annual plan/3-year plan and, as such, on their conclusion they are moved into 'business as usual' where appropriate. This applies to PO 2E; therefore, after March 2023 there will be no requirement for the Committee to review the progress of the PO specifically. Instead, the Committee will receive quarterly progress reports on the charity's operational work plan for 2023/24, incorporated into the charity's Integrated Performance Report.	
	Members noted the appendix, providing a summary of the key actions, four of which are not complete. Mrs Llewelyn advised Members that these have been incorporated into the charity's 2023/24 workplan and will be progressed during the next financial year.	
	Mrs Llewelyn advised Members that, following a successful application to NHS Charities Together, a £30,000 development grant has been awarded to the charity, which will in part be used for a twelve month pilot to install a series of contactless donations stations within hospital and community settings to make it as easy as possible for people to donate.	
	Regarding the action to implement improved processes to capture data to evidence the effectiveness and impact of our charitable expenditure, Mrs Llewelyn advised Members that the Committee previously	

	<p>endorsed the development of an Evaluation Framework and work is in progress with NHS Charities Together to support the implementation of the Framework. Mrs Llewelyn further advised Members that the Health Board's Research and Development team and Value Based Health Care team will be assisting with areas where support is needed. However, Mrs Llewelyn advised Members that his action will not be achieved during 2022/23 due to the delay with the launch of the electronic charitable funds application and further work is required on the automated expenditure authorisations approval process. Mrs Llewelyn assured Members that this action will be incorporated into the charity's 2023/24 workplan and will be progressed during the next financial year.</p>	
	<p>The Committee</p> <ul style="list-style-type: none"> <li>• <b>RECEIVED ASSURANCE</b> on the current position in regard to the progress of Planning Objective 2E aligned to the Charitable Funds Committee, in order to provide onward assurance to the Board where Planning Objectives are progressing and are on target, and to raise any concerns where Planning Objectives are identified as behind in their status and/or not achieving against their key deliverables.</li> <li>• <b>NOTED</b> the update provided on the conclusion of the PO and that future progress reports on the charity's operational work plans will be incorporated into the Integrated Performance Report.</li> <li>• <b>NOTED</b> the actions to be carried forward due to the charity's operational work plans for the 2023/24 financial year.</li> </ul>	
<p><b>CFC(23)15</b></p>	<p><b>CHARITABLE FUNDS COMMITTEE RISK REGISTER</b></p> <p>No report was provided as there are currently no risks in the domain of charitable funds. (Risk 1373: <i>Risk that the charity will not sustain its income levels or meet its income generation target of +10% annually</i>, which is associated with the delivery of the Hywel Dda Health Charities Planning Objective 2E for 2022/23, was closed, as agreed at the September 2022 Committee meeting.</p>	
<p><b>CFC(23)16</b></p>	<p><b>HYDROTHERAPY POOL: JC WILLIAMS (ELIZABETH WILLIAMS ENDOWMENT) TRUST FUND UPDATE</b></p> <p>Members received a verbal update on the Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund, following the Elizabeth Williams Endowment Administration Committee meeting held on 13 January 2023.</p> <p>Members were pleased to note that the court hearing to request distribution of all remaining monies for the purpose of funding the hydrotherapy pool, and subsequently terminate the fund, was held on 21 February 2023. Ms Davies advised Members that the trust fund</p>	



	<p>account is now being reviewed by the Pittsburgh National Corporation Bank (PNC) tax team and the receipt of funds is expected in April 2023.</p> <p>Ms Davies conveyed thanks to the Assistant Director of Corporate Legal Services and Public Affairs for her assistance with the process and Members acknowledged the inordinate amount of time and effort taken to bring the process to its conclusion.</p>	
	<p>The Committee <b>RECEIVED ASSURANCE</b> from the content of the verbal update on the Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund that monies will be received shortly.</p>	

<p><b>CFC(23)17</b></p>	<p><b>INTEGRATED HYWEL DDA HEALTH CHARITIES PERFORMANCE REPORT</b></p>	
	<p>Members were presented with the Integrated Hywel Dda Health Charities Performance Report, providing an update on the charity's performance and position as at 31 January 2023.</p> <p>Mr Timothy John highlighted the following key financial performance considerations:</p> <ul style="list-style-type: none"> <li>• The net incoming resources before transfers of the charity have increased by £1,536,706.</li> <li>• The charity's total incoming resources were £2,201,895.</li> <li>• The charity's overall income from donations, grants and legacies has increased by 283% in comparison to income received for the same period in the previous financial year.</li> <li>• The value of investments held by the charity on 31 January 2023 was £7,903,303. The value of total funds at the same date was £11,104,559. The transfer from existing investment advisors Sarasin &amp; Partners to CCLA was completed on 14 December 2022.</li> <li>• Expenditure on charitable activities for the period 1 April 2022 to 31 January 2023 was £744,621, which represents a 50% decrease in comparison to expenditure for the previous financial year.</li> <li>• The reported position for the total of governance and support costs (including finance and fundraising costs) incurred to 31 January 2023 is £14,327 overspent against budget. Included within this overspend are the Bronglais Chemo Unit appeal costs awaiting to be transferred to revenue. Excluding these costs, the reported position is an underspend of £8,637.</li> <li>• There is a net deficit from unrestricted apportionments (after investment gains) across funds of £346,012 for the period ending 31 January 2023. This would be offset against the surplus balance brought forward in the central fund from 2021-22.</li> </ul> <p>Mrs Llewelyn assured Members that the team continues to work closely with clinical and operational colleagues across the Health Board to promote the availability of funds and support colleagues with the</p>	

	<p>application process. New and user-friendly guidance documents have been produced to make it as easy as possible for staff to access funds and these documents will be updated to reflect any changes when the electronic charitable funds application process is launched. A guide to presenting expenditure requests at Sub-Committee and CFC meetings has also been produced to support colleagues with the application process.</p> <p>Mrs Llewelyn advised Members that, for the 2023/24 financial year, the Committee is asked to consider and recommend for ratification by the Corporate Trustee a governance and support costs budget of £524,755. This budget is in line with the approved budget for 2022/23, allowing for a 3% inflationary increase for pay and non-costs in line with budgetary increases applied across the Health Board. Ms Lewis commented that it would be useful for Members to receive in future years further context of the annual charges to enable an informed response to the amount of governance and support costs to provide assurance that value for money continues to be achieved for the charity. Mrs Raynsford suggested that comparison with other NHS charities may be beneficial to provide context.</p> <p>With regard to performance, Mrs Llewelyn advised Members that the fundraising team has specific targets and objectives and that although the charity is not required to submit a savings plan, compared to other directorates, she would be open to discuss further if required.</p> <p>Ms Davies presented Members with a timeline of the process to onboard CCLA, advising of the significant delays due to additional information requested by Sarasin. In terms of lessons learnt, Ms Davies noted the requirement to not underestimate the time things take to transfer portfolios and to keep Health Board information up to date as and when changes occur. Ms Davies assured Members that an annual review of information requirements will be scheduled with CCLA going forward to avoid any similar issues in the future.</p>	
	<p>The Committee:</p> <ul style="list-style-type: none"> <li>• <b>NOTED</b> the content of the Integrated Hywel Dda Health Charities Performance Report.</li> <li>• <b>RECEIVED ASSURANCE</b> on the charity's performance.</li> <li>• <b>CONSIDERED</b> and <b>RECOMMENDED FOR RATIFICATION BY THE CORPORATE TRUSTEE</b> a governance and support costs budget of £524,755 for the 2023/24 financial year.</li> </ul>	
<p><b>CFC(23)18</b></p>	<p><b>UPDATE ON EXPENDITURE: STAFF WELFARE AND WELLBEING - REST AREAS</b></p> <p>Members received a verbal update on progress regarding the allocation of charitable funding approved in November 2021 for the creation and improvement of staff rest areas. Mrs Llewelyn advised Members that 83% of the funds have been committed and spent to date and that 69</p>	

	<p>rest areas across the Health Board have been supported by the scheme. Mrs Llewelyn assured Members that the funds had been allocated with engagement with teams across the three counties to ensure that management and staff are aware of the work undertaken.</p> <p>Members received assurance from the positive feedback from staff regarding the improvement of rest areas.</p> <p>Mrs Llewelyn advised Members that the funding, £36,830 of which is yet to be allocated, will be spent or committed by the May 2023 CFC meeting and a further update on the impact of the expenditure will be presented to the September 2023 CFC meeting.</p> <p>Mrs Raynsford enquired whether any directorates had not been forthcoming in submitting bids for the funds, to which Mrs Llewelyn responded that Primary Care is the least represented. Mrs Llewelyn assured Members that each group has had the opportunity to feed into the process for the allocation of funds. Ms Murphy noted that the timeframe to submit requests for funds was very tight. Mrs Llewelyn responded that the timings were largely dependent on the scheduling of the County Partnership Forum meetings and that assurance had been received from staff side leads that those not involved with the initial process have now had the opportunity to participate.</p>	<b>NLI</b>
	<p>The Committee <b>NOTED</b> the verbal update on progress regarding the allocation of charitable funding for the creation and improvement of staff rest areas and <b>RECEIVED ASSURANCE</b> that 100% of the allocation will be spent or committed by the May 2023 CFC meeting.</p>	
<b>CFC(23)19</b>	<p><b>EVALUATION REPORT: CARDIOLOGY EQUIPMENT, WGH PAEDIATRICS</b></p> <p><i>Evaluation Report deferred to the September 2023 Committee meeting</i></p>	
<b>CFC(23)20</b>	<p><b>EVALUATION REPORT: TRANSPERINEAL BIOPSY MACHINE, PPH</b></p> <p><i>Evaluation Report deferred to the May 2023 Committee meeting</i></p>	
<b>CFC(23)21</b>	<p><b>HYWEL DDA HEALTH CHARITIES WORKPLAN 2023/24</b></p> <p>Members received the Hywel Dda Health Charities Workplan 2023/24 report. Mrs Llewelyn reminded Members that, at the November 2022 CFC meeting, Members received the HDdHC Strategy 2023/28 report outlining the charity's proposed strategic objectives for 2023/28. The three objectives relate to making a difference (funding services and activities above and beyond what the NHS can provide), fundraising and communications (stabilising our income levels and conveying the impact of our work), and maximising the contribution (making the best use of our resources to maximise our impact). The CFC discussed the</p>	

	<p>objectives and endorsed the development of an operational workplan, in the context of these objectives.</p> <p>Mrs Llewelyn drew Members' attention to the appended workplan, which summarises the charity's core day-to-day activities that align to each of the strategic objectives. It also summarises the priority areas that will be progressed during 2023/24, with timescales and measures of achievement. Mrs Llewelyn assured Members that progress against the priority areas for 2023/24 will be reported to the CFC on a quarterly basis via the Integrated Performance Report.</p> <p>Mr Iwan Thomas enquired whether display screens in healthcare settings could be used to promote awareness. Mrs Llewelyn responded that promotional material is submitted for display on a bi-monthly basis and undertook to confirm that this is being done.</p> <p>In conclusion, Ms Raynsford commended the format and content of the appended Key Achievements 2020-23 document.</p>	<b>NLI</b>
	<p>The Committee <b>NOTED</b> the content of the workplan and discussed the priority areas for 2023/24 in the context of the strategic objectives considered by the CFC in November 2022.</p>	

<b>CFC(23)22</b>	<b>PROPOSAL TO RATIONALISE THE NUMBER OF CHARITABLE FUNDS</b>	
	<p>Members received the Proposal to Rationalise the Number of Charitable Funds report, seeking approval of the proposals outlined to rationalise the number of funds held.</p> <p>Members were advised that there are currently over 250 separately held funds within the Charity. A number of funds have very small balances and as such fund holders find it difficult to spend. As a significant amount of the money held by the Charity is in restricted or designated funds, there are areas of the Health Board that have no easy access to charitable funds. Monitoring this number of funds is also an onerous, time consuming task.</p> <p>Ms Davies provided Members with an overview of the statutory context of the two primary classes of funds that the Charity holds; restricted funds, which can only lawfully be used for a specific charitable purpose and unrestricted funds, which can be spent for any charitable purpose of a charity. Ms Davies advised that the Charity could choose to earmark part of the unrestricted funds for a specific project. This designation is an administrative function and does not legally restrict the trustee in how to apply the earmarked funds.</p> <p>Ms Davies advised Members that the Charity has 107 restricted funds, £5.5m and 167 unrestricted funds, £3.4m. Of the unrestricted funds, all</p>	

are designated by nature for a certain purpose. The proposal is to establish whether funds have been correctly defined as restricted or not. If the fund was established with a clearly restricted donation and that donation has been spent, then subsequent donations are unrestricted and should be reviewed. If the restricted donation has been spent the fund is no longer restricted. Ms Davies advised Members that the transfer of funds from restricted to unrestricted should be discussed by the Corporate Trustee and clearly documented along with the evidence to support the decision.

In relation to designated funds, these can be redesignated by the trustee without seeking external authority. The proposal is that, if there has been no or little spend in the last 3 years removal of the designation should be considered and the funds moved into an unrestricted, undesignated general fund.

Ms Davies advised Members that where there are several funds for specific service areas, across counties for example, the proposal is to consult with fundholders regarding options for rationalising funds and consideration of whether a generic fund for a service area should be created across the three counties or alternatively a general fund for a county. Representatives from the Counties/Services would then be required to jointly agree on priorities for spend. Ms Davies advised Members that the scheme of delegation for authorising spend will need to be updated dependent on the agreed way forward.

In terms of next steps, Ms Davies advised Members that the Health Board will be required to consult with Internal and External Audit regarding the approach, discuss the proposal with the Charity Commission, and secure resource to undertake the activities. This will need to be a combination of skills from both the Finance and Fundholding teams with an agreed timetable set out.

Foreseeing any objection to the proposals and any possible consequences on fundraising and the ability to spend funds, Ms Davies assured Members that there would be a thorough engagement process with staff that would also consider the views of supporters. Mrs Llewelyn advised that engagement would need to be at management level and for frontline staff who receive donations and have the face to face contact with the public and supporters.

Mr Thomas advised Members that a gentle approach will be required as changes to the management and allocation of funds may be emotionally challenging. Mrs Llewelyn assured Members that guidance has been provided by the Healthcare Financial Management Association (HFMA) and from organisations that have undertaken similar reviews.

Responding to a query whether the Assistant Director of Corporate Legal Services and Public Affairs has been involved, Ms Davies

	advised that expertise regarding restrictions will be required and undertook to liaise with the Assistant Director of Corporate Legal Services and Public Affairs. Mrs Llewelyn also assured Members that staff side representatives and Organisational Development relationship managers will be party to any discussions.	<b>RD</b>
	Ms Daniel undertook to raise the proposals within the report to Executive Team for discussion of any potential adverse implications.	<b>SD</b>
	The Committee <b>APPROVED</b> the proposals outlined to rationalise the number of funds held.	

<b>CFC(23)23</b>	<b>CHARITABLE FUNDS COMMITTEE WORK PROGRAMME 2022/23</b>	
	Members received the Charitable Funds Committee Work Programme 2022/23 for information.	
	The Committee <b>NOTED</b> the Charitable Funds Committee Work Programme for 2022/23.	

<b>CFC(23)24</b>	<b>CHARITABLE FUNDS COMMITTEE WORK PROGRAMME 2023/24</b>	
	Members received the Charitable Funds Committee Work Programme 2023/24 for information.	
	The Committee <b>NOTED</b> the Charitable Funds Committee Work Programme for 2023/24.	

<b>CFC(23)25</b>	<b>REFLECTIVE SUMMARY OF MEETING</b>	
	<p>Ms Daniel provided a reflective summary of the meeting, highlighting the following:</p> <ul style="list-style-type: none"> <li>• Notification of the Chair’s Action to approve the funding request of £2,908 for the Workforce &amp; Organisational Development (W&amp;OD) team to proceed with developing a three month pilot scheme to provide sanitary products for staff in Withybush General Hospital, which was supported in principle at the November 2022 Committee meeting and an action to provide an update to the next meeting regarding arrangements in place at other health boards relating to the use of charitable funds rather than core funding.</li> <li>• Assurance received from the presentation by CCLA regarding minimal exposure in terms of volatility within the market, particularly in Banking.</li> <li>• A presentation on the Lifelong Learning Fund, highlighting the positive impact of charitable funding to enable learning opportunities for the development of new skills that will help staff to recover from the experience of the pandemic and support the restoration of their wellbeing.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Assurance received from the closure report of Planning Objective 2E that the actions will be carried forward due to the charity's operational work plans for the 2023/24 financial year and that future progress reports on the charity's operational work plans will be incorporated into the Integrated Performance Report.</li> <li>• Positive assurance received from the verbal update on the Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund, advising that the Trust accounting process with the US courts is near completion and the receipt of funds is expected in April 2023.</li> <li>• Positive assurance received from the verbal update on progress regarding the allocation of charitable funding for the creation and improvement of staff rest areas and assurance that 100% of the allocation will be spent or committed by the May 2023 CFC meeting and an update on the impact of the expenditure will be presented to the September 2023 CFC meeting.</li> <li>• Approval of the proposals to rationalise the number of charitable funds, whilst acknowledging the requirement to exercise caution and sensitivity in the process. The Committee agreed with the action to raise the proposals with Executive Team for discussion of any potential adverse implications.</li> </ul>	
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<b>CFC(23)26</b>	<b>ANY OTHER BUSINESS</b>	
	No other business was raised.	

<b>CFC(23)27</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
	23 May 2023; 09.30-12.30	